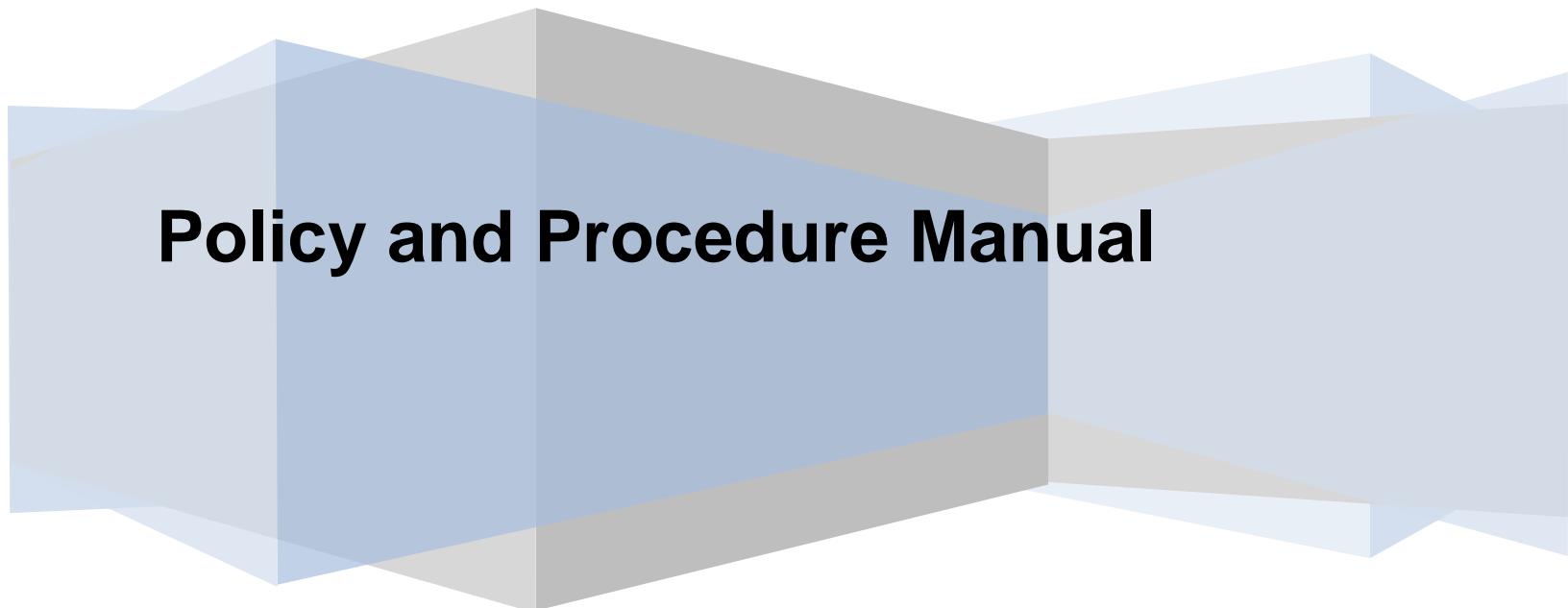




Covenant School of Nursing and Allied Health



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Policy and Procedure Manual

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Section 1: General Institutional

Covenant Health Mission, Vision and Values

Mission:

As expressions of God's healing love, witnessed through the ministry of Jesus, we are steadfast in serving all, especially those who are poor and vulnerable.

Vision:

Health for a better world

Values:

Compassion - Jesus taught and healed with compassion for all. -Matthew 4:24

We reach out to those in need and offer comfort as Jesus did. We nurture the spiritual, emotional and physical well-being of one another and those we serve. Through our healing presence, we accompany those who suffer.

Dignity - All people have been created in the image of God. -Genesis 1:27

We value, encourage and celebrate the gifts in one another. We respect the inherent dignity and worth of every individual. We recognize each interaction as a sacred encounter.

Justice - Act with justice, love with kindness and walk humbly with your God. -Micah 6:8

We foster a culture that promotes unity and reconciliation. We strive to care wisely for our people, our resources and our earth. We stand in solidarity with the most vulnerable, working to remove the causes of oppression and promoting justice for all.

Excellence - Whatever you do, work at it with all your heart. -Colossians 3:23

We set the highest standards for ourselves and our ministries. Through transformation and innovation, we strive to improve the health and quality of life in our communities. We commit to compassionate, safe and reliable practices for the care of all.

Integrity - Let us love not merely with words or speech but with actions in truth. -1 John 3:18

We hold ourselves accountable to do the right thing for the right reasons. We speak truthfully and courageously with generosity and respect. We pursue authenticity with humility and simplicity.

Covenant School of Nursing and Allied Health

Organization

Covenant School of Nursing and Allied Health (CSNAH) is organized under Covenant Health, specifically Covenant Medical Center. Covenant Health is a private, not-for-profit healthcare agency accredited by The Joint Commission and is a member of St. Joseph Health of Orange County, California. Covenant Health has facilities to care for medical, surgical, obstetrical, pediatric, emergency, and geriatric patients.

Covenant Health

Covenant Health is the largest health institution in the West Texas and Eastern New Mexico region. It serves a 62-county area with a population of more than 1.2 million people, with more than 50 percent of the patients coming from outside of Lubbock County.

Covenant Health consists of 3 cornerstone facilities, plus a network of 14 leased and manages community hospitals, including Covenant Hospital Levelland and Covenant Hospital Plainview, 20 Healthcare Centers and Family Healthcare Centers. The cornerstone facilities are located in Lubbock, Texas: Covenant Medical Center (CMC), Covenant Children's Hospital (CCH) and the Covenant Specialty Hospital (CSH)—that house a number of specialty treatment centers, including:

- Covenant Heart and Vascular Institute
- Covenant NeuroScience Institute
- Owens-White Outpatient Rehabilitation Center
- Joe Arrington Cancer Research and Treatment Center
- Covenant Women's Hospital

Background

Covenant Health is a member of St. Joseph Health, one of the most successful not-for-profit health systems in the United States. It was founded in 1998 through the merger of two of Lubbock's most venerable health care facilities, St. Mary of the Plains Hospital and Lubbock Methodist Hospital System.

St. Mary Hospital was founded in 1937 as the 10-bed Plains Hospital and Clinic, becoming St. Mary of the Plains Hospital in 1939, when the Sisters of St. Joseph of Orange, California, purchased the facility. Today, St. Mary of the Plains Hospital is known as Covenant Children's Hospital.

The facility now known as Covenant Medical Center began as the 25-bed Lubbock Sanitarium in 1918. The facility became known as Lubbock General Hospital in 1941, then Lubbock Memorial Hospital in 1945. In 1954, it became Methodist Hospital.

Corporate Officers:

Richard Parks, President/CEO CHS
Walt Cathey, CEO Covenant Lubbock
John Grigson, CFO
Karen Baggerly, CNO, Vice-President of Nursing

Board of Directors:

Richard Parks, President/CEO
Ted Thames, MD , Chairman
John Hamilton, Vice Chair

Review and Approval of Policies, Guidelines and Procedures

Department: CSNAH

Approved by: CSNAH Dean/Directors

Statement of Purpose: Provide a standard form of communicating policies, guidelines and procedures. Provide a structure for regular interval reviews of policies, guidelines and procedures. Provide a means for reviewing policies, guidelines and procedures on an as-needed basis to remain consistent with current practices. Provide a means for assuring agreement between current practices and applicable regulations and laws.

Materials/Equipment:

Decision Making Grid

Performed by: Dean/Directors, faculty and staff of CSNAH

Guidelines:

- Any committee/instructional module/person within CSON may originate or recommend new policies, guidelines or procedures or request revisions to an existing policy, guideline or procedure.
- Unless otherwise noted, policies, guidelines and procedures must be reviewed and if necessary, revised, at least once every three years or more frequently if necessary.
- The originating owner will assess the policy, guideline or procedure based on its necessity, ability to reflect the best practice, clarity and understandability and its effect on Covenant School of Nursing.
- The official version of the policy, guideline or procedure is located in the Policy and Procedure Manual found on the K:drive > Current Resources Folder > Policy and Procedure Manual folder.
- The policy, guideline or procedure will include both the effective date as well as any revision dates.
- The policy, guideline or procedure shall include consistency with the Mission and Philosophy of the organization, meet applicable law, regulation and related accreditation standards, and include consistency with prevailing standards of care and evidence-based practice
- If a conflict occurs between a CSON policy, procedure or guideline and a policy reflected in documents of a higher authority, the policy as outlined in the document of higher authority will prevail.
- CSON employees are responsible for knowing current policies, guidelines and procedures, changes and updates.

Definitions

- Policy: a required official course of action by the organization.
- Guideline: a recommended course of action by the organization.
- Procedure: a sequence of steps or instructions taken to accomplish or implement a policy or guideline
- Designated Owner: committee, group of people or person assigned by the Dean and Coordinators as the most knowledgeable about the policy, guideline or procedure.
- Congressional style: method of mark-up in which deletions are lined through and additions are underlined using the Microsoft Word editing format (track changes).
- Substantive Change: change to a policy, guideline or procedure that impacts the policy or process outlined.
- Non-Substantive Change: change that does not impact the policy, guideline or procedure. Examples include typographical errors, grammatical errors and title changes.
- Review of Memorandum: signed by Dean and Coordinators stating that they concur with the proposed revision to the policy, guideline or procedure.

Process:**Procedure for Reviewing an Existing Policy, Guideline or Procedure**

The designated owner of the policy, guideline or procedure will update the document to include all necessary modifications.

- Using congressional style, the designated owner will prepare a revision based on changes, if any, in the policy, guideline or procedure since the most recent review. The designated owner will also incorporate any non-substantive changes. The justification statement for both minor and substantive changes should be inserted immediately after the proposed change.
- The designated owner will send revised draft out to employees of CSON for feedback.
- If the policy, guideline or procedure affects faculty organization responsibilities, it will be voted on in faculty organization meetings after feedback has been received.
- If the policy, guideline or procedure affects administrative office responsibilities, it will be voted on in administrative office meetings after feedback has been received.
- After approval from faculty organization or administrative office staff, the policy, guideline or procedure must be sent to the Dean and Coordinators for final approval.
- After review and discussion by Dean and Coordinators, the proposal can be approved, denied or undetermined pending further review and discussion. If approval is determined, a review of memorandum should be signed by Dean and Coordinators along with final approval date. If approval is denied, a review of memorandum should be signed by Dean and Coordinators and reason for denial. If approval is undetermined pending further review and discussion, the Dean and Coordinators should meet with the designated owner for further review and discussion in order to come to a conclusion.
- The final decision of the policy, guideline or procedure will be sent to faculty, staff and/or students. The Dean and Coordinators will ensure the new/updated policy, guideline or procedure is placed in the Policy and Procedure Manual located on the K:Drive.
- Policies, guidelines and procedures for curriculum, assessment, student retention, student welfare, faculty development and the Systematic Plan for Evaluation should go to the faculty organization for voting in revisions or anything new.
- Policies, guidelines and procedures for admissions or administrative office functions should first be reviewed and discussed within the committees/groups that are assigned designated owners, a draft should be sent to all employees of CSON for feedback, final changes/revisions will be made by the designated owner and members of the committee/group will have a vote. Once vote is made, steps in above bullet #6 should be followed to complete the process.

Procedure for Introducing New Policies, Guidelines or Procedures

When a new policy, guideline or procedure has been proposed, the Dean and Coordinators will determine who the designated owner will be. The designated owner will create a draft that outlines quality details and identifying the needs of introducing a new policy, guideline or procedure. All key entities should have an opportunity to comment on the new policy, guideline or procedure before voting occurs.

Responsibilities of Designated Owner/s Must

- ensure consistency with Mission and Values of organization
- ensure the policy, guideline or procedure meets applicable law, regulation and related accreditation standards
- ensure consistency with prevailing standards of care
- ensure consistency with evidence-based practice
- distribute a rolling list of documents up for review, along with review dates to other member owners

- ensure receipt of comments in a timely manner and send any needed reminders to the employees affected.
- edit the final documents for style consistency and route for signature approval to the senior reviewer and his/her chain of command

Responsibilities of Dean and Coordinators Must

- Assure timely review and approval of all documents
- Assure final approval of all official documents
- Post the official version of all documents in the Policy and Procedure Manual on the k:drive

Reference(s): Covenant Health Review and Approval of Policies, Guidelines and Procedures, CFR 482.12, Texas Administrative Code 215.7, ACEN Standards and Criteria

Reviewed/Revised 11/2017; 7/2020

Decision Making Grid

Individual Employee	Administrative Office	Instructional Module	Committee	Faculty Organization	Administration
POLICY, GUIDELINE OR PROCEDURE SUPPORTS IT					
Student issues following policies established	Policies affecting work processes and flow with feedback from those it will affect	Curriculum content based on curriculum map and course outcomes (anything not within the boundaries of IM must be taken to curriculum committee for guidance)	Decisions that affect an individual or IM only can be made within the committee	Vote on Policies, guidelines or procedures affecting curriculum, assessment, student welfare, student retention, faculty development	Regulatory Ensure Policies, guidelines and procedures include regulatory requirements; with input from faculty and staff when appropriate
		Delivery of content (ensure # hours for out-of-class work, didactic, clinical, lab hours meet requirements)	If decision affects other IM's then it should be taken to faculty organization for approval	Decisions that affect curriculum, assessment, student welfare, student retention or faculty development	Operational policies, guidelines and procedures affecting administrative office and admissions processes , with input from faculty and staff
		Clinical areas appropriate to meet student learning outcomes of IM (FAC oversight for approval and Dean approval for any agencies outside of CH)	Pilot projects		Financial Budget policies, guidelines and procedures with input from faculty and staff when appropriate
		Calendars/Schedules, must use templates developed and follow hours designated for curriculum requirements (Curriculum Coordinator Oversight for approval)			Time Sensitive, with input from faculty and staff if time allows
		Shared Governance: must ensure all duties are assigned and completed			Final approval for all policies, guidelines and/or procedures
		Student issues following policies established			

Consumer Information

Department: CSNAH

Approved by: CSNAH Dean/Directors

Statement of Purpose:

Identifies procedures outlining the requirements for Consumer Information related to specific institutional information, graduation rates, annual security report and athletic reporting.

Materials/Equipment: N/A

Performed by:

Dean/Directors and Student Services Coordinator, Recruiter, Admissions Officer, Financial Aid Officer

Process:

Method of Disclosure:

- Recruiter and Admissions Officer will direct enrolled students to the website in which updated consumer information is located.
- The notice will be sent out annually in August of every year.
- The notice will contain a brief description of the various disclosures and that paper copies are available upon request.

General Disclosures:

- Basic financial aid information
- General information about the school
- Availability of employees for information dissemination
- Retention rates
- Drug and alcohol abuse prevention
- Placement/matriculation of graduates
- Completion/graduation rates
- Education enrollment information
- Institutional security policies and crime statistics
- Constitution Day
- Copyrighted material
- Private education loan certification
- Vaccinations policies
- Net price calculator
- Penalties associated with drug-related offenses
- College navigator website
- Student body diversity
- Textbook information
- Disbursement of books and supplies
- Course information
- Voter registration
- Gainful employment

Misrepresentation

Title IV, HEA programs are required to have procedures to assure the school does not provide false, erroneous or misleading statements concerning but not limited to:

- Nature of Education Programs
- Nature of Financial Charges
- Employability of graduates
- Relationship with Department of Education

Written Allegations or Complaints

Any inquiries, complaints or grievances should be referred to the Dean/Director of each program of study or

Office of Civil Rights, US Department of Education
1999 Bryan St.
Suite 2600
Dallas, Tx. 75201

Reference(s): Consumer Information Disclosures at a Glance document
601.11; 601.30; 668.14; 668.41; 668.42,43,44,45,46,47,48,49; 668.164(i)

Reviewed/Revised: 3/2014; 9/2017; 6/2020

State Authorization

Department: CSNAH

Approved by: CSNAH Dean/Directors

Statement of Purpose:

Institutions must be licensed to provide postsecondary education programs.

Materials/Equipment: N/A

Performed by:

Dean/Directors of Programs of Study

Guidelines:

- Institutions must be licensed to provide postsecondary educational programs by:
 - State charter, constitution, license or other document
 - Federal government approval
 - Indian tribe
 - Religious institution exempt from state authorization
- School of Nursing is licensed/accredited by:
 - Texas Board of Nursing
 - Accreditation Commission for Education in Nursing
 - Exempt from Texas Workforce Commission
 - Texas Veterans Commission
 - Dean ensures all accreditations are up to date and maintains records of communications, reports and requirements
- School of Radiography is licensed/accredited by:
 - Joint Review Committee on Education in Radiologic Technology
 - Exempt from Texas Workforce Commission
 - Texas Veterans Commission
 - Dean ensures all accreditations are up to date and maintains records of communications, reports and requirements

Reference(s): 600.2; 600.4(a) (3); 600.5(a)(4); 600.6(a)(3); 600.9; 668.43(b)

Reviewed/Revised: 03/2014; 09/2017; 06/2020

Application Requirements

Department: CSNAH

Approved by: CSNAH Dean/Directors

Statement of Purpose:

This policy is used to define the application requirements and enrollment requirements for individuals who wish to apply at CSNAH programs. Not all applicants that apply to CSNAH are granted admission. CSNAH does not discriminate on the basis of race, religion, national origin, sex, age, marital status, or disability. The School of Nursing and Allied Health is an Equal Access/Equal Opportunity School.

Materials/Equipment:

Application materials are listed below as they pertain to the School of Nursing and Allied Health.

Performed by:

Admissions Officer

Admissions Committee

Process:

Application requirement for the School of Nursing and Allied Health

General Application Requirements

The following items listed below are required in order to apply to the School of Nursing and Allied Health. An applicant must be able to read and write English and meet all prerequisite requirements to apply. All applicants must meet the core performance standards and complete the following application requirements:

Application Submission Deadlines

Registered Nursing Program (CSON)

CSON accepts applications for fall and spring classes. Applications for the RN Program are only processed during the designated application period. The application period for fall is January 1st - March 1st and the application period for spring is July 1st – September 1st. The LVN-RN application period is April 1st – May 15th for Fall.

Radiography Program (CSOR)

CSOR accepts applications year round for classes beginning in the fall. The application deadline for fall admission is March 15th.

Application Materials to Include

Completed online application

All applicants must complete an online application; online applications are available at <https://covn.empowerxl.com>. If you need assistance with your application please call the school you are applying to for assistance. If you have healthcare certificates or military experience, please provide a copy of the certificate or DD214 for military experience with your application packet.

Application Fee

An application fee of \$50 must be turned in along with your application. The application fee must be paid by check, credit/debit card, or money order. Cash is not accepted for this fee—no exceptions. (The Schools of Radiography will decrease the application fee to \$25 if the application is turned in within the first 30 days of the application period). There is a \$30.00 Non-Sufficient fund charge.

Application Checklist

The application checklist must be submitted with your application packet

Core Performance Standards –

Core performance standards are the abilities needed by the nursing student to meet the program objectives and requirements. Students who are unable to meet core performance standards cannot meet objectives for clinical courses; therefore, cannot meet course requirements. Students must withdraw his/her application and may apply for consideration for admission at such time that he/she is able to meet the core performance standards required for the practice of nursing. The Core Performance Standards acknowledgement form must be signed and turned in along with the application packet.

Resume/CV –

The Resume/CV should include current contact information, educational experience related to healthcare, work experience related to healthcare (listing dates of employment for each), and any volunteer or shadowing experience. Also include any community service hours or special recognition you have earned. The School of Nursing requires a resume/CV for applicants of the LVN-RN track but does not require a resume/CV for applicants of the traditional RN program track. This information is covered in the Healthcare experience form.

High school diploma or GED verification

Registered Nursing Program

CSON requires an Official sealed high school transcript, verified GED or successful completion of an approved home school program

Radiography Program

CSOR requires a copy of high school transcript, verified GED or successful completion of an approved home school program

Official unopened college/university transcript

“Official” sealed transcripts from all colleges and universities attended to date must be submitted with the Application Requirements. They must be submitted with all application documentation by the application deadline determined by the program. If a student applies before all prerequisites are completed, all final official transcripts that reflect any outstanding course work are due as stated in the admission packet.

Healthcare Experience

Please use this form only if you have healthcare experience or volunteer experience in the healthcare field. Healthcare experience gained through an entity/healthcare provider that meets the definition of a covered entity under HIPAA. ☐ Examples include: EMT, Paramedic, Medical Assistant, CNA, ER Tech, Physical Therapy Aide, etc. ☐ Health Care Provider examples: Hospitals, Doctors Office, Clinics, Psychologists, Dentist Office, Chiropractors Office, Nursing Homes and Pharmacies.

Pre-entrance Examination

Registered Nursing Program

CSON utilizes the HESI admission assessment as part of the admission process. The exam is offered on several dates during each application period and can be retaken once per application cycle at this testing site. Candidates must score an 850 on all components of the exam to be eligible to apply. The scores are valid for one year and all scores submitted with the application packet must be valid on the last day of the application period. The HESI registration and payment must be submitted via the online registration. Prior to the scheduled exam, an applicant may reschedule an exam date. There is a \$25.00 fee to reschedule an exam. HESI study guides are available (while supplies last) for a \$25.00 rental fee. Information about the pre-entrance exam is available on the website. Each applicant must pass the pre-entrance examination by the deadline date. More information about this exam can be found online at <http://covenanthealth.org/cson>

Radiography Program

CSOR does not require a pre-entrance exam.

Reference forms

Registered Nursing Program

Covenant School of Nursing does not require reference forms to be submitted with the application.

Radiography Program

Each candidate must submit 3 reference forms along with the application packet. Evidence of the applicant's character, personality, and other qualities that are important in predicting probable success in the program will be substantiated by recommendation forms completed by individuals selected by the applicant. The required forms and instructions are available online. References from family members will not be accepted.

Immunization Verification Form

Verification must be provided for Hepatitis B Vaccine (series of 3 injections) or a lab titer proving immunity to Hepatitis B. Please have the Immunization Verification Form completed by a physician or healthcare provider. It is required to be submitted with your application packet

Proof of Permanent Residency

Unfortunately, COVENANT SCHOOL OF NURSING AND ALLIED HEALTH is not equipped to accept foreign students. Therefore, all applicants must be U.S. Citizens or have established Permanent Residency. If you were born outside the United States, you will be asked to provide proof of citizenship or permanent residency. Example of identification accepted would be permanent residency card, certificate of naturalization, or a United States Passport.

Letter of Standing

Registered Nursing Program

If you have begun a program of nursing or allied health in the past and not successfully completed it, you will need to request a letter of standing from that program. This letter simply states that you are eligible to apply to their program again in the future. The letter must be mailed directly to the school.

Radiography Program

If you have begun a program of radiography in the past and not successfully completed it, you will need to request a letter of standing from that program. This letter simply states that you are eligible to apply to their program again in the future. The letter must be mailed directly to the school.

Letter of Eligibility

Registered Nursing Program

CSON requires a letter of eligibility from the Texas Board of Nursing if a petition for Declaratory Order is required related to any criminal charges or convictions including misdemeanors (with the exception of simple moving violations). The letter of eligibility must be submitted by the selected applicant 4 weeks prior to the start of class. Contact the Board of Nursing for details about submitting a declaratory order to obtain your Letter of Eligibility <http://www.bne.state.tx.us/> If a declaratory order is submitted, but no authorization letter from the Texas Board of Nursing is received by the applicant four-weeks before beginning the program, the candidate will not be admitted to Covenant School of Nursing.

Radiography Program

CSOR requires a Letter of Eligibility from applicants with the following circumstances: Criminal proceedings including: Misdemeanor charges and convictions, felony charges and convictions, military court-martials; and/or Disciplinary actions taken by a state or federal regulatory authority or certification board; and/or Honor code violations. The Ethics Review Pre-Application provides an early ethics review of violations that would otherwise need to be reported on your Application for Certification when you have completed an ARRT-recognized educational program and may be used for the offenses. The Ethics Review Pre-Application is reserved for those

who are: not enrolled in an ARRT recognized program or enrolled in an ARRT recognized educational program and are at least six months away from graduation.

Interviews

Registered Nursing Program

After reviewing an application, CSON will contact the applicants who qualify for an interview. Interviews will be conducted by the admissions officer and ranked by at least 2 of the admissions committee members. The applicant who is contacted for an interview is expected to dress professionally when attending the interview.

Radiography Program

CSOR will schedule applicants for individual interviews after receiving the application.

Background Checks

Registered Nursing Program

CSON will not require a background check until the applicant has been tentatively accepted or selected as an alternate for admission. These potential students' names are then sent to the Board of Nursing for the State of Texas. The Board of Nursing will then submit these names for background checks.

Radiography Program

CSOR requires a background check to be completed and cleared prior to the admission process. The background check is performed by the Sponsoring institutions HR department prior to admission. Information is available at www.certifiedbackground.com. A copy of the report must be submitted with the application packet.

Pre-requisite Courses

All prerequisite courses are required to be completed prior to enrollment in all programs of study. Please refer to the Program of Study for details about courses required and equivalency review. Covenant School of Nursing and Allied Health will give consideration of credit from other institutions accredited by an agency recognized by the United States Department of Education or the Council for Higher Education Accreditation for "prerequisite courses only." The approved courses will not count as clock hours earned.

Note: All hours attempted will count toward the Title IV, HEA funding 150% quantitative requirements not just the hours that were accepted as transfer hours. Transfer hours are not accepted from other schools of Registered Nursing or Radiography.

Registered Nursing Program

The academic pre-requisite courses for CSON include the following:

- English I/English II 6 hours
- Chemistry (with lab) 4 hours
- *Human Anatomy & Physiology 1 (with lab) 4 hours
- *Human Anatomy & Physiology 2 (with lab) 4 hours
- Microbiology (with lab) 4 hours
- Human Nutrition 3-4 hours
- Human Growth & Development 3 hours

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

Grade Requirements

A minimum grade of "C" in each of the pre-requisite courses is required, and a grade point average of 2.5 or higher in these courses is expected. The School of Nursing utilizes the most current grade in all of the prerequisites when calculating the GPA.

Credit by Examination

We accept credit by examination for the following exams with passing scores.

English I

English II

The Admissions Officer and Recruiter are available by appointment to applicants for academic guidance and consultation during the pre-nursing phase of completing these required courses.

Transfer Students:

Covenant School of Nursing will give consideration of credit from other institutions accredited by an agency recognized by the United States Department of Education or the Council for Higher Education Accreditation for "prerequisite courses only." The approved courses will not count as clock hours earned.

Note: All hours attempted will count toward the Title IV, HEA funding 150% quantitative requirements not just the hours that were accepted as transfer hours. Transfer hours are not accepted from other schools of Registered Nursing.

Licensed Vocational Nursing (LVN) Applicants

LVN's must hold a current LVN license in the state of Texas at the time of application. LVN's may request the completion of their LVN education to be credited towards the Registered Nursing Program. In order for an LVN to receive credit for their LVN education, the applicant must take the HESI fundamentals exam and pass with a score of 850 or greater. The transfer of hours reduces the time from the Registered Nursing Program of 64 weeks to a shorter 27 weeks. For consideration of transfer hours, the LVN applicant must meet all application and admission requirements for the Registered Nursing Program as well.

*The LVN applicant will not be required to take the HESI admission assessment.

Reference(s):

Reviewed/Revised: 03/2014; 12/2017; 01/2019; 06/2020

Admissions

Department: CSNAH

Approved by: CSNAH Dean/Directors

Statement of Purpose:

This policy is used to define the application and enrollment requirements for individuals who wish to enroll at CSNAH programs as a regular student. CSNAH does not discriminate on the basis of race, religion, national origin, sex, age, marital status, or disability. The School of Nursing and Allied Health is an Equal Access/Equal Opportunity School.

Materials/Equipment: N/A

Performed by:

Admissions Officer

Process:

Admission Status

After the application deadline, each school will consider all qualified applicants whose application files are complete and up to date. Selected applicants are then sent an email and/or letter regarding their status as accepted, alternate, disqualified or declined admission. Upon receipt, further instructions are provided. Accepted and alternate candidates will be required to complete all of the requirements according to the deadlines listed in their admission packet. Please refer to each program of study for further details regarding the admission packet.

Enrollment Agreement

An enrollment agreement must be signed and returned with the admission packet.

Health Requirements

All accepted students will schedule an appointment with Employee Health Services at Covenant Health to perform the following:

- Document a medical history
- Update required immunizations and have a licensed healthcare provider complete the appropriate immunization form.
- Lab titer to ensure immunization for the Varicella Zoster
- Complete a color-blind test
- Undergo a respirator FIT test
- TB baseline and secondary test
- Physical Demand Analysis
- Perform a drug screen test: if the pre-enrollment drug screen is positive for an illegal substance the candidate will be denied admission to Covenant School of Nursing and Allied Health will not be eligible to reapply for 2 years
- Other items needed to complete the student health file
- All of these items must be completed by the date specified in the admission packet
- **IMPORTANT NOTICE TO APPLICANTS:** please be aware that all of our students are required to have completed the HEP B series before the start of school or have a titer proving immunity to Hepatitis B. If you have not yet begun to receive this series, or if you will not have it completed before classes begin, you will not be eligible for admission. If you are 22 years of age or younger you must have the Bacterial Meningitis vaccine. **THIS IS A NON-NEGOTIABLE REQUIREMENT.**

CPR Certification

Completion of an approved CPR course is required prior to admission to the school. CPR must be taken through American Heart Association only. An online version of CPR that does not require "hands on" skill performance is **not** acceptable for students entering their first instructional Module at CSON or CSOST. You must submit a copy of your CPR card for your admission file as specified in the admission packet.

***NOTE: CSOR students will complete the CPR certification during orientation.**

Final Admission Status

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

Financial Aid

The financial aid application must be received by the dates listed below for each program. Your application will not be considered complete until ALL required forms are on file in the Financial Aid Office and have been verified for completeness and accuracy. Contact the Financial Aid Office for further assistance.

Registered Nursing Program

June 1st for the Fall admission

November 1st for the Spring admission

Radiography Program

June 15th for the August admission

FAFSA Verification

Every year a number of students who are eligible for financial aid are randomly selected for verification by the U.S. Department of Education by the FAFSA Central Processing System (CPS). If a student is selected for federal verification, they will be asked to complete a Verification Worksheet (provided by the Financial Aid Officer) and must provide additional information before financial aid can be disbursed to the student account. This documentation may include but is not limited to federal income tax return transcript, federal tax return or W-2 forms (student's, spouse and/or parents/guardians), proof of untaxed income, housing allowances, etc. Students will be notified in writing of all documents required to fulfill this federal requirement and what their verification code is so they can complete the required verification requirement. If after review by the Financial Aid Officer, there are any changes to the financial aid package the student will be notified in writing.

Accommodations

Covenant School of Nursing and Allied Health complies with the Americans with Disabilities Act of 1990. The school will provide reasonable modifications and/or accommodations for students with learning disabilities depending on the student's need. Students are required to meet the physical demand requirements for the program. The following are Essential Program Requirements:

- Intact gross and fine motor skills; precise hand/eye coordination and dexterity.
- Able to discriminate tactile sensations.
- Clear speech (exception SPT program).
- Congruent verbal/nonverbal behavior; emotional stability; cooperative; no signs of impaired judgment.
- Able to walk, bend, stoop, kneel, stand, twist, sit, carry, lift, reach hands overhead. Able to evacuate a 4-story building in less than 3 minutes.
- Able to sit and stand long periods of time (4-7 hours in class; 8 hours in clinical).
- Able to pull 75 lbs; lift 35 lbs; push 100 lbs.

- Able to travel independently to clinical sites as assigned.
- Intact short and long-term memory.
- Visual color discrimination and depth perception; near and far vision 20/20 (may be corrected with lenses).
- Able to hear and discriminate alarms; hears whispered voice at 8 ft. (may be corrected with hearing aid).
- Able to detect odors sufficient to maintain environmental safety, including smoke and noxious odors.
- Frequent exposure to electricity, electromagnetic fields, electronic media and latex; chemical hazards including not limited to disinfecting solutions, dyes, acetone, bleach, and alcohol.
- Possible exposure to toxic drugs; anesthetic gases; ionizing radiation; infectious agents (blood, urine, mucus, saliva, etc.)

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

Note: In order to be eligible for Title IV funding, you must be able to benefit from the reasonable accommodations and be able to take the state board-licensing exam.

Tuition Payment

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

Reference(s):

Reviewed/Revised: 11/2013; 07/2017; 01/2019; 06/2020

High School Diploma Verification

Department: CSNAH

Approved by: CSNAH Dean/Directors

Statement of Purpose:

The purpose of this Policy is to clarify policies concerning student admissions.

Materials/Equipment: N/A

Performed by:

Admissions Officer

Process:

Office of Admission – Application Policy

Applicants may be considered for admission to CSNAH by graduation from an accredited high school, successful completion of prerequisites from an accredited college, and/or by entrance examination. The completed application, test scores, and other applicable qualifying factors set forth by CSNAH constitute the basis upon which eligibility is considered. However, additional factors may be considered in determining the applicant's admission.

Verification - Official High School Transcript

The Official High School Transcript must indicate the following: Advanced Recommended, Foundation with an Endorsement, Foundation, or Minimum High School Program or their equivalent. Must have official signature, seal and confirm the date of graduation.

If additional verification is required the Accreditation Status can be confirmed on the Texas Education Agency (TEA) (<http://www.tea.state.tx.us/accredstatus/>) or State Agency.

Non-Texas resident students or students not graduating from a high school in Texas must successfully complete a curriculum from a high school other than a Texas public school that is equivalent in content and rigor to the Advanced, Recommended, or Distinguished level of Achievement on the Foundation High School Program. For private and home-schooled students, an official from the high school must submit, on behalf of the student, the *Texas Private High School Certification* form published by and made available on the Texas Higher Education Coordinating Board website. (Only if applicable)

Verification – GED General Equivalency Diploma

Verification -Official Transcripts from a College or University

Applicants must submit all Official Transcripts from all Colleges and Universities attended. Prerequisite courses must be from an accredited institution. All prerequisites must meet the minimum requirement of 'C' or better. If additional verification is required on the accreditation of an institution CSNAH will use the U.S. Department of Education (USDE) (www.ope.ed.gov/accreditation) and the Council for Higher Education Accreditation (CHEA) (www.chea.org/search) to verify accredited by recognized accrediting agencies. Out of State Official Transcripts will be verified as well in the same manner. Allied Health Programs will be verified as well by State verification. By the implementation of this policy the CSNAH Admission Office will be able to verify Diploma Mill.

"The [Higher Education Opportunity Act](#) defines a diploma mill as follows:

DIPLOMA MILL- The term `diploma mill' means an entity that--(A)(i) offers, for a fee, degrees, diplomas, or certificates, that may be used to represent to the general public that the individual possessing such a degree, diploma, or certificate has completed a program of postsecondary education or training; and (ii) requires such individual to complete little or no education or coursework to obtain such degree, diploma, or certificate; and (B) lacks accreditation by an accrediting agency or association that is recognized as an accrediting agency or association of institutions of higher education (as such term is defined in section 102) by--(i) the Secretary pursuant to subpart 2 of part H of title IV; or (ii) a Federal agency, State government, or other organization or association that recognizes accrediting agencies or associations."

<http://www2.ed.gov/students/prep/college/diplomamills/diploma-mills.html>

Documentation Verification – Application & Official Transcripts

The CSNAH Admissions Office will verify that all documents submitted are identifiable to the application. The following items listed below will be used to verify this information.

Name (ability to verify if last name is different with items listed below)

Date of Birth

Social (if provided)

If any Official Transcripts or Applicant has incorrect information the Admission Office will contact the applicant to and request new corrected information.

Foreign Diploma Verification

CSNAH will accept a required prerequisite course/s if transcribed on an Official Transcript from an accredited institution. The applicant must also provide a copy of the evaluated transcript and a copy of official transcript that has been verified by an associate of credentials evaluation services.

The [National Association of Credential Evaluation Services \(NACES\)](#) is an association of 19 credential evaluation services with admission standards and an enforced code of good practice.

[Association of International Credentials Evaluators \(AICE\)](#) is an association of 10 credential evaluation services with a board of advisors and an enforced code of ethics.

"FHD-A2 Applicants who completed secondary education in a foreign country and who are unable to obtain a copy of their high school diploma or transcript may document their high school completion status by obtaining a copy of a "secondary school leaving certificate" (or other similar document) through the appropriate central government agency (e.g., a Ministry of Education) of the country where the secondary education was completed. [Guidance issued 1/24/2014]"

<http://www2.ed.gov/policy/highered/reg/hearulemaking/2009/hsdiploma.html#fhd>

Reference(s):

Reviewed/Revised: 03/2014; 07/2017; 06/2020

Attendance

Department: CSNAH

Approved by: CSNAH Dean/Directors

Statement of Purpose:

To achieve the educational goals of the designated program of study, consistent attendance and punctual arrival for all learning experiences is an expectation. To assure quality education, good attendance habits and responsibility, all students must report for class/clinical when scheduled and on time.

Materials/Equipment:

Attendance Records

Performed by:

Faculty/Coordinators of CSNAH

Process:

Specific attendance requirements for each program of study are outlined in the program procedure and are included in the Student Handbook and course syllabi. Absences interfere with the student's ability to achieve course and curriculum outcomes. Absences are documented and reviewed to determine if corrective action is warranted. Students are encouraged to schedule doctor appointments before or after school hours or during scheduled school breaks.

Students may refer to the CSNAH Academic Calendar which includes all designated student breaks and holidays.

Tardy:

Students who are not present at the time theory or clinical is scheduled to start will be counted as a tardy.

Students with multiple tardies are subject to corrective action. Specific corrective action guidelines for each program of study are outlined in the program procedure and are included in the Student Handbook and course syllabi.

Absence:

Students not present in theory or clinical for more than 30 minutes after the theory or clinical experience was scheduled to start will be counted as absent. Students with multiple absences with academic penalty are subject to corrective action. Specific corrective action guidelines for each program of study are outlined in the program procedure and are included in the Student Handbook and course syllabi.

Absences with Academic Penalty:

Absences with academic penalty will result in clinical make-up and include:

- Any absence from a scheduled theory or clinical experience greater than 30 minutes
- Jury Duty
- Absent, No Show
- Exam Absence

Absences without Academic Penalty:

Students are not required to make-up the following absences without academic penalty:

- Court Subpoenaed Appearance Not Including Jury Duty
- Illness or Injury of the student Confirmed by a Physician/Nurse Practitioner/Physician Assistant
- Approved CSNAH Activity
- Funeral Leave
- Deployment of a spouse, parent, child, grandchild, or sibling to a war zone.

Other Circumstances Necessitating Student Absence:

Inclement Weather:

Inclement weather refers to any weather that could be harmful to student travel. Examples include but are not limited to ice, snow, or floods. In the event of inclement weather, CSNAH will follow Lubbock Independent School District policies (LISD).

- If LISD delays school, CSNAH will delay classes for the same amount of time as LISD.
- If LISD delays school on a CSNAH clinical day, clinical will be canceled for the day and will be made up at the conclusion of the instructional module on the scheduled clinical weather day.
- If LISD cancels school, CSNAH will cancel classes and clinicals for the day. All canceled classes and clinicals will be made up on the scheduled clinical weather day at the conclusion of the instructional module.

The student can determine LISD weather protocol by watching the news the day before or the day of inclement weather. The student services coordinator or program director of each school will notify students with instructions to follow the day inclement weather occurs via the Emergency notification system and the course facilitator of each instructional module will also notify students of the procedure to follow via the learning management system (LMS).

Leave of Absence:

A leave of absence (LOA) is a temporary interruption in a student's education and must be approved by the designated program official. Examples include maternity leave, unexpected health issues, family emergencies, etc. (*Refer to the specific program Leave of Absence procedure*)

Note: At the discretion of the Dean/Director, CSNAH reserves the right to omit the progressive **corrective action** process as some situations may warrant bypassing some or all of the steps outlined in the school's *Due Process Policy*.

Reference(s): Covenant Health Attendance Policy

Reviewed/Revised: 02/2014; 07/2017; 09/2019

Satisfactory Academic Progress

Department: CSNAH

Approved by: CSNAH Dean/Directors

Statement of Purpose:

Federal regulations require all schools participating in state and federal financial aid, Title IV, HEA programs to monitor Satisfactory Academic Progress (SAP). These standards are applicable to all students attending this institution. Students enrolled in programs approved by the Accrediting Bureau of Health Education School, Texas Work Force Commission and the U.S. Department of Education must meet formal standards that measure their satisfactory progress toward graduation. The policy is provided to all students prior to the first-class session and consistently apply to all applicable students. Additionally, all Evaluations are maintained in the student's respective file.

The new SAP definitions went into effect on July 1, 2011. The school developed policies to determine the academic standings that students are expected to meet and build a means and schedule of measuring the achievement of those Pace and Quantitative standards. If the student has made acceptable Pace and Quantitative progress for that particular payment period, then the school reviews the 150% of the maximum allowable time frame criterion to measure student's SAP.

Materials/Equipment:

Clock hours for instructional module
Attendance records and grades

Performed by:

Financial Aid Officer and faculty CSNAH

Process:

All students must maintain Satisfactory Academic Progress (SAP) according to the following standards in order to continue enrollment. SAP is measured at the end of each payment period and will be checked prior to the disbursement of Financial Aid dollars.

Academic Requirements

Financial aid recipients are required to be making SAP and passing all components of each program at the time financial aid is disbursed and subsequent payment periods. Each student's status will be monitored at the end of each payment period to ensure compliance with the SAP policy.

Registered Nursing

100-90 (A)	Excellent
80-89 (B)	Good
75-79 (C)	Satisfactory
Below 75 (F)	Unsatisfactory

Radiography

100-94 (A)	Excellent
87-93 (B)	Good
86-80 (C)	Satisfactory
Below 80 (F)	Unsatisfactory

Quantitative Requirements

All students are expected to complete the program within 150% of the normal time required of any graduate. See the table below for program completion times. This time frame will be measured in terms of clock hours attempted. This standard shall apply to all students except those on an approved Leave-of-Absence (see LOA Policy).

Subsidized Usage Limit Applies or SULA ELIGIBILITY:

SULA is an acronym that stands for '**Subsidized Usage Limit Applies**'. This is in reference to the Dept. of Ed's new 150% rule for subsidized loans. Effective July 1, 2013, any new student who had no prior student loans indebtedness will be tracked by the Dept. of Ed to make sure they complete in 150% of the normal length of the program. If you do not complete in this timeframe, then you will lose the interest subsidies on your subsidized loan and your interest will accrue as though it were an unsubsidized loan. Students may access their loan information on NSLDS.ed.gov to see if they are SULA Eligible – look for the SULA icon.



Example:

- You are enrolled in a 4-year undergraduate program and receive 2 years of Direct Subsidized Loans.
- You are eligible for 4 more years of Direct Subsidized Loans at a 4-year program.
- When you enroll in a 2-year program you are eligible to receive one more year of Direct Subsidized Loans.
- You received Direct Subsidized Loans for only one year while enrolled in a two-year program.
- You would be able to receive 2 more years of Direct Subsidized Loans if you remain in a two-year program or enroll in another 2-year program.
- You would be able to receive 5 more years of Direct Subsidized Loans if you enroll in a 4-year program.

Program Type	Program length	100% completion	150% completion
Registered Nurse program	64 weeks	1824 clock hours	2736 clock hours
LVN to RN track	27 weeks	648 clock hours	972 clock hours
Radiography program	81 weeks	2229 clock hours	**

****Radiography students are expected to complete their program within 100% of the normal time. Students that fail to meet minimum requirements and/or fail any course are dismissed from the radiography program without appeal.**

CSNAH Academic Year Definitions

Registered Nurse program: 928 hours and 32 weeks

LVN to RN track: 648 hours and 27 weeks

Radiography program: 1115 hours and 41 weeks

For Title IV, HEA payments the student must meet both clock hours and weeks of instruction as well as complying with all standards for Satisfactory Academic Progress before they can receive further Title IV, HEA payments.

Evaluation Payment Periods

Student compliance with the policy for Satisfactory Academic Progress is divided into evaluation periods and is assessed at each of the following times:

Registered Nurse program (1824 clock hours), a student will be evaluated at the increments in which the student is scheduled to reach 464/16, 928/32, 1376/48, and 1824/64 (clock hours/weeks of instruction).

LVN to RN track (648 clock hours), a student will be evaluated at the increments in which the student is scheduled to reach 324/14 and 648/27 (clock hours/weeks of instruction).

Radiography program (2229 clock hours), a student will be evaluated at the increments at which the student is scheduled to reach 558/19, 1116/38, 1674/57, and 2229/75 (clock hours/weeks of instruction).

Financial Aid Warning

CSNAH evaluates Satisfactory Academic Progress at the end of each payment period. In the event a student falls below a "C" or is not completing the required clock hours to keep pace with the requirements for graduation within the minimum 150% timeframe the student will be dismissed from the program. If the student is reaccepted back into the program the student will be placed on Financial Aid Warning for one payment period and will be required to repeat the coursework and follow an individualized academic improvement plan.

A student who is placed on Financial Aid Warning can continue to receive Title IV, HEA Aid for the next payment period. The status will be conferred automatically without the student appealing their Satisfactory Academic progress status. If SAP is not met at the end of the Financial Aid Warning Period, the student will lose Title IV, HEA eligibility; and will be dismissed from the program with no appeal.

Appeal Process

Covenant School of Nursing and Allied Health will dismiss a student that has failed a course with the option to reapply or appeal. If the student is reaccepted into the program, the student is not eligible for Title IV, HEA funds to repeat that payment period only. Upon a second failure the student is dismissed without appeal.

Academic Improvement Plan

All students that fail a course and that are readmitted into the program will be required to meet the expectations of a personalized Academic Improvement Plan.

Financial Aid Probation

Covenant School of Nursing and Allied Health does not have Financial Aid Probation for Title IV, HEA programs.

Returning Student from Leave of Absence or Withdrawal

All students, who have withdrawn and received readmission or taken a leave of absence and have returned to the program, will be required to adhere to the current Satisfactory Academic Progress policy at the time of re-entry. However, the student will also return in the same SAP status that they had when they left. Example: if the student was not making SAP and was on a warning, they would return in the same status.

Noncredit and Remedial Courses

Noncredit and remedial courses do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory progress standards.

Reference(s):

Reviewed/Revised: 11/2013, 09/2016, 01/2019

Price of Attendance

Department: CSNAH

Approved by: CSNAH Dean/Directors

Statement of Purpose:

All institutions participating in Title IV, HEA Student financial aid programs must make available to prospective and enrolled students information about the price of attendance, including tuition and fees, books and supplies, room and board, transportation costs and any additional costs for a program in which the student is enrolled or expresses an interest.

Materials/Equipment: N/A

Performed by:

Business Office Coordinator and Financial Aid Officer

Process

- CSNAH Tuition and Fees for each program are disclosed through publications and the website.
- Tuition and Fee costs are reviewed annually by each program of study.
- Members who review costs include but are not limited to the Dean/Director, finance team, human resource team, Covenant Medical Center Administration
- Adjustments are made according to increase expenses, inflation, need, etc.
- A member of Covenant Medical Center Administration will write a letter of acceptance for the changes.
- The changes will then be made on the website and a letter from the Dean/Director will be sent to current students via the student learning management system explaining increase in cost, reason for increase and when it will be implemented.
- Notification to students must be done at least 30 days prior to implementation.
- The Dean/Director will send a letter to the program of study accrediting agencies notifying them of the change in cost. Any additional requests from the accrediting agencies will be completed by the Dean/Director.

Business Office

- Responsible for ensuring all changes to tuition and fees are updated on all publications and the website annually
- Notifying all current students of changes in tuition and fees via email
- Responsible for collecting all tuition and fees from students by due dates (see Business Office Policies)

Reference(s):

Reviewed/Revised: 11/2013, 07/2017, 01/2019

Institutional Refund

Department: CSNAH

Approved by: CSNAH Dean/Directors

Statement of Purpose:

This policy is used to determine refunds to a student who officially/unofficially withdraws from school.

Materials/Equipment:

Clock hours attended, date of withdrawal

Performed by:

Business Office Coordinator

Process:

Schools of Nursing and Radiography

Students who officially withdraw voluntarily or at the school's request must complete the official withdrawal procedure. Students may be eligible to receive a refund of tuition. The school retains 5% of the applicable tuition for an administrative fee or \$100.00. The amount of any refund depends upon when the student withdraws; however, students are required to pay a percentage of the total bill for the period of enrollment. The amount of refund due a student will be the amount paid in excess of the percentage amount due. If the student has paid less than the percentage due, the student will be required to pay the school the balance of that amount.

Refund Schedule

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

Past due balances will be referred to credit bureaus. Unpaid account balances are subject to collection costs and attorney fees at student's expense.

Reference(s):

Reviewed/Revised: 03/2014; 07/2017; 06/2020

Return of Title IV, HEA Funds

Department: CSNAH

Approved by: CSNAH Dean/Directors

Statement of Purpose:

This policy is used to determine the amount of tuition to be returned to the Title IV, HEA Federal fund programs if a student withdraws from a program of study prior to completing.

Materials/Equipment: N/A

Performed by:

Financial Aid Officer

Process:

When you apply for financial aid, you sign a statement that you will use the funds for educational purposes only. Therefore, if you withdraw before completing your program, a portion of the funds you received may have to be returned. COVENANT SCHOOL OF NURSING AND ALLIED HEALTH (CSNAH) will calculate the amount of tuition to be returned to the Title IV, HEA Federal fund programs according to the policies listed below.

“Official” Withdrawal

A student is considered to be “Officially” withdrawn on the date the student notifies the School Coordinator and/or School Director/Dean in writing or orally of their intent to withdraw. The date of the termination for return and refund purposes will be the earliest of the following for official withdrawal:

- Date student provided official notification of intent to withdraw, in writing or orally.
- The date the student began the withdrawal from CSNAH records.
- A student is allowed to rescind his notification in writing and continue the program. If the student subsequently drops, the student's withdrawal date is the original date of notification of intent to withdraw.

Upon receipt of the official withdrawal information, CSNAH will complete the following:

- Determine the student's last date of attendance as of the last recorded date of academic attendance
- Two calculations are performed:
- The student's ledger sheet and attendance record are reviewed to determine the calculation of Return of Title IV, HEA funds the student has earned, and if any, the amount of Title IV funds for which the school is responsible. Returns made to the Federal Funds Account are calculated using the Department's Return of Title IV, HEA Funds Worksheets, scheduled attendance and are based upon the payment period.
- Calculate the school's refund requirement (see school refund calculation)
- The student's grade record will be updated to reflect his/her final grade.
- CSNAH will return the amount for any unearned portion of the Title IV, HEA funds for which the school is responsible within 45 days of the date the official notice was provided.
- The Financial Aid Officer will provide the student with a letter or a verbal explanation of the Title IV, HEA requirements:
- The amount of Title IV assistance the student has earned. This amount is based upon the length of time the student was enrolled in the program based on scheduled attendance and the amount of funds the student received.

- Any returns that will be made to the Title IV, HEA Federal program on the student's behalf as a result of exiting the program. If a student's scheduled attendance is more than 60% of the payment period, he/she is considered to have earned 100% of the Federal funds received for the payment period. In this case, no funds need to be returned to the Federal funds.
- Advise the student of the amount of unearned Federal funds and tuition and fees that the student must return, if applicable.
- Supply the student with ledger sheet noting outstanding balance due to the school and the available methods of payment. A copy of the completed worksheet, check, letter and final ledger sheet will be kept in the student's financial aid file.
- In the event a student decides to rescind his or her official notification to withdraw, the student must provide a signed and dated written statement that he/she is continuing his or her program of study and intends to complete the payment period. Title IV, HEA assistance will continue as originally planned. If the student subsequently fails to attend or ceases attendance without completing the payment period, the student's withdrawal date is the original date of notification of intent to withdraw.

"Unofficial" Withdrawal

- In the event that the school unofficially withdraws a student from school, the School Course Facilitator and/or Dean/Director must complete the Exit Interview Form using the last date of attendance as the drop date.
- Any student that does not provide official notification of his or her intent to withdraw and is absent for more than 5 consecutive calendar days, fails to maintain satisfactory academic progress, fails to comply with the school's attendance and /or conduct policy, does not meet financial obligations to the school, or violates conditions mentioned in the CSNAH contractual agreement, will be subject to termination and considered to have unofficially withdrawn. Within one week of the student's last date of academic attendance, the following procedures will take place:
- The Student Services Coordinator, Course Facilitator and/or Dean/Director will make three attempts to notify the student regarding his or her enrollment status;
- Determine and record the student's last date of attendance as the last recorded date of academic attendance on the attendance record;
- The student's withdrawal date is determined as the date the day after 5 consecutive calendar days of absence;
- Notify the student in writing of their failure to contact the school and attendance status resulting in the current termination of enrollment;
- CSNAH Financial Aid Officer calculates the amount of Federal funds the student has earned, and, if any, the amount of Federal funds for which the school is responsible.
- Calculate the school's refund requirement (see school refund calculation);
- CSNAH Financial Aid Officer will return to the Federal fund programs any unearned portion of Title IV funds for which the school is responsible within 45 days of the date the withdrawal determination was made, and record on student's ledger sheet.

If applicable, CSNAH will provide the student with a refund letter explaining Title IV requirements:

- The amount of Title IV aid the student has earned based upon the length of time the student was enrolled and scheduled to attend in the program and the amount of aid the student received.
- Advise the student in writing of the amount of unearned Title IV aid and tuition and fees that he/she must return, if applicable.

- Supply the student with a final student ledger card showing outstanding balance due to the school and the available methods of payment.
- A copy of the completed worksheet, check, letter, and final ledger sheet will be kept in the student's file.

Return to Title IV Funds

This policy applies to students' who withdraw official, unofficially or fail to return from a leave of absence or dismissed from enrollment at CSNAH. It is separate and distinct from the CSNAH refund policy. (Refer to institutional refund policy)

The calculated amount of the Return of Title IV, HEA (R2T4) funds that are required for the students affected by this policy, are determined according to the following definitions and procedures as prescribed by regulations.

The amount of Title IV, HEA aid earned is based on the amount of time a student spent in academic attendance, and the total aid received; it has no relationship to student's incurred institutional charges. Because these requirements deal only with Title IV, HEA funds, the order of return of unearned funds do not include funds from sources other than the Title IV, HEA programs.

Title IV, HEA funds are awarded to the student under the assumption that he/she will attend school for the entire period for which the aid is awarded. When student withdraws, he/she may no longer be eligible for the full amount of Title IV, HEA funds that were originally scheduled to be received. Therefore, the amount of Federal funds earned must be determined. If the amount disbursed is greater than the amount earned, unearned funds must be returned.

The institution has 45 days from the date that the institution determines that the student withdrew to return all unearned funds for which it is responsible. The school is required to notify the student if they owe a repayment via written notice.

The school must advise the student or parent that they have 14 calendar days from the date that the school sent the notification to accept a post withdraw disbursement. If a response is not received from the student or parent within the allowed time frame or the student declines the funds, the school will return any earned funds that the school is holding to the Title IV, HEA programs.

Post-withdraw disbursements will occur within 90 days of the date that the student withdrew.

Withdrawal Before 60%

The institution must perform a R2T4 to determine the amount of earned aid through the 60% point in each payment period or period of enrollment. The institution will use the Department of Education's prorate schedule to determine the amount of the R2T4 funds the student has earned at the time of withdrawal.

Withdrawal After 60%

After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV, HEA funds he or she was scheduled to receive during this period. The institution must still perform a R2T4 to determine the amount of aid that the student has earned.

CSNAH measures progress in Clock Hours and uses the payment period for the period of calculation.

The Calculation Formula

Determine the amount of Title IV, HEA aid that was disbursed plus Title IV, HEA aid that could have been disbursed.

- Calculate the percentage of Title IV, HEA aid earned:
- Divide the number of clock hours scheduled to be completed in the payment period as of the last date of attendance in the payment period by the total clock hours in the payment period.
- **HOURS SCHEDULED TO COMPLETE TOTAL HOURS IN PERIOD = % EARNED**
- If this percentage is greater than 60%, the student earns 100%.
- If this percent is less than or equal to 60%, proceed with calculation.
- Percentage earned from (multiplied by) Total aid disbursed or could have been disbursed = AMOUNT STUDENT EARNED.
- Subtract the Title IV aid earned from the total disbursed = AMOUNT TO BE RETURNED.
- 100% minus percent earned = UNEARNED PERCENT
- Unearned percent (multiplied by) total institutional charges for the period = AMOUNT DUE FROM THE SCHOOL.
- If the percent of Title IV, HEA aid disbursed is greater than the percent unearned (multiplied by) institutional charges for the period, the amount disbursed will be used in place of the percent unearned.
- If the percent unearned (multiplied by) institutional charges for the period are less than the amount due from the school, the student must return or repay one-half of the remaining unearned Federal Pell Grant.
- Student is not required to return the overpayment if this amount is equal to or less than 50% of the total grant assistance that was disbursed /or could have been disbursed. The student is also not required to return an overpayment if the amount is \$50 or less.
- CSNAH will issue a grant overpayment notice to the student within 30 days from the date the school determined the student withdrew, giving the student 45 days to either repay the overpayment in full to CSNAH or sign a repayment agreement with the U.S. Department of Education.

Order of Return

CSNAH is authorized to return any excess funds after applying them to current outstanding Cost of Attendance(COA) charges. A copy of the Institutional R2T4 work sheet performed on your behalf is available through the financial aid office upon student request.

In accordance with Federal regulations, when Title IV, HEA financial aid is involved, the calculated amount of the R2T4 Funds is allocated in the following order:

- Unsubsidized Direct Stafford loans (other than PLUS loans)
- Subsidized Direct Stafford loans
- Direct PLUS loans
- Federal Pell Grants for which a Return is required
- Iraq and Afghanistan Service Grant for which a Return is required
- Federal Supplemental Educational Opportunity Grant
- Other Title IV, HEA assistance

- State Tuition Assistance Grants (if applicable)
- Private and institutional aid
- The Student

Earned Aid

Title IV, HEA aid is earned in a prorated manner on a per diem basis (calendar days or clock hours) up to the 60% point in the instructional module. Title IV, HEA aid is viewed as 100% earned after that point in time. A copy of the worksheet used for this calculation can be requested from the financial aid director.

Post Withdrawal

If you did not receive all of the funds that you have earned, you may be due a post-withdrawal disbursement. CSNAH may use a portion or all of your post-withdrawal disbursement for tuition and fees (as contracted with CSNAH). For all other school charges, CSNAH needs your permission to use the post-withdrawal disbursement. If you do not give permission, you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school. The post-withdrawal disbursement must be applied to outstanding institutional charges before being paid directly to the student.

Time Frame for Returning an Unclaimed Title IV, HEA Credit Balance

If a school attempts to disburse the credit balance by check and the check is not cashed, the school must return the funds no later than 240 days after the date the school issued the check.

If a check is returned to a school or an EFT is rejected, the school may make additional attempts to disburse the funds, provided that those attempts are made not later than 45 days after the funds were returned or rejected.

When a check is returned or EFT is rejected and the school does not make another attempt to disburse the funds, the funds must be returned before the end of the initial 45-day period.

The school must cease all attempts to disburse the funds and return them no later than 240 days after the date it issued the first check.

Institution Responsibilities

CSNAH responsibilities in regard to Title IV, HEA funds are as follows:

- Providing students information with information in this policy;
- Identifying students who are affected by this policy and completing the return of Title IV funds calculation for those students;
- Returning any Title IV, HEA funds due to the correct Title IV programs.
- The institution is not always required to return all of the excess funds; there are situations once the R2T4 calculations have been completed in which the student must return the unearned aid.

Overpayment of Title IV, HEA Funds

Any amount of unearned grant funds that you must return is called overpayment. The amount of grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You must make arrangement with CSNAH or Department of Education to return the amount of unearned grant funds.

Student Responsibilities in Regard to Return of Title IV, HEA Funds

- Returning to the Title IV, HEA programs any funds that were dispersed to the student in which the student was determined to be ineligible for via the R2T4 calculation.
- Any notification of withdraw should be in writing and addressed to the appropriate institutional official.
- A student may rescind his or her notification of intent to withdraw. Submissions of intent to rescind a withdraw notice must be filed in writing.
- Either these notifications, to withdraw or rescind to withdraw must be made to the official records/registration personal at your school.

Refund vs. Return to Title IV

The requirements for the Title IV, HEA program funds when you withdraw are separate from any refund policy that CSNAH may have to return to you due to a cash credit balance. Therefore, you may still owe funds to the school to cover unpaid institutional charges. CSNAH may also charge you for any Title IV, HEA program funds that they were required to return on your behalf. If you do not already know what CSNAH refund policy is, you may ask the Financial Aid Officer for a copy.

Return to Title IV Questions

If you have questions regarding Title IV, HEA program funds after visiting with your financial aid officer, you may call the Federal Student Aid Information Center at 1-800-4-fedaid (800-433-3243). TTY users may call 800-730-8913. Information is also available on student aid on the web at <https://studentaid.ed.gov>.

Reference(s):

Reviewed/Revised: 11/2013, 09/2016; 01/2019; 06/2020

Withdrawal

Department: CSNAH

Approved by: CSNAH Dean/Directors

Statement of Purpose:

This policy provides guidelines for the Withdrawal Process.

Materials/Equipment:

CSNAH Exit Interview

Return to Title IV



Performed by:

Advisor/Instructor, Business Office Coordinator, Financial Aid Officer, Student Services Coordinator, Dean, and Admissions Chair and Admissions Officer

Process:

“Official” Voluntary Withdrawal

A student will be directed to notify their Advisor/Course Facilitator of their intention to withdraw. The student will secure the Exit Interview form from the Business Office Coordinator. The student will proceed to the following offices to obtain information and have them sign the Exit Interview form

- a. Financial Aid Officer (Return to Title IV calculation and Exit Counseling requirements)
- b. Admissions Chairman (Students options for readmissions)
- c. Course Facilitator/Advisor (Reason for withdrawal, attendance records and current grades)
- d. Dean/Director
- e. Student Services Coordinator
- f. Admissions Officer

2. The student will then meet with the Business Office Coordinator and return the following items:

- a. Completed Exit Interview Form
- b. Student ID Badge
- c. Senior Button (if applicable)
- d. Film Badge (if applicable)
- e. Radiology Books (if applicable)
- f. X-ray Markers (if applicable)

3. The Business Office Coordinator and student will review the financial obligations and make a payment schedule for any funds that need to be repaid.

- a. Student owes money due to Return to Title IV
- b. Student owes money for remaining tuition/fee balance
- c. School owes money to student for unearned tuition

- d. A copy of the completed R2T4 worksheet, check, letter, and final ledger sheet will be kept in the student's file
4. The Financial Aid Officer will
- a. Complete Loan Exit counseling with student.
 - b. Send the Return to Title IV calculation to the Finance Department which will return the funds
 - c. Process R2T4 funds in Empower
 - d. Cancel all financial aid for future instructional module
 - e. Provide the Business Office with information on R2T4
5. The Business Office will contact the following people/departments to delete the student's access
- a. LRC
 - b. Course Facilitator over Instructional Module
 - c. Security
 - d. Kronos
 - e. CH Nursing Administrator over Clinical Assignments (AD login)
 - f. Student Services Coordinator – Emergency notification system

“Unofficial” Voluntary Withdrawal

Any student that does not provide official notification of his or her intent to withdraw and is absent for more than 5 consecutive academic calendar days, fails to maintain satisfactory academic progress, fails to comply with the school's attendance and /or conduct policy, does not meet financial obligations to the school, or violates conditions mentioned in the COVENANT SCHOOL OF NURSING AND ALLIED HEALTH, contractual agreement, will be subject to termination and considered to have unofficially withdrawn.

- 1. The Student Services Coordinator and/or Dean/Director will complete the withdrawal process and circulate the Exit Interview form to the following offices
 - a. Financial Aid Officer (Return to Title IV calculation and Exit Counseling requirements)
 - b. Admissions Chairman (Students options for readmissions)
 - c. Course Facilitator/Advisor (Reason for withdrawal, attendance records and current grades)
 - d. Dean/Director
 - e. Student Services Coordinator
 - f. Admissions Officer
- 2. The Course Facilitator and/or Dean/Director will submit the complete Exit Interview form to the Business Office and the Business office will attempt to have the student return the following items:
 - a. Student ID Badge
 - b. Senior Button (if applicable)
 - c. Film Badge (if applicable)
 - d. Radiology Books (if applicable)
 - e. X-ray Markers (if applicable)
- 3. The Business Office Coordinator will mail a certified letter to the student with the documentation regarding their financial obligations.
 - a. Student owes money due to Return to Title IV
 - b. Student owes money for remaining tuition/fee balance

- c. School owes money to student for unearned tuition
 - d. A copy of the completed R2T4 worksheet, check, letter, and final ledger sheet will be kept in the student's permanent file
4. The Financial Aid Officer will
- a. Send the Return to Title IV calculation to the Finance Department which will return the funds
 - b. Process R2T4 funds in Empower
 - c. Cancel all financial aid for future instructional modules
 - d. Provide the Business Office with information on R2T4
5. The Business Office will contact the following departments to delete the student's access
- a. LRC
 - b. Course Facilitator over Instructional Module
 - c. CH Nursing Administrator over Clinical Assignments (Meditech)
 - d. Student Services Coordinator – Emergency notification system

Reference(s):

Reviewed/Revised: 02/2014; 06/2017; 01/2019

Leave of Absence

Department: CSNAH

Approved by: CSNAH Dean/Directors

Statement of Purpose:

This policy provides guidelines for a leave of absence.

Materials/Equipment:

Leave of Absence Request Form

Performed by:

Admissions Committee

Guidelines:

- LOA is granted only to students, who are *passing all courses on the last day of CSNAH attendance*. If the student is failing, he/she must withdraw from CSNAH. Students may be granted only one LOA in an academic year.
- The LOA shall not exceed 180 days.
- The LOA request must be submitted in writing and approved (unless an emergency situation exists) by the Admissions Committee prior to the beginning of the specified period of the LOA.
- Students returning from a LOA will resume their enrollment at the beginning of the instructional module the LOA was granted for (i.e., the beginning of the instructional module).
- Students who fail to return from a LOA will be considered to have withdrawn (from the school) effective the last date of recorded classroom or clinical attendance.
- A medical LOA can be granted if the student is failing. The student must provide appropriate documentation from their physician. A medical LOA must be for the student, not a family member.

Process:

Leave of Absence – A leave of absence (LOA) is considered to be a temporary interruption in a student's nursing education for a specified period of time, rather than a withdrawal from the program.

- Unless an emergency situation exists, students who are considering a LOA should consult with their Advisor/Instructor, Coordinator, and the Financial Aid Office to evaluate the impact of their request.
- Students wishing to proceed with a request for a LOA will complete a Leave of Absence Request Form obtained from the Business Office Coordinator. If a student is applying for a medical LOA, the student must get the medical LOA paperwork completed by the physician who is recommending the LOA.
- The form must be submitted to the Chair of the Admissions Committee prior to the beginning of the specified period of absence.
- The Admissions Committee Chair will present the Student's request to the committee for review and consideration.
- The Admissions Committee Chair will notify the student of the Committee's decision prior to the beginning of the specified period of the LOA.

Financial Aid Considerations

- When a LOA begins within an instructional module, additional institutional charges will not be assessed when the student repeats that entire instructional module.
- No return to Title IV paperwork or exit paperwork is generated at that time.

- If the student has paid for the entire instructional module with federal funds when the LOA was granted, then he/she will not receive any additional federal aid upon returning to complete that instructional module. The second disbursement of financial aid may be prorated based on the hours completed in the academic year.
- If the LOA occurs in the middle of the instructional module, the student cannot be charged again for that course when repeating it. Although, if the student went on the LOA with a balance remaining to be paid, the student would be responsible for the balance.

Covid-19 Addendum

Due to the Covid-19 protocol which has been determined by the State of Texas, Covenant School of Nursing (CSON) has opted to move to a temporary online format for theory and clinical education of CSON students. CSON recognizes not all students thrive in an online learning environment. CSON has established a temporary Covid-19 Leave of Absence (LOA) for students directly related to online learning difficulties.

Students may be granted a Covid-19 LOA not lasting more than 180 days. This LOA can be granted to a student who is passing or failing. Students returning from a Covid-19 LOA will resume their enrollment at the beginning of the instructional module that the LOA was granted. Students are guaranteed readmission into the instructional module they vacated but are not guaranteed readmission at the next time the appropriate course is offered.

Readmission will be determined by space availability in the instructional module. The student may be granted the LOA by the Student Services Coordinator based upon the urgent circumstances of the Covid-19 outbreak. This allowance will only be allowed during the Covid-19 on-line education timeframe.

Reference(s):

Reviewed/Revised: 2/2014; 6/2017; 1/2019; 06/2020

Voter Registration

Department: CSNAH

Approved by: CSNAH Dean/Directors

Statement of Purpose:

The Department of Education requires schools to make a good faith effort to distribute voter registration forms to their students.

Materials/Equipment:

Learning management system

Student email

Performed by:

Student Services Coordinator CSON, Dean/Director CSNAH

Guidelines:

Covenant School of Nursing and Allied Health distributes voter registration forms by electronically transmitting to each student a message containing an Internet address where the form can be downloaded. To be eligible to register in Texas, you must:

- Be a U.S. citizen;
- Be a resident of the county;
- Be 18 years old (you may register at 17 years and 10 months)
- Not be a convicted felon (unless a person's sentence is completed, including any probation or parole)
- Not be declared mentally incapacitated by a court of law

For more information, please read about Voter Registration in the Texas pamphlet at

(<http://www.sos.state.tx.us/elections/pamphlets/largepamp.shtml>)

Process:

- Log in to Learning management system
- Click on the Mailbox tab (located below the title of the webpage).
- Open your Inbox.
- Click on +New Message.
- Select the communities as the recipients.
- Title the Subject line "Important Voter Registration Information".
- Prepare a general electronic message for all students with instructions on how to register to vote via the internet.
- This email should include an Internet address where the voter registration form can be downloaded.
(<http://www.sos.state.tx.us/elections/voter/reqvr.shtml>)
- This electronic message must be devoted exclusively to voter registration.
- Once you have completed the message, confirm you have all of the student communities selected in the Recipients box and then click on Submit at the bottom of the page.
- A message should be sent to the Dean of Covenant School of Radiography to distribute to the students attending that program.

*This should be done within thirty days of the first day of class for each instructional module.

Reference(s):

Reviewed/Revised: 2/2014; 07/2017; 6/2020

IPEDS Report

Department: CSNAH

Approved by: CSNAH Dean/Directors

Statement of Purpose:

The Integrated Postsecondary Education Data System, often abbreviated IPEDS, is the core postsecondary education data collection program for the National Center for Education Statistics, a part of the Institute for Education Sciences within the United States Department of Education. The completion of all IPEDS surveys is mandatory for all institutions that participate in or are applicants for participation in any federal financial assistance program authorized by Title IV of the Higher Education Act of 1965.

Materials/Equipment: N/A

Performed by:

CSNAH Financial Aid Officer, Covenant Health Finance and Human Resource Departments

Guidelines

The collection and reporting of racial/ethnic data are mandatory for all institutions that receive, are applicants for, or expect to be applicants for federal financial assistance as defined in the Department of Education (ED) regulations implementing Title VI of the Civil Rights Act of 1964 (34 CFR 100.13), or defined in any ED regulations implementing Title IX of the Education Amendments of 1972. The collection of racial/ethnic data in vocational programs is mandated by Section 421(a)(1) of the Carl D. Perkins Vocational Education Act.

The reporting of racial/ethnic and gender data for institutional staff on the Human Resources component is also mandated by P.L. 88-352, Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972 (29 CFR 1602, subparts O, P, and Q), in odd-numbered years (i.e., 2007-08, 2009-10, etc.), for institutions with fifteen (15) or more full-time employees.

For those institutions not required to complete this survey on the basis of the above requirements, completion is voluntary and authorized by P.L. 103-382, National Education Statistics Act of 1994, Sec. 404(a).

IPEDS data are not collected under a pledge of confidentiality.

Process:

IPEDS consists of nine interrelated survey components that are collected over three collection periods (Fall, Winter, and Spring) each year. To assist students in making informed decisions about a school, The U.S. Department of Education is required to post 26 items on the College Navigator website for each institution, including a link to the institution's website that provides "in an easily accessible manner"

- Student activities offered by the institution
- Services offered by the institution for individuals with disabilities
- Career and placement services offered to students during and after enrollment
- Policies of the institution related to transfer of credit from other institutions.

These items can be accessed at <https://nces.ed.gov>. Select the location you wish to review then select the enrollment to review the diversity of the campus.

Financial Aid Officer Responsibilities

- Upon notification for completion of the survey, the FAO will contact the Covenant Health Finance and Human Resource Departments for data required.
- FAO will complete the data specific to CSNAH programs of study
- When all data is gathered, the FAO will ensure the entered data is correct and submit the report

- Copies of the report will be made and stored for a minimum of 5 years.

References

Reviewed/Revised: 2/2014; 7/2017; 1/2019; 06/2020

Facilities and Services Available to Students with Disabilities

Department: CSNAH

Approved by: CSNAH Dean/Directors

Statement of Purpose:

All participating Title IV schools must make available to prospective and enrolled students information about facilities and services available to students with disabilities, including students with intellectual disabilities.

Materials/Equipment: N/A

Performed by:

Admissions Officer and Dean/Director

Process:

Covenant School of Nursing and Allied Health complies with the Americans with Disabilities Act of 1990. The school will provide reasonable modifications and/or accommodations for students with learning disabilities depending on the student's need. Students are required to meet the physical demand requirements for the program. The following are Essential Physical Demand Program Requirements:

- Intact gross and fine motor skills; precise hand/eye coordination and dexterity.
- Able to discriminate tactile sensations.
- Clear speech (exception SPT program).
- Congruent verbal/nonverbal behavior; emotional stability; cooperative; no signs of impaired judgment.
- Able to walk, bend, stoop, kneel, stand, twist, sit, carry, lift, reach hands overhead. Able to evacuate a 4-story building in less than 3 minutes.
- Able to sit and stand long periods of time (4-7 hours in class; 8 hours in clinical).
- Able to pull 75 lbs; lift 35 lbs; push 100 lbs.
- Able to travel independently to clinical sites as assigned.
- Intact short and long-term memory.
- Visual color discrimination and depth perception; near and far vision 20/20 (may be corrected with lenses).
- Able to hear and discriminate alarms; hears whispered voice at 8 ft. (may be corrected with hearing aid).
- Able to detect odors sufficient to maintain environmental safety, including smoke and noxious odors.
- Frequent exposure to electricity, electromagnetic fields, electronic media and latex; chemical hazards including not limited to disinfecting solutions, dyes, acetone, bleach, and alcohol.
- Possible exposure to toxic drugs; anesthetic gases; ionizing radiation; infectious agents (blood, urine, mucus, saliva, etc.)

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

Note: In order to be eligible for Title IV funding, you must be able to benefit from the reasonable accommodations and be able to take the state board-licensing exam.

Reference(s): 34 CFR 668.41 (a)-(d); 34 CFR 668.43; 34 CFR 668.231

Reviewed/Revised: 02/2014; 01/2018; 06/2020

Constitution Day

Department: CSNAH

Approved by: CSNAH Dean/Directors

Statement of Purpose:

The Department of Education requires all schools that receive federal funds to offer some type of educational program on the Constitution.

Materials/Equipment: N/A

Performed by:

Financial aid Officer

Guidelines

The Constitution was drafted and signed during the Constitutional Convention held in Philadelphia from May 14 to September 17, 1787.

Process:

- CSNAH Financial Aid Officer will provide an education offering on or before September 17th in the form of a Constitutional quiz, informational bulletin board or some other type of educational activity annually.
- Evidence of education offering is documented and stored by FAO

Reference(s):

Reviewed/Revised: 2/2014; 07/2017; 06/2020

Section 2: Student Financial Assistance

Financial Aid Information

Department: CSNAH

Approved by: CSNAH Dean/Directors

Statement of Purpose:

Federal regulations mandate that institutions have written financial aid policies and procedures.

Materials/Equipment: N/A

Performed by:

Financial Aid Officer

Guidelines:

CSNAH is entitled to distribute Title IV, HEA funds to students who apply and qualify. CSNAH follows the mandates and regulations established by Department of Education.

The Financial Aid Officer along with the Dean CSON utilizes resources to update financial aid policies and procedures on an annual and as needed basis. Documents used to assist in creating accurate and up to date policies and procedures are:

Department of Education Federal Student financial aid Handbook, Dear colleague Letters, Federal Student Aid School Guide, Counselors and Mentors Handbook on Federal Student Aid, National Association of Student Financial Aid Administrators, Information required to be Disclosed Under the Higher Education Act of 1965 and many other

Financial Aid Officer Training:

The Financial Aid Officer is required to maintain up to date information on Department of Education regulations and the student information system (SIS). The following is a list of training opportunities the FAO can attend to stay informed:

- Federal Student Aid Conference
- Annual GEMS Conference for Empower (SIS)
- NASFAA National Convention
- Any Local education offerings by TG such as TASFA
- On-line Financial Aid training modules
- Federal Financial Aid Workshop
- Any other financial aid training needed

Communication:

It is the FAO's responsibility to communicate all information received by the school that might affect a student's eligibility for FSA funding and processes to the Dean.

Reference(s):

Reviewed/Revised: 3/2014; 07/2017; 06/2020

Institutional Eligibility for FSA Program Funds

Department: CSNAH

Approved by: CSNAH Dean/Directors

Statement of Purpose:

Application procedures for establishing, re-establishing, maintaining or expanding institutional eligibility and certification and updating application information to be eligible for financial aid programs.

Materials/Equipment: N/A

Performed by:

Financial Aid Officer and Dean/Director

Definitions:

ECAR: Eligibility and Certification Approval Report

PPA: Program Participation Agreement

E-APP: Electronic application for Approval to Participate

Process:

- The FAO is responsible for submitting timely and complete ECARs to the Department of Education.
- Completing the ECAR must be done prior to expiration date or within 30 days of notification of changes to the information collected.
- Information collected and reported on the ECAR is:
 - Name of institution
 - Type of institution
 - OPE ID: 00661200
 - TIN: 822913146
 - IPEDS ID: 226675
 - Academic calendar
 - Title IV Student Financial Assistance Programs Approved
 - Accrediting agencies
 - State Authorization
 - Institutional Officials
 - Additional Locations
 - Education Programs Approved
- Copies of the E-App, supporting documentation and date of submission are kept in the Financial Aid Office.
- Signed Program Participation Agreements are kept in the Financial Aid Office

Reference(s): Federal Student Aid Handbook located at

<https://ifap.ed.gov/ifap/byAwardYear.jsp?type=fsahandbook&awardyear=2018-2019>

Reviewed/Revised: 3/2014; 7/2017; 1/2019; 06/2020

NSLDS

Department: CSNAH

Approved by: CSNAH Dean/Directors

Statement of Purpose:

The purpose is to outline the process for utilizing, updating and securing data for National Student Loan Data System (NSLDS).

Materials/Equipment: N/A

Performed by:

Financial Aid Officer

Definition:

The National Student Loan Data System (NSLDS) is the U.S. Department of Education's central database for student aid. It receives data from schools, agencies that guaranty loans, the Direct Loan program, the Pell Grant program, and other U.S. Department of Education programs. NSLDS provides a centralized, integrated view of Title IV loans and Pell grants that are tracked through their entire cycle; from aid approval through closure. The website is located at <https://nslds.ed.gov>.

Process:

Responsibility Financial Aid Office

- View student loan history to insure proper awarding.
- Counsel student on loan history and future repayment of loans
- Direct student for Exit Counseling

Responsibility Students

- Keep up to date on loan history and loan limits
- Review future payment plans
- Complete Exit Counseling
- Review deferment and forbearance possibilities

FAO Utilization of NSLDS:

- Only the FAO has authority to access NSLDS
- FAO utilizes NSLDS if Empower (student information system)flags a student
- FAO logins in NSLDS website utilizing private protected password and VeriSign ID protection generator
- Once logged in, choose loan or grant history
- Enter student's social security number, name and date of birth to retrieve information
- A report is generated based on requested information
- FAO determines if student is eligible for aid and how much aid the student can receive
- Information can also be used to counsel students regarding fund limits

Reference(s): FSA Handbook and Student Eligibility Assessment at <https://ifap.ed.gov>

Reviewed/Revised: 3/2014; 7/2017; 1/2019; 06/2020

Audits and Program Reconciliation

Department: CSNAH

Approved by: CSNAH Dean/Directors

Statement of Purpose:

Identify procedures outlining the requirements for schools to annually have an independent auditor conduct a compliance audit of its administration of the Title IV programs and an audit of the schools general purpose financial statements.

Materials/Equipment: N/A

Performed by:

Financial Aid Officer

Process:

Audits are conducted every year by inside/outside agencies and staff. Reconciliations are conducted on a monthly basis to make sure all accounts balance.

Audits:

Covenant Health hires an outside entity to conduct an A133 audit annually.

- In preparation for an audit, the FAO, Finance Department and Business Office Coordinator are expected to cooperate with the Auditors requests. Typically, the Auditors will randomly select a specific number of students from each of the Title IV programs. The FAO will pull the files that have been requested for review. CSNAH gives the auditors access to records or other documents necessary to complete the audit, including the right to obtain copies of the records or documents.
- Any recommendations for change or improvement are implemented at the conclusion of the audit.
- CSNAH will submit repayments, as a result of audit findings, within 45 days of the date of the Secretary's letter unless an appeal has been filed or the Secretary permits a longer repayment period.
- CSNAH will submit the final report to the Secretary along with procedures and financial statements no later than 6 months after the last day of the institution's fiscal year.
- Records of past audits are kept for a minimum of five years in the Financial Aid Office

Reconciliations

Reconciliations for Pell and Loans are performed on a monthly basis to make sure all accounts balance.

- The Financial Aid Officer (FAO) requests the monthly reports from COD, Empower and the batches requested from G5 to perform the reconciliations. The Finance Department works with the FAO on G5 if needed.
- The FAO compares the data from G5, Empower and COD. If all data matches, then reconciliation is complete
- If there are discrepancies in the data, the FAO will investigate to identify the problems and correct the discrepancies.
- Upon completion of the reconciliations, the FAO will sign off on the month's Pell and Loan database and email the Dean of Covenant School of Nursing (CSON) to review that month
- The Dean of CSON will go into the Pell and Loan Reconciliation databases and sign off for that month.
- The Dean of CSON will email the FAO that the reconciliations have been reviewed and signed off
- The FAO will keep the monthly emails as confirmation

Reference(s): 668.23

Reviewed/Revised: 3/2014; 7/2017; 11/2018; 01/2019; 06/2020

Cost of Attendance Budgets

Department: CSNAH

Approved by: CSNAH Dean/Directors

Statement of Purpose:

Student budgets are an important component in the financial aid process. Standard full-time (12 hours per Fall/Spring instructional module) student budgets reflecting the CSNAH average student population cost of attendance at a modest, but adequate standard of living is used to award financial aid. Special budget considerations are approved by the Financial Aid Officer on a case-by-case basis.

Materials/Equipment:

Survey Monkey Cost of Attendance Survey
Areavibes (areavibe.com) Cost of Living in Lubbock
Numbero (numbero.com) Cost of Living in Lubbock

Performed by:

Financial Aid Officer

Guidelines

The federally mandated basic components used to derive a student budget are as follows:

- Tuition and Fees
- Books and Supplies
- Room and Board
- Transportation
- Personal and Miscellaneous Expenses

Average cost/student is used to determine student budgets. However, on a case by case basis, the FAO may exercise professional judgment and use actual costs and/or modify expense components.

Separate COA totals are compiled for Lubbock County, Texas and out-of-state residents. Student budgets are updated each year and approved by the THECB. Each student's budget is documented in his or her EMPOWER account. Budgets are reviewed at the time of awarding for accuracy.

Reference(s):

Reviewed/Revised: 3/2014; 07/2017; 06/2020

Title IV, HEA Programs Available at CSNAH

Department: CSNAH

Approved by: CSNAH Dean/Directors

Statement of Purpose:

To identify the Federal Student Aid Programs offered at CSNAH

Materials/Equipment: N/A

Performed by:

Financial Aid Officer

Guideline:

The federal financial aid programs CSNAH participate in are the following:

Federal Supplemental Educational Opportunity Grant (FSEOG):

The FSEOG program is federally funded for the purpose of helping the financially needy students meet the cost of post-secondary education. This program is administered by the institution; however, FSEOG funds are awarded only to Pell Grant recipients with the lowest family contribution. In addition, an eligible recipient must be an undergraduate student. A student who has earned a bachelor's degree or first professional degree is NOT eligible to receive an FSEOG.

Federal Pell Grant:

The Federal Pell Grant program is federally funded with the purpose of helping financially needy students meet the cost of post-secondary education. This program is centrally administered by the federal government and is typically the foundation of a student's aid package.

William D. Ford Direct Federal Direct Student Loan:

The William D. Ford Federal Direct Subsidized and Unsubsidized Loan is a fixed interest rate loan made to a student who is enrolled at least half-time in an eligible program. The lender is the US Department of Education. The subsidized loan is a need-based program and the federal government pays the interest during in-school status, grace periods and authorized deferment periods. As a result, subsidized loans are advantageous because they don't cost as much to repay. The unsubsidized is not need based and the borrower is responsible for paying the interest during these loan periods, although payments of principal are not due until after the close of the borrower's grace period.

Parent Loan for Undergraduate Students (PLUS):

The Federal PLUS is a fixed interest loan created by the federal government to help creditworthy parents pay for their dependent student's education beyond high school. Federal PLUS loans are not restricted to a student's financial need. Interest is charged during all periods. The US Department of Education will perform a standard credit check. If approved, the parent is responsible for paying the principal amount of the loan and all interest that accrues from the date of disbursement until the loan is paid in full. Repayment begins within 60 days after the loan is fully disbursed. However, the parent, upon his or her request, can defer payments on a Direct PLUS loan if the student is enrolled at least half-time. The loan amount may not exceed the dependent student's cost of attendance minus other financial aid awarded for the loan period. If the student's parents are determined to have adverse credit history, the student may still receive a Direct PLUS loan if they obtain an endorser who does not have an

adverse history. An endorser is someone who agrees to repay the Direct PLUS Loan if the student/parent does not repay the loan. If a student's parents cannot obtain a PLUS loan, the student is allowed to borrow additional unsubsidized Stafford money. The student must be enrolled at least half-time to receive a PLUS loan. To determine a student's eligibility for a PLUS loan, the student must complete a FAFSA. In addition, a complete financial aid file is required before a PLUS loan will be certified. Interested students must complete a PLUS loan application and notify the financial aid office.

Reference(s):

Reviewed/Revised: 3/2014; 07/2017; 01/2019; 06/2020

Other Funding Sources

Department: CSNAH

Approved by: CSNAH Dean/Directors

Statement of Purpose:

To identify other funding sources available to students other than Title IV, HEA funds.

Materials/Equipment: N/A

Performed by:

Financial Aid Officer

Process:

Veterans Benefits

Selected programs of study at Covenant School of Nursing and Allied Health are approved by the Texas Veterans Commission for enrollment of those eligible to receive benefits under Section 3676, Chapters 30 or 32, Title 38. Determinations for Texas Veteran's Commission (TVC) funds are made directly through the Texas Veteran's Commission. Additional funding may be obtained for eligible candidates through many different programs including; Texas Workforce Commission, Department of Assistive and Rehabilitative Services (DARS), and Private Scholarship funds. The determinations for these funds are made through the respective organizations. Covenant School of Nursing and Allied Health does not participate in the Hazelwood Act.

- Students eligible for VA benefits must notify the FAO upon acceptance to CSNAH programs of study
- Student must provide the following to the FAO:
 - Record of previous education and training form (from FAO)
 - Receipt of enrollment policies form (from FAO)
 - Military transcripts (from eBenefits <https://www.ebenefits.va.gov>)
 - Educational entitlement printout (from eBenefits <https://www.ebenefits.va.gov>)
- FAO certifies student is qualified for VA benefits by completing the VA-ONCE process located at https://vaonce.vba.va.gov/vaonce_student .

WIOA

Students who qualify for WIA funds must provide the Business Office Coordinator with a voucher indicating the amount of money the student will receive. The student is responsible for visiting with TWC to determine qualification for funds and for requirements that must be followed to receive funds. CSNAH does not manage WIA fund application and/or approval. Further information can be found at the TWC website <https://spcaa.org> .

Scholarships

Various Donor scholarships are awarded to eligible students and are based on documented financial need and other qualifications required by the donors of the scholarship funds. CSNAH students are notified of scholarship application and eligibility deadlines throughout the academic year by the Financial Aid Officer. The following is a list of scholarships available on an annual basis:

- 101 Foundation Scholarship- Students apply in Instructional Module 2 and receive the funds in Instructional Module 3. Each donor has stipulations as to how the scholarship will be awarded. (Nursing)
- 201 Foundation Scholarship- Students apply in Instructional Module 4 and receive the funds in Instructional Modules 5 and 7. Each donor has stipulations as to how the scholarship will be awarded. (Nursing)
- D. Thompson Foundation Scholarship- Students apply in Instructional Module 6 and receive the funds in Instructional Module 7. Each donor has stipulations as to how the scholarship will be awarded. (Nursing)
- Mary T Frederick Memorial Scholarship- Random students apply in instructional module 4 and receive funds in instructional module 5. The scholarship recipients are determined by the donor's family. (Nursing)

- CMC-Auxiliary- Random; every recipient receives a \$1000 for an Instructional Module to pay towards their tuition and fees. The Auxiliary determines the recipients. (Nursing and Radiography)
- American State Bank Scholarship (Prosperity Bank) – upper classman applies and receive funds at the LCU Distinguished Lecturers Series. A Prosperity Bank representative determines the scholarship recipients. (Nursing)
- Women's and Children's Auxiliary Scholarship- Applications are available during the month of March at Women's and Children's Gift Shop and due by April 1st back to the committee. (All CovenantHealth employees and students who are employees)
- Texas Nurses Association Scholarship- Random (Nursing)
- Alumni Scholarship- Random (Nursing)
- Helen DeVitt Jones Scholarship for incoming RN students
- Region 17 Scholarship- Random (Nursing)

Scholarship Application Process

- Applicants must complete a Scholarship Application
- Write an essay over the topic the scholarship committee requests
- Two recommendations from clinical instructors or two recommendations from individuals.
- Recipients are selected by the scholarship committee based on the donor's criteria
- Recipients must be full-time students and have at least 2.5 or higher GPA; some scholarships require a 3.0 or higher GPA

NOTE: Scholarship criteria are based on the wishes of the donor.

Reference(s):

Reviewed/Revised: 3/2014; 7/2017; 1/2019; 06/2020

Student Application Process for Financial Aid

Department: CSNAH

Approved by: CSNAH Dean/Directors

Statement of Purpose:

To provide guidelines to assist student in applying for financial aid.

Materials/Equipment: N/A

Performed by:

Financial Aid Officer

Process:

Students wanting financial aid must apply each school year (Fall thru Spring). The school year begins with the Fall semester. For example, in order to apply for financial aid for the 2018-2019 school year (Fall 18 – Spring 19), students must complete a 2018-2019 Free Application for Federal Student Aid (FAFSA). No other application is acceptable for determining a student's eligibility. Priority consideration for receipt of financial aid funds administered by the FAO shall be given to students who submit all required documentation by the assigned deadline or until the funds are depleted. The CSNAH FAO will not request from or charge any student a fee for processing or handling any application, form or data required to determine a student's eligibility for, and amount of, Title IV program assistance

The student will be required to create a username and password to access the FAFSA. This username and password will be used to:

- Sign the FAFSA electronically
- Access to applicant's information to view processing results, make corrections or renew a FAFSA
- Access to online information about federal student aid the student has received

Applications for federal aid programs are made by completing a Free Application for Federal Student Aid (FAFSA). Completing and submitting the FAFSA is free and easier than ever and it gives you access to the largest source of financial aid to pay for college or career school. You will need to use the CSNAH School Code #014107 when completing your FAFSA. The FAFSA can be located online at the following address:

<https://studentaid.ed.gov> or check out the new myStudentAid app for iOS and Android. If you have any difficulty accessing or understanding the FAFSA, you may make an appointment with the Financial Aid Officer for assistance.

Forms that are required by CSNAH to be awarded Financial Aid (Financial Aid Records):

- **Free Application of Federal Student Aid (FAFSA)** - a need analysis document published by the Department of Education. Information is sent to the Central Processing Center (CPS) for an analysis of the expected family contribution (EFC). Students receive a Student Aid Report (SAR) which shows the results of the analysis. Federal aid may only be awarded based on the official results of the FAFSA.
- **Student Data Form**- Available online or in the Financial Aid Office
- **William D. Ford Federal Direct Student Loan Entrance Counseling and Program Master Promissory Note (MPN)** – The FAO requires all students applying for student loans to complete the Entrance Counseling and Master Promissory Note when applying for financial aid. Students are required to turn in a copy of the confirmation that they completed the Entrance Counseling online at <https://studentaid.gov> . Students who wish to receive a Federal PLUS loan, must submit a PLUS application online and notify the financial aid office.
- Additional paperwork may be requested if chosen for verification or a student requires special consideration. The additional paperwork that may be requested is:
- **Verification Worksheet** - a document which collects data and/or verifies information submitted by the

student on his/her FAFSA. Students who are selected for verification must submit a worksheet.

- Dependent students must obtain their parents' signature.
 - An Aid Administrator may request a Verification Worksheet to resolve conflicting documentation.
- **Federal Income Tax Return Transcript** - Federal Income Tax Return Transcripts may be requested if a student is selected for verification, or if the Aid Administrator deems it necessary to verify conflicting information. Dependent students must submit their tax returns and their parent's tax returns. Independent students must submit their tax returns and their spouse's if applicable. Transcripts may be requested online through the IRS website <https://www.irs.gov> or go to your local IRS federal office and request a transcript.
 - **Dependency Override form** – a document that provides the data needed to determine if the student's situation warrants a dependency override.
 - **Special Circumstances form** – a document that a student will submit with the data that has been requested on the form so the FAO has the ability to determine if the individual's situation warrants professional judgment.
 - **Citizenship/Residency Verification** – documentation from the student proves the student has citizenship status eligible for financial aid purposes.
 - **Verification of Separation** – documentation from the student which verifies that a married student is separated and living separately from his/her spouse.
 - Any other form/documentation deemed necessary to complete the student's file.

Reference(s):

Reviewed/Revised: 3/2014; 07/2017; 01/2019; 06/2020

Terms and Conditions for Title IV, HEA Funds

Department: CSNAH

Approved by: CSNAH Dean/Directors

Statement of Purpose:

Most students are eligible to receive Title IV, HEA financial aid from the federal government to help pay for college or career school. Your age, race, or field of study will not affect your eligibility for federal student aid. While your income is taken into consideration, it does not automatically prevent you from getting federal student aid.

Materials/Equipment: N/A

Performed by:

Financial Aid Officer

Process:

All students of CSNAH are required to complete a background check prior to admission to each program of study (occurs during admission process). Background checks assist CSNAH in determining eligibility for Title IV, HEA funds.

Student Eligibility

- Demonstrate a financial need
- Qualify to obtain a college or career school education, either by having a high school diploma or General Educational Development (GED) certificate, or by completing a high school education in a homeschool setting approved under state law.
- Be enrolled or accepted for enrollment as a regular student in an eligible degree or certificate program.
- Be a U.S. citizen or eligible noncitizen
- Have a valid Social Security number unless you are from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau.
- Maintain satisfactory academic progress (SAP) while you are attending college or a career school.
- Sign certifying statements on the FAFSA stating that:
 - you are not in default on a federal student loan
 - do not owe a refund on a federal grant
- Sign the required statement that you will use federal student aid only for educational purposes
- Be enrolled at least half-time to be eligible for Direct Loan Program funds
- Be registered with Selective Service, if you are a male (you must register between the ages of 18 and 25). Men exempted from the requirement to register include:
 - Males currently in the armed services and on active duty (this exception does not apply to members of the Reserve and National Guard who are not on active duty);
 - Males who are not yet 18 at the time that they complete their application (an update is not required during the year, even if a student turns 18 after completing the application);
 - Males born before 1960;

In addition, you must meet one of the following:

- Be a U.S. CITIZEN or U.S. NATIONAL. You are a U.S. citizen if you were born in the United States or certain U.S. territories, if you were born abroad to parents who are U.S. citizens, or if you have obtained citizenship status through naturalization. If you were born in American Samoa or Swains Island, then you are a U.S. national.
- Have a GREEN CARD. You are eligible if you have a Form I-551, I-151, or I-551C, also known as a green

card, showing you are a U.S. permanent resident.

- Have an ARRIVAL-DEPARTURE RECORD. You're Arrival-Departure Record (I-94) from U.S. Citizenship and Immigration Services must show one of the following:
 - Refugee
 - Asylum Granted
 - Cuban-Haitian Entrant (Status Pending)
 - Conditional Entrant (valid only if issued before April 1, 1980)
 - Parolee
- Have BATTERED IMMIGRANT STATUS. You are designated as a "battered immigrant-qualified alien" if you are a victim of abuse by your citizen or permanent resident spouse, or you are the child of a person designated as such under the Violence Against Women Act.
- Have a T-VISA. You are eligible if you have a T-visa or a parent with a T-1 visa.

Note: All students not born in the United States must provide a proof of permanent residency prior to being considered for admission to CSNAH.

Drug-Related Convictions

A student convicted of the sale or possession of illegal drugs may have federal student aid eligibility suspended if the offense occurred while the student was receiving federal student aid. An affected student can regain eligibility early by successfully completing an approved drug rehabilitation program or by passing two unannounced drug tests conducted by an approved drug rehabilitation program.

Conviction for Possession or Sale of Illegal Drugs

- A Federal or state drug conviction can disqualify a student for FSA funds. The student self-certifies in applying for aid that he/she is eligible for by using the FAFSA. CSNAH is not required to confirm this unless there is evidence of conflicting information. The chart below illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for the sale of drugs includes conviction for conspiring to sell drugs)

	Possession of illegal drugs	Sale of illegal drug
1st Offense	1 year from date of conviction	2 year from date of conviction
2nd Offense	2 year from date of conviction	Indefinite period
3+ Offense	Indefinite period	

- If a student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different the student will be ineligible for the longer period
- A student regains eligibility the day after the period of ineligibility ends or when he/she successfully completes a qualified drug rehabilitation program. Further drug conviction will make him/her ineligible again.
- When a student regains eligibility during the award year, the institute may award Pell and/or Loan for the current payment period.
- A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:
 - Be qualified to receive funds directly or indirectly from a federal, state or local government program.
 - Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.
 - Be administered or recognized by federal, state or local government agency or court.
 - Be administered or recognized by a federally or state-licensed hospital, health clinic or medical doctor.

Civil Commitment for Sexual Offenses

A student subject to an involuntary civil commitment after completing a period of incarceration for a forcible or non-forcible sexual offense is ineligible to receive a Federal Pell Grant.

The U.S. Department of Education's office of Federal Student Aid provides more than \$150 billion every year in grants, federal loans and work-study funds to students attending college or career schools. Visit www.studentaid.gov today to learn how to pay for your higher education.

Process for FSA Eligibility

- The Admission Officer will review all applicants for eligibility to attend CSNAH. A portion of this review is also part of the student eligibility verification for financial aid--- see student eligibility above.
- The financial aid officer (FAO) will review all ISIR's for verification of eligibility:
- Proof of a high school diploma, GED or high school education in a homeschool setting approved under state law
- Valid social security number
- Citizenship or permanent residency
- FSA Loan and Pell eligibility limits for the academic year and undergraduate limits through NSLDS and COD
- Resolve issues reported on the front page of the ISIR such as Selective Services registration, SULA, etc.
- Upon completion of this review the FAO will initial and date the front page of the ISIR.

Reference(s):

Reviewed/Revised: 3/2014; 7/2017; 01/2019; 06/2020

How Financial Need is Determined

Department: CSNAH

Approved by: CSNAH Dean/Directors

Statement of Purpose:

A student must demonstrate financial need to be eligible for most federal student aid. At its simplest level, a student's financial need is the difference between the students' cost of attendance and the Expected Family contribution (EFC).

Materials/Equipment: N/A

Performed by:

Financial Aid Officer

Process:

Need Analysis

The process of analyzing a student's financial need, known as need analysis, focuses on determining how much the family reasonably can be expected to contribute toward the student's education. An applicant's need is calculated by collecting information about the family's income, assets, and living expenses.

Calculating the EFC

For an EFC calculation, a student must complete and file the FAFSA. The fastest and easiest way to do so is to apply online at <https://studentaid.ed.gov> or check out the new myStudentAid app for iOS and Android. Unlike college admissions applications, the FAFSA is sent to a U. S. Department of Education processing center. The student's information is entered into a computer system, which then calculates the student's official EFC. For a detailed breakdown of the EFC formula, go to the FAFSA section of <https://studentaid.ed.gov/sa/resources>.

Cost of Attendance

Once the school knows the student's EFC, the next step is to subtract it from the student's cost of attendance. The result is the student's financial need.

Cost of Attendance can include tuition and fees, books and supplies, equipment, living expenses and other educational costs such as transportation costs.

Financial Aid Package

Using all available federal and nonfederal aid, the financial aid officer will construct a financial aid package that comes as close as possible to meeting the student's financial need. The financial aid package is presented to the student in an electronic award letter. The student may accept or decline any of the financial aid offered. The annual maximum awards for different types of federal funding can be found at <https://studentaid.ed.gov/sa/resources>.

Reference(s):

Reviewed/Revised: 3/2014; 07/2017; 01/2019; 06/2020

Professional Judgment

Department: CSNAH

Approved by: CSNAH Dean/Directors

Statement of Purpose:

The Higher Education Act provides authority for the financial aid administrator to exercise discretion in a number of areas when a student has special or unusual circumstances. This authority is known as “professional judgment”. It allows the aid administrator to treat a student individually when conditions exist that differentiate that the student from a class of students. Professional judgment decisions must be made on a case-by-case basis as the result of examining a particular student’s unique circumstances. These circumstances must be documented. Students wishing to apply for special circumstance must apply at each school. Students, who are transferring to CSNAH and have been granted professional judgment at their previous school, must also apply at CSNAH. CSNAH will not automatically accept professional judgment decisions made by the previous school. Students seeking a dependency override must apply each year.

Materials/Equipment: N/A

Special Circumstance Form

[Special Circumstances Form](#)

Dependency Override Application

[Dependency Override Application](#)

Performed by:

Financial Aid Officer

Process:

Areas of Administration

Professional judgment decisions may be made to adjust eligibility for all institutional, Title IV, and campus-based aid. Documentation supporting special circumstances or dependency override must be maintained in the student's file.

Staff Authority

The Financial Aid Officer has the authority to adjust a student's eligibility using professional judgment. Each special circumstance application and dependency override application will be submitted to the Financial Aid Officer who will look over documentation. The school's decision is final and cannot be appealed to the Department of Education.

Circumstances

The FAO can exercise discretion in certain areas when a student's family has special or unusual circumstances that are not adequately addressed by the need analysis system, regulations, or legislation. The Department of Education does not regulate professional judgment. The HEA give authority to the FAO to exercise professional judgment in the following areas:

- Dependency status (dependent to independent only)
- Data elements used to calculate the EFC
- Cost of attendance
- Denial or reduction of FFEL eligibility
- Satisfactory academic progress

Examples of circumstances that might trigger the use of professional judgment at CSNAH include but are not limited to:

- Unusually high medical expenses not covered by insurance
- Unemployment
- Change in employment
- Death of family member
- Divorce or Separation
- Disability
- Natural disasters that impact the family's income or loss of assets
- Conversions of Roth IRAs
- Social service or police intervention
- Satisfactory academic progress (see policy)

Generally, the FAO only approves special circumstance applications for students whose reduction in income was due to circumstances beyond the student's control. It is our policy not to consider a reduction in income for the following reasons: tuition paid for elementary/secondary private school, unusual expenses related to personal living (e.g. wedding expenses, credit card bills, home mortgage or student loan payments, car payments, legal expenses or other miscellaneous consumer item expenses), families with reductions in income that were processed in the previous award year who grossly underestimated their income, quitting work to start school.

Documentation

Aid Administrators are required to document professional judgment decisions. This documentation must be maintained in the student's file. Required documentation is listed on each application. Students who fail to supply the required documentation will automatically be denied.

Procedure

Students seeking a professional judgment decision must complete a Special Circumstances Application or Dependency Override Application as well as provide the required documentation to support their application. If the student is seeking a special circumstance, they must first complete the appropriate FAFSA, have a valid SAR/ISIR on file in the CSNAH Financial Aid Office and complete the application process before the FAO will review their application. If the student is seeking a dependency override, they should complete a dependency override application prior to completing their FAFSA. The FAO has 30 business days after receipt of all requested documentation to make a determination. Students will be informed in writing of the FAO's decision.

Reference(s):

Reviewed/Revised: 2/2014; 07/2017; 01/2019; 06/2020

Financial Aid Packaging and Awarding

Department: CSNAH

Approved by: CSNAH Dean/Directors

Statement of Purpose:

To provide guidelines for packaging and awarding student financial aid.

Materials/Equipment: N/A

Performed by:

Financial Aid Officer

Guidelines:

In awarding financial aid, the policy of CSNAH is to provide every student with a combination of financial aid funds under the respective program to assist with meeting their financial need. Pell Grants are considered to be the first source of aid to the student and packaging financial aid begins with determining the student's Pell eligibility. Traditional financial aid practice suggests that the FAO would adjust non-federal aid awards, if necessary, to ensure that the student's financial need is not exceeded. But it is possible that the student will receive a scholarship or other aid that you can't adjust and is large enough in combination with the Pell, to exceed the student's need. In this case, the student is still eligible for a Pell Grant based on the payment schedule. However, the FAO cannot award any other FSA funds other than the Pell Grant.

The FAO must take other aid (aka, resources and/or estimated financial assistance) into account when awarding campus-based aid or direct loans.

Process:

Institutional Packaging

Selections of recipients are made on a first-come, first-served basis. Funds will be awarded until they are depleted. Students completing the application process after that time will be awarded if funds become available at a later date and according to the date on which their financial aid file was completed.

Determination of Total Funds to be awarded

The FAO determines the total aid to be awarded during an academic year. The Department of Education sends the FAO information detailing annual fund allocations through the Federal Authorization Letter with the Official Notice of Funding. Determining the total funds available includes an evaluation and projection of available funds, required matching, and administrative expense. Careful projections are made to enable the FAO to offer fair and equitable packages to students. A determination is made based on prior year history and an increase of projected funds to account for attrition.

Outside Resources

Students are encouraged to seek assistance from outside resources. It is required that all outside assistance be reported to the FAO. Student aid including outside resources, may not exceed the student's financial need. Therefore, if a student has been awarded by the aid office and receives an outside award, an adjustment to the original award letter may be necessary. If an adjustment is made, the outside aid will replace self-help aid if possible.

Award Letter and Acceptance of Awards

Students receive an award notification via EMPOWER through an email. The email points the student towards the EMPOWER webpage (<https://covn.empower-xl.com/fusebox.cfm>) to accept/revise/decline his/her aid.

Consortium Agreements

A student may receive Title IV aid if he/she is taking courses at two or more schools, if the participating institutions enter into a consortium agreement. A consortium agreement specifies which institution will process and disburse student aid. The agreement also should stipulate which institution will consider the student enrolled. Whichever institution disburses aid funds is responsible for keeping records and returning Title IV funds in the case of an over award. Institutions have the option of entering into consortium agreements. CSNAH have no consortium agreements at this time.

Counseling Regarding Financial Aid Provided

FAO is available to counsel student regarding any questions they might have concerning their financial aid award(s).

Step by Step Procedure for Awarding Financial Aid

- A Free Application for Federal Student Aid (FAFSA) must be completed. The school uploads this by connecting to EdConnect and downloading and then uploading it into Empower (the school's database system)
- A Student Data is emailed to all applicants selected as tentative and alternate students or can be picked up from the Financial Aid Office.
- Those students wishing to receive Stafford Loans must complete or prove completion of Entrance Counseling and an active Master Promissory Note. <https://studentaid.gov>
- After all required documents received, the FAO must determine if the student is chosen for Verification.
- Refer to Verification policy for step-by-step process
- Once verification is complete, students are awarded in Empower and their status is "T" for Tentative.
- An email will be sent to student notifying them of their award and instructions on how to accept/change/decline the aid on the CSNAH's Empower Website.
- The student then must accept their aid, the status changes to an "A" for Accepted or "C" for Cancelled.
- After student acceptance of aid, FAO transmits the information from Empower to Common Origination & Disbursement (COD) using EdConnect. (Refer to COD Policy for details)

Reference(s):

Reviewed/Revised: 3/2014; 7/2017; 1/2019; 6/2020

Packaging and Awarding for Parent PLUS Loans

Department: CSNAH

Approved by: CSNAH Dean/Directors

Statement of Purpose:

To provide guidelines for packaging and awarding of parent plus loans.

Materials/Equipment:

[PLUS Request form](#)

Performed by:

Financial Aid Officer

Guidelines:

Federal Parent PLUS loans are obtained from the US Department of Education's Direct Loan program through the college's financial aid office. Students must file the Free Application for Federal Student Aid (FAFSA) at <https://studentaid.ed.gov> or check out the new myStudentAid app for iOS and Android to become eligible for the Federal Parent PLUS loan and the unsubsidized Federal Stafford loan, even if they do not expect to qualify for need-based federal student aid (Pell and subsidized Federal Stafford loan). The student/parents need to contact CSNAH financial aid office to apply for a Federal Parent PLUS Loan.

Process:

The Federal **Parent PLUS Loan** provides affordable financing to parents and guardians with good credit to cover educational expenses. PLUS Loan funds can be used for tuition, school supplies, housing, and more. The student must meet the eligibility requirements for Federal Title IV Financial Aid

- The student/parent will obtain a Parent Plus Request Form from the Financial Aid Officer and return it to the financial aid office.
- The parent will go to <https://studentaid.ed.gov> or check out the new myStudentAid app for iOS and Android to apply for a Parent PLUS loan which includes a credit check.
- The parents complete a Master Promissory Note and provide the financial aid officer with a copy of the Master Promissory Note.

Approved Parent Plus Loans

The FAO will process the Parent PLUS loans and the student will be sent an award letter to accept/change or decline (EMPOWER) and the funds will be requested from COD through Empower.

The funds will be disbursed by the Business Office into the student's account. Any credit balance remaining will be sent to the Parent by requesting a check.

Declined Parent Plus Loans

A parent that is denied due to their credit check being declined has the following options:

- **Appeal:** If you suspect an error in how credit worthiness was determined.
- **Endorser:** You may obtain a credit worthy co-signer to endorse the loan. This person would be responsible to repay the loan if you are unable to make the payments.
- **Federal Unsubsidized Loan:** Award the student additional Unsubsidized Loan funds (maximum \$4,000 for students). The additional funds are only available if the Direct Parent Loan is denied to the parent due to an adverse credit check.

Reference(s):

Reviewed/Revised: 3/2014; 7/2017; 01/2019; 06/2020

Verification

Department: CSNAH

Approved by: CSNAH Dean/Directors

Statement of Purpose:

This policy is used to confirm the accuracy of student reported data on the FAFSA.

Materials/Equipment: N/A

Verification Forms

[Verification Forms](#)

Performed by:

Financial Aid Officer

Process

Every year a number of students who are eligible for financial aid are randomly selected for verification by the U.S. Department of Education by the FAFSA Central Processing System (CPS). If a student is selected for federal verification, they will be asked to complete a Verification Worksheet (provided by the Financial Aid Officer) and must provide additional information before financial aid can be disbursed to the student account. This documentation may include but is not limited to federal income tax return transcript, federal tax or W-2 forms (student's, spouse and/or parents/guardians), proof of untaxed income, housing allowances, etc. Students will be notified in writing of all documents required to fulfill this federal requirement and what their verification code was so they can complete the required verification requirement. If after review by the Financial Aid Officer, there are any changes to the financial aid package the student will be notified in writing.

Exclusions

Listed below are certain circumstances where students may not be required to complete verification.

Financial aid personnel must identify and document in the aid folder why the student is not required to complete verification.

- An applicant who died during the award year (regardless of conflicting information).
- Applicants who are legal residents (or dependents of parents who are legal residents) of Commonwealth of the Northern Mariana Islands, Guam, or American Samoa.
- Applicants who are citizens of (and dependents of parents who are citizens of) the Republic of the Marshall Islands, the Federated States of Micronesia, or the Republic of Palau.
- Incarcerated students
- Independent students whose spouse is deceased, mentally or physically incapacitated, residing in a country other than the United States and can't be contacted by normal means and/or can't be located because his or her address is unknown, and the student can't obtain it. (Exclusion is applicable to spousal information only).
- Dependent students who parents are deceased, mentally or physically incapacitated, residing outside the United States and cannot be contacted by normal means of communication and/or the parents can't be located because their address is unknown, and the student can't obtain it. (Exclusion is applicable to parental information only).
- An applicant who is an immigrant and arrived in the United States during either calendar year of the award year.
- An applicant who will not receive Title IV assistance for reasons other than the applicant's failure to verify the information on the application. This category includes student's ineligible for aid from the FSA programs and those who withdraw without receiving aid.

- A transfer student who completed verification at the previous school and the current school obtains the proper information. To document a student's eligibility for this exclusion, the financial aid office must get a letter from the school that completed the verification.
- Any other applicants excluded from verification by CSNAH

Conflicting Information for Selected or Non-selected Applicants

If at any time during the verification or file review process, CSNAH FAO obtains or discovers conflicting information, FAO has full authority to require whatever documentation is necessary to resolve the conflicting information. FAO is required to investigate any discrepancies discovered in a student's file regardless of whether the student was selected for verification. The student will be given 2 weeks to produce the documentation requested.

Collection of Documents

Required documentation items are identified and receipt date is maintained within the EMPOWER system. Tentatively accepted and current students will be given 2 weeks to produce the documentation requested. When documents arrive, financial aid personnel enter a receipt date in EMPOWER beside the document name.

Documentation Required

Documentation submitted to the FAO must be legible, appropriate and for identification purposes, have the student's social security number or CSNAH student id. If the student submits a document which is not legible (i.e., a copy of a tax return in which the income numbers are not identifiable), appropriate (a tax return is requested and the student submits a W-2), or identifiable (student submits a copy of the step-parents tax return and the last name does not match the student's and there is no student social security number or CSNAH student id) the documents will be returned and a request for additional documentation requested. This documentation may include but is not limited to:

- CSNAH Verification worksheets (V1-V6) (Dependent/Independent)
- Income Tax Return Transcript (student's, spouse and/or parents/guardians)
- Income tax return and W-2 (student's, spouse and/or parents/guardians)
- Untaxed income documentation, if necessary – example would include a letter from the SSA to verify social security benefits if a conflict is found, housing allowances, VA Non-educational benefits, etc.
- If at any time CSNAH FAO decides that additional documentation is necessary to verify the accuracy of verification information or to resolve conflicting date, the staff will request additional documentation.

Signatures are required on all documents. If a student submits a documentation which appears fraudulent, the FAO will notify the Dean of the School.

Verifying Documents

When all required documents are received, the FAO will compare the verification documentation to the information originally reported on the FAFSA. If the verification process shows that the entire student's information is correct and there are no outstanding issues or conflicting information, the student's file will be considered complete. If verification revealed errors or inconsistencies, the FAO will request further documentation from the student to assist in verification or inform the student to make corrections or update information on their' FAFSA and resubmit it. Verification is complete when the FAO has on file the final and valid ISIR showing the official EFC. Once this is finished and it is determined admission requirements are met, the student is considered complete and ready to be packaged.

Failure to Comply

- Students selected for verification must complete the process or forfeit federal student aid eligibility. The FAO has the authority to withhold disbursement of any FSA funds until the student completes the required verification. Students who fail to submit verification documents never become complete; therefore, aid is not awarded for these students.

- Late Submission of Verification Documents
- Students are notified in the CSNAH catalog and on the CSNAH Student Data Form that the majority of financial aid funds are awarded on a first-come, first-served basis and that until their file is complete, additional processing of their file is not possible. Students who submit verification documents very late after the time they were requested will be awarded aid on an availability basis.
- Notification of Verification to Applicants

Students are notified that they are selected for verification on the Student Aid Report (SAR) or ISIR. In addition, the missing document letter indicates to the student he/she has been selected for verification by requesting the student complete a verification form (V1-V6) and provides the appropriate documentation.

Conflicting Information after Disbursement and/or Graduation

If conflicting information is discovered after disbursing aid, the FAO is required to reconcile the differences and recalculate the EFC. If there is an over award, the student is required to repay any excess funds. If the student is no longer enrolled, they will owe a Title IV overpayment. The school will be responsible to notify ED of the overpayment

Reference(s):

Reviewed/Revised: 2/2014; 7/2017; 01/2019; 06/2020

Revision of Financial Aid Awards

Department: CSNAH

Approved by: CSNAH Dean/Directors

Statement of Purpose:

To provide guidelines for revising a student's original notification letter for financial aid funds.

Materials/Equipment: N/A

Performed by:

Financial Aid Officer

Guidelines:

Once an award notification is sent to the student, there may be instances which warrant a change to the original notification. The Financial Aid Officer may review a student's circumstances and make an adjustment to an award. This revised award invalidates the original award notification. The student's award notification acknowledges the rights of the FAO of make a change or revision to any award.

Process:

Revision Initiated by the Financial Aid Office

The FAO will automatically consider a revision in a student's aid package when the following occurs:

- There is conflicting information
- There are changes resulting from verification
- There is a change in availability of funds
- There is an FAO staff member error
- There is an over award

Revisions Initiated by Request from Student

Students may decline any portion of their award. Lack of acceptance does not count as a revision.

Over awards

An over award is created when the student's aid package exceeds the student's need. The FAO must always take care not to over award the student when packaging aid, circumstances may change after the aid has been awarded and may result in an over award. For example, the student may receive an academic scholarship which would lead to an over award. In this instance, the FAO may be required to adjust the student's financial aid package.

Eliminating an Over award

Pell Grants are never adjusted to take into account other forms of aid. If there is an over award, you must look at other aid that the FAO controls and reduce that aid. If the student has received more Pell funds than appropriate, the Pell award must be adjusted. Before reducing a student's aid package because of an over award, the Aid Administrator should always attempt to alleviate the situation by reducing or eliminating the over award. The following possible allowances should be checked:

- Increase budget using allowable expenses
- Adjust EFC
- Adjust undisbursed funds (all undisbursed financial aid funds must be withdrawn in the case of an over award).

If the FAO discovers there is going to be an over award before Direct Loan funds are delivered to the student, the FAO must eliminate the over award. The FAO can cancel or reduce the loan or could reduce or cancel aid over which it has control. If the over award occurs after Direct Loan funds have been delivered, there is no over award. There is a \$300 over award tolerance/threshold for all campus-based programs. This threshold is allowed only if an over award occurs after campus-based aid has been packaged.

Causes of an over award and / or Overpayment

There are several causes of an over award:

- Additional resources - the student has resources greater than those used to calculate the award
- Administrative error - the Aid Administrator inadvertently makes an error
- Fraud - the student intentionally deceives or misrepresents information to obtain funds.

Treatment of an Over award

If eliminating the over award is not possible the Aid Administrator must reduce the over award using the following sequence:

- An over award from an administrative error must first reduce or eliminate next instructional Moduler's overpayment. The Aid Administrator must then bill the student for any remaining amount
- Once a Direct loan has been disbursed, there is no over award
- If an over award occurs due to fraud, follow the procedures in the Fraud Policy

Overpayments

An overpayment occurs when the student receives more aid than he/she was eligible to receive. In general, a student is liable for an overpayment made to him or her. A student is not liable for an overpayment when the school is liable for it. In addition, the student is not liable when the initial amount of the overpayment is less than \$25. CSNAH is liable to any amount of overpayment (including amounts under \$25) that occurred because CSNAH failed to follow Federal regulations. If returning the funds to the appropriate account creates a debit on the student's account, the school may attempt to collect the amount of the overpayment from the student. However, this is not a Title IV debt.

Eliminating the Overpayment

If a student has received more Pell funds than the student was eligible to receive, the FAO can attempt to eliminate the overpayment by adjusting later Pell disbursements for the award year. If after notifying the student of their liability and they fail to make satisfactory arrangements to repay the overpayment, the FAO must take further action. For FSEOG and Pell, the FAO must refer the unresolved overpayment to the Department and NSLDS.

Reference(s):

Reviewed/Revised: 3/2014; 7/2017; 1/2019; 6/2020

COD

Department: CSNAH

Approved by: CSNAH Dean/Directors

Statement of Purpose:

To provide guidelines to navigate through Common Origination and Disbursement (COD) while processing financial aid.

Materials/Equipment:

Empower

EdConnect

Filezilla

Performed by:

Financial Aid Officer

Guidelines:

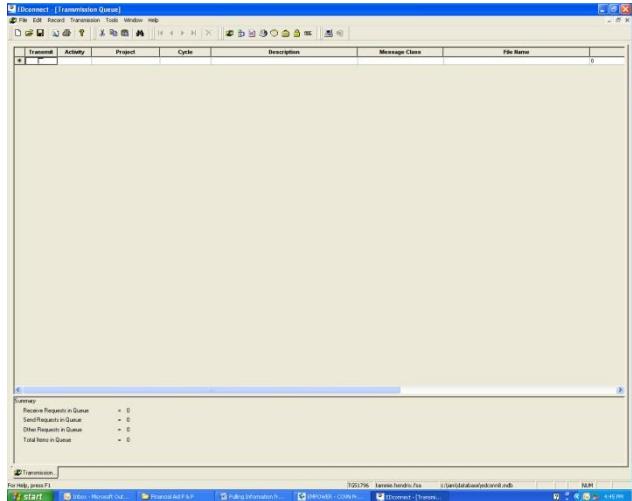
Common Origination and Disbursement (COD) performs data processing and editing necessary to support program compliance with statutes and regulations for Federal Student Aid and provides functionality to schools to enable compliance. The system supports interfaces to other systems to enable funding, to fulfill reporting requirements, and to enable oversight. The purpose and the benefits of the Common Origination and Disbursement (COD) investment, a working legacy system, are that it provides billions of dollars of grants and loans through origination and disbursement functionality to both Federal Student Aid and its thousands of school customers and millions of student recipients. COD enables financial aid administrators to submit records requesting funds for grants and loans, and to receive notification of funding or rejection from Federal Student Aid. COD enables the delivery of the following Title IV programs:^{*}Pell Grants^{*}Academic Competitive Grants^{*}National SMART and TEACH Grant programs^{*}Direct Loans (Stafford, PLUS and Graduate PLUS)^{*}Legislative changes COD dependencies include the CPS, DLSS, NSLDS, PEPS, EITI, VDC, Social Security, and the IRS. These programs interact with each other to some degree to support each other's' programs to either deliver aid or provide oversight. COD is now the location where all Return to Title IV calculations are made and where all FISAP information is housed.

Process:

The FAO will use EdConnect to extract information sent from COD such as ISIR's, messages and disbursement information. COD will also be used to review a student's grant and loan history, pull reports to reconcile disbursement information, etc.

Pulling Information from COD thru EDConnect

1. Log on the EDConnect, username, password and code from token (Edconnect is installed on the computer)



2.

3. File – New – Transmission Queue - OK

4. Activity – Request

Project – All

Cycle – All

Description – All Data, All Messages (only option)

Message Class - ?????? (self populates)

File Name – C:/iam/data/** (self populates)

5. SAVE

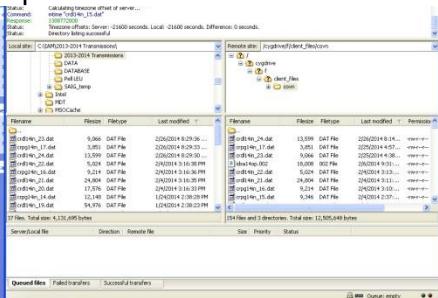
6. Transmission - Now

7. ISIRS, reports and messages will be transmitted to the C Drive Under IAM Data or 2013-2014 Transmissions. **Read the messages!**

8. When complete exit EdConnect

Pulling ISIRS into Empower

1. Open Filezilla – click on RUN



2.

3. Click on icon under File and choose Empower (looks like a computer tower with an arrow pointing down) Files will start to appear in the left-hand column under Filename

4. In second column across from that click on isir – isir new (it should be blank except for one file)

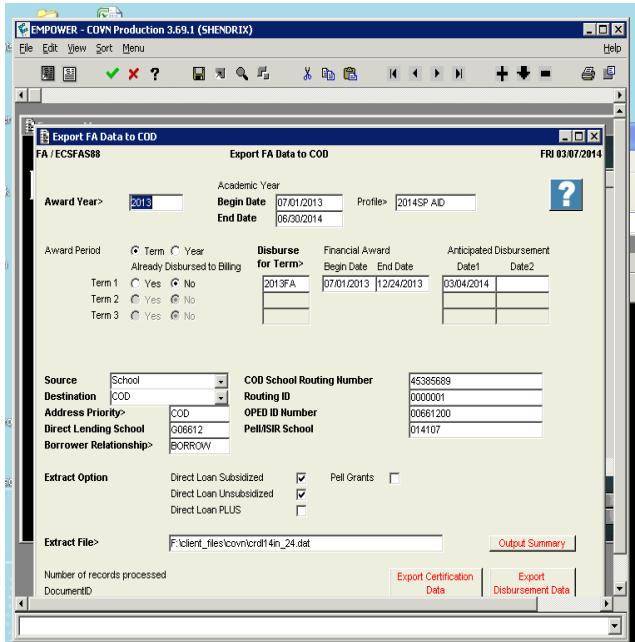
5. Pull the files in the left-hand column across to the right-hand column for today's date only (not into the yellow file)

- a. idsa14 (14 indicates year so next year will be 15)
- b. igsg14

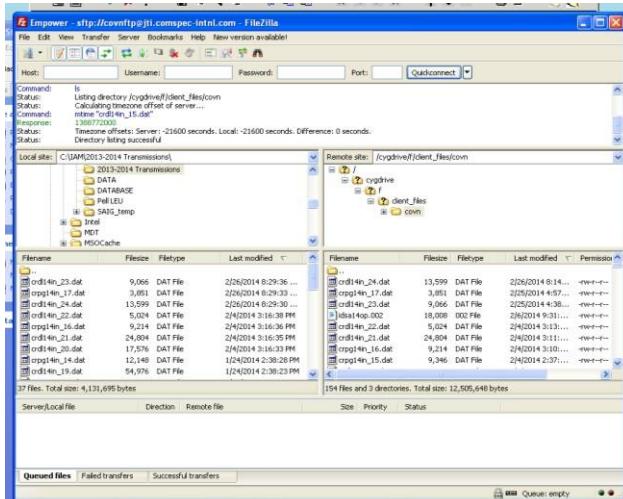
- c. igs14
 - d. igco14
6. Exit Filezilla
 7. In Empower: Financial Aid – Processing – Load/Exports
 8. ISIR Load Step 1: DATA LOAD (FA/IDL) – click <load isir data> it will automatically start to load, two black boxes with data will appear, after they go away – SAVE
 9. Next click <move isirs to history> it will automatically start, and 1 black box will appear, after it goes away – SAVE and click out of ISIR DATA LOAD
 10. ISIR Step 2: Insert Candidate (FA/INS) – enter term ex: 2014SP, enter college NURP – CLICK CONTINUE – OK
 11. A report will appear, but it does not need to be printed out. Click out of report.
 12. Click out of Insert Candidate
 13. Inquiry Card Edit / App. Post (AT/ENT) – Used to check duplications – VERY IMPORTANT
 14. Enter Batch name: FA121313 (FA and date is good) - SAVE
 15. Click on <Process Duplicates> it will either indicate at the bottom that No duplicates are found, or it will generate a list of names to check.
 16. Look at all names to see if any are duplicated.
 17. No duplication of name – Add, duplicated – choose their name and update.
 18. SAVE and Exit
 19. Click on Post Batch
 20. Click on Yes – include city and OK
 21. Click out of AT/ENT
 22. ISIR Step 3: Update FA Data
 23. Insert Award Year> 2013
 24. Click on Student Update
 25. A report will appear, but it doesn't need to be printed
 26. Exit
 27. ISIR Step 4: Document Load (FA/IDO)
 28. Insert Award Year> 2013
 29. A report will appear – PRINT IT - It shows who has been pulled for verification.
 30. Exit

Exporting Loan/Grant Information from Empower to COD

1. In Empower go to: FA/S88, COD Step 1: Export FA Data to COD

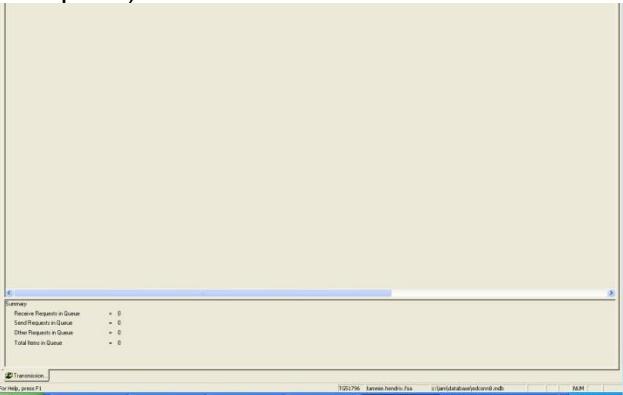


- 2.
3. The majority of the information on this screen self populates but is not always accurate.
4. Enter current Award Year. Empower is set up to use the ending year: 2019-2020 = 2020.
5. Enter the Profile of the students you have requested. These would be students that have completed all requirements for Financial Aid (documentation, verification and award letter).
6. Disburse for Term> 2014FA
7. Enter Begin Date and End Date for the Instructional Modules you are working with. Ex: 2/17/2020 to 6/17/2020 would cover the two modules being awarded.
8. Anticipated Disbursement Date – Date 1 (no more than 10 days prior to release of funds).
9. Extract Options: Click on the type of aid you wish to extract. Loans (Sub/Unsub), Pell and PLUS must be extracted separately
10. Extract file name
 - a. LOANS: F:\client_files\covn\crdl14in ##.dat. The ## will be changed as extractions are done so you must keep track of the last one used.
 - b. PELL: F:\client_files\covn\crpg14in ##.dat. The ## will be changed as extractions are done so you must keep track of the last one used.
11. SAVE
12. Click on Export Certification Data button to create file
13. Number of records processed will appear.
14. Output summary will also show report of aid extracted.
15. Open Filezilla – click on RUN



16.

17. Click on icon under File and choose Empower (looks like a computer tower with an arrow pointing down)
18. In Location site click on 2013-2014 Transmissions
19. In Remote site click on covn
20. In the block below covn select the files that were created and drag them to the block under 2013-2014 Transmissions.
21. Close Filzilla
22. Log on the EDConnect, username, password and code from token (Edconnect is installed on the computer)



23.

24. File – New – Transmission Queue - OK

25. Activity – Send

Project – COD

Cycle – 13-14 Data

Skip Description and All Messages and Message Class

File Name – C:/iam/13-14/ upload separately the crdl and crpg files that were created

Message Class – pull down and select the correct one CRPG14IN – for Pell, CRDL14IN – for Loans
Description will self populate

26. SAVE

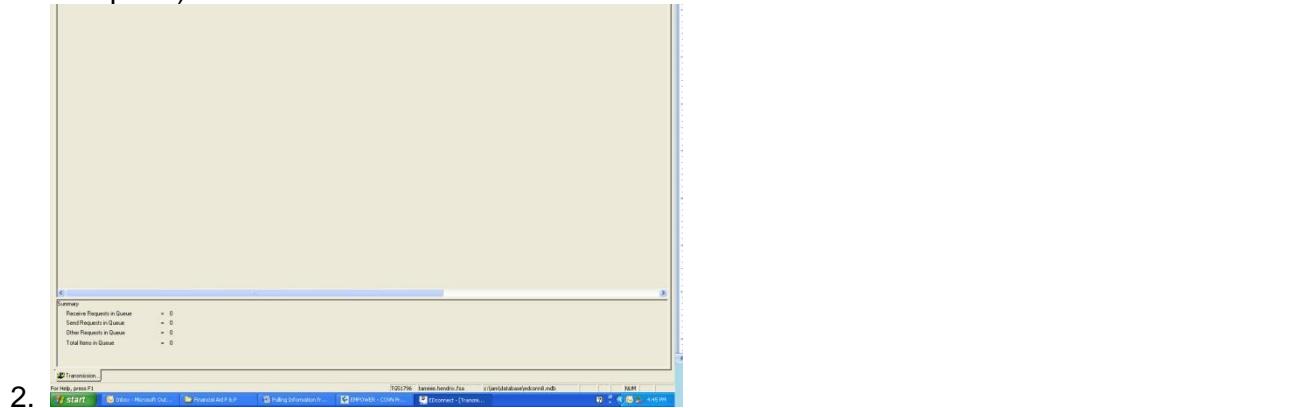
27. Transmission - Now

28. When complete exit EdConnect

29. In 24 hours, you should be able to retrieve the files back from COD. You will also log in to COD and see the money drawn down under the SCHOOL tab (Loans and Pell are separate). Print this out for comparison later.

Retrieving files from COD thru EdConnect

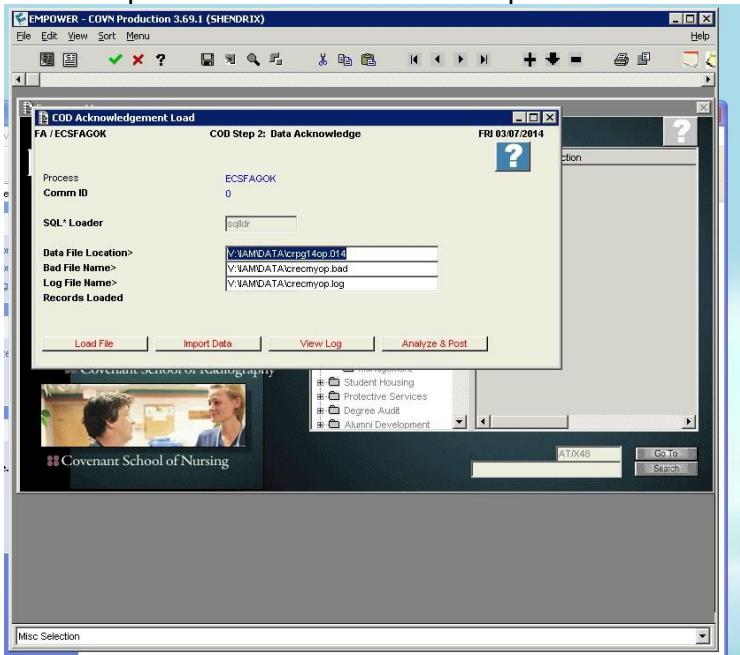
1. Log on the EDConnect, username, password and code from token (Edconnect is installed on the computer)



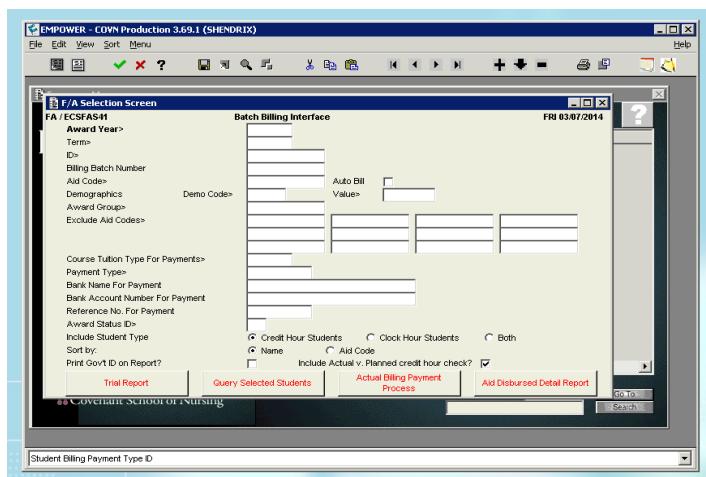
2.

3. File – New – Transmission Queue - OK
4. Activity – Request
 - a. Project – All
 - b. Cycle – All
 - c. Description – All Data, All Messages (only option)
 - d. Message Class -?????? (self populates)
 - e. File Name – C:/iam/data/** (self populates)
5. SAVE
6. Transmission - Now
7. ISIRS, reports and messages will be transmitted to the C Drive Under IAM Data or 2013-2014 Transmissions. **Read the messages!**
8. When complete exit EdConnect

9. Go to Empower to FA/GOK – COD Step 2: DataAcknowledge



10. The majority of the information will selfpopulate
11. Double click on Data File Location> this will take you to the DATA folder on the C drive.
12. The loan and pell files will be in there but under a different number. Choose the ones that are not tripled.
13. Click on LOAD FILE – a black screen will appear then go away
14. Click on IMPORT DATA – the hourglass will appear and disappear when procedure is complete
15. Click on ANALYZE & POST. A list of all student will appear that were transmitted to COD with an accepted or rejected comment
16. Click on MARK TO POST
17. Click on POST TO FA which will change their status from A = accepted to F = final
18. Go to FA/PAY Batch Billing Interface
19. Enter the Award Year and Term
20. Aid Code – select
 - PELL
 - STAS
 - STAU
 - PLUS
21. Click on Query Selected
22. This will pull up a list of all COD has approved for aid. amount with what the COD
23. Click on the Assign Batch ID to a batch number.
24. After all types of aid have been batch ID Email the Finance and the Business Coordinator following batches are ready for the money to be drawn down from G5.
25. The Finance department will inform the Business Coordinator when the funds are available to be disbursed.



Students
students the
Compare the
report has.
give this group

assigned a
department
that the

Reference(s):

Reviewed/Revised: 03/2014; 07/2017; 01/2019; 06/2020

Disbursement for Pell, Direct Loan, Parent Plus Programs

Department: CSNAH

Approved by: CSNAH Dean/Directors

Statement of Purpose:

To provide guidelines for which funds are disbursed to the students.

Materials/Equipment:

Excel file for credit amounts

CSV file (comma delimited)

Empower

Scholar 360

St. Joseph secure server for file transfer

Performed by:

Financial Aid Officer, Covenant Health Finance Department and Business Office Coordinator

Process:

1. The Business Office and/or Financial Aid Officer will extract an Excel file of all students attending CSNAH.
2. Financial Aid Officer will notify the CH Finance Dept. and Business Coordinator that funds are ready to be drawn down and the Empower Batch numbers (Pell, FSEOG, Stafford Sub, Unsub and Plus Loans) to support this information.
3. Finance will notify the Business Coordinator when the funds have been confirmed by G5.
4. Business Coordinator will go to Empower Balance Refund (SB/Q06) to see who is already in the system to receive a refund and confirm with the appropriate school that this is correct.
5. The BOC will go to Empower FA Interface for Billing (SB/FAP) to post financial aid to students (Pell, FSEOG, Stafford Sub, Unsub, Plus Loans and other forms of aid)
6. Business Coordinator will go to Empower Balance Refund (SB/Q06) to select the students that are eligible for a refund, print a copy of the Balance Refund report and post those amounts to students account.
7. Business Coordinator will generate the Excel file of all students that will receive a refund containing their Name, Empower ID, SSN, Address, Refund Amount and Type of FA.
8. The Excel file will be used to generate the CSV file (comma delimited).
9. The Business Coordinator will place the following files in a #secure# email to notify Finance that they are available. The following individuals will be added to the email: Cora Rivera, Eva Guajardo, Julie Sweet, Paul Kim, Emel Molina, Mark Villamil. Email name example: Empower 05042020_\$201,912.00#Secure#
 - a. Excel file of students
 - b. CSV file (comma delimited) Name the file: **RefundListmmddyy.csv**
 - c. Refund Journal report from Empower, signed by Dean/Director
10. Finance will review the documentation and contact the St. Joe Integration System Administration that the documentation is on the St. Joe secure server and checks are ready to be cut.
11. The St. Joe ISA has set up an automation process for picking up the file, processing and delivering files to PFM from 02:00PM (PST) to 04:00PM (PST) daily with 15-minute time intervals.
12. St. Joe ISA will cut checks from the CSV file (comma delimited) and the checks will be sent to Covenant School of Nursing by FedEx the next business day.
13. Upon arrival of the check, the Business Office Coordinator will make copies of all checks and a message will be sent to the affected students through Edvance 360.
14. The students will be directed to the pickup their checks in the Business Office and they must have a valid form of ID (CHS ID, Driver's License). The student will sign and date the copy of the check and be presented with the actual check.

15. St. Joseph Integration System Administration will provide the Financial Aid officer with copies of all the checks (front and back) as needed for auditing purposes,

Reference(s):

Reviewed/Revised: 03/2014; 07/2017; 06/2020

Late Disbursements

Department: CSNAH

Approved by: CSNAH Dean/Directors

Statement of Purpose:

To provide guidelines for post-withdrawal disbursements.

Materials/Equipment: N/A

Performed by:

Financial Aid Officer

Guidelines:

A post-withdrawal disbursement, a type of late disbursement, is Title IV aid that was not disbursed before a student withdrew, but which the student has earned based on a Return of Title IV Funds calculation. The conditions and limitations for a post withdrawal disbursement are the same as for all other late disbursements. However, the requirements for paying a Post-withdrawal disbursement are made in accordance with regulations.

Process:

Conditions for a late disbursement

A student must be considered for a late disbursement as long as the Department has processed a SAR/ISIR with an official EFC before the student became ineligible. Therefore, a school must review its records to see if a student who did not receive a disbursement of FSA funds before becoming ineligible is eligible for a late disbursement (each ISIR record includes the date the Department processed the application and created the SAR/ISIR). In addition, for an FFEL or Direct Loan program loan, the loan must be certified or originated, as applicable, prior to the date the student became ineligible. Similarly, for an FSEOG or a Federal Perkins Loan, the school must have made the award to the student prior to the date the student became ineligible.

Required vs. Optional Late disbursements

If a student who qualifies for a late disbursement completes the payment period or withdraws during the payment period, a school must make or offer as appropriate, the late disbursement. A late disbursement for a student who has withdrawn during the payment period or period of enrollment is called a Post-withdrawal disbursement.

A student who withdraws and subsequently signs a promissory note in time for the institution to include the loan funds in the Return of Title IV Aid calculation may receive a late (post withdrawal) disbursement of the applicable amount of his or her loan funds. In addition, a student who loses eligibility for a reason other than his or her withdrawal and subsequently signs a promissory note may receive a late disbursement of the applicable amount of his or her loan funds.

Limitations on making a late disbursement

The regulations prohibit a school from making a late disbursement in certain situations, even if a student otherwise meets the conditions for a late disbursement. An institution is prohibited from making:

- a late second or subsequent disbursement of FFEL or Direct Loan funds unless the student has graduated or successfully completed the loan period (34 CFR 668.164(g)(4)(ii));
- a late disbursement of FFEL or Direct Loan funds to a first year, first-time borrower who withdraws before the 30th day of the student's program of study (34 CFR 668.164(g)(4)(iii)) (unless the school meets the requirements for a waiver in 34 CFR 6882.604(c) (5) and 34 CFR 685.303(b)(4));
- and a late disbursement of Federal Pell Grant, ACG or National SMART Grant funds to a student for whom the school did not have a valid SAR/ISIR by the deadline established by ED. a late disbursement of an ACG

or National SMART Grant if a student's enrollment status for an ACG or National SMARTGrant was not full-time on the date the student ceased to be enrolled.

In addition, a school may not make a late disbursement later than 180 days after the date the student becomes ineligible. (Note that for an FFEL that was certified prior to the student becoming ineligible, the funds would have to be disbursed to the school by the lender in sufficient time for the school to deliver the funds to the student within 180 days of the date the student became ineligible.) On November 1, 2007, the Department published regulations that eliminated the provision under which a school could request a late, late disbursement effective July 1, 2008.

Financial Aid Officer Responsibilities

The FAO will counsel students regarding their financial aid obligations and options. Discussions will include:

- loan repayment obligations
- obtaining permission to credit loan funds to the student's account to cover unpaid institutional charges
- obtaining permission to make a late disbursement of grant or loan funds for other than institutional charges
- obtaining permission to make a late disbursement of grant or loan funds directly to the student
- confirming the students wish to receive a late disbursement. If a student wished to receive a late disbursement, it must be in writing and the FAO will keep the approval letter in the student's financial aid file.

Reference(s):

Reviewed/Revised: 03/2014; 07/2017; 01/2019; 06/2020

FISAP

Department: CSNAH

Approved by: CSNAH Dean/Directors

Statement of Purpose:

The purpose of the Fiscal Operations Report and Application to Participate (FISAP) is to report on and request approval for campus-based funds such as FSEOG, Perkins Loans and Work Study.

Materials/Equipment: N/A

Performed by:

Financial Aid Officer

Process:

- The FAO will ensure all documentation on FISAP reports is current and all funds are disbursed according to the rules and regulations in place.
- FISAP is completed on annual basis
- The FAO will pull a list of students based on Pell eligibility and EFC.
- The students will be awarded based on the FSEOG Selection Policy.
- The FAO will pull the Fiscal Operations Report and Application to Participate Report (from Empower FA/FIS).

Reference(s):

Reviewed/Revised: 03/2014; 07/2017; 01/2019; 06/2020

FSEOG Selection and Awarding

Department: CSNAH

Approved by: CSNAH Dean/Directors

Statement of Purpose:

This policy provides guidance on the selection and awarding of Federal Supplemental Educational Opportunity Grants.

Materials/Equipment: N/A

Performed by:

Financial Aid Officer

Guidelines:

The Federal Supplemental Educational Opportunity Grant, more commonly known by its acronym FSEOG, is a federal assistance grant reserved for college students with the greatest need for financial aid to attend school.

To be considered for FSEOG a student must:

- Complete a FAFSA requesting the appropriate college code on the application;
- Be registered and accepted for enrollment in a certificate, diploma, or degree program at CSNAH;
- Have completed any verification processes in a timely manner;
- Meet all other requirements for an eligible student for Title IV financial aid programs;
- Maintain satisfactory academic progress according to CSNAH policies;
- Inform the aid office of any outside aid or work earnings for which the aid office may be unaware;
- Priority to PELL Grant recipients until all PELL eligibility is exhausted and funds remain to be awarded;
- All awards are finally based on the highest unmet need and having met the above criteria.

The college is responsible for proper administration of the FSEOG Program on its own campus. These include:

- Ensuring that eligible students receive program funds in accordance with the provisions of the law, the Program Participation Agreement, and other criteria the Department of Education may establish;
- Submitting application for Federal funds and fiscal operations reports to ED;
- Evaluating student applications and determining need;
- Awarding aid to meet each student's need, to the extent possible;
- Notifying all applicants of the action taken on their applications;
- Disbursing funds;
- Revising financial aid awards to respond to unanticipated situations and documenting reasons for revision;
- Ensuring that the Federal share of FSEOG awards does not exceed specified percentages;
- Maintaining adequate records;
- Submitting required reports on time.

Process:

In determining the priority order in which students will be awarded FSEOG funds, the school must:

- First award funds to eligible students with exceptional financial need, that is, those with the lowest expected family contributions (EFC) who will also receive PELL Grants in that year.
- If remaining funds are available, award remaining FSEOG funds to those eligible students with the lowest expected family contributions who will not receive PELL Grants.

Reference(s): 34 CFR 676.10; FSA Handbook; FSEOG Assessment found at <http://ifap.ed.gov/qadocs/FSEOG>

Reviewed/Revised: 03/2014; 07/2017; 01/2019; 06/2020

FSEOG Matching

Department: CSNAH

Approved by: CSNAH Dean/Directors

Statement of Purpose:

To ensure CSNAH establishes an FSEOG fund for federal program funds.

Materials/Equipment: N/A

Performed by:

Financial Aid Officer

Guidelines:

The school establishes an FSEOG fund for federal program funds and the required 25 percent nonfederal share. Awards to FSEOG recipients are then made from this *mixed* fund. A school using this method first creates a pool of funds containing 75 percent federal dollars and 25 percent nonfederal dollars then makes FSEOG awards to students from this pooled fund.

Process:

- FAO receives the eCampus-Based Institutional Worksheet FSEOG Final Funding 2014-15
- Based on the Adjusted FSEOG Allocation the FAO will calculate the 25% the school is to match and the 5% Administrative fee that the school is allowed to keep
- FAO sends the calculations to Finance and a bank wire transfer is submitted
- Funds are transferred to the appropriate refund bank account in order to complete the match.

Reference(s):

Reviewed/Revised: 03/2014; 07/2017; 01/2019; 06/2020

Loan Counseling

Department: CSNAH

Approved by: CSNAH Dean/Directors

Statement of Purpose:

All students of CSNAH requesting Title IV, HEA funds in the form of loans are required to complete Entrance Counseling and a Master Promissory Note before aid will be packaged and Exit Counseling prior to leaving institution.

Materials/Equipment: N/A

Performed by:

Financial Aid Officer

Process:

Entrance Counseling/Master Promissory Note

- Students are directed to <https://studentaid.gov> to complete Entrance Counseling and a Master Promissory Note.
- Students must then submit a copy of the confirmation for EC and MPN to FAO
- The FAO will check off the items as received in the Documents section of Empower FA and place forms in student financial aid folder

Exit Counseling

All students that cease enrollment at CSHAN are required to complete Exit Counseling if they received loans.

- **Graduating Student:** An email will be sent to all graduating students informing them to complete exit counseling if they received a loan during their time at CSNAH. They are directed to <https://nslds.ed.gov> to complete the exit counseling process. Students must then make a copy of the confirmation of completion and present it to the FAO. Students that do not complete this process will not be presented their diplomas until it is completed.
- **Official Withdrawn Student:** During the Exit Interview withdrawal students are informed that they must complete exit counseling if they received a loan during their time at CSNAH. They are directed to <https://nslds.ed.gov> to complete the exit counseling process. Students may make a copy of the confirmation of completion or forward the email confirmation to the FAO.
- **Unofficial Withdrawn Student:** Students that unofficial withdrawal and do not complete the Exit Interview will be notified by email that they must complete exit counseling if they received a loan during their time at CSNAH. They are directed to <https://nslds.ed.gov> to complete the exit counseling process. Students may make a copy of the confirmation of completion or forward the email confirmation to the FAO.

Reference(s):

Reviewed/Revised: 03/2014; 07/2017; 01/2019; 06/2020

Loan Deferments

Department: CSNAH

Approved by: CSNAH Dean/Directors

Statement of Purpose:

Guidelines for CSNAH to inform students of their right to defer their loan payments or put them into forbearance.

Materials/Equipment:

<https://studentaid.ed.gov/sa/repay-loans/deferment-forbearance>

Performed by:

Financial Aid Officer

Guidelines:

Deferment and forbearance offer a way for a student to temporarily postpone or lower their loan payments while they are back in school, in the military, experiencing financial hardship or in certain other situations.

Process:

Students are directed to the following website that gives in-depth information on deferment and forbearance.

<https://studentaid.ed.gov/sa/repay-loans/deferment-forbearance>

The website answers the following questions:

- Deferment
 - What is deferment?
 - What happens to my loan during deferment?
 - Am I eligible for a loan deferment?
 - How do I request a deferment?
- Forbearance
 - What is forbearance?
 - How do I request a forbearance?
 - What happens to the interest on my loan during forbearance?

Reference(s):

Reviewed/Revised: 03/2014; 07/2017; 01/2019; 06/2020

Default Management Plan

Department: CSNAH

Approved by: CSNAH Dean/Directors

Statement of Purpose:

To provide guidelines for developing, maintaining and implementing CSNAH's default prevention and management plan.

Materials/Equipment: N/A

Performed by:

Financial Aid Officer

Process:

CSNAH understands the majority of people that default on loans are those that do not complete the programs therefore CSNAH should:

- Try to retain students
- Encourage student to be responsible in the amount of loans received
- Provide all students with the information needed to help them manage their loan debt upon withdrawal from the program or graduation.

The FAO will be responsible for developing, maintaining and implementing CSNAH's default prevention and management plan. The plan will be reviewed annually and will use the cohort default rate calculation to evaluate its effectiveness.

Initial Enrollment Plan

Borrowers will be required to complete the following steps before financial aid will be disbursed:

- Entrance Counseling <https://studentaid.gov>
- Master Promissory Note <https://studentaid.gov>

Borrowers will be required to complete Exit Counseling prior to graduation to receive their diploma. Borrowers that withdraw will also be counseled to complete Exit Counseling.

- Exit Counseling <https://studentaid.gov>
- Obtain two references from graduating students that will know their whereabouts in the future.

Borrowers will be provided with the following information/websites to help them manage their debt.

<https://studentaid.ed.gov/sa/repay-loans>

- Estimate of required monthly payments on the borrower's loan balance, Repayment Estimator located at <https://studentloans.gov/myDirectLoan/mobile/repayment/repaymentEstimator.action>
- Contact information for delinquency and default prevention assistance on campus,
- Introduce students to the National Student Loan Data System (NSLDS) to help them determine their loan server and/or loan balance. <https://nsls.ed.gov>
- Introduce students to new myStudentAid app for easier access to their Federal Student Aid needs.

Post-Graduation Default Plan

Review Official School Cohort Default Rate

Maintain contact with former students, Empower, letters, email, social media

Use letters, emails and social media to find borrowers that have defaulted

Reference(s):

Reviewed/Revised: 03/2014; 07/2017; 01/2019; 06/2020

Separation of Duties

Department: CSNAH

Approved by: CSNAH Dean/Directors

Statement of Purpose:

To show clear and separate division of responsibility for the administration of financial aid programs

Materials/Equipment: N/A

Performed by:

Financial Aid Officer, Covenant Health Finance Department, St. Joseph Integration System and Business Office Coordinator

Guidelines:

CSNAH business hours are from 8-5 Mon – Thur and Fridays 0800-300 and 0800-1200 during summer hours.
Covenant Health Finance Department business hours are from 8-5 Mon – Fri.

Appointments can be made by calling the Financial Aid Officer at 806-725-8903

Process:

A division of responsibility for the administration of financial aid programs is divided between 3 offices: Financial Aid Office, Covenant Health Finance Department and Business Office.

Financial Aid Office

- Collect supporting documentation for the determination of aid eligibility.
- Determine student eligibility for financial assistance.
- Award Federal and Institutional aid in compliance with laws, regulations, and policies.
- Award scholarships, third party assistance and tuition exemptions.
- Notify students of aid eligibility.
- Compile and complete all institutional and Federal reports.

CH Finance Department

- Drawing down the funds from G5
- Posting funds into the bank account
- Returning funds to the Department of Ed through G5

St. Joseph Integration Systems

- Cut checks for reimbursements to students

Business Office

- Maintain and disburse accurate receipts.
- Collect payments for student accounts.
- Disburse funds to students.
- Provide expenditure reports by program

References:

Reviewed/Revised: 02/2014; 07/2017; 01/2019; 06/2020

Notice of Federal Student Financial Aid Penalties for Drug Law Violations

Department: CSNAH

Approved by: CSNAH Dean/Directors

Statement of Purpose:

A student convicted of the sale or possession of illegal drugs may have federal student aid eligibility suspended if the offense occurred while the student was receiving federal student aid. An affected student can regain eligibility early by successfully completing an approved drug rehabilitation program or by passing two unannounced drug tests conducted by an approved drug rehabilitation program.

Materials/Equipment: N/A

Performed by:

Financial Aid Officer

Process:

Conviction for Possession or Sale of Illegal Drugs

A Federal or state drug conviction can disqualify a student for FSA funds. The student self-certifies in applying for aid that he/she is eligible for by using the FAFSA. CSNAH is not required to confirm this unless there is evidence of conflicting information. The chart below illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for the sale of drugs includes conviction for conspiring to sell drugs)

	Possession of illegal drugs	Sale of illegal drug
1st Offense	1 year from date of conviction	2 year from date of conviction
2nd Offense	2 year from date of conviction	Indefinite period
3+ Offense	Indefinite period	

- If a student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different the student will be ineligible for the longer period
- A student regains eligibility the day after the period of ineligibility ends or when he/she successfully completes a qualified drug rehabilitation program. Further drug conviction will make him/her ineligible again.
- When a student regains eligibility during the award year, the institute may award Pell and/or Loan for the current payment period.
- A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:
 - Be qualified to receive funds directly or indirectly from a federal, state or local government program.
 - Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.
 - Be administered or recognized by federal, state or local government agency or court.
 - Be administered or recognized by a federally or state-licensed hospital, health clinic or medical doctor.

Reference(s):

Student Clearinghouse

Department: CSNAH

Approved by: CSNAH Dean/Directors

Statement of Purpose:

To provide guidelines for reporting enrollment status of students to the Department of Education.

Materials/Equipment: N/A

Performed by:

Financial Aid Officer

Guidelines:

All Title IV, HEA institutions are required to complete and submit Student Status confirmation Reports to the Secretary within 30 days of receipt.

Unless the school expects to submit its next student status confirmation report to the Secretary within 60 days, the school must develop procedures to notify the Secretary within 30 days if it discovers that a Direct Loan recipient:

- Enrolled at the school but has ceased to be enrolled on at least a half-time basis
- Has been accepted for enrollment at the school but failed to enroll on at least a half-time basis for the period for which the loan was intended
- Has changed his or her permanent address

Process:

Clearinghouse services are designed to facilitate an institution's compliance with the Family Educational Rights and Privacy Act, The Higher Education Act, and other applicable laws.

The FAO will extract a file from Empower (FA/CLH) on the 25th of each month. This file will be uploaded to the Clearinghouse through a secure file transfer portal.

The file will be used by the Department of Education and other lenders to track a student's education and determine when the student is required to start repayment of loans. (6 months post-graduation)

To submit monthly reports go to <https://ftps.nsfc.org/>

To review and revise content go to <https://studentclearinghouse.org/>

References: 34 CFR 668.23(b) and 34 CFR 668.164; 685.309

Reviewed/Revised: 02/2014; 07/2017; 01/2019; 06/2020

Section 3: FERPA (Student Rights)

FERPA Guidelines

Department: CSNAH

Approved by: CSNAH Dean/Directors

Statement of Purpose:

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Materials/Equipment: US Department of Education, FERPA 20 U.S.C. & 1232; 34 CFR part 99

Performed by:

All CSNAH faculty and staff

Guidelines:

General FERPA Information

FERPA is a Federal law that is administered by the Family Policy Compliance Office (Office) in the U.S. Department of Education (Department). 20 U.S.C. § 1232g; 34 CFR Part 99. FERPA applies to all educational agencies and institutions (e.g., schools) that receive funding under any program administered by the Department.

Once a student reaches 18 years of age or attends a postsecondary institution, he or she becomes an "eligible student," and all rights formerly given to parents under FERPA transfer to the student. The eligible student has the right to have access to his or her education records, the right to seek to have the records amended, the right to have control over the disclosure of personally identifiable information from the records (except in certain circumstances specified in the FERPA regulations, some of which are discussed below), and the right to file a complaint with the Department.

FERPA generally prohibits the improper disclosure of personally identifiable information derived from education records. Thus, information that an official obtained through personal knowledge or observation, or has heard orally from others, is not protected under FERPA. This remains applicable even if education records exist which contain that information, unless the official had an official role in making a determination that generated a protected education record.

Under FERPA, a school is not generally required to maintain particular education records or education records that contain specific information. Rather, a school is required to provide certain privacy protections for those education records that it does maintain. Also, unless there is an outstanding request by an eligible student to inspect and review education records, FERPA permits the school to destroy such records without notice to the student. For more information please view the website at the link below or click to open the 34 CFR part 99.

General FERPA Guide:

<http://www2.ed.gov/policy/gen/guid/fpcos/ferpa/students.html>

FERPA Regulations by the Code of Federal Regulations (CFR):

<https://www.ecfr.gov/cgi-bin/text-idk?rgn=div5&node=34:1.1.1.1.33>

Definition and Terms (Subpart A 99.3)

Student: A student is a person who has been admitted and is registered when classes are in session, regardless of the person's age.

School Official: Someone employed by CSNAH in an administrative, supervisory, academic, research, internship, volunteer or support staff position; or a person employed by or under contract to CSNAH to perform a special task, such as an attorney, auditor or collection agency.

Legitimate Educational Interest: An individual must demonstrate a need to know by those officials of an institution who act in the student's educational interest, including faculty, administration, student employees, clerical and professional employees, and other persons who manage student records information. Any school official who needs information about a student in the course of performing instructional, supervisory, advisory, or administrative duties for CSNAH has a legitimate educational interest.

Education Record: Any record maintained by CSNAH that is personally identifiable to a student in any way except in a few very specifically defined circumstances. These specific circumstances are included within this section of the handbook or in §99.31 of the FERPA regulations.

Directory Information: Directory information is considered to be public information unless a student requests that it be kept confidential. Students may opt to not include their information with the Directory Info on the Letter of Agreement signed at orientation. Directory Information includes:

- Name
- Address
- Phone Number
- Email Address
- Date of Birth
- Dates of Attendance
- Photograph(s)

Access to Education Records (Subpart B)

Under FERPA, a school must provide an eligible student with an opportunity to inspect and review his or her education records within 45 days following its receipt of a request. A school is required to provide an eligible student with copies of education records, or make other arrangements, unless a failure to do so would effectively prevent the student from obtaining access to the records. A case in point would be a situation in which the student does not live within commuting distance of the school.

Under FERPA, a school is not required to provide information that is not maintained or to create education records in response to an eligible student's request. Accordingly, a school is not required to provide an eligible student with updates on his or her progress in a course (including grade reports) or in school unless such information already exists in the form of an education record.

1. Refer to Business Office Policies for student records

Amendment of Education Records (Subpart C)

Under FERPA, an eligible student has the right to request that inaccurate or misleading information in his or her education records be amended. While a school is not required to amend education records in accordance with an eligible student's request, the school is required to consider the request. If the school decides not to amend a record in accordance with an eligible student's request, the school must inform the student of his or her right to a hearing on the matter. If, as a result of the hearing, the school still decides not to amend the record, the eligible student has the right to insert a statement in the record setting forth his or her views. That statement must remain with the contested part of the eligible student's record for as long as the record is maintained.

However, while the FERPA amendment procedure may be used to challenge facts that are inaccurately recorded, it may not be used to challenge a grade, an opinion, or a substantive decision made by a school about an eligible

student. FERPA was intended to require only that schools conform to fair recordkeeping practices and not to override the accepted standards and procedures for making academic assessments, disciplinary rulings, or placement determinations. Thus, while FERPA affords eligible students the right to seek to amend education records which contain inaccurate information, this right cannot be used to challenge a grade or an individual's opinion, or a substantive decision made by a school about a student. Additionally, if FERPA's amendment procedures are not applicable to an eligible student's request for amendment of education records, the school is not required under FERPA to hold a hearing on the matter.

- Refer to Grievance Process Policy for steps regarding request for hearing

Disclosure of Education Records/Personally Identifiable Information (PII) (Subpart D)

Under FERPA, a school may not generally disclose personally identifiable information from an eligible student's education records to a third party unless the eligible student has provided written consent which must specify the records that may be disclosed, state the purpose of the disclosure and identify the party or class to whom the disclosure may be made. However, there are a number of exceptions to FERPA's (99.31) prohibition against non-consensual disclosure of personally identifiable information from education records. Under these exceptions, schools are *permitted* to disclose personally identifiable information from education records without consent, though they are not *required* to do so. Following is general information regarding some of these exceptions.

Exceptions to Disclosure of PII

One of the exceptions to the prior written consent requirement in FERPA allows school officials within the school to obtain access to personally identifiable information contained in education records provided the school has determined that they have "legitimate educational interest" in the information.

FERPA also permits a school to disclose personally identifiable information from education records without consent when the disclosure is in connection with financial aid for which the student has applied, or which the student has received, if the information is necessary for such purposes as to: determine the eligibility for the aid; determine the amount of the aid; determine the conditions for the aid; and/or enforce the terms and conditions of the aid. With respect to this exception, the term "financial aid" means payment of funds provided to an individual (or payment in kind of tangible or intangible property to the individual) that is conditioned on the individual's attendance at a school.

Postsecondary institutions may also disclose personally identifiable information from education records, without consent, to appropriate parties, including parents of an eligible student, in connection with a health or safety emergency. Under this provision, colleges and universities may notify parents when there is a health or safety emergency involving their son or daughter, even if the parents do not claim the student as a dependent.

FERPA also permits a school to disclose personally identifiable information from education records without consent when the disclosure is to the parents of a student at a postsecondary institution regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance. The school may non-consensually disclose information under this exception if the school determines that the student has committed a disciplinary violation with respect to that use or possession and the student is under 21 years of age at the time of the disclosure to the parent.

Another exception permits a school to non-consensually disclose personally identifiable information from a student's education records when such information has been appropriately designated as directory information. A school may disclose directory information without consent if it has given public notice of the types of information it has designated as directory information, the eligible student's right to restrict the disclosure of such information, and the period of time within which an eligible student has to notify the school that he or she does not want any or all of those types of information designated as directory information.

As stated above, conditions specified in the FERPA regulations at 34 CFR § 99.31 have to be met before a school may non-consensually disclose personally identifiable information from education records in connection with any of the exceptions mentioned above.

2. Refer to Business Office Policies for student records

Law Enforcement Units and Law Enforcement Unit Records (99.8)

A “law enforcement unit” means any individual, office, department, division or other component of a school, such as a unit of commissioned police officers or non-commissioned security guards, that is officially authorized or designated by the school to: enforce any local, State, or Federal law, or refer to appropriate authorities a matter for enforcement of any law against any individual or organization; or to maintain the physical security and safety of the school. The law enforcement unit does not lose its status as a law enforcement unit if it also performs other, non-law enforcement functions for the school, including investigation of incidents or conduct that constitutes or leads to a disciplinary proceeding against a student.

“Law enforcement unit records” (i.e., records created by the law enforcement unit, created for a law enforcement purpose, and maintained by the law enforcement unit) are not “education records” subject to the privacy protections of FERPA. As such, the law enforcement unit may refuse to provide an eligible student with an opportunity to inspect and review law enforcement unit records, and it may disclose law enforcement unit records to third parties without the eligible student’s prior written consent. However, education records, or personally identifiable information from education records, which the school shares with the law enforcement unit do not lose their protected status as education records because they are shared with the law enforcement unit.

Annual Notification of Rights under FERPA (99.7)

CSNAH complies with the Family Educational Rights and Privacy Act (FERPA) to afford eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day CSNAH receives a request for access. A student should submit to the Business Office Coordinator a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
3. A student who wishes to ask the school to amend a record should write the Business Office Coordinator, clearly identify the part of the record the student wants changed and specify why it should be changed.
4. If the Dean/Director decides not to amend the record as requested, the Student Services Coordinator will notify the student in writing of the decision and the student's right to a grievance hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
5. The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
6. The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by CSNAH in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of CSNAH who performs an institutional

service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for CSNAH.

7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by CSNAH to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Directory Information

Directory information is considered to be public information unless a student requests that it be kept confidential. Students may opt to not include their information with the Directory Info on the Letter of Agreement signed at orientation. Directory Information includes:

- Name
- Address
- Phone Number
- Email Address
- Date of Birth
- Dates of Attendance
- Photographs(s)

Students may request to change his/her status through the Business Office Coordinator at 806-725-8901 (must present a copy of the students new Social Security Card).

Disclosure of Information without Student Consent

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student –

- To other school officials, including teachers, within CSNAH whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. ((§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate parties, including parents, in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as “directory information” under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

Complaints of Alleged Failures to Comply with FERPA

Complaint Regarding Access

If an eligible student believes that a school has failed to comply with his or her request for access to education records, the student may complete a FERPA complaint form and should include the following specific information: the date of the request for access to the education records; the name of the school official to whom the request was made (a dated copy of any written request to the school should be provided, if possible); the response of the school official, if any; and the specific nature of the information requested.

Complaint Regarding Amendment

If an eligible student believes that a school has failed to comply with his or her request for amendment of inaccurate information in education records or failed to offer the student an opportunity for a hearing on the matter, the student may complete a FERPA complaint form and should include the following specific information: the date of the request for amendment of the education records; the name of the school official to whom the request was made (a dated copy of any written request to the school should be provided, if possible); the response of the school official, if any; the specific nature of the inaccurate information for which amendment was requested; and evidence provided to the school to support the assertion that such information is inaccurate.

Complaint Regarding Disclosure

If an eligible student believes that a school has improperly disclosed personally identifiable information from his or her education records to a third party, the student may complete a FERPA complaint form and should include the following specific information: the date or approximate date the alleged disclosure occurred or the date the student learned of the disclosure; the name of the school official who made the disclosure, if that is known; the third party to whom the disclosure was made; and the specific nature of the education records disclosed.

This guidance document is designed to provide eligible students with some general information regarding

FERPA and their rights, and to address some of the basic questions most frequently asked by eligible students. Students can review the FERPA regulations, frequently asked questions, significant opinions of the Office, and other information regarding FERPA at our Website as follows:

www.ed.gov/policy/gen/guid/fpcos/index.html

If, after reading this guidance document, students have questions regarding FERPA which are not addressed here, students may write to the Office at the following address:

Family Policy Compliance Office
U.S. Department of Education 400 Maryland Avenue
SW Washington, DC 20202-8520

Addition: April 2012

Reference(s): US Department of Education (6/26/2015); <https://2.ed.gov/policy/gen/guid/fpcos/ferpa/students.html>

Reviewed/Revised: 3/2014; 07/2017; 06/2020

Section 4: Business Office

Badge Setup

Department: CSNAH

Approved by: CSNAH Dean/Directors

Statement of Purpose:

Provide Security with information to process new student badges

Materials/Equipment:

Badge Template Worksheet (Excel)

Empower ID's

Performed by:

CSON Business Office Coordinator (BOC)/CSOR Staff

Process:

- Admission office provides list of new accepted students with their Empower ID's to the BOC in excel format
- BOC inputs data into badge template worksheet

A	B	C	D	E	F	G	H	I	J	K	L	M
EMPLID / PERSONNUM	FIRST NAME	LAST NAME	HIRE DATE	EMPLOYMENT STATUS	BADGE NUMBER	BADGE EFFECTIVE STATUS DATE	MAIL DROP / LOCATION	DEPARTMENT CODE	JOB CODE	PAY RULE NAME		
0000070088	COREY	VERETT	01/03/2010	01/03/2010	99970088	03/03/2010	400	822000	50070X	A00 Student NL No Diff	SAMPLE EE	

1. Copy and paste Empower ID's from Excel list from Admissions into column A and F
2. Copy and paste first/last name into column B/C.
3. Input the first day of class into column D, E and G.
4. Columns H, I, J and K will self-populate with predetermined information.
5. Save list and email to Sue Clayton in Security.
6. Email the students where to pick up their badges: Covenant Medical Center-basement-security office.
7. Note: Columns A and F are pre-formatted. (A- has 5 leading zeros) (F- has 3 leading nines)

Other Departments Affected:

Admissions Office

References:

Reviewed/Revised: 06/2020

Name Change

Department: CSNAH

Approved by: CSNAH Dean/Directors

Statement of Purpose:

This policy is used to define the documents a student must submit to officially change their name.

Materials/Equipment:

Driver's license, new Social Security card with new name, Marriage licenses, and Divorce decree

Performed by:

CSON Business Office Coordinator (BOC)/CSOR Staff

Process:

When a student needs to officially change their name they must submit 2 of the 4 documents listed prior to the Business Office Coordinator making the change. The documents a student can present are: Driver's license, new Social Security card with new name, Marriage license, and Divorce decree. Once the documents have been submitted, the Business Office Coordinator will officially change the students name in empower. The Business Office Coordinator should email Instructional module facilitator, Student Retention Coordinator, Student services Coordinator, Student Activities coordinator, ITT, and the Financial Aid officer.

References:

Texas Tech University Health Sciences Center School of Nursing (2021, January) Name Change policy.

<https://www.ttuhs.edu/nursing>

Texas Board of Nursing (2021. February) "How to do a Name Change on the Texas Nurse Portal" video.

<https://www.bon.texas.gov/forms>

Reviewed/Revised: 4/2021

Notary Public

Department: CSNAH

Approved by: CSNAH Dean/Directors

Statement of Purpose:

Provide Covenant School of Nursing instructor, staff and students with access to a notary for business and personal needs.

Materials/Equipment:

Notary Stamp

CHS ID Badge or Driver's License

Performed by:

Financial Aid Officer

Process:

- Interested party comes to office with document that needs to be notarized.
- Confirm identity of individual(s)
- Review document for correct places to sign and notarize.
- Witness signature of individual.
- Sign, date and stamp document.
- Individual signs and dates notary logbook.

Other Departments Affected:

CSON Administration (provides information on updating certification)

References:

Reviewed/Revised: 6/2011; 3/2014; 07/2017; 06/2020

Payroll

Department: CSNAH

Approved by: CSNAH Dean/Directors

Statement of Purpose:

Submit information for CSNAH employee's payroll biweekly using Kronos to guarantee employees payments are in a timely manner.

Materials/Equipment:

Kronos – <http://156.72.80.9/wfc/logon>

Time Off Request - #17541

Time and Attendance Adjustment Forms

Performed by:

Business Office Coordinator

Process:

- Receive Time Off Request forms from Business Office, mark dates on desk calendar
- All employees access Kronos website and make changes to their own timecards indicating what type of time off is to be taken (PTO Planned/Unplanned, Fair Share, Bereavement, Jury Duty, etc.) Submit a comment with each change (vacation, sick day, holiday). Post the number of hours that will be taken. This can be done on a daily or weekly schedule.
- Timekeeper reviews all nursing instructor/staff timecards for accuracy and signs off on them by 10:00 on Monday before Friday payday.
- Individuals can make any corrections to timecards using the Time and Attendance Adjustment form and fax to payroll.
- Timekeeper can edit PTO if necessary but cannot edit anyone's punch times unless written permission is given.
- There can be no more than 3 timecard edits in one month's time (2 pay periods).
- During work-from home days, non-exempt employees must clock themselves in and out from home. They must clock in at exact times; no past punches or future punches can be entered.

Other Departments Affected: CHS Payroll, CMC Library

References:

Covenant Health Policies:

[Payroll Paychecks](#)

[Pay Period](#)

[Finance Policies](#)

Reviewed/Revised: 06/2011; 03/2014; 07/2017; 01/2019

Purchasing

Department: CSNAH

Approved by: CSNAH Dean/Directors

Statement of Purpose:

Purchase supplies needed by CSNAH nursing instructors/staff to accomplish duties. (Office supplies, lab supplies, education materials, etc.) All items must be indicated on the budget to be ordered.

Materials/Equipment:

PMM – accessed through website to order from central supply and various vendors

Staples– accessed through website to order office supplies.

Check Request – form submitted online through ERP used to pay for graduation awards, TOADN, TADDPNP and other items not available through PMM or Staples.

Performed by:

Business Office Coordinator

Process:

Office Supply Orders- PMM

- Go to the PMM by going to the SJH Cloud on desktop- it will open citrix receiver
- Log into citrix with username and password (same log in information as logging into computer)
- Click “Apps” and then click PMM
- Log into PMM with same log in information
- Double click on New Requisition
- Make sure Facility says 4000 and Deliver says 4000-School of Nursing. Cost Center should be 822000 School of Nursing
- Click OK
- Double click on Item No
- Type in item number and follow the instructions for orders
- Items typically ordered through PMM: AA batteries, AAA batteries, name plates, tissues, diplomas, diploma covers, PTO slips, ear plugs, cleaning wipes

Diplomas/Diploma Cover Orders

- Place an order for diplomas and diploma covers through PMM 6-8 weeks before graduation
- Log into PMM by going to the SJH Cloud on desktop- it will open citrix receiver
- Log into citrix with username and password (same log in information as logging into computer)
- Click “Apps” and then click PMM
- Log into PMM with same log in information
- Double click on New Requisition
- Make sure facility says 4000 and deliver says 4000-School of Nursing. Cost Center should be 822000 School of Nursing
- Click OK
- Double click on Item No and click “Non-Cat”
- Fill out quantity needed (number of graduates + always add a couple extra just in case)
- In Description...Ex: 11 Diplomas with names 2 Diplomas without names
- In UM box select “EA” for each
- Vendor is Balfour
- If you know the cost, fill in cost, otherwise enter \$1.00

- In Expense Account, type 4600 (account for Office Supplies)
- Click close
- Make sure the order Qty, cost and Ext Cost are accurate
- Right click the Item No box and click Insert to add another line
- Repeat steps but order Diploma Covers
- Click Mc button at the upper left corner. Click Print Requisition (current)
- Click Submit button
- Email contact at Balfour (Kathy Priest) and provide a list of the graduates with their names spelled exactly as they want on their diploma
- Provide Balfour with a PO number for the diploma order that was placed through PMM

<u>Item</u>	<u>Item#</u>	<u>Cost</u>	<u>Vendor</u>
AA batteries	7319	\$4.14 per box of 6	
AAA batteries	7573	\$4.14 per box of 3	
Name Plate	Non-Cat	\$8.95	ACME
Tissues	210689	\$14.61 per carton	
Diplomas	Non-Cat	\$4.75	Balfour
Diploma Cover	Non-Cat	\$7.25	Balfour
PTO Slip	17541	\$5.25	
Ear Plugs	Non-Cat	\$24.12	Grainger
Cleaning Wipes	209357	\$36.40	

Office Supply Orders-Staples

- Check workroom once a week to make sure supplies are fully stocked
- If anything is low, place an order through Staples
- Go to StaplesAdvantage.com and log in using Account Number 1840113NAT, username and password
- Select the Ship To location which is our location: 1919 Frankford Ave Lubbock, TX 79407
- Once logged in, search for needed items in the search bar
- All orders must be at least \$35 or else there will be an extra charge added to the order
- At checkout, you will see that tax has been added to the order total. Tax is not actually charged even though it shows up at checkout
- After placing the order, print the summary page with the order number and the items. File this in file cabinet in supply orders folder
- Document the order total (do not include tax) on the Annual Budget spreadsheet
- If ordering a cartridge, subtract the cartridge from the total and list this item as a separate line item on the budget spreadsheet in order to keep track of how much is being spent specifically on cartridges.

Check Request

- Items not available through PMM or Staples must use a Check request to receive payment. An invoice from the company must accompany the request.
- Open Internet Explorer (doesn't work in Chrome) and go to <https://staffhub.my.salesforce.com/home/home.jsp>
- Click Quicklinks
- Scroll down and click on Perceptive System Resource Page
- Click link under Request a payment by Check
- Fill out the boxes
- Click validate and then print this page, then click Submit
- Attach any additional documentation that is needed-W9, invoice, etc.

Other Departments Affected:

- CSON Lab Coordinator
- CHS Purchasing
- CHS Finance

References:

[Purchase Order Policy](#)

[PMM Purchases](#)

Reviewed/Revised: 06/2011; 03/2014; 07/2017; 01/2019

Security Codes

Department: CSNAH

Approved by: CSNAH Dean/Directors

Statement of Purpose:

Provide new Radiography Students with security to enter the School of Radiography.

Materials/Equipment:

Performed by:

School of Radiography staff

Process:

- On first day of class provide the new students with the same four-digit security code

Other Departments Affected: CHS Security

References:

Reviewed/Revised: 06/2011; 03/2014; 07/2017; 06/2020

Overpayment and Refunding of Student Accounts

Department: CSNAH

Approved by: CSNAH Dean/Directors

Statement of Purpose:

Disburse financial aid to students billing accounts in Empower and generate a refund list from Empower to refund students for overpaid tuition.

Materials/Equipment:

Excel file for credit amounts

CSV file (comma delimited)

Empower

Scholar 360

St. Joseph secure server for file transfer

Performed by:

Business Office Coordinator and Covenant Health Finance Department

Process:

Refer to Disbursement of Aid under Financial Aid Policies for refunds related to financial aid only.

If a refund is due to a student for reasons other than financial aid such as VA, WIA or overpayments, the BOC will:

- go to Empower Balance Refund (SB/Q06) to select the students that are eligible for a refund, print a copy of the Balance Refund report and post those amounts to students account.
- generate the Excel file of all students that will receive a refund containing their Name, Empower ID, SSN, Address, Refund Amount and Type of FA.
- The Excel file will be used to generate the CSV file (comma delimited).
- place the following files in a #secure# email to notify Finance that they are available.
 - a. Excel file of students
 - b. CSV file (comma delimited) Name the file: **RefundListmmddyy.csv**
 - c. Refund Journal report from Empower, signed by Dean/Director
- Finance will review the documentation and contact the St. Joe Integration System Administration that the documentation is on the St. Joe secure server and checks are ready to be cut.
- The St. Joe ISA has set up an automation process for picking up the file, processing and delivering files to PFM from 02:00PM (PST) to 04:00PM (PST) daily with 15-minute time intervals.
- St. Joe ISA will cut checks from the CSV file (comma delimited) and the checks will be sent to Covenant School of Nursing by FedEX the next business day.
- Upon arrival of the check, the Business Office Coordinator will make copies of all checks and a message will be sent to the students through Edvance 360.
- The students will be directed to the pickup their checks in the Business Office and they must have a valid form of ID (CHS ID, Driver's License).
- The student will sign and date the copy of the check and be presented with the actual check.

References:

Reviewed/Revised: 06/2011; 03/2014; 07/2017; 06/2020

Student Records

Department: CSNAH

Approved by: CSNAH Dean/Directors

Statement of Purpose:

Keeping consistent and accurate records on all students is imperative while also maintaining FERPA guidelines.

Materials/Equipment:

Documents Contained in Student Records

Student Basic Data:

- Application
- Permanent Residency Form (if applicable)
- High School Transcript(s) or GED
- Course Equivalency Evaluations (if applicable)
- College Transcript(s)
- Correspondence w/ Student (if applicable)

Student Admission Data:

- Lubbock Christian University and CSON Partnership Program Letter of Acknowledgement
- Enrollment Agreement
- CSON Acknowledgement Form
- Entrance Exam Scores
- Declaratory Order (if applicable)
- Letter of Standing (if applicable)
- Extra Healthcare Certificates (if applicable)
- Healthcare Experience Form (if applicable)
- Copy of ID
- Copy of CPR card
- Verification of LVN license (LVN only)
- Final Acceptance Letter
- VA Paperwork (if applicable)

New Student Forms:

- Promissory Note/Tuition and Fees Schedule
- Student Confidentiality Agreement
- Letter of Agreement
- Policies Attestation

Academic Information provided by nursing instructors as completed by student:

- Mandatory Inservice Telemetry Monitoring Process
- Corrective Action Form (if applicable)
- Miscellaneous documents as needed

Performed by:

Business Office Coordinator, Financial Aid Officer and Nursing Instructors, Student Services Coordinator

Process:

Upon completion of the application process, the new student file is released to the registrar. The registrar reviews the file to ensure all necessary documentation is present and confirms that all prerequisites and entrance exam scores are posted into Empower.

An audit of 10% of all student records will be performed by the Student Services Coordinator annually

Accessibility:

Student Records are only accessible to the following people:

- Dean of CSNAH
- Business Office Coordinator
- Coordinators
- Nursing Instructors
- Financial Aid Officer
- Contracted labor that has signed a confidentiality agreement

Record Maintenance:

- Records are maintained in a secure office, locked file cabinet or electronic file.
- All records of a student are kept for 5 years.
- After 5 years, records are thinned and include the following:
- Application
- Permanent Residency Form (if applicable)
- High School Transcript(s) or GED
- College Transcript(s)
- Entrance Exam Scores
- Promissory Note/Tuition and Fees Schedule (maintained 5 years)
- Consent for disclosure of records
- Copy of diploma

Students cannot request to have their records returned and no copies will be made except for:

- CPR Card
- Declaratory Order

Other Considerations:

- Alumni and withdrawn student files are also kept in a secure office or locked file cabinet.

Reference(s):

Reviewed/Revised: 06/2011; 03/2014, 03/2016; 07/2017; 01/2019; 10/2020; 11/2020

Veteran's Affairs Records

Department: CSNAH

Approved by: CSNAH Dean/Directors

Statement of Purpose:

Provide Veteran's Affairs with information on VA students to ensure students receive benefits.

Materials/Equipment:

Required VA Forms:

- VA Once Website access
- eBenefits Education Enrollment Status
- Form 005 School Evaluation of Previous Education and Training
- Form 010 Record of Previous Education and Training
- DD-214 Certificate of Release or Discharge from Active Duty (Member-4)
- Military Transcripts

Performed by:

Financial Aid Officer

Process:

Tentative and Alternate Accepted Students:

- Contact tentative accepted and alternate accepted students and inform them of the following requirements for VA certification.
- Copy of DD-214 (Member-4 version)
- Copy of Military Transcript(s)
- Student fills out front side of Form 010 and return to Business Office for Form 005 to be filled in and signed by student and VA Certified Official.
- All documentation is required prior to certification.
- File all required VA forms in student financial aid file.

New/Existing Students:

- Go to VA Once Website to certify each student one instructional module at a time.
- Use the multiple terms option to certify each week of the instructional module by breaking down the tuition and fees by the number of clock hours in each instructional module.
- Calculate the amount of tuition and fees based on the number of clock hours per week.
- Submit the 8 individual weeks in VA Once and submit.
- Print certification for the VA file documentation.

Graduate Nurse or Terminated Student:

- Go to VA Once website to Modify Enrollment – Adjustments
- Choose Terminate as the reason then select Graduate in the dropdown reasons.
- Submit the certification in VA Once
- Print certification for the VA file documentation

Payment Policies

As part of the Veterans Benefits and Transition Act of 2018, section 3679(e) of Title 38, United States Code was amended. Educational institutions are required to comply with the following policies.

- Any covered individual (entitled to educational assistance under chapter 31, Vocational Rehabilitation and

Employment, or chapter 33, Post-9/11 GI Bill benefits) attending or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a “certificate of eligibility” can also include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

- The date on which payment from VA is made to the institution.
- 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.
- Covenant School of Nursing and Allied Health will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.
- The individual is responsible for any additional payment or impose a fee for the amount that is the difference between the amount of the student’s financial obligation and the amount of the VA education benefit disbursement.

Prepare for State Approving Agency Visit Report:

- Pull all VA student files.
- Review files to ensure all required forms are present.
- Print out unofficial transcript for each students and place in file with VA documentation.
- Present files to VA Site Visitor for review.

NOTE: If a student does not turn in all required documentation then send an email to them regarding the issue and make a copy of the email for their files. They may still receive benefits, but the VA site visitor will know you made an effort to obtain all documentation.

Other Departments Affected: Covenant School of Radiology

References: Title 38 United States Code Section 3679(e) School Compliance Form

Reviewed/Revised: 07/2011; 03/2014; 07/2017; 07/2019

WIOA Records

Department: CSNAH

Approved by: CSNAH Dean/Directors

Statement of Purpose:

Provide WIOA with documentation on students who are receiving assistance.

Materials/Equipment:

Voucher from WIOA with amount of financial assistance

Student unofficial transcript

Invoice to WIOA to receive payment for students.

Provide letter of verification

Performed by:

Business Office Coordinator

Process:

1. Receive WIOA vouchers from students who will be receiving assistance.
2. Keep a file of all WIOA information/vouchers for the academic year.
3. Send letter (on letterhead) at beginning of the semester to the WIOA offices (see left hand side of voucher for information).
4. Post check to individuals when it comes in
5. Submit unofficial transcripts at the end of the semester to WIOA via fax.
6. Provide WIOA a letter of verification if requested

NOTE: It takes at least a month for the check to show up and it will be in one lump sum.

Other Departments Affected: Covenant School of Radiology

References:

Reviewed/Revised: 06/2011; 03/2014; 07/2017; 06/2020

Alumni Records

Department: CSNAH

Approved by: CSNAH Dean/Directors

Statement of Purpose:

Update and maintain addresses/deaths of CSNAH graduates by using transcript request forms or information obtained from Alumni Associations.

Materials/Equipment:

Transcript Request form

Master Database of graduates (CSON database is broken in to two sections, Master I is MHSON, 1918-1998; Master is CSON, 1999-present.)

Performed by:

Business Office Coordinator, Administrative Assistant

Process:

- Confirm or change addresses on the database by using transcript request forms that graduates fax or mail into the school.
- Receive obituaries from the alumni and indicate on the database that an alumnus is deceased and remove their address from the database.
- In January, a list of all graduates from the previous year will be added to the Master Database of Graduates
- Create profile of all students that graduated in the previous year
- Go to SR/CL in Empower and select Alumni Transfer extract
- Click on Define and change the Year in Field #1 and Save
- Enter the name of the profile and click on Build
- Click on Inspect/Extract Data to see pulled data
- Change name in Extract Data to: V:/Extracts/Class of 20?? Then click on Extract Data to
- Data will be on the C: drive in the Extracts folder
- Open class of 20?? Extract in Notepad and Copy
- Open an Excel document and Paste the data in it
- Check data for accuracy and make any changes needed
- Copy data and paste into the Master Database of Graduates

Other Departments Affected: Alumni Associations

References:

Reviewed/Revised: 06/2011; 03/2014; 07/2017; 01/2019

NCLEX

Department: CSON

Approved by: Dean

Statement of Purpose:

Provide Covenant School of Nursing students with the information they need to apply to the Texas Board of Nursing to sit for boards and register to take NCLEX through Pearson-Vue and NCLEX pass rate verification.

Materials/Equipment:

- Application and Instructions for the Application by NCLEX-RN Examination for Registered Nurses (www.bon.state.tx.us)
- List of Graduates Form
- Affidavit of Graduation
- (All of these forms are on the Texas Board of Nursing website)

Performed By:

Covenant School of Nursing Business Office Coordinator, Financial Aid Officer, and Student Retention Coordinator

Process:

Registration:

The Financial Aid Officer will visit the Texas Board of Nursing website to review the Application/Instructions for any changes that have been made to the application process and/or cost.

- The FAO will set up a date with the Course Facilitator to visit the following classes: Nsg 1207 and 1300.
- The FAO will review with the class the instructions for the application. All applications will be completed on-line except students with Declaratory Orders (DO). Those with DO's must complete the paper version which can be filled out on-line and printed. The FAO will review special areas on the application that most people mess up on:
 - Country (USA) – not County
 - Date on signature should be the same on all pages
 - Application cost = \$100
 - Place a copy of your Declaratory Order to application if applicable.
 - TBON application is due 4 months prior to graduation
 - NCLEX registration is due 1 month prior to graduation
 - ALL STUDENTS SHOULD MAKE A COPY OF THE APPLICATION AND CHECK FOR FUTURE REIMBURSEMENT PURPOSES
- About 2 weeks after the application is sent in the applicant may go online to TBON and take the Jurisprudence Examination.
- One month prior to graduation the applicant will need to register to take NCLEX through Pearson-VUE and pay \$200 by credit card, money order or cashier's check.
 - Online www.vue.com/nclex
 - Over the phone 1-866-496-2539, M-F 7am to 7pm
 - By mail...Business office has this form
- Business office will generate a TBON Affidavit of Graduation for each Graduate and the Dean will sign it.
- Business office will make a copy of all Affidavits of Graduation
- Business office will mail the Affidavits of Graduation to the TBON on the day of graduation (never before graduation)
- Graduate Nurses should receive an Authorization to Test about 2 weeks after graduation
- Graduate Nurse permits can be viewed on the Texas Board of Nursing website.

NCLEX Pass Rate Verification

- Pull a list of GN students with SSN#’s and DOB
- Go to Texas Board of Nursing website: www.bon.state.tx.us
- Go to “Verify A License Online”
- Click on “Permanent Licensure (LVN and RN)
- Click on “Last four of SSN and Birthdate”
- Click Submit
- If GN has passed: The student’s name, type of license, license number and issued on will appear. Write the issued date on the GN list
- If GN has not passed: Total Finds: 0 will appear
- Go back to step 3
- Click on “Graduate Nurse and Graduate Vocational Nurse Permit”
- Click on “Last four of SSN and Birthdate”
- Click Submit
- If the GN has not tested and it is less than 3 months since graduation the permit should pull up.
- If the GN has tested and has not passed: Total Finds: 0 will appear. Double check both statuses in a few day and if it still not showing passed write F on the GN list

Other Departments Affected: CSON Course Facilitator and CSON Dean

References:

Reviewed/Revised: 06/2011; 03/2014; 07/2017; 01/2019

Posting Final Grades

Department: CSNAH

Approved by: Dean

Statement of Purpose:

To maintain a consistent process in posting grades one person posts all final grades that will appear on official transcripts.

Materials/Equipment:

- Grade Report from Coordinators/Facilitators
- Empower Grading Roster (SR/R21)

Performed By:

Business Office Coordinator

Process

- Print out a Grading Roster for course facilitators that request one. Open SR/R21 (Grading Roster) and enter Grade Type> F, College> SON and Course from> enter course number (101).
- Receive Grading Rosters with grades from Facilitators as soon as possible after finals.
- Open SR/GRC (Course Section Grading) and enter DEPT> NSG, CRSE> enter course number (201) and Sect (01).
- Enter grades in the Final> section as numeric grades.
- Double check entries for accuracy and click on Save (disk icon on top row)

Entering Grades

- Log into Empower
- Go to SR/GRC to enter grades for the course
- Enter term, i.e....2018SP
- Enter NSG in Dept. and the course number and section to be graded (ex. 1207 and section #01, 02, or 03)
- Once these items have been entered check to make sure the names that appear are consistent with the grading sheet you are entering
- Enter numeric grades under final grade
- Review grades entered to ensure accuracy. A second party must also double check the grades to ensure accuracy
- If a student passes the class but has a failing exam average, enter the failing exam average grade. If a student fails both the class and has a failing exam average, enter the failing exam average grade.
- SAVE

Rolling grades to update GPA

- Empower - SRTRU
- Enter the current term (or make sure the term that appears is correct)
- Double click on profile
- Select profile for the class you want to update i.e. ... IM8 11.27.17
- Make sure top three boxes are checked and hit Begin
- This process will apply the added grades to the student current grades and will update the GPA accordingly.

Note: for School of Radiography, replace SON/NSG with appropriate acronym

References:

Reviewed/Revised: 06/2011; 03/2014; 07/2017; 01/2019

Fiscal Reporting

Department: CSNAH

Approved by: CSNAH Dean/Directors

Statement of Purpose:

To provide guidelines that outline and follow provisions for maintaining general fiscal records.

Materials/Equipment: N/A

Performed by:

Financial Aid Officer, Business Office Coordinator and CH Finance Department

Guidelines:

Fiscal records

- An institution shall account for the receipt and expenditure of title IV, HEA program funds in accordance with generally accepted accounting principles.
- An institution shall establish and maintain on a current basis—
 - Financial records that reflect each HEA, title IV program transaction
 - General ledger control accounts and related subsidiary accounts that identify each title IV, HEA program transaction and separate those transactions from all other institutional financial activity.

Process:

The Financial Aid Officer will keep:

- Documentation from COD of Title IV, HEA funds requested. (Student Summary Information for Loans and Pell)
- Documentation from Empower of Title IV, HEA funds to be disbursed. (FA/FAP Batch Report)
- Database of funds disbursed, adjusted, Net Expenditure and Date.

The Business Office Coordinator will keep:

- Documentation from Empower of Title IV, HEA funds that have been disbursed (FA/FAP Aid Disbursed Detail Report)
- Database of funds disbursed, adjusted, Net Expenditure and Date.
- Monthly database of Tuition/Fees, Title IV, HEA funds received, Student payments, Refunds and Current Balance. (extracted from Empower Aged Balances SBAGE)

The Finance Department employee that draws down G5 will keep:

- Documentation from COD of Title IV, HEA funds drawn down.
- Database of funds disbursed, adjusted, Net Expenditure and Date.

Reference(s): 34 CFR 668.24(b) and 34 CFR 668.164; 685.309

Reviewed/Revised: 03/2014, 07/2017; 06/2020

1098-T

Department: CSNAH

Approved by: CSNAH Dean/Directors

Statement of Purpose:

Provide CSNAH students/graduates with income tax information on tuition paid and free money (Pell & scholarships) received during the calendar year.

Materials/Equipment:

Empower: process forms (send emails to all students/recent alumni and withdrawn students)
1096 Annual Summary and Transmittal of US Information Returns form

Performed by:

Business Office Coordinator/ School of Radiography Representative

Process:

- Send out an email to all students to confirm or correct their address in Empower.
- Go into Empower Student Billing SB/98T
- Enter Date Range, Example: 1/1/2019 to 12/31/2019
- Make sure Prior Year Reporting Method is Box 1 – Payment Received.
- Report Option – student
- Start Report – this will pull up all students that have paid during that date range and show how much free money they received.
- Each school will review their students' data for accuracy. CSON will randomly check 20% of all CSON students. CSOR will check all CSOR students.
- School of Radiography will hand out or mail their forms.
- CSON will send out a mass email to all students receiving 1098-T's on how to obtain their form through Empower.
- Print out a 1096, annual summary and Transmittal of US Information Returns online.
- Fill out Form 1096, Annual Summary and Transmittal of US Information Returns with the information for CSNAH.
- Print out all 1098 T's in FED version. Mail in all IRS forms with the 1096 by March 1st. Note: Between Feb. 1st and March 1st all corrections can be made without doing a correction form. After March 1st, any correction made must be made and a new form mailed to the IRS denoting it is a corrected form.
- Print Filer copies for CSON only and store in work room. Include all returned envelopes in this box.

How to Access 1098-T through Empower

- Go to: <https://covn.empower-xl.com>
- Enter your username which is your 6-digit testing number or the username you generated for yourself.
- Enter your password - first name initial last name initial and last 4 SSN numbers (ex. sh0000). If you have changed or generated your own password, please use that password.
- Submit – If you are unable to login please send a reply back to Ms. Hendrix or Mrs. York for assistance.
- HOVER over Financials
- Click on 1098-T
- 1098-T should be available and ready to print
- If it is not: Click on the “Change filter parameters” to make sure the Term is 2020 Spring Semester, if not change it.
- Return to Previous Page and print your 1098-T
- If it is still not available, please contact Business Office Coordinator through Edvance360 for assistance.

- Return to Main Screen
- LOGOUT

Other Department Affected: CSON Financial Aid, CHS Finance, Covenant School of Radiology Business Office

Reference(s):

Reviewed/Revised: 06/2011; 03/2014, 07/2017, 06/2020

Course Set-up

Department: CSNAH

Approved by: CSNAH Dean/Directors

Statement of Purpose:

Provide guidelines for setting up a course in the student information system (Empower)

Materials/Equipment:

Empower

Performed by:

Business Office Coordinator

Process:

Setting up Courses in EMPOWER:

1. Go to student file and look at all college transcripts.
2. Make sure all 8 college prerequisites are on the form filled out by Admissions Officer. Admission Officer can answer any questions regarding missing or confusing grades.
3. Discard all extra transcripts...just keep the most recent from each college.
4. In Empower – Go to Student Records – Processing – Students – and select Student Maintenance (**SR/SM**)
5. Type in the last name and first letter of first name of the student then hit tab 3 times. This should pull up the student or several students. Select the appropriate one...check SSN to student file.
6. Select **SR/SM** located on the bottom line, first button.
7. Select Additional Credit – this is where you will add the student 8 college prerequisite classes
8. Double click on Transfer School
9. Type in city and state of the transcript(s) you are entering classes from and hit retrieve. (on top tool bar, two squares next to magnifying glass)
10. Double click on the appropriate college
11. Click on the Prt? It will put a check mark
12. **Transcript type** - change to "O" (which stands for Official) and **evaluation** to "O"
13. Double click on box under **TERM>**, this will bring up a list of classes that have been entered for that particular college.
14. Double click on the one you need and tab over to enter the grade under **Grade>** (A, B, C or CR)
15. Under Type> Rept type in AA (Accepted)
16. Tab to second line, first box and enter the semester the class was taken (example 2009FA)
17. Tab to CrHrs and check transcript to see how many credits that class was worth and enter it.
18. Click on **GPA?** And **FA?**, it will put a check mark.
19. Click the bold + on the top tool bar to add another class(es)
20. Click on the floppy disk on the top tool bar to save.
21. Repeat steps 8-20 to add other college prerequisites.

Other Departments Affected: CSON Financial Aid, CHS Finance, Covenant School of Radiology

Reference(s):

Reviewed/Revised: 06/2011; 03/2014; 07/2017; 06/2020

Section 5: Safety and Health

Campus Security

Department: CSNAH

Approved by: CSNAH Dean/Directors

Statement of Purpose:

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires all postsecondary institutions participating in Title IV, HEA student financial assistance programs to disclose campus crime statistics and security information.

Materials/Equipment: N/A

Performed by:

All CSNAH Nursing Instructors and staff

Process:

General Information

- CSNAH is committed to providing a safe and secure environment for students. Access to the building of the Radiologic programs is controlled by a keyless security code and is restricted to authorized individuals only. Access to the Nursing program is open to the public during regular business hours. The CSOR campus does not employ on-campus security. All non-emergent events involving Covenant employees or students should be reported to the Covenant or LCU Security Department. All emergent events should be called in to "911".
- All students and employees are required to report any crime or emergency to their institutional official promptly. If a student or employee wishes to report a crime on a voluntary or confidential basis, the institutional official will be prepared to record and report the crime, but not the name of the informant. The student or employee may, in order to maintain confidentiality, submit the information in writing to his/her institutional official without signature. If the student wishes not to maintain confidentiality, the student will contact his/her teacher or school official who in turn will contact the nearest supervisor to report criminal actions or emergencies to the appropriate agency by calling (911).
- Preparation for the Annual Disclosure of Crime Statistics report is obtained by the institution's Financial Aid Officer and Covenant Medical Center Security Department who contacts the Lubbock Police Department for statistics and the institution's "Daily Crime Log", and then records those statistics.
- Only students, employees and other parties having business with this institution should be on institutional property. Staff, Nursing Instructors, and students entering the premises must have and display at all times a security identification badge. All access doors leading to the Radiologic program campus are closed and locked during evening hours starting at 5:00pm and to the Nursing program starting at 7:00pm. Other individuals present on institutional property at any time without the express permission of the appropriate institutional official(s) shall be viewed as trespassing and may as such be subject to a fine and/or arrest. In addition, students and employees present on institutional property during periods of non-operation without the express permission of the appropriate institutional official(s) shall also be viewed as trespassing and may also be subject to a fine and/or arrest.
- Current policies concerning campus law enforcement are as follows:
 - Institution's officials have no powers of arrest other than the Citizens Arrest Law and are required in the event of a crime or emergency to call the correct agency or dial (911) for the police and emergency services. The Citizens Arrest Law will be invoked only as a last resort, and after all other possibilities have been explored.

- Employees shall contact their immediate or nearest ranking supervisor to report any criminal action or emergency to the appropriate agency by calling (911). If possible, in the interim, institutional official shall attempt to non-violently deal with the crime or emergency with the appropriate agency on campus. Individual discretion must be used, as undue risk should not be taken.
 - The institution currently has the Covenant Counseling Center available to provide counseling services. In the event a student needs pastoral counseling, a member of Covenant Pastoral Care will be notified.
- Although this institution offers a brief crime awareness and prevention session with each orientation, the students are encouraged to exercise proper care in seeing to their own personal safety and the safety of others. The following is a description of policies, rules and programs designed to inform students and employees about the prevention of crimes on campus.
 - Do not leave personal property in classrooms
 - Report to your institutional official, any suspicious persons.
 - Always try to walk in groups outside the school premises.
 - If you are waiting for a ride, wait within sight of other people
 - Employees (staff and Nursing Instructors) will close and lock all doors, windows and blinds and turn off lights when leaving a room.
 - The "Crime Awareness and Campus Security Act" is available upon request to students, employees (staff and Nursing Instructors) and prospective students.
 - Information regarding any crimes committed on the campus will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim, or an ongoing criminal investigation, the safety of an individual, cause a suspect to flee evade detection: or result in the destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the institution must disclose the information. If there is a request for information that is older than sixty 60 days, that information must be made available within two (2) business days of the request.
- All incidents shall be recorded in the Institutions daily Incident Log located on the X drive at Covenant Medical Center (site data; LBK;Public:SON;Crime log). The log includes the date, time, location, incident reported, and disposition of incident and the name of the person who took the report. Report must be entered in the log with two (2) business days after it is reported to the school's official, unless that disclosure is prohibited by law or would endanger the confidentiality of the victim.
- This institution does not permit the sale, possession or consumption of alcoholic beverages on school property and adheres to and enforces all state underage-drinking laws.
- The institution does not permit the possession, use or sale of illegal drugs by its employees and students and adheres to and enforces all state and Federal drug laws. The violations of these policies by students or employees may result in expulsion, termination and/or arrest.
- Information concerning drug and alcohol abuse education programs are posted on campus and is distributed annually to students and staff. Covenant Counseling Center is available to provide information about and assistance with obtaining treatment for any type of substance abuse which might adversely affect the student's health, safety and/or academic progress.
- Sexual assaults (criminal offences) on campus will be reported immediately to the institution's official, who will report it to (911) emergency and police units. The person who was victimized will be encouraged to seek counseling at a rape crisis center and to maintain all physical evidence until such a time as that person can be properly transported to a hospital or rape crisis center for proper treatment. This institution has zero tolerance

of such assault; the violation of this policy by students or employees may result in expulsion, while investigations are being followed, termination and/or arrest.

- The Institution encourages all students and employees to be responsible for their own security and the security of others. Please report any known criminal offenses occurring on campus to the school administration.
- In the event a sex offense should occur on campus, the victim should take the following steps:
 - Report the offense to the school administration.
 - Preserve any evidence as may be necessary to the proof of the criminal offense. (Sexual Assault Resource Guide)
 - Request assistance, if desired, from school administration in reporting the crime to local law enforcement agencies.
 - Request a change in the academic situation if necessary.
- On campus disciplinary action in cases of alleged sexual assault will be based on the findings of the law enforcement agency investigating the facts pertaining to the crime and other mitigating circumstances.
- These records are available upon request through the administrative offices.
- The institution will, upon written request, disclose to the alleged victim of any crime of violence, or a non-forcible sex offense, the results of any disciplinary proceedings conducted by the institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of the crime or offense, the information shall be provided, upon request to the next of kin of the alleged victim.
- As part of the Crime Control and Law Enforcement Act of 1994, the institution is required to make the following link/information available to the campus community where information can be accessed regarding registered sex offenders.

Link: <http://www.city-data.com/soz/soz-78613.html>

Students and employees should refer to the following person or agency when reporting or seeking help on a criminal incident. Please note that any emergency that requires immediate attention should not be waited upon to report to the school's Dean/Director but rather contact the appropriate agency by calling (911).

Contact Information

Office Responsible to provide a copy of the Campus Security information	Covenant School of Nursing Business Office Student Services Coordinator 806-725-8936
Who to contact to report an incident at the Institution	Designated Safety Officer at CSON and CSOR 806-725-8904

Reference(s):

Reviewed/Revised: 2/2014; 7/2017; 1/2019; 6/2020

Covid 19

Department: Covenant School of Nursing

Approved by: Dean

Statement of Purpose:

To inform students of the process that will be taken if a student is exposed to a positive Covid-19 person, has symptoms of Covid-19, is in the process of being tested for Covid-19 or has tested positive for Covid-19.

Materials/Equipment

Performed By

CSON Employees and Students

Process

This policy becomes effective immediately for all currently enrolled and future students of Covenant School of Nursing (CSON). Students must understand, while in a clinical setting caring for patients, they are exposed to many diseases and could potentially become exposed themselves. Students are expected to follow all safety protocols established by the clinical facility to maintain safety for themselves, patients, visitors and other healthcare providers. If a student does not follow the protocols established by the healthcare facility, they are putting themselves at risk.

If a student becomes positive with Covid-19, is exposed to a positive Covid-19 person or is having symptoms of Covid-19 they must follow the steps below:

- Any student who is exposed to a positive Covid-19 person, has symptoms of Covid-19, is in the process of being tested for Covid-19 or has tested positive for Covid-19 is required to notify their current faculty immediately.
- The student will be contacted by CSON Leadership and will be notified of next steps. Each level of exposure will be treated differently. The different levels of exposure are:
- High risk: means you come in contact with a positive person for more than 15 minutes, social distancing less than 6 feet, or neither person is wearing a mask or face shield
- Medium risk: means you come in contact with a positive person for more than 15 minutes, you are wearing a mask but no face shield and the positive person is not wearing a mask or you are not wearing a mask or face shield and the positive person is wearing a mask.
- Low risk: means you come in contact with a positive person for less than 15 minutes and you are socially distancing yourself at least 6 feet during that time, you are wearing a mask and face shield and positive person is wearing a mask or not masked, or you are wearing a mask, no face shield and the positive person is wearing a mask
- All students will follow Covenant Health protocols in dealing with Covid-19 exposures, positive testing results or showing symptoms.
- No student will be allowed to attend class, clinical or lab while waiting for results of testing or during the mandatory required days of quarantine. Online activities will be provided when feasible.
- CSON will do everything that can reasonably be done within an 8-week module to assist the student to meet the expectations of the instructional module.
- There may be some circumstances in which the student cannot meet the current module expectations before the next instructional module begins. In these cases, CSON will work with the student to get them in the next available instructional module.

- If a student is too sick to return to classes, the student may be eligible to take a LOA or withdraw from classes until the student can return safely.
- Leadership of CSON will monitor any student who is testing for Covid-19, is positive for Covid-19 or is quarantined for Covid-19.
- It is the student's responsibility to ensure communication is timely and honest for accurate monitoring.

Community Site Requirements

- If a community site requires a student to receive a covid vaccine shot, the IM faculty will ask students to provide proof of vaccination
- Faculty will fill out the "Covid Vaccine Document" and keep the records secured in a safe place
- If a student declines the covid vaccination, the student will be asked to fill out the "Covid Vaccine Declination" form and alternate clinical activities will be provided to the student.

Covid Vaccine Document

IM

Date _____

COVID Vaccine Declination

I have decided not to receive the COVID vaccine at this time. I understand that this means I may not be able to do Clinical Rotations in some areas. I understand that I may be given alternate work to do that may not provide me as much experience as a hands-on activity.

I choose to decline the COVID 19 vaccination at this time. I realize that my refusal may put myself, infants, patients, visitors and families with whom I have contact at risk. I understand I must follow all requirements of the clinical facility as well as wear a mask when I am within 6 feet of a patient/family member/visitor regardless of where I work. I may change my mind and receive the vaccine as long as it is available. I understand to get the vaccine I will need to check with a local Pharmacy, CVS, Walgreens, United, or the Local Health Department.

Sign only if DECLINING vaccination:

Signature of person declining vaccine

Printed Name

Date

Reference(s): Covenant Health Covid-19 Protocols

Reviewed/Revised: 07/2020, 4/2021

Annual Security Report

Department: CSNAH

Approved by: CSNAH Dean/Directors

Statement of Purpose:

CSNAH is required by the Department of Education to annually disclose all information about security, fire safety and crime statistics on our campuses.

Materials/Equipment:

Security Reports

Lubbock Police Department Crime Statistics

Performed by:

Covenant Security Manager (CSM), Covenant Security Director (CSD), Lubbock Christian University Security Director, CSNAH Dean/Director, Safety Officer, Student Services Coordinator (Title IX Compliance Officer) and Financial Aid Officer (FAO), and Lubbock Police Department (LPD).

Definitions

The Campus Security Act requires postsecondary institutions to disclose statistics, for reported crimes that occur on-campus, on public property within or immediately adjacent to the campus and in or on non-campus buildings or property that your institution owns or controls.

On-campus: Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes and any building or property that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as food or other retail vendor)

Covenant School of Nursing and Allied Health (CSNAH) has two on-campus sites.

The Radiologic Program is located at:

2002 W. Loop 289 Suite #120

Lubbock, TX 79407.

When reporting crime statistics, the area includes West Loop 289 to Iola and 19th to 21st.

The Nursing Program is located within the Lubbock Christian University campus located at:

1919 - Frankford Ave.

Lubbock, TX 79407.

When reporting crime statistics, the area includes 19th to 34th and Frankford Ave., 19th and Dover to 22nd and Chicago, 22nd and Chicago to 26th and Chicago, 26th and Chicago down 26th street to Eileen Blvd to 34th street.

Non-campus: any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

Crime statistics reported on non-campus locations include:

- Lubbock Specialty Hospital
3815 20th Street, Lubbock, Texas 79410
- Covenant Southwest Medical Park
9812 Slide Road, Lubbock, Texas 79424

- Covenant Health Plus
7601 Quaker Avenue, Lubbock, Texas 79424
- Covenant Medical Group Northwest Clinic
611 N Frankford Ave., Lubbock, Texas 79416
- Covenant Medical Plainview
2601 Dimmit, Plainview, Texas 79072
- Covenant Medical Group Urgent Care
1910 Quaker Avenue, Lubbock, Texas 79410
- Grace Medical Center
2412 50th , Lubbock, Texas 79412
- Grace Clinic
4515 Marsha Sharp Freeway, Lubbock, Texas 79407

Public property: all thoroughfares, streets, sidewalks and parking facilities that are within the campus or immediately adjacent to and accessible from the campus. The daily crime log keeps record of criminal incidents and alleged criminal incidents occurring on public property included in the geography for CSNAH that are reported to the security department.

Process:

In order to comply with the Jean Clery Act of 1990, the following steps will be taken:

- Upon request for the submission for the Annual Security Report, the CSNAH Financial Aid Officer will contact the Covenant Security Director or Manager to obtain the statistics for the previous reporting year.
- The CSD or CSM will contact the Lubbock Police Department to obtain annual crime statistics for the CSNAH campuses, non-campus, and public property. Entries in the crime log should be used, along with additional information from the Lubbock Police Department to gather the statistics that are required for inclusion in the annual security report and the annual Web-based data collection.
- CSNAH Financial Aid Officer will submit the report to The Department of Education by the October 1st deadline.
- CSNAH Financial Aid Officer will also give the report to the CSNAH Student Services Coordinator who will publish and distribute the Annual Security Report to currently enrolled students and employees via email by the October 1st deadline.
- The updated Annual Security Report, includes the last 3 years of data, is posted on the CSNAH website for public viewing by October 1st of every year.
- The CSNAH Student Services Coordinator will ensure the report is posted to the website with the following information to be included:
 - the exact URL where the report is posted
 - a brief description of the report
 - a statement that the institution will provide a paper copy of the report upon request.
- CSNAH Student Services Coordinator will retain the Annual Security Report and all supporting records for the most recent three years. Records to be kept include, but are not limited to, copies of crime reports; the daily crime logs; records for arrests and referrals for disciplinary actions; timely warning and emergency notification reports; documentation, such as letters to and from local police having to do with Clery Act compliance; and copies of notices to students and employees about the availability of the annual security report. Make sure to date all documentation and keep it easily retrievable. If you scan paper documents for archival purposes, be sure to scan complete records.

Reference(s):

Reviewed/Revised: 02/2014, 07/2017, 06/2020

Daily Crime Log

Department: CSNAH

Approved by: CSNAH Dean/Directors

Statement of Purpose:

The Campus Security Act (Public Law 102-26) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution and/or any building or property owned or controlled by student organizations recognized by this institution.

Materials/Equipment:

Access to Share Drive

Crime Log Request Form

Performed by:

Covenant Security Manager, Covenant Security Director, Lubbock Christian University Security Director, CSNAH Dean/Director, CSON Safety Officer, CSON Student Services Coordinator, CSON Financial Aid Officer

Definitions

The Campus Security Act requires postsecondary institutions to disclose statistics, for reported crimes that occur on-campus, on public property within or immediately adjacent to the campus and in or on non-campus buildings or property that your institution owns or controls.

On-campus: Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes and any building or property that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as food or other retail vendor)

Covenant School of Nursing and Allied Health (CSNAH) has two on-campus sites.

The Radiologic Program is located at:

2002 W. Loop 289 Suite #120

Lubbock, TX 79407.

When reporting crime statistics, the area includes West Loop 289 to Iola and 19th to 21st.

The Nursing program is located within the Lubbock Christian University campus located at:

1919 Frankford Ave.

Lubbock, TX 79407.

When reporting crime statistics, the area includes 19th to 34th and Frankford Ave., 19th and Dover to 22nd and Chicago, 22nd and Chicago to 26th and Chicago, 26th and Chicago down 26th street to Eileen Blvd to 34th street.

Non-campus: any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

Crime statistics reported on non-campus locations include:

- Lubbock Specialty Hospital
3815 20th Street, Lubbock, Texas 79410
- Covenant Southwest Medical Park

9812 Slide Road, Lubbock, Texas 79424

- Covenant Health Plus
7601 Quaker Avenue, Lubbock, Texas 79424
- Covenant Levelland
1910 College Avenue, Levelland, Texas 79336
- Covenant Medical Group Urgent Care
1910 Quaker Avenue, Lubbock, Texas 79410

Public property: all thoroughfares, streets, sidewalks and parking facilities that are within the campus or immediately adjacent to and accessible from the campus. The daily crime log keeps record of criminal incidents and alleged criminal incidents occurring on public property included in the geography for CSNAH that are reported to the security department.

Process:

Crime Log Elements

- date the crime was reported
- date and time the crime occurred
- nature of the crime
- general location of the crime
- disposition of the complaint (if known)

*Note: If multiple criminal offenses are committed during a single incident, all of the offenses must be recorded in the log.

Location of Daily Crime Log

The Daily Crime Log is located on the hospital X-Drive in a private folder labeled SITE/Data/LBK/Public/SON/CSNAH Crime Log. Only designated individuals listed above will have direct access.

Updating Crime Log

- The Covenant Security Director (CSD) or Manager (CSM) obtains the necessary data from the campus security department.
- An entry, an addition to an entry or a change in the disposition of a complaint, must be recorded within two business days of the reporting of the information to the security department. (The institution is not required to update the disposition of a crime log entry if the disposition changes after sixty days have passed.)
- The CSD or CSM enters the data into the Daily Crime Log every Monday, Wednesday and Friday by 12:00pm.
- The CSNAH Business Office Coordinator/Safety Officer of each program checks for updates on these days.
- The Daily Crime Log is accessible at any campus. CSNAH students are notified of the existence of the crime log and how to get access to it during orientation. The information will also be located in the Student Handbook.
- CSNAH employees are notified of the crime log and how to get access to it annually by the Business Office Coordinator when the annual crime statistics report is sent out.
- CSNAH may temporarily withhold information *only if* there is clear and convincing evidence that the release of information would jeopardize an ongoing investigation, jeopardize the safety of an individual, cause a suspect to flee or evade detection or result in the destruction of evidence.
- Archived logs will be kept for seven years on the share drive.

Reference(s):

Reviewed/Revised: 02/2014; 07/2017; 01/2019

Safety Management

Department: CSNAH

Approved by: CSNAH Dean/Directors

Statement of Purpose:

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

Materials/Equipment: N/A

Performed by:

All CSNAH Nursing Instructors, staff and students

All nursing instructors, staff and students must

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

Process:

Instructors and students will abide with the safety policies of all clinical facilities. Patient safety is integrated into content of instructional modules.

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

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

Medical Attention

Anything requiring more than minor attention is to be referred to the local hospital. Except in cases of severe illness or medical emergencies, students are considered mature enough to seek appropriate relief such as returning home, visiting the restroom, or seeking medical help.

Personal Responsibility for Safety

No safety rule is a complete substitute for common sense, nor can safety rules be devised to cover every situation you experience. For these reasons, good judgment must be used in every situation. Each person is responsible for the following:

Individual Responsibility

- Follow the approved practices and procedures or standards which apply on any work you perform for the school.
- Use only the appropriate protective equipment and devices. Use such equipment or devices whenever the hazard justifies their use or when so instructed by your supervisor.
- It is the responsibility of everyone to make frequent inspections of tools and other equipment used to make sure such tools and equipment are in good physical condition.
- Never stand on unstable chairs, boxes, or tables to reach overhead objects.
- Use sound judgment and proper body mechanics when lifting, moving, or positioning persons or objects.

- Report to your Supervisor/Instructor any condition which might injure any person or damage any property. The hazard should also be pointed out to others exposed to it in order to correct or avoid it before an accident occurs.
- If anyone observes another who is about to endanger themselves, another person, or property while at the School, they should intervene immediately in such a way as to not endanger themselves.
- Alcoholic beverages are not allowed on the School property and use of such is prohibited. No one is to report for work or class evidencing any effects of alcoholic consumption.
- Controlled substances, such as marijuana and cocaine, are illegal by state and federal law. Their use and possession are prohibited on school property.
- Smoking is not permitted in the School or on school property.

Accident Investigation and Reporting

1. Anyone who suffers an injury during school shall promptly report such injury to the Supervisor/ Instructor no later than end of the period on the day in which the injury occurred.
2. If any injury occurs while on CH property, the student will be referred to Employee Health or the Emergency Department for evaluation.
3. Any accident that causes damage to property shall be reported immediately to the School Dean/Director. All accidents should be reported to the Supervisor/Instructor by the end of the day.
4. Every accident shall be investigated to determine the cause and the steps needed to prevent a recurrence. It shall be the responsibility of the Supervisor/Instructor to obtain the complete and detailed facts of the accident as soon as possible after it occurs and to see that the required reports are made to the Administration. All incidents shall be reported through the CH incident reporting system for tracking. Firearms

Firearms, ammunition, explosives or other weapons are prohibited on the school property.

Exceptions to this policy are limited to the following instances:

- Department of Public Safety and other law enforcement agencies in performance of their normal duties may carry firearms on School property and
- TCLEOSE approved students.

Good Housekeeping

Good Housekeeping is essential to safe operation. It will result in fewer accidents and will reduce fire hazards. Oil and chemical spills should be cleaned up promptly to eliminate slipping and fire hazards. All work areas must be kept free of tools, materials, draped hoses, extension cords, and other objects which create hazards. Cleaning up the area where you are working is part of the job. A job is not completed until the area is cleaned up.

References:

Reviewed/Revised: 04/99; 10/06; 06/2009; 01/2010; 07/2011; 02/2014, 10/2016; 07/2017; 6/2020

Emergency Security Alerts

Department: CSNAH

Approved by: CSNAH Dean/Directors

Statement of Purpose:

It is the policy of CSNAH to provide a safe and secure environment for our students, visitors and employees. Following is a list of emergency security alerts used by Covenant Health and designed for the CSNAH campuses.

Code	Description	Call
FIRE	RACE: Rascue/Remove, Alarm/Announce, Confine/Contain, Extinguish/Evacuate PASS: Pull, Aim, Squeeze, Sweep, See below for fire evacuation	44444
EVACUATION	Horizontal Evacuation: Go past the doors with the RED DOTS Vertical Evacuation: Called by Fire Marshall or Incident Commander DO NOT USE ELEVATORS	44444
INFANT/CHILD/ADULT ABDUCTION	Primary Location: Provide PBX with information regarding the missing person Other areas: Control access and check your area	44444
SEVERE WEATHER	Severe Weather Warning, Tornado, or Winter Weather	Activated by local weather radio and TV
INTERNAL EVENT/UTILITY	Utility failure-Phone, Power, Water, Sewer-Refer to back side of this document for more information Internal Event-Internal flood, chemical spill, etc	44444 or 784-0904 if phones are out
EXTERNAL EVENT	Airplane crash, mass shooting, large chemical exposure, mass casualty event May have incoming casualties or may need decontamination, or need both	44444
DANGEROUS/VIOLENT SITUATION	Escalating situation which requires assistance from Security and/or CPI Trained Staff. No other staff to respond.	44444 or 50707

Code	Description	Call
HOSTAGE SITUATION	OVERHEAD PAGE: SECURITY ALERT (Location), Avoid the area	44444 or 50707
BOMB THREAT	Report the receipt of a verbal or written Bomb Threat or if you find a suspicious package. Do not attempt to handle the package.	44444 or 50707
ACTIVE SHOOTER	Provide information about the situation. Evacuate or lockdown as appropriate.	911 and 44444
LOCKDOWN	Limit access to and from hospital due to a security alert situation within the premises of the hospital or surrounding area.	44444 Activated by AOC
CODE BLUE	Cardiac/Respiratory Arrest	#8929 to Overhead Pager or Pull Nurse Cord
NON-PATIENT INJURY, FALL, MEDICAL	Individual is NOT an inpatient or outpatient that sustains an injury or fall or has a medical event. This person may be a volunteer, student, caregiver, contractor, visitor, vendor, etc.	Call AOC

Reference(s): Covenant Health System's Environment of Care Policy # 4001

Reviewed/Revised: 05/2007, 06/2009, 07/2012; 02/2014, 07/2017; 01/2019; 05/2019

Bomb Threat

Department: CSNAH

Approved by: CSNAH Dean/Directors

Statement of Purpose:

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

Materials/Equipment

Homeland Security Bomb Threat Protocol Sheet



Performed by:

All CSNAH Nursing Instructors and Staff

Guidelines and defining framework

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

Process

Written Bomb Threat Procedure

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

Telephone Bomb Threat Procedure

- DO NOT HANG UP
- REMAIN CALM

- Try to prolong the conversation and get as much information as possible. Keep the caller on the line as long as possible. Ask the caller to repeat the message. Try to record in writing as accurately as possible the words spoken by the caller.
- Note what you hear. Are there background noises, such as music, voices, cars?
- How does the caller's voice sound? Any accent? What sex? What age? Note any unusual words or phrases.
- Does the caller seem to know about the School? Inform the caller that the building is a School occupied by many students and that the detonation of a bomb could result in the death or serious injury to many innocent people. This may influence the caller to reveal the precise location of the device.
- How is the bomb location described? If the caller does not indicate the location of the bomb or the time of possible detonation, ask for the information. Ask for a description of the bomb or explosive device, how it is packaged, what it is made from and how does it work?
- Does the caller use a person's name? Does the caller give his/her name?
- When the call is over, complete the bomb threat report immediately and Call 911 and Covenant Security Dispatch @ 725-0707 or LCU Security @ 928 - 6803.
- After this is completed, notify your supervisor immediately, but do not alert others of the threat to avoid panic. Remain in your area of responsibility and be ready to relate any information you may have to law enforcement personnel.
- Evacuation will be based on the decision of the on-site person in charge (Dean, Student services Coordinator, Student Activities Coordinator, Business Office Coordinator, Nursing Instructors, Staff). Evacuation should not occur if threat is made that evacuation will cause detonation.

Procedure used if you discover a bomb or suspicious item

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

In the event that a student is contacted about a bomb threat it is the policy of CSNAH that the student immediately contact a Nursing Instructor or staff to handle the situation as described in the above policy.

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

Reviewed/Revised: 06/2010, 02/2014, 02/2016; 01/2019; 05/2019

Code Blue (Basic Life Support)

Department: CSNAH

Approved by: CSNAH Dean/Directors

Statement of Purpose:

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

Materials/Equipment: N/A

Performed by:

Dean/Directors, Nursing Instructors and staff of CSNAH

Guidelines and Defining Framework:

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

Process

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

- Initiate BLS as indicated--- two man should be done if personnel are available
- Call 911 and request response to the location of the code/event
- Inform emergency medical services (EMS) to transport the patient to Covenant Emergency Department

Personnel needed in a Basic Life Support (BLS) situation

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

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

Reviewed/Revised: 05/2013, 02/2014, 02/2016, 05/2019

Severe Weather

Department: CSNAH

Approved by: CSNAH Dean/Directors

Statement of Purpose:

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

Materials/Equipment:

Mass Communication System

Overhead Intercom System

Performed by:

Dean/Directors, Nursing Instructors and staff of CSNAH

Guidelines and defining framework

This plan is divided into three parts; Severe Weather Warning, Severe Weather Tornado, Severe Weather Winter Weather.

- **Severe Weather Warning:** This warning begins when the National Weather Service declares a "Severe Thunderstorm Warning" for the immediate area. This means atmospheric conditions are favorable for the formation of severe weather.
- **Severe Weather Tornado:** This warning begins when the National Weather Service declares a "Tornado Warning" when a tornado has been spotted within 10 miles of the hospital.
- **Severe Weather Winter Weather:**
- **Safe Area:** All students/visitors, Nursing Instructors and staff should proceed to a small room or closet with no windows and interior walls. The School of Radiography has designated Safe Areas identified with signs on outside of entrances.

Process:

Severe Weather Warning or Tornado

- Be aware of the weather conditions
- Close curtains or blinds to any windows, notify Nursing Instructors /staff over PA system of worsening weather and safe areas and be prepared to move to a safe area with no windows and with interior walls.
- When the National Weather Service declares a severe weather tornado and the cloud is within 10 miles of the facility proceed to a small room or closet with no windows and interior walls. Take any necessary information to safe areas (student attendance rosters, etc.)

Severe Winter Weather

- In the event of inclement weather, CSNAH will follow Lubbock Independent School District Policies
- If LISD delays school, CSNAH will delay theory classes for the same amount of time as LISD.
- If LISD delays school and CSNAH classes fall on clinical days, clinicals will be canceled for the day and will be made up at the end of the Instructional Module on the scheduled clinical weather day.
- If LISD cancels school, CSNAH will cancel class and clinicals for the day. If the cancellation is made on a theory day, the Coordinator/Facilitator of the Instructional Module will notify the students of the times and days to make up theory content. If the cancellation occurs on a clinical day, the students will make up the clinical day on the scheduled clinical weather day at the end of the Instructional Module.
- The student can determine LISD weather protocol by watching the news the day before or the day of inclement weather. The Dean/Director or Student Services Coordinator will notify Nursing Instructors and students of the delay of or cancellation of classes via the mass communication system "Everbridge". The

course facilitators of each Instructional Module will also notify students of the procedure to follow for course requirements via the learning management system (LMS).

Weather monitoring and preparation:

Weather monitoring will be done by the Student Services Coordinator, Business Office Coordinator, Student Activities Coordinator, CH Security Department, and LCU Security department. They will watch for weather changes and initiate emergency notifications.

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

Reviewed/Revised: 05/13/10; 02/2014, 02/2016; 01/2019; 05/2019

Hostage Situation

Department: CSNAH

Approved by: CSNAH Dean/Directors

Statement of Purpose:

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

Materials/Equipment:

Mass Communication System

Performed by:

Dean/Directors, Nursing Instructors and staff of CSNAH

Guidelines and defining framework

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

Process

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

Administration

Upon notification of a hostage situation, the Dean/Director should be notified immediately who then should notify the Safety Security Officer, Security Department, Chief Nursing Officer, Security and President/CEO.

Dean or Designated Person in Charge. Since the duration of a hostage situation can take from an hour to several days, the Dean or designated person in charge should do the following:

- Obtain a current list of all students in the facility.

- Have a summary prepared of all facility staff on duty in the affected area.
- Obtain blueprints of the entire facility.
- Obtain a current facility-wide telephone directory.
- Obtain background information of staff that are hostages.
- Every situation is different and response to it must be flexible. History has proven that the longer the situation lasts, the better the results of the situation. It should be noted that time is on our side.
- Evacuation of facility should be considered depending on location of the situation and imminent threat to those present.

Public Relations

All inquiries by the news media must be handled by the Public Information Officer and the Public Information Center. All other personnel should not discuss the situation with outsiders, especially the news media. The purpose for this is to ensure that accurate information is given to the public.

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

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

Reviewed/Revised: 06/2010, 02/2014, 10/2016, 05/2019

Dangerous/Violent Situation

Department: CSNAH

Approved by: CSNAH Dean/Directors

Statement of Purpose:

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

Materials/Equipment:

Mass Communication System

Performed by:

Dean/Directors, Nursing Instructors and staff of CSNAH

Guidelines and Defining Framework

A security alert is the announcement alerting Nursing Instructors and staff of a dangerous or violent situation. The violent situation can escalate into a riot. Employees in the immediate vicinity of a potentially violent, assaultive, or combative individual, whether that person is a student, visitor, Nursing Instructor or staff of the facility, and believing that the person may endanger themselves or others should initiate a Dangerous/Violent Situation.

Process

- Stay calm and talk to the person in a soothing tone and discretely call for assistance or indicate a need for assistance from other staff in the area.
- If the situation escalates and the person becomes violent, Nursing Instructor/staff will call for help by using one or more of the following methods:
 - Call out loudly Dangerous/Violent Situation so that other Nursing Instructor/staff in the area will know the situation.
 - Divert people away from the violent person or situation. Do not attempt to intervene with the violent person.
 - Close all doors to separate the violent person or situation from others.
 - Have someone call 911 and be sure to identify where you are located. Stay on the line with the 911 operator. If in the hospital, call Security Department.
 - In the event an active shooter(s) is identified on the property move to a place of safety immediately to include leaving the facility. If at all possible, without jeopardizing the safety of anyone, attempt to garner a description for responding Law Enforcement.

Riot

- In the event that the dangerous/violent situation escalates into a riot or civil disturbance, all personnel should endeavor to protect students, visitors, Nursing Instructors and staff from harm by diverting them away from the situation. Stay away from the riot area.
- Contact the Lubbock Police Department - 911.
- Secure all documentation (Example: attendance roster)

In the event a student witnesses a dangerous/violent situation it is the policy of CSNAH that the student immediately contacts a Nursing Instructor or staff member to handle the issue as described in the above policy.

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

Reviewed/Revised: 06/2010, 02/2014, 10/2016, 05/2019

Active Shooter

Department: CSNAH

Approved by: CSNAH Dean/Directors

Statement of Purpose:

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

Materials/Equipment:

Mass Communication System

Performed by:

Dean/Directors, Nursing Instructors and staff of CSNAH

Guidelines and Defining Framework:

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

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

Process

1. The first employee to identify an active shooter situation should call: 911 and provide the operator with as much information as possible in a safe and timely manner. The operator may ask you to stay on the line to facilitate ongoing situational awareness and critical intelligence for first responders. The Business Office Coordinator (725-8901) to announce an Active Shooter with the location of the incident and a description of the person(s) and type of weapon if known.
2. The Business Office Coordinator upon notification will: announce over the intercom system "Active Shooter (and the location)" three times call LCU Security 928-6803 or CH security 725-0707. Give all available information to Security Officers.
3. The Student Services coordinator will communicate with Nursing Instructors, staff and students via the Mass communication system specific instructions as to where the active shooter is located and to evacuate if safe to do so.
4. Upon notification of a shooter situation, the Dean should be notified immediately, who then should notify the Chief Nursing Officer and President/CEO.
5. The first Security Officer to arrive on the scene will:
 - a. Assess the situation
 - b. Report to the dispatcher the following information to relay to the Lubbock Police Department at 911:
 - i. Number of shooters
 - ii. Number of victims
 - iii. Exact location of the shooter
 - iv. Type and number of weapons possibly in the possession of the shooter
6. If an active shooter enters your campus, office, or meeting room, you should:
 - a. Try to remain calm.

- b. Try not to do anything that will provoke the active shooter.
 - c. If there is no possibility of escaping or hiding, only as a last resort when your life is in imminent danger should you make a personal choice to attempt to negotiate with or overpower the shooter.
 - d. If the active shooter(s) leaves the area, barricade the room or go to a safer location.
7. At a location distant from the active shooter, such as in a different classroom; or you are not able to leave the area safely:
- a. Remain calm.
 - b. Warn other students, Nursing Instructors or visitors to take immediate shelter.
 - c. Go to a room that can be locked or barricaded.
 - d. Lock and barricade doors.
 - e. Turn off lights.
 - f. Turn off radios or other devices that emit sound.
 - g. Keep yourself out of sight and take adequate cover/protection (i.e. tables, chairs, filing cabinets).
 - h. Silence cell phones.
 - i. Have one person call 911 and state "Covenant School of Nursing/Radiography (give your exact location), we have an active shooter in the school, gunshots fired".
8. If you are in an outside area and encounter an active shooter, you should:
- a. Try to remain calm.
 - b. Move away from the active shooter or the sound of gunshot(s) and/or explosives.
 - c. Look for appropriate locations for cover/protection (i.e. brick walls, retaining walls, parked vehicles, etc.). Avoid crossing in large open areas.
 - d. Call 911 and provide the information listed above.
9. What should I expect from responding officers?
- a. Immediately engage or contain the active shooter(s) in order to stop the killing.
 - b. Identify threats such as improvised explosive devices.
 - c. Identify victims to facilitate medical care, interviews and counseling.
 - d. Investigate.
10. Police officers responding to an active shooter are trained to proceed immediately to the area in which shots were last heard in order to stop the shooting as quickly as possible. The first responding officers may be in teams. They may be dressed in normal patrol uniforms, or they may be wearing external ballistic vests and Kevlar helmets or other tactical gear. The officers may be armed with rifles, shotguns and handguns. Do exactly as the team of officers instruct. The first responding officers will be focused on stopping the active shooter and creating a safe environment for medical assistance to be brought in to aid the injured.
11. How to react when the police arrive at your location:
- a. Remain calm and follow officers' instructions.
 - b. Put down any items in your hands (i.e. bags, jackets, books).
 - c. Immediately raise hands and spread fingers.
 - d. Keep hands visible at all times.
 - e. Avoid making quick movements toward officers such as attempting to hold on to them for safety.
 - f. Avoid pointing, screaming and/or yelling.
 - g. Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the area.
12. When the police arrive, the following information should be available:
- a. Number of shooters.
 - b. Number of individual victims and any hostages.
 - c. The type of problem causing the situation.
 - d. Type and number of weapons possibly in the possession of the shooter.
 - e. All necessary individuals still in the area.
 - f. Identity and description of participants, if possible.

- g. Keys to all involved areas as well as floor plans.
 - h. Locations and phone numbers in the affected area.
13. A Command Center (CC) will be developed following the Disaster Response Plan protocol.
- a. Available staff and Nursing Instructors will supply the Command Center (CC) with a list of students and Nursing Instructors and staff known to be in the area of the incident. A media center will be established in a designated location. All family members involve in the incident will be sent to an area; located away from the public and media.
14. The Command Center will:
- a. Establish a medical response team ready to support casualty operations.
 - b. Provide floor plans of the hostage area for use by the Lubbock Police Department (LPD).
 - c. Plan for a situation that may take several hours to resolve. While the violence may be over quickly, there may be an extensive crime scene over a wide area.
15. The Security Department will:
- a. Have a Security Officer meet responding police and escort them to the incident and CC.
 - b. Assign additional staff to control access to the area as directed by the police.
 - c. Identify witnesses. Separate them from one another and escort them to a separated room to wait police interview.
 - d. When LPD arrives, they assume jurisdictions over the event. Security officers will follow all reasonable directions by Law Enforcement, even when asked to leave the area.
16. Campus staff, Nursing Instructors, students and visitors will be kept away from the area until the situation is fully resolved. Once LPD announces resolution of the situation, the CC will notify the Dean to announce "All Clear"
17. The Business Office Coordinator will announce "Active Shooter All Clear" Three times over the intercom/mass communication system and the Student Services Coordinator will notify "All Clear" to Nursing Instructors/staff and students via the mass communication system.

Reference(s): US Department of Homeland Security Active Shooter-How to Respond, October 2008; Lubbock Police Department; Covenant Health Policy #EC 4.11.

Reviewed/Revised: 08/2012, 02/2013, 02/2014, 10/2016, 05/2019

Fire Plan

Department: CSNAH

Approved by: CSNAH Dean/Directors

Statement of Purpose:

It is the policy of CSNAH to provide a safe, and secure environment for our student, visitors, and employees.

Materials/Equipment:

Mass Communication System

Fire Drill Form

Performed by:

Dean/Directors, Nursing Instructors and staff of CSNAH

Fire Prevention

Everyone should exercise good judgment and conduct themselves in a manner that would prevent fires while on School property.

Smoking is not allowed on the LCU campus at all for the School of Nursing and only allowed outside in designated areas 20 feet from any entrance for the School of Radiography. This also includes the use of any electronic smoking devices.

If a fire should occur, contact your supervisor/instructor or the School Dean/Director and follow the Fire Safety Plan:

RACE procedure

- R- Rescue/Remove persons in immediate danger of fire.
- A- Alarm/Announce. Pull fire alarm and call emergency number 911.
- C- Confine/Contain. Close all doors to prevent spreading of fire/smoke.
- E- Extinguish/Evacuate. Get Fire Extinguisher if needed. If the Fire is cleared in the fire area, you may return to that area if the Fire Department and/or Property Supervisor have declared the area safe.

Fire Extinguisher Use:

- P- Pull the pin
- A- Aim at the base of the fire
- S- Squeeze the trigger
- S- Sweep the nozzle at the fire

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

Evacuation on School Campus

- Evacuate to designated evacuation area (North parking lot if in classrooms and South park area for Offices of the School of Nursing and parking lot outside of building for School of Radiography)
- Instructors should take class roster with them during an evacuation. Once students are evacuated from the building, each instructor should take role of all students.
- Once role is completed, the list of students should be given to the designated Safety Officer in charge to make sure all students are accounted for.

Fire Drills

- Fire drills are to occur once a year
- It is the policy of CSNAH that fire drills be conducted as though they were actual alerts.

- Prior to any fire drill, the person conducting the drill shall consult the designated Safety Officer to determine if any special problems will be presented if a drill is conducted in the selected area.
- The Safety Officer may use a drill procedure form approved by the CH Safety Officer to document the events of the drill.
- Documentation must include:
 - A description of the exercise
 - The date the test was held
 - The time the test started and ended
 - Whether the test was announcing or unannounced
- CSNAH Safety Officer must keep documentation/records of all drills for 7 years.

(Note: Students will follow fire plans as directed by community facilities)

The following chart describes the different types of fires normally encountered and the proper extinguisher to use in each case.

TYPES OF FIRES	TYPES OF EXTINGUISHER AND AGENT
Ordinary Combustible Materials Such As Paper, Wood, and Trash	Class A- Water (Preferred) and Multi-purpose
Flammable Liquid And Gases such As Gasoline, Lubricating Oils and Natural Gas	Class B- Dry Chemical (Preferred) and Carbon Dioxide
Electrical such as Electronic Instruments And Switchgear Installations	Class C- Carbon dioxide (Preferred) and Dry Chemical

Solvents, Chemicals and Chemical Cleaning

All chemicals and solvents are treated as potential hazards from initial delivery to ultimate use and require the use of safe practices at all times.

Anyone handling flammable liquids or chemicals of any type should wear appropriate protective clothing and will comply with industry safe practices and the safety instructions on the container label in regard to both the use and storage of these materials.

Chemicals and materials with toxic fumes are to be used only in well-ventilated areas.

Responsibilities

It is the responsibility of everyone to be aware of the hazards related to the use of solvents, chemical cleaning materials, and other chemicals and to enforce the rules related to their use. Hazards to be considered when using solvents, chemical cleaning materials, and other chemicals are:

- Contact with a hazardous material can cause skin rash or dermatitis, corrosive burns or eye damage.
- Potential explosive or fire hazard.
- The danger of ingestion of a poisonous, corrosive, or hazardous substance through the mouth or absorbed through the skin.
- The inhalation of a volatile solvent, gas or toxic dust which may produce asphyxiation, intoxication, or damage to mucous membrane and internal organs.

First Aid

First aid procedures vary depending on the chemical nature of the materials in question. Follow the instructions on the container label.

In the event that a person should come in contact with solvent or chemicals in the eyes or on the skin, the affected area should be irrigated for a minimum of fifteen (15) minutes.

If anyone ingests chemical materials or is splashed with a hazardous material and irrigation facilities are not available, they should immediately be referred to a hospital emergency room.

Storage of Flammable Liquids

Metal containers and/or safety cans equipped with flame arresters and spring actuated caps should be used for the storage and handling of all flammable liquids with a flashpoint of less than 100 degrees F.

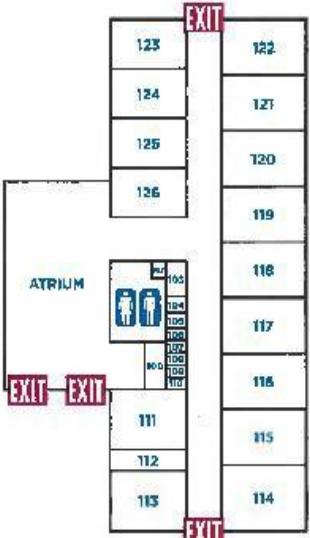
Reference(s): CH Environment of Care Policy #4004

Reviewed/Revised: 01/ 2010, 02/2014, 10/2016, 05/2019, 10/2019

Fire Escape Route
School of Nursing

LCU Classroom Map

LCU **EMERGENCY PROCEDURES**
WALKINGTON CENTER FOR NURSING EXCELLENCE - 1919 FRANKFORD



TORNADO/SEVERE WEATHER
Go to an interior area of a restroom.
Remain there until further instructions from
LCU Public Safety.

FIRE EVACUATION
Primary evacuation is to nearest external exit.

MEETING POINT
West TCNE Parking Lot

FOR EMERGENCY DIAL
911

For the most up to date
emergency information go to
LCU.edu

Updated 10-5-16

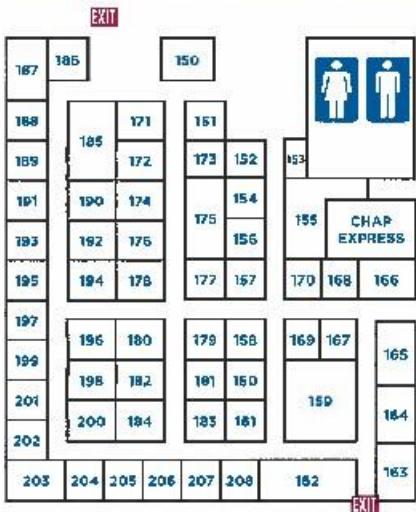
Following any 911 call, notify
**LCU PUBLIC
SAFETY**
806.928.6803

CSON Office Area



EMERGENCY PROCEDURES

TALKINGTON CENTER FOR NURSING EXCELLENCE - 1919 FRANKFORD



TORNADO/SEVERE WEATHER

Go to an interior area of a restroom.

Remain there until further instructions from LCU Public Safety.

FIRE EVACUATION

Primary evacuation is to nearest external exit.

MEETING POINT

West TCNE Parking Lot

FOR EMERGENCY DIAL

911

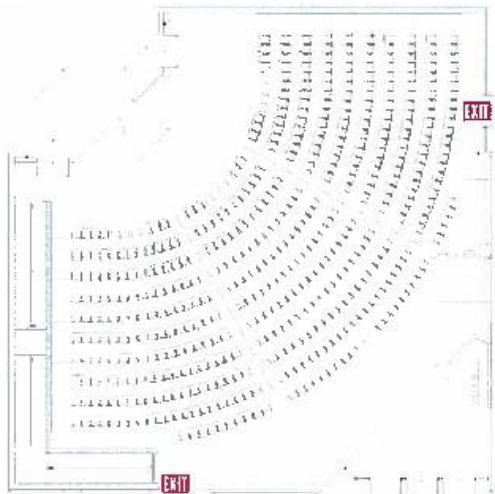
For the most up-to-date
emergency information go to
LCU.edu

Following any 911 call, notify

**LCU PUBLIC
SAFETY
806.928.6803**

Updated 10-5-16

LCU Auditorium



TORNADO/SEVERE WEATHER

Go to an interior area of a restroom.

Remain there until further instructions from
LCU Public Safety.

FIRE EVACUATION

Primary evacuation is to nearest external exit.

MEETING POINT

West TCNE Parking Lot

FOR EMERGENCY DIAL

911

For the most up to date
emergency information go to
LCU.edu

Updated 10-5-16

Following any 911 call, notify

**LCU PUBLIC
SAFETY**

806.928.6803

LCU Emergency Procedures



EMERGENCY PROCEDURES



BOMB THREAT

- Remain calm
- If a telephone threat is received, write down every word
- Check the caller ID for a number of the caller
- Pay attention to voice quality and background noises & note any unusual or identifying characteristics of the caller
- Keep the caller on the line and discretely ask someone else to call 911 with the information
- Document on bomb threat worksheet



MINOR FIRES

- If the fire is controllable, direct the extinguisher toward the base of the flame and sweep side to side
- If there is any doubt pull the fire alarm and call 911
- Evacuate the building



ACTIVE SHOOTER

- Call 911 as soon possible
- Remember the 3 D's:
 - **DISTANCE** yourself or evacuate if there is a safe path
 - Lock and barricade the door to **DENY** shooter's access
 - **DEFEND** yourself using any means necessary



SOFT LOCKDOWN

- Secure exit doors & remain inside
- Have staff monitor doors
- Increase awareness & conduct business as usual



HARD LOCKDOWN

- Lock doors if possible/If not barricade with tables & chairs
- Close curtains & blinds
- Stay away from windows & doors
- Stay low & quiet
- Silence cell phones
- Do not open till all clear



TORNADO WATCH

- Be mindful of weather
- Be aware of options
- Be ready to move

TORNADO WARNING

- Go to the ground floor
- Go to an interior area (Like an office or bathroom free of windows)
- Go now! Don't wait

FOR EMERGENCY DIAL

911

For the most up to date
emergency information go to
LCU.edu

Updated 12-7-15

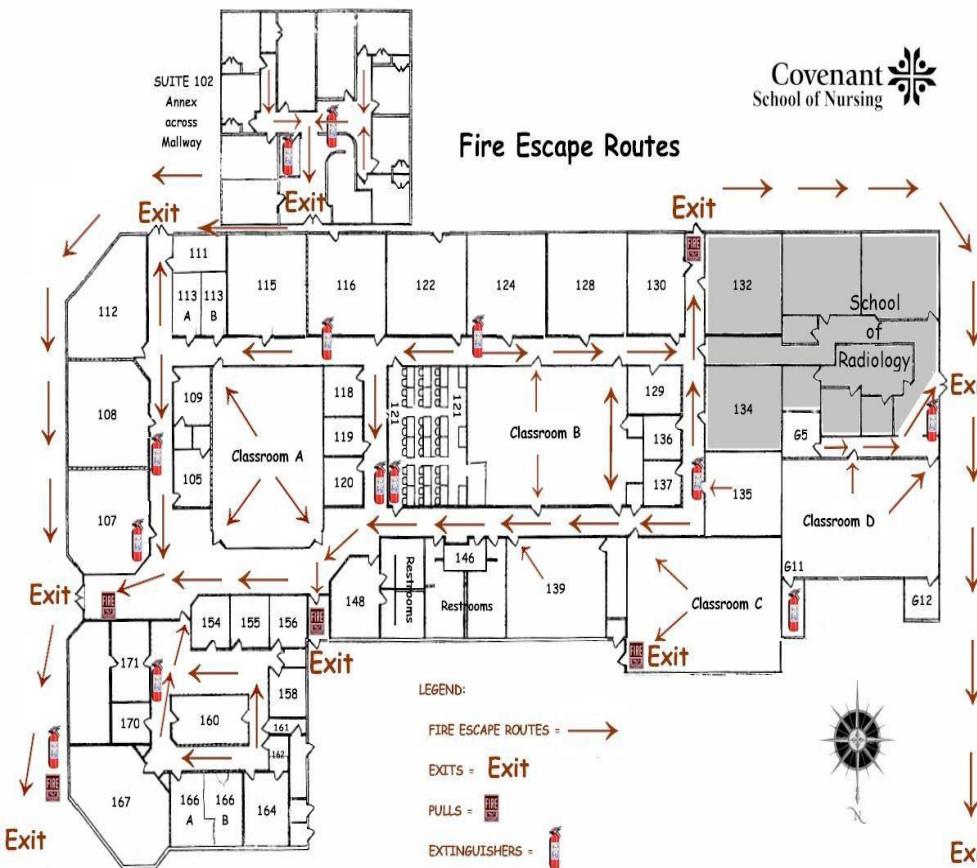
Following any 911 call, notify

 **PUBLIC
SAFETY**
806.928.6803

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Fire Escape Route

Schools of Radiography



Reviewed/Revised: 7/2017; 10/2019

Illness

Department: CSNAH

Approved by: CSNAH Dean/Directors

Statement of Purpose:

To ensure health and well-being for students, Nursing Instructors and staff. Students, Nursing Instructors and staff are expected to arrive on time and be prepared for class according to instructional module schedules.

Materials/Equipment:

Mass Communication System

Student Letter

Performed by:

Dean/Directors, Nursing Instructors and staff of CSNAH

Process:

Preparedness for Contagious Illnesses

- Students, Nursing Instructors and staff will be reminded to be familiar with the Emergency Preparedness Plan: Illness
- All classrooms, computer labs, clinical labs and student lounges must have at least one of the following: wall hand sanitizers, Kleenex boxes, disposable wipes, and any other items deemed necessary to keep the environment clean.
- All heavy traffic areas will be cleaned daily with disinfectants by the environmental services. Examples of heavy traffic areas include but are not limited to: entrance keypads and door handles, all classroom and restroom doors, all student tables and chairs, student lounges, computer labs, restrooms, etc.
- CSNAH will not be closed unless directed by the City or State Health Department or by Covenant Health. In the event that CSNAH is closed, alternative methods of delivery for lectures must be provided to the students with content information via Student Learning Management System. Students will still be held accountable for theory content and exams will be scheduled online for those students who have been diagnosed with a contagious illness but are feeling well enough to participate. Clinical attendance will be evaluated and determined by CH and Dean at the time of the occurrence.
- All Students, Nursing Instructors and Staff are encouraged to receive flu and other immunizations when available or go to Employee Health to sign exempt form.
- If exempt form is signed, a face mask and/or face shield must be worn within 6 feet of any patient contact and all requirements by CH must be followed.

If a Student is Ill

- The student must take an absence to prevent spreading of any illness. The Attendance Policy will be applied to any absence. The student must call their Advisor/Instructor to inform them of their symptoms or diagnosis.
- A student who is ill will not be allowed to return to classes/clinicals until they are fever free (less than 100 degrees F) for 24 hours without the use of fever reducing medications.
- If a student attending class/clinicals appears to be ill, the instructor has the right to take the student's temperature. If the student has a fever greater than 100 degrees, they will be sent home and advised to see their physician.

During Designated Contagious Illness Season

- Signs will be hung in classrooms regarding contagious illness prevention and proper hand washing techniques.
- A reminder of the illness policy will be sent out to students, Nursing Instructors and staff.

- All students, Nursing Instructors and staff are required to either receive the flu or other immunizations when available or go to Employee Health to sign an exemption form.
- If an exemption form is signed, a face mask and/or face shield must be worn within 6 feet of any patient contact.

***The student is responsible for having a back-up plan for any sick family members. CSNAH will not give absences without academic penalty for anyone who misses classes/clinicals for sick family members. The student will be held to the current attendance policy.**

For further questions about contagious illnesses, please contact your Advisor/Coordinator of your instructional module or refer to the following websites:

Reference(s):

<http://www.pandemicflu.gov>

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

Reviewed/Revised: 01/2010; 07/2011; 02/2014, 07/2017, 08/2020

Inclement Weather

Department: CSNAH

Approved by: CSNAH Dean/Directors

Statement of Purpose:

To ensure health and well-being for students, Nursing Instructors and staff of CSNAH when inclement weather occurs.

Materials/Equipment:

Mass Communication System

Performed by:

Dean/Directors, Nursing Instructors and staff of CSNAH

Process

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

Students, Instructors and staff are expected to arrive on time and be prepared for class or clinicals according to instructional module schedules

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

- If LISD delays school or converts to asynchronous learning on a theory day, CSNAH will delay theory classes for the same amount of time as LISD.
- If LISD cancels school or converts to asynchronous learning on a theory day, each instructional module will decide how and when the theory content will be made up. Options may include but are not limited to, virtual learning or the use of Fridays.
- If LISD delays, cancels school, or converts to asynchronous learning on a CSNAH clinical days, students may be provided asynchronous Texas Board of Nursing/other accrediting body approved simulated clinical activities for that day. If Instructional modules 1-4 meets the TBON 50% cap for simulated activities, face-to-face clinical days will be made up on a Friday if available or in weeks 8 or 9.
- If school is delayed, cancelled, or converts to asynchronous learning on an exam day, exams will either be delayed or rescheduled for another day.
- The student can determine LISD weather protocol by watching the news the day before or the day of inclement weather. The Dean/Director or Student Services Coordinator will notify instructors and students of the delay or cancelation of classes via the Mass communication system, Everbridge. The course facilitators of each Instructional Module will also notify students of the procedure to follow for course requirements via the learning management system (LMS).

Tornado

If (in the judgment of the Dean/Director or administrator in charge) the threat of impending danger warrants it, the following actions may be taken:

Dismissal of all classes and assembly of students and employees into interior hallways/classrooms and away from glass windows, doors and partitions. Everyone should remain in these "safe areas" until in the opinion of the Dean/Director, the threat of danger is passed.

If the tornado or destructive wind strikes the building, everyone should sit on the floor, with backs against the wall, their heads between their knees, and their hands clasped over the backs of their heads until all danger is passed.

Flooding

Because of the location of the School, buildings at CSON are not likely to flood. However, during periods of flooding, the Dean/Director will remain in contact with appropriate authorities and will keep both students and

employees advised of local road conditions.

Ice and Snow

In the event that ice and/or snow threaten to make highway travel hazardous, the Dean/Director may dismiss classes to allow commuters to return home safely.

Closing the School as the Result of Severe Weather

Only the Dean/Director has the authority to close the School. When this action is taken, the Dean/Director or the Student Services Coordinator will notify the students, instructors and staff via the mass communication system.

Self-Determination

No student will attempt to attend class and no employee will report to work if, by their opinion or by the warning of law enforcement officials, travel conditions in their area are unsafe (or if other circumstances would place their lives/health in jeopardy). Absences are given to accommodate for situations like these.

Reference(s): Lubbock Independent School District

Reviewed/Revised: 01/2006; 01/2010; 02/2014; 07/2017; 06/2020; 03/2021; 07/2021

Risk of Occupational Exposure to HIV-HBV

Department: CSNAH

Approved by: CSNAH Dean/Directors

Statement of Purpose:

This policy is used to identify and protect individuals at risk for potential HIV and HBV exposure.

Materials/Equipment: N/A

Performed by:

All CSNAH Nursing Instructors, staff and CH Employee Health

Process:

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

- Individuals may be protected by:
 - HBV immunization through Employee Health
 - Mandatory utilization of Universal Precautions
 - Adherence to policies specific to clinical units

Exposure to Blood and/or Body Fluids

- If a student, Nursing Instructor or staff member is exposed to blood or body fluids they should be sent to Covenant Employee Health for evaluation
- The person will follow Covenant Health protocol and procedures for exposure to blood/body fluids

Reference(s): SAFETY MANAGEMENT PROGRAM, "Employee Infection Control Safety Program", 1.5-1 to 1.5-16.

Reviewed/Revised: 02/2014, 07/2017, 06/2020

Emergency Notification

Department: CSNAH

Approved by: CSNAH Dean/Directors

Statement of Purpose:

In the event that a situation arises, either on or off campus, that, in the judgment of the CSNAH Dean/Director, constitutes an ongoing or continuing threat, a campus wide emergency notification will be issued. The warning will be issued to students, Nursing Instructors and staff through Everbridge, the mass communication system.

Materials/Equipment:

Mass communication system (Everbridge)

Performed by:

Dean/Directors CSNAH, CSNAH Student Services Coordinator, CSNAH Designated Safety Officer, Covenant Safety Officer (CSO), and Lubbock Christian University Security Director (LCUSD)

Definitions

- **Confirmation** means that an institution official has verified that a legitimate emergency or dangerous situation exists; Confirmation doesn't necessarily mean that all of the pertinent details are known or even available.
- **Test**-regularly scheduled drills, exercises, and appropriate follow-through activities designed for assessment and evaluation of emergency plans and capabilities.

Process:

Setting up Members on Mass Communication System (Everbridge)

- The Student Services Coordinator/designated person will collect student, Nursing Instructor and staff contact information and submit it to the Covenant Safety Officer.
The Covenant Safety Officer will enter information into mass communication system.

Sending a Notification on the Mass Communication System (Everbridge)

- The Student Services Coordinator will send a message through the mass communication system. To access the system, go to <https://manager.everbridge.net/login> and log in to the system with member ID and password. Click on new notifications, then message; fill in the title of the message and complete text box with the message to be sent, next, click on groups and click on each group to be included in notification, under settings, click edit, request confirmation click yes, then choose delivery methods, broadcast duration, contact cycles, interval between cycles, interval between delivery methods; then click message with confirmation; then click "send message".
- The system will send a text message initially; if the person does not respond to the text, a phone call will be made. If the message has not been acknowledged after the text or phone call, the system will send an email. The cycle will repeat however many times was selected if the individual has not acknowledged the information.

Testing Mass Communication System

- The CSNAH Student Services Coordinator will coordinate times to test the mass communication system twice a year. A log will be kept by the CSNAH Student Services Coordinator.
- Any student, Nursing Instructor or staff member that does not receive the message during testing time must notify the Student Services Coordinator to investigate and resolve the issue.
- Documentation of the event must include:
 - A description of the testing event
 - The date the test was held

- The time the test started and ended
- Whether the test was announcing or unannounced
- CSNAH Student Services Coordinator must keep documentation/records of all tests for 7 years.

Implementing Timely Warning

- The CSNAH Dean/Director or designated person will make the decision regarding issuance of Timely Warning. The CSNAH Dean/Director will take into account the safety of the campus community, determine what information to release about the situation, and begin the notification process.
- Because the intent of the warning is to enable members of the campus community to protect themselves, the warning should include all information that would promote safety. A warning should be issued as soon as the pertinent information is available.

Reference(s): Jeanne Clery Act of 1990; Everbridge Template 2020

Reviewed/Revised: 02/2014, 07/2017, 06/2020

Timely Warning

Department: CSNAH

Approved by: CSNAH Dean/Directors

Statement of Purpose:

In the event that a situation arises, either on or off campus, that, in the judgment of the CSNAH Dean/Director, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued to students, Nursing Instructors and staff through Everbridge, the mass communication system.

Materials/Equipment:

Mass communication system (Everbridge)

Performed by:

Dean/Directors CSNAH, CSNAH Student Services Coordinator, CSNAH Designated Safety Officer, Covenant Safety Officer (CSO), and Covenant Security Director (CSD), and Lubbock Christian University Security Director.

Definitions

- **Confirmation** means that an institution official has verified that a legitimate emergency or dangerous situation exists; Confirmation doesn't necessarily mean that all of the pertinent details are known or even available.
- **Test**-regularly scheduled drills, exercises, and appropriate follow-through activities designed for assessment and evaluation of emergency plans and capabilities.

Process:

Setting up Members on Mass Communication System (Everbridge)

- The Student Services Coordinator/designated person will collect student, Nursing Instructor and staff contact information and will enter information into mass communication system.

Sending a Notification on the Mass Communication System (Everbridge)

- The Student Services Coordinator will send a message through the mass communication system---see the Emergency Notification Policy for process.
- The system will send a text message initially; if the person does not respond to the text, a phone call will be made. If the message has not been acknowledged after the text or phone call, the system will send an email. The cycle will repeat however many times was selected if the individual has not acknowledged the information.

Testing Mass Communication System

- The CSNAH Student Services Coordinator will coordinate times to test the mass communication system twice a year. A log will be kept by the CSNAH Student Services Coordinator.
- Any student, Nursing Instructor or staff member that does not receive the message during testing time must notify the Student Services Coordinator to investigate and resolve the issue.
- Documentation of the event must include:
 - A description of the testing event
 - The date the test was held
 - The time the test started and ended
 - Whether the test was announcing or unannounced
- CSNAH Student Services Coordinator must keep documentation/records of all tests for 7 years.

Implementing Timely Warning

- The CSNAH Dean/Director or designated person will make the decision regarding issuance of Timely Warning. The CSNAH Dean/Director will take into account the safety of the campus community, determine what information to release about the situation, and begin the notification process.
- The Student Services Coordinator will issue the delay or cancelation of classes only. Any other information a particular course needs communicated to their students will be done by the course facilitator via the LMS.
- Because the intent of the warning is to enable members of the campus community to protect themselves, the warning should include all information that would promote safety. A warning should be issued as soon as the pertinent information is available.

Reference(s): Jeanne Clery Act of 1990

Reviewed/Revised: 02/2014, 07/2017, 06/2020

Emergency Evacuation

Department: CSNAH

Approved by: CSNAH Dean/Directors

Statement of Purpose:

To provide guidance for evacuation for CSNAH schools in the event of an emergency.

Materials/Equipment:

Mass Communication System

Performed by:

Dean/Directors, Nursing Instructors and staff of CSNAH

Process

Who to Contact?

All employees are expected to be familiar with and to follow procedures outlined in the CSNAH Disaster Response Plan. In the case of an emergency or immediate or perceived threat toward the students and/or employees, or immediate or perceived threat toward any other person on the school premises, the employee is authorized to make an emergency call to 911. Instructors (including student instructors) and/or staff members should remain in the room with their students if they are notified of a possible emergency. As soon as is reasonably possible, the Administration should be notified of the threat.

Emergency Communication Guidelines

In the event of an emergency, CSNAH students, Nursing Instructors and staff will be notified through the Mass Communication System, learning management system and/or email.

Emergency Evacuation

During an emergency evacuation, each instructor is responsible for the safe and orderly evacuation of his/her class. Instructors not in class should assist with any evacuation problems that may arise. It is the instructor's responsibility to prevent panic, control traffic, and provide calm leadership. The following guidelines should be observed

- Instructors should know the shortest route from the classroom to the nearest exit.
- When the need to evacuate the building arises, the class should be directed to move single file through the nearest exit and well beyond the building to an area of safety (parking lot outside of building).
- The instructor should be last to leave in order to check that all students are out of the classroom and to close the door.
- The instructor should take the red folder/class roster with him/her to take roll once everyone has been evacuated to account for all students.
- Never return to the building until instructed to do so by the appropriate authorities.

Reference(s): Emergency Operations Plan, Policy #EM1.0, August 2013; Workplace Security and Violence Prevention Policy, KB0057111

Reviewed/Revised: 02/2014, 07/2017, 06/2020

Disaster Response Plan

Department: CSNAH

Approved by: CSNAH Dean/Directors

Statement of Purpose:

To coordinate the School's response to disasters while paying special attention to the safety and security needs of members of the CSNAH community. To maintain the safety and security of Nursing Instructors, staff and students as a whole, in the event of a disaster. To provide counseling, guidance, and appropriate support services to the families, friends, students, and campus community members in the event of a disaster.

Materials/Equipment:

Performed by:

Dean/Directors, Administration and Nursing Instructors /Staff of CSNAH

Process:

Definition of a Disaster

A disaster is a situation that involves CSNAH student(s) and/or employee(s) that creates a major disruption of normal operations and calls for a response beyond normal school operational procedures. Examples may be situations such as natural/structural disasters, violent behavior or life-threatening injury or illness.

(Note: this plan is for general information only. During an actual disaster, variations might be made depending on the nature of the event and the situation.)

Student Assistance Services

In the event of a disaster, the Dean/Director or designated official of CSNAH will act as the referral agent for students seeking assistance for emotional or personal counseling services.

Disaster Procedures

1. The Dean/Director is notified of a disaster involving a CSNAH student or employee. First responders may call 911 if they determine that immediate medical attention is necessary. Once emergency services have been contacted, all steps in this process must be followed.
2. The Dean/Director gathers information concerning the disaster and responds accordingly.

In the event that scheduled classes need to be cancelled or altered in some manner the School Dean/Director or the Student services Coordinator will contact the students, Nursing Instructors and staff via the mass communication system. The closure will also be posted on the LMS by the Safety Officer.

Any media contact, press releases, email or website assistance must be coordinated through the Covenant Public Information Officer.

3. Depending on the evaluation of the situation, one or more of the following may occur:
 - a. CSNAH will without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain respond to or otherwise mitigate the disaster.

The Dean/Director goes to the scene of the incident to assess the need for back-up personnel.

Based on the initial findings and upon agreement with either the Dean/Director, the response may include dealing with the situation alone, contacting appropriate outside agencies (e.g. local police, hospital), contacting family members, contacting counseling center, etc.

- b. If warranted, a disaster meeting with the Covenant Safety Officer may be called. A Disaster Response Team (DRT) may be called after evaluation of the situation and with consent of the Dean/Director.
 - c. Dean/Director initiates contacting family members of students, Nursing Instructors and staff.
 - d. A DRT meeting is called. The Covenant Safety Officer will assist the Dean/Director in dealing with the disaster.
4. Once the issue/situation is under control, the Covenant Safety Officer, Dean/Director and other respondents will meet and debrief. Any needed follow-up plans, communications, activities, and/or programs will be determined for final resolution of the disaster. Timelines for these activities will be determined and a closure/evaluation meeting will be scheduled. CSNAH will evaluate all responses to disasters at the closure/evaluation meeting.
5. The Covenant Safety Officer will recommend to the Dean/Director any policy revisions in procedures and will compile an After-Action Incident Report to be filed in the Office of the Dean/Director.

CSNAH Disaster Command Center

When a disaster involves responses from a variety of personnel, a Command Center will be established. The Command Center will communicate and coordinate all activities involved in the responses to the disaster. Communications involving responding personnel will be dispersed through this Command Center by the Covenant Safety Officer and/or Dean/Director.

Members of the CSNAH Disaster Response Team

Disaster Response Team		
Dean/Director	School of Nursing School of Radiography	Alicia Anger Lori Oswalt
Coordinator	School of Nursing School of Radiography	Monica Kidder, Mary Milam, Randall Stennett, Darla Smith, Jennifer Timmerman Kim Seigman
Instructor/Staff	School of Nursing School of Radiography	Tracy Herrera, Claire Arnett Lana Scherer
Covenant Administration	Administrator/VP On-Call Safety Officer Security Director	Cindi Kenady Steve Barker

Local Community Emergency Services

All Emergencies (Fire, Police, Sheriff, Ambulance)	911
Poison Control Center	1-800-222-1222
Suicide Hotline	1-800-273-8255
Hospitals:	Phone numbers
Covenant Medical Center	1-806-725-1011
University Medical Center	1-806-775-8200
Clinics:	Phone numbers
Health Plus	1-806-725-9444
CMG Urgent Care	1-806-725-4440

Reference(s):

Reviewed/Revised: 02/2014, 07/2017, 06/2020

Parking

Department: CSNAH

Approved by: CSNAH Dean/Directors

Statement of Purpose:

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

Materials/Equipment:

Campus Maps

Performed by:

Dean/Directors, Nursing Instructors and staff of CSNAH

Process

Designated parking spaces are located on the north and west sides of the school campus. Spaces marked STAFF are PROHIBITED for student parking.

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

Covenant School of Nursing and Allied Health (CSNAH) has two on-campus sites. The Nursing Program is located at:

1919 Frankford Ave.
Lubbock, Tx. 79407.

The Radiologic Program is located at:

2002 W. Loop 289 Suite #120
Lubbock, Tx. 79407.

Non-campus locations include:

- Lubbock Specialty Hospital
3815 20th Street, Lubbock, Texas 79410
- Covenant Southwest Medical Park
9812 Slide Road, Lubbock, Texas 79424
- Covenant Health Plus
7601 Quaker Avenue, Lubbock, Texas 79424
- Covenant Levelland
1910 College Avenue, Levelland, Texas 79336
- Covenant Medical Group Urgent Care
1910 Quaker Avenue, Lubbock, Texas 79410

Requirements

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

- Employees/students/staff members/physicians/volunteer must park only in designated CH parking lots/garages.
- Parking permits for the CSON campus parking lots can be obtained from the Business Office Coordinator and the Parking Permits for paid parking in the parking garages may be obtained from a Parking Services representative during employee orientation, or at the
Parking Services Office on the CMC campus.
Office hours are M-F 8 a.m. to 12:00 p.m. and 1:00 p.m. to 4:30 p.m.
- To register a vehicle(s) and obtain a parking permit, the employee/student/staff member/physician/volunteer must provide all information required on the LCU Public Safety Parking Registration Form or the CH Motor Vehicle Registration (MVR) form.
- Any change in vehicle ownership for which a parking permit has been issued, requires the employee to notify Parking Services.
- Restricted parking: Under no circumstances are employees / students / staff / members / physicians / volunteers to park in areas designated as: No Parking, Handicapped Parking, Emergency Parking, or Patient / Visitor Parking.
- However, an employee / student / staff member / physician / volunteer having a medical condition that requires a special parking assignment may present physician orders stating special requirements and the length of time such assignment is required.

Violations

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

- First ticket – supervisor communicates with employee/student regarding understanding of the policy
- Second ticket - verbal corrective action
- Third ticket - written corrective action
- Fourth ticket - suspension
- Fifth ticket - termination

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

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

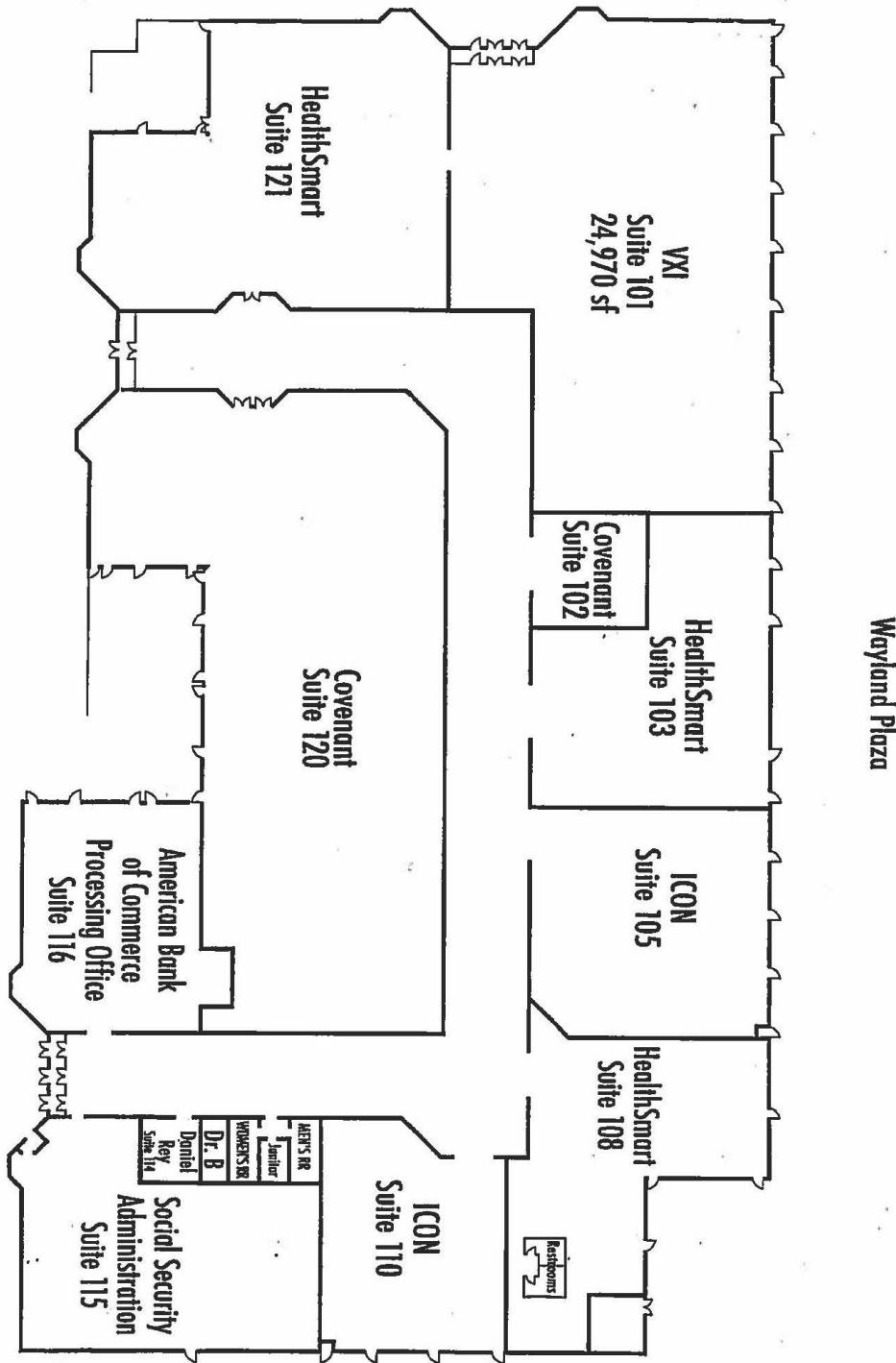
Whenever a vehicle is parked on CH property, it should be locked, and valuables removed or locked up. CH assumes no responsibility for loss or damage to any vehicle, or its contents, while parked on CH property.

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

Reviewed/Revised: 01/2010; 02/2014, 07/2017, 06/2020

Campus Maps

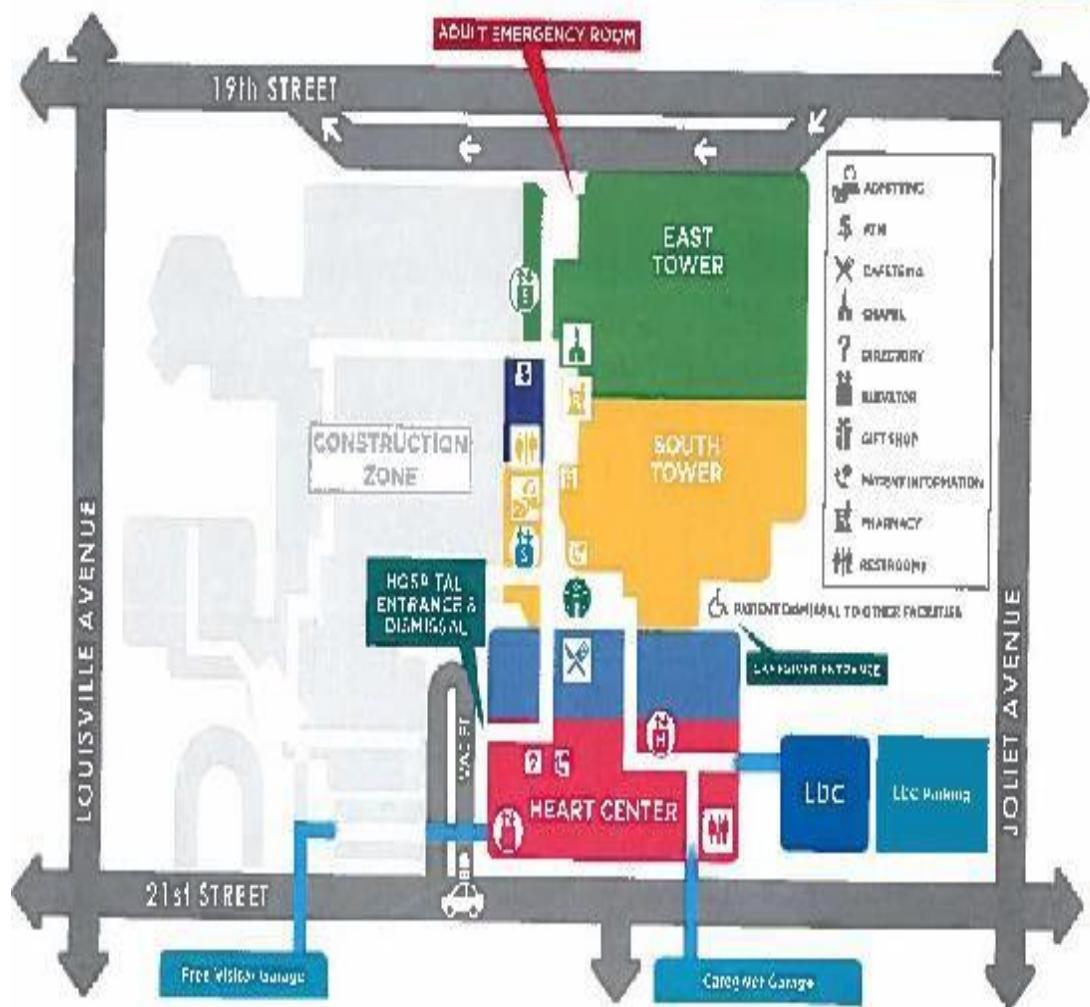
Schools of Radiography Campus



LCU Campus Map

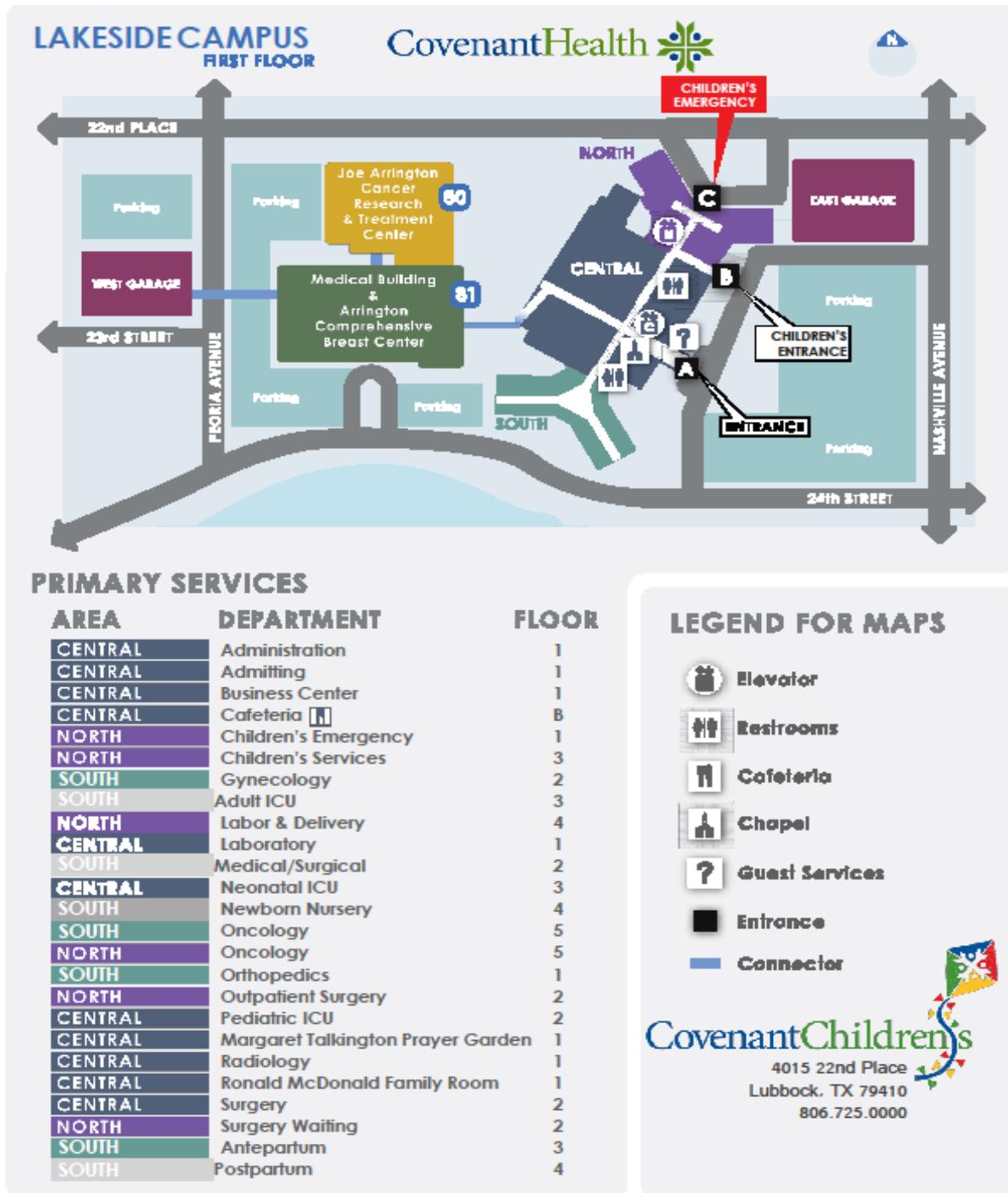


West Garage Now for Patients & Visitors



Covenant Health Map 2

Covenant Children's Hospital



Reference(s):

Reviewed/Revised: 07/2017, 06/2020

Part 86-Drug and Alcohol Abuse Prevention Program

Department: CSNAH

Approved by: CSNAH Dean/Directors

Statement of Purpose:

The federal government's Drug-Free Schools and Communities Act of 1989 required institutes of higher education to have a program to prevent the unlawful possession or distribution of illicit drugs and alcohol by students. This policy of Covenant School of Nursing and Allied Health is in response to this federal requirement.

Materials/Equipment:

Texas and Federal Drug and Alcohol Penalties – Chart A

Health Risks with Drug Abuse – Chart B

Commonly Abused Drugs – Chart C

Drug and Alcohol Abuse Prevention Program

1. All incoming students will be informed of the Drug and Alcohol Abuse Prevention Program @ CSON through orientation. A PowerPoint presentation will be given which covers the drug and alcohol abuse policies of Covenant Health and CSON. These policies discuss the Standards of conduct, available treatment programs for students, Nursing Instructors and employees, and the disciplinary sanctions for violations of the standards.
2. Each new student will be emailed a copy of the Drug and Alcohol Abuse Prevention policy along with the sanctions for violations of federal and state laws, and the health Risks associated with drug and alcohol abuse.
3. All existing students will be emailed annually the Drug and Alcohol Prevention Policy prior to the first day of class. The policy includes the Standards of Conduct, available treatment programs for students and the disciplinary sanctions for violations of the standards, the sanctions for violations of federal and state laws, and the health risks associated with drug and alcohol abuse.
4. All Nursing Instructors and staff will be emailed a copy of the Drug and Alcohol Abuse Prevention Program prior to the Annual Faculty Meeting held the last Wednesday of June.
5. A biennial review of the program's effectiveness and consistency of the enforcement will be conducted at the end of every even year.

Standards of Conduct

CSNAH is committed to provide a safe and healthy environment of learning. The schools discourage the use of drugs and the abuse of alcohol in the student's personal life. No student may report to CSNAH's clinical sites, classroom settings and/or its communities after consumption of alcoholic beverages or use of illegal drugs. The possession, manufacture, use, sale, purchase or distribution of alcohol or illegal drugs is prohibited in CSNAH's clinical sites, classroom settings and/or its communities.

Possible State and Federal Legal Sanctions and Penalties

State and federal penalties for alcohol and other drugs provided in Chart A.

Health Risks of Alcohol and Drugs

The health risks of alcohol and drugs are many. Chart B provides information about the effects of alcohol and commonly used illegal and prescription drugs.

Procedure for Enforcement of Drug and Alcohol Policy

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

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

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

Pre-enrollment Testing

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

Covenant Health Pre-employment Testing

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

Post-Accident Testing

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

Reasonable Suspicion Testing

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

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

- a pattern of abnormal or erratic behavior;
- information provided by reliable and credible sources;

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

Confidentiality

All information regarding a student's alcohol/drug testing is confidential and will only be made available to those with a need to know. Test results may also be released to any judicial or administrative proceeding. Positive test results will not be released to Human Resources until they have been reviewed and confirmed by the Medical Review Officer.

Drug and Alcohol Counseling Programs

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

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

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

Disciplinary Sanctions

All applicants are subject to pre-enrollment Drug/Alcohol testing. The Dean and Student Services Coordinator will be notified of any positive results. Applicants with positive drug/alcohol screen results will be denied admission to Covenant School of Nursing for at least 2 years.

CSNAH students are subject to Post-accident or Reasonable Suspicion Drug/Alcohol testing. Refusal to provide the sample, sign the consent forms or accept treatment is grounds for dismissal, or expulsion. A positive drug/alcohol screening result will result in corrective action up to and including dismissal or expulsion.

Program Review

CSNAH will review the Drug Free School Zone program on a biennial schedule. Program effectiveness will be measured and reported per Department of Education Guidelines.

Texas and Federal Drug and Alcohol Penalties

Offense	Minimum Punishment	Maximum Punishment
Manufacture or delivery of a controlled substance (drugs)	Imprisonment in the TDCJ for life or a term not more than 99 years or less than 10 years, and a fine not more than \$100,000	Imprisonment in the TDCJ for life or a term not more than 99 years or less than 15 years, and a fine not more than \$250,000
Possession of a controlled substance (drug)	Confinement in jail for a term not to exceed 1 year and/or a fine not to exceed \$4000	Imprisonment in the TDCJ for life or a term not more than 99 years or less than 15 years, and a fine not more than \$250,000
Delivery of marijuana	Confinement in a jail for a term not to exceed 180 days and/or a fine not to exceed \$2000.	Imprisonment in the TDCJ for life or a term not more than 99 years or less than 10 years, and a fine not more than \$100,000
Possession of marijuana	Confinement in a jail for a term not to exceed 180 days and/or a fine not to exceed \$2000.	Imprisonment in the TDCJ for life or a term not more than 99 years or less than 5 years, and a fine not more than \$50,000
Delivery of a controlled substance or marijuana to a minor		Imprisonment in the TDCJ for life or a term not more than 20 years or less than 2 years, and a fine not more than \$10,000
Driving while intoxicated	Confinement in a jail for a term not to exceed 180 days and/or a fine not to exceed \$2000 with a minimum term of confinement of 72 hours.	Confinement in a jail for a term not to exceed 180 days and/or a fine not to exceed \$2000 with a minimum term of confinement of 6 days.
Public intoxication		Fine not to exceed \$500
Intoxication Assault		Imprisonment in the TDCJ for life or a term not more than 10 years or less than 2 years, and a fine not more than \$10,000
Intoxication Manslaughter		Imprisonment in the TDCJ for life or a term not more than 20 years or less than 2 years, and a fine not more than \$10,000
Attempt to purchase, purchase or consumption of alcohol by a minor	Fine not to exceed \$500	Fine of not less than \$250 nor more than \$2000, and/or confinement in jail for a term not to exceed 180 days.
Purchase of alcohol for a minor		Fine of not more than \$4000 and/or confinement in jail for not more than 1 year.
Sale of alcohol to a minor		Fine of not more than \$4000 and/or confinement in jail for not more than 1 year.
Misrepresentation of age by a minor	Fine not to exceed \$500	Fine of not less than \$250 nor more than \$2000, and/or confinement in jail for a term not to exceed 180 days.
Consumption or possession of alcoholic beverage in a motor vehicle		Fine not to exceed \$500
Federal Penalties		
Manufacture, distribution, or dispensing drugs including marijuana	A term of imprisonment not less than 5 years, and a fine of not more than \$250,000 for an individual	A term of life imprisonment without release (life without parole) and a fine not to exceed \$8,000,000 for an individual or \$20,000,000 if other than an individual.
Possession of drugs including marijuana	Civil penalty in amount not to exceed \$10,000	Imprisonment for not more than 20 years or less than 5 years, a fine of not less than \$5000 plus costs of investigation and prosecution.

Health Risks with Drug Abuse

 Commonly Abused Prescription Drugs Visit NIDA at www.drugabuse.gov			
Substances: Category and Name	Examples of Commercial and Street Names	DEA Schedule*How Administered	Intoxication Effects/Health Risks
Depressants			
Barbiturates	<i>Amytal, Nembutal, Seconal, Phenothiazine</i> : barbs, reds, red birds, phenies, todes, yellows, yellow jackets	II, III, IV/Injected, swallowed	Sedation/drowsiness, reduced anxiety, feelings of well-being, lowered inhibition, slurred speech, poor concentration, confusion, dizziness, impaired coordination and memory; slowed pulse, lowered blood pressure, slowed breathing, tolerance, withdrawal, addiction; increased risk of respiratory distress and death when combined with alcohol
Benzodiazepines	<i>Ativan, Halcion, Librium, Valium, Xanax, Klonopin</i> : candy, downers, sleeping pills, tranks	IV/swallowed	
Sleep Medications	<i>Ambien (zolpidem), Sonata (zaleplon), Lunesta (eszopiclone)</i>	IV/swallowed	for barbiturates—euphoria, unusual excitement, fever, irritability/life-threatening withdrawal in chronic users
Opioids and Morphine Derivatives**			
Codine	<i>Empain with Codine, Fiorinal with Codine, Robitussin A-C, Tylenol with Codine, Captain Cody, Cody schoolboy (with glutethimide: doors & hours, loads, pancakes and syrup)</i>	II, III, IV/Injected, swallowed	Pain relief, euphoria, drowsiness, sedation, weakness, dizziness, nausea, impaired coordination, confusion, dry mouth, itching, sweating, clammy skin, constipation/slowed or arrested breathing, lowered pulse and blood pressure, tolerance, addiction, unconsciousness, coma, death; risk of death increased when combined with alcohol or other CNS depressants
Morphine	<i>Roxane, Duramorph, M, Miss Emma, monkey, white stuff</i>	II, III/Injected, swallowed, smoked	for fentanyl—80–100 times more potent analgesic than morphine
Methadone	<i>Methadose, Dolophine</i> : tazzies, smitone, (with MDMA: chocolate chip cookies)	IV/swallowed, injected	for oxycodone—muscle relaxation/twice as potent analgesic as morphine; high abuse potential
Fentanyl and analogs	<i>Actiq, Duragesic, Sublimaze</i> : Apache, China girl, dance fever, friend, goodfella, jackpot, murder 8, TNT, Tango and Cash	IV/Injected, smoked, snorted	for cocaine—less analgesia, sedation, and respiratory depression than morphine
Other Opioid Pain Relievers:	<i>Tylox, Oxycontin, Percocet</i> : Oxy D.C., oxycontin, oxyacet, hillbilly henry, percs	II, III, IV/chewed, swallowed, snorted, injected, suppositories	for methadone—used to treat opioid addiction and pain; significant overdose risk when used improperly
Oxycodone HCl	<i>Vivactin, Lortab, Lortab</i> : Vic, Watson-387		
Hydrocodone Bitartrate Hydrocodone	<i>Dihydro</i> : juice, smack, D, football, dilles		
Oxymorphone	<i>Quaal, Numorphan, Numorphone</i> : biscuits, blue heaven, blues, Mrs. O, octagons, stop signs, O Bomb		
Meperidine	<i>Demanil, meperidine hydrochloride</i> : demmies, pain killer		
Propoxyphene	<i>Darvon, Darvocet</i>		
Stimulants			
Amphetamines	<i>Ephedrine, Dexedrine, Adderall</i> : berries, black beauties, crosses, hearts, LA tamaround, speed, truck drivers, uppers	IV/Injected, swallowed, smoked, snorted	Feelings of exhilaration, increased energy, mental alertness/increased heart rate, blood pressure, and metabolism; reduced appetite, weight loss, nervousness, insomnia, seizures, heart attack, stroke
Methylphenidate	<i>Concerta, Ritalin, JIF, MPH, R-ball, Skippy, the smart drug, vitamin R</i>	IV/Injected, swallowed, snorted	for amphetamines—rapid breathing, tremor, loss of coordination, irritability, anxiousness, restlessness/delirium, panic, paranoia, hallucinations, impulsive behavior, aggressiveness, tolerance, addiction
			for methylphenidate—increase or decrease in blood pressure, digestive problems, loss of appetite, weight loss
Other Compounds			
Dextromethorphan (DM)	Found in some cough and cold medications: Robitussin, Robo, Triple C	not scheduled/swallowed	Euphoria, slurred speech/increased heart rate and blood pressure, dizziness, nausea, vomiting, confusion, paranoia, distorted visual perceptions, impaired motor function

*Schedule I and II drugs have high potential for abuse. They require greater storage security and have a quota on manufacturing, among other restrictions. Schedule I drugs are available for research only and have no approved medical use. Schedule II drugs are available only by prescription and require a new prescription for each refill. Schedule III and IV drugs are available by prescription, may have five refills in 6 months, and may be ordered orally. Most Schedule V drugs are available over the counter.

**Taking drugs by injection can increase the risk of infection through needle contamination with staphylococci, HIV, hepatitis, and other organisms. Injection is a more common practice for opioids, but risks apply to any medication taken by injection.

Commonly Abused Drugs

 Commonly Abused Drugs Visit NIDA at www.drugabuse.gov			
Substance/Category and Name	Examples of Commercial and Street Names	DEA Schedule*/How Administered*	Acute Effects/Health Risks
Tobacco			
Nicotine	Found in cigarettes, cigar, bids, and smokeless tobacco (snuff, spit tobacco, chew)	Not scheduled/smoked, snorted, chewed	Increased blood pressure and heart rate; chronic lung disease; cardiovascular disease; stroke; cancers of the mouth, pharynx, larynx, esophagus, stomach, pancreas, cervix, kidney, bladder, and acute myeloid leukemia; adverse pregnancy outcomes; addiction
Alcohol			
Alcohol (ethyl alcohol)	Found in liquor, beer, and wine	Not scheduled/swallowed	In low doses, euphoria, mild stimulation, relaxation, lowered inhibitions; in higher doses, drowsiness, slurred speech, nausea, emotional instability, loss of coordination, visual distortions, impaired memory, sexual dysfunction, loss of consciousness/increased risk of injuries, violence, fetal damage (in pregnant women); depression, neurologic deficits; hypertension; liver and heart disease; addiction; total overdose
Cannabinoids			
Marijuana	Blunt, dope, ganja, grass, herb, joint, bud, Mary Jane, pot, reefer, green, trees, smoke, skunk, skunk, weed	Smoked, swallowed	Euphoria; relaxation; slowed reaction time; distorted sensory perception or impaired balance and coordination; increased heart rate and appetite; impaired learning, memory, anxiety, panic attacks; psychosis/cough; frequent respiratory infections; possible mental health decline; addiction
Hashish	Boom, gangster hash, hash oil, hemp	Smoked, swallowed	
Opioids			
Heroin	Diacetylmorphine: smack, horse, brown sugar, dope, H, junk, swag, skunk, white horse, China white; cheese (with OTC cold medicine and antihistamine)	Injected, smoked, snorted	Euphoria; drowsiness; impaired coordination; dizziness; confusion; nausea; sedation; feeling of heaviness in the body; slowed or arrested breathing/constipation; endocarditis; hepatitis; HIV; addiction; total overdose
Opium	Laudanum, paregoric: big O, black stuff, block, gum, pop	I, II, III, IV/swallowed, smoked	
Stimulants			
Cocaine	Cocaine hydrochloride: blow, bump, C, candy, Charlie, coke, crack, Coke, rock, snow, lot	Snorted, smoked, injected	Increased heart rate, blood pressure, body temperature, metabolism; feelings of exhilaration; increased energy; mental alertness; tremor; reduced appetite; irritability; anxiety; panic; paranoia; violent behavior; psychosis/elevated; insomnia; cardiac or cardiovascular complications; stroke; seizures; addiction
Amphetamine	Amphetamine, Dexedrine: beans, black beans, crosses, heads, LA tamarind, speed, truck drivers, uppers	Swallowed, snorted, smoked, injected	Also, for cocaine—nasal damage from snorting
Methamphetamine	Desoxyn, meth, ice, crank, chalk, crystal, fire, glass, go fast, speed	Swallowed, snorted, smoked, injected	Also, for methamphetamine—severe dental problems
Club Drugs			
MDMA (methylenedioxymethamphetamine)	Ecstasy, Adam, clarity, Eve, lover's speed, peace, uppers	Unswallowed, snorted, injected	MDMA—mild hallucinogenic effects; increased tactile sensitivity, empathetic feelings; lowered inhibition; anxiety; chills; sweating; teeth clenching; muscle cramping/ sleep disturbances; depression; impaired memory; hypertension; addiction
Flunitrazepam***	Rohypnotic forget-me pill, Mexican Valium, R2, roach, Roche, roofies, roofmol, rope, ripples	Unswallowed, snorted	Flunitrazepam—sedation; muscle relaxation; confusion; memory loss; dizziness; impaired coordination/addiction
GHB***	Gamma-hydroxybutyrate: G, Georgia home boy, grievous bodily harm, liquid ecstasy, soap, scoop, goop, Liquid X	Unswallowed	GHB—drowsiness; nausea; headache; disorientation; loss of coordination; memory loss/unconsciousness; seizures; coma
Dissociative Drugs			
Ketamine	Ketalar SV; cat Valium, K, Special K, vitamin K	IV/injected, snorted, smoked	Feelings of being separate from one's body and environment; impaired motor function; tremor; numbness; memory loss; nausea
PCP and analogs	Phencyclidine: angel dust, boat, hog, love boat, peace pill	I, IV/swallowed, smoked, injected	Also, for ketamine—analgesia; impaired memory; delirium; respiratory depression and arrest/death
Salvia divinorum	Salvia, Shepherds Herb, Maria Pastora, magic mint, Sally-D	Not scheduled/chewed, swallowed, smoked	Also, for PCP and analogs—analgesia; psychosis; aggression; violence; slurred speech; loss of coordination; hallucinations
Dextromethorphan (DXM)	Found in some cough and cold medications: Robitussin, Robo, Triple C	Not scheduled/swallowed	Also, for DXM—euphoria; slurred speech; confusion; dizziness; distorted visual perceptions
Hallucinogens			
LSD	Lysergic acid diethylamide: acid, blotter, cubes, microdot, yellow sunshine, blue heaven	Unswallowed, absorbed through mouth tissues	Altered states of perception and feeling; hallucinations; nausea
Mescaline	Buttons, cactus, mescal, peyote	Unswallowed, smoked	Also, for LSD and mescaline—increased body temperature, heart rate, blood pressure; loss of appetite; sweating; sleeplessness; numbness; dizziness; weakness; tremors; impulsive behavior; rapid shifts in emotion
Psilocybin	Magic mushrooms, purple passion, shrooms, little smoke	Unswallowed	Also, for LSD—Flashbacks; Hallucinogen Persisting Perception Disorder
Other Compounds			
Anabolic steroids	Anadrol, Dianabol, Durabolin, Depo-Testosterone, Equipoise, mols, juice, gym candy, pumpers	Unjected, swallowed, applied to skin	Steroids—no intoxication effects/hyperactivation; blood clotting and cholesterol changes; liver cysts; hostility and aggression; acne; in adolescents—premature stopping of growth; in males—prostate cancer; reduced sperm production, shrunken testicles, breast enlargement; in females—menstrual irregularities, development of beard and other masculine characteristics
Inhalants	Solvents (paint thinner, gasoline, glue); gases (butane, propane, aerosol propellants, nitrous oxide); nitrites (aspirin, isobutyl, cyclohexyl); laughing gas, poppers, sniffers, whippets	Not scheduled/inhaled through nose or mouth	Inhalants (varies by chemical)—stimulation; loss of inhibition; headache; nausea or vomiting; slurred speech; loss of motor coordination; wheezing/cramps; muscle weakness; depressor; memory impairment; damage to cardiovascular and nervous systems; unconsciousness; sudden death

Reference(s): Substance Free Workplace KB0057083

Reviewed/Revised: 07/2017, 06/2020

Immunization

Department: CSNAH

Approved by: CSNAH Dean/Directors

Statement of Purpose:

All institutions participating in Title IV, HEA student financial aid programs must make available to current and prospective students' information about institutional policies regarding immunizations.

Materials/Equipment:

Immunization Exemption Affidavit Form 161.0041

<https://webds.dshs.state.tx.us/immco/>

Performed by:

Admissions Officer

Process:

After notification of admission, accepted and alternate applicants will set up an appointment with Covenant Employee Health to update and ensure all required vaccinations are complete.

IMPORTANT NOTICE TO APPLICANTS: all students are required to have completed the bacterial meningitis (if the student is 22 years of age or younger) and HEP B series before the start of school. If you have not yet begun to receive this series, or if you will not have it completed before classes begin, you will not be eligible for admission.

Required vaccinations include

- Tetanus booster (td or Tdap vaccination) within the past 10 years;
- Two measles, mumps, and rubella (MMR) immunizations, or titers proving immunity;
- Hepatitis B (HBV) immunization series completed, in progress, or a Hepatitis B Vaccination Declination Form signed by the student, or a Hepatitis B titer
- Lab results showing immunity to varicella (chickenpox) or vaccination series (two doses required);
- One Mantoux Tuberculin Skin Test (TST) within the past year or immediately prior to program enrollment.
- Annual flu shot

Immunization Exemption

No form of immunization is required for a person's admission to an institution of higher education if the person applying for admission meets the following conditions:

- submits to the admitting official:
 - an affidavit or a certificate signed by a physician who is duly registered and licensed to practice medicine within the United States in which it is stated that, in the physician's opinion, the immunization required poses a significant risk to the health and well-being of the applicant or any member of the applicant's family or household; or
 - an affidavit signed by the applicant stating that the applicant declines immunization for reasons of conscience, including a religious belief;
- is a member of the armed forces of the United States and is on active duty

An affidavit submitted to the Admissions Officer must be on an Immunization Exemption Affidavit Form requested at <https://webds.dshs.state.tx.us/immco/> and must be submitted no later than the 90th day after the date the affidavit is notarized.

The exception does not apply in a time of emergency or epidemic declared by the commissioner of public health.

Reference(s): HEOA sec. 488(a)(1)(E): amended HEA Sec. 485(a)(1) (20 U.S.C. 1092(a)(1)): added HEA Sec. 485(a)(1)(V)
HEOA amendment effective August 14, 2008

Reviewed/Revised: 02/2014, 07/2017, 7/2020

Invasive Procedures

Department: CSNAH

Approved by: CSNAH Dean/Directors

Statement of Purpose: Covenant School of Nursing (CSON) will no longer allow any invasive procedure to be performed on human subjects.

Performed By:

Nursing Instructors, Simulation Center Staff, Students

Process:

All invasive procedures will be performed on a mannequin or model. This will include, but is not limited to the following procedures: intramuscular injections, subcutaneous injections, IV starts, and finger sticks for blood glucose

Background:

- In the CSON-Helen Devitt Jones Simulation Center, there are supplies that are used without regard to sterility. Even though packaging may be intact, many supplies are donated to the Simulation Center after the expiration date. Therefore, none of the supplies in the Simulation Center are to be considered sterile or appropriate for actual patient use.
- The literature does not support the practice of invasive procedures on fellow students.
- In reviewing several other school of nursing handbooks, there was no consensus on the practice (some allow it and some do not).
- In the simulated learning environment, any invasive procedure is medically unnecessary and therefore ethically questionable.
- Simulation Center staff will provide simulated blood to use for checkoffs with the appropriate glucomenter, so finger sticks are not necessary for this purpose.

Reference(s): Bai, M., Nicholson, H., & Smith-Han, K. (2016). Medical students' experiences of practicing medical procedures on patients, other students and themselves. *The New Zealand Medical Journal*, 129(1444), 43-57. Retrieved from <https://search.ebscohost.com/login.aspx?direct=true&db=mdc&AN=27806028&site=eds-live&scope=site>

Redford DS, & Klein T. (2003). Informed consent in the nursing skills laboratory: an exploratory study. *Journal of Nursing Education*, 42(3), 131-133. Retrieved from <https://search.ebscohost.com/login.aspx?direct=true&db=rzh&AN=106829021&site=eds-live&scope=site>

Reviewed/Revised: 12/2017, 03/2019, 08/2020

Security Door Locks

Department: CSNAH

Approved by: CSNAH Dean/Directors

Statement of Purpose: To provide guidance in dealing with locking doors at School of Nursing.

Performed By:

Business Office Coordinator

Process:

The Business Office is in charge of contacting Security to ensure doors lock according to CSON schedule. The schedule is as follows:

- Monday- Friday doors unlock at 8:00 am and lock at 5:00 pm
- Saturday-Sunday doors are locked
- Summer hours- doors lock at 12:00 pm Fridays
- Christmas Hours- doors lock at 5:00 pm on last work day and stay locked until 8:00 am the day classes begin in January.
- Spring Break hours- doors lock at 5:00 pm on Friday before break and stay locked until 8:00 am the Monday after break

Reference(s):

Reviewed/Revised: 12/2017; 01/2019

Section 6: School of Nursing

CSON Mission, History and Description

Mission Statement of the School

History of Covenant School of Nursing

Program Description

Accreditation

School of Nursing Program Outcomes

Professional Nursing Pledge

Mission Statement of the School of Nursing

In keeping with the Mission of Covenant Health, as expressions of God's healing love, the Mission of the School of Nursing is to provide a quality nursing education founded on evidence-based practices, integration of nursing skills, and concepts of caring for the whole person. We are steadfast in serving all with competent beginning nurse generalists.

History of Covenant School of Nursing

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

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

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

The School of Nursing is accredited by the Accreditation Commission for Education in Nursing and approved by Texas Board of Nursing. The School of Nursing curriculum maintains high standards for nursing education throughout the program and provides challenges and maximum learning experience for the nursing student.

Program Description

The School of Nursing offers a program leading to a diploma in nursing and eligibility to apply to write the state licensure examination for registered nurses. Licensure in the state is dependent on successful completion of the National Council Licensure Examination (NCLEX-RN).

Prior to enrollment in the School of Nursing, the student is required to complete specific prerequisite general education courses which provide a foundation of knowledge for the nursing courses. These courses are taken at an accredited college or university of the student's choice and require at least one year. The Admission Officer and/or Recruiter are available to advise students regarding course selection during this time.

The nursing program consists of sixty-four weeks of nursing courses offered in the School of Nursing. These courses are planned and structured to assist the student in the acquisition of theoretical knowledge for the application of principles to nursing practice. Clinical assignments are correlated with theory to facilitate learning.

In response to 2007 Sunset Bill (HB2426) for the Texas Board of Nursing (BON) beginning in 2015, graduation from a diploma program of study leading to initial RN licensure must entitle the graduate to an academic degree; the Covenant School of Nursing and Lubbock Christian University Department of Nursing have entered into a partnership. These two programs are the first to form a partnership of this type in the state of Texas. Both organizations would like to stress the word "Partnership". This is not a merger because both entities will retain their own identity. This partnership supports the Regionalization Efforts for the Strategic Plan for the State of Texas to Meet the Nursing Workforce Needs of 2013. Also this partnership offers students educational progression in a timely manner with a logical transition to advance practice roles if the student so desires. We are

forming a united front to benefit future nursing students. The Texas Board of Nursing has commended us for our innovative approach to helping students achieve a higher level of education. We are dedicated to providing future nurses the best education and real-world experience they can receive.

This partnership begins when the student enters Covenant School of Nursing. Upon acceptance, students complete the 64 weeks program and are then eligible to take the Texas Board of Nursing Licensure Exam. This readies the student to begin Lubbock Christian School of Nursing to obtain their Bachelorette Degree in Nursing (BSN). This process takes approximately 2 semesters and once the student successfully completes LCU's requirements they are awarded their degree.

Accreditation

Governing Body:

Covenant Health (CH) Lubbock, Texas

State Accrediting Agency:

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

National Accrediting Agency:

Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
(404).975.5000 F(404).975.5020

Institutional Member:

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

Institutional Member:

Texas Association of College Registrar and Admissions Office (TACRAO)www.tacrao.org

Reviewed/Revised: 01/2018; 05/2021

Admission and Matriculation

Academic Failure and Dismissal
Applicant Interview
Applicant Selection
Calculation of GPA
Course Equivalency
Covenant School of Nursing Recruitment Office
Individual Appointment for Pre-Nursing Student
Information/Application/Interview Sessions
Promotional Literature/Advertising
Readmission
Recruitment Budget
Recruitment of Students

Academic Failure/Dismissal

Department: Covenant School of Nursing

Approved by: CSON Faculty Organization

Statement of Purpose:

This policy is to ensure notification of dismissed students to the Admissions Committee.

Performed By:

Business Office Coordinator

Materials/Equipment:

Exit Interview Form

Process: Dismissal

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

- Unprofessional conduct (as outlined in Honor Code and Code of Ethics Policy)
- Failure to support the School of Nursing philosophy
- Falsification of information on any form or record
- Absences greater than the allotted absences (see Attendance Policy)
- Involuntary Termination of employment from Covenant Health

Withdrawal

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

- Completed Exit Interview Form
- School of Nursing Identification Badge

Other Departments Affected: Business Office Coordinator

Reference(s):

Reviewed/Revised: 05/26/2011, 09/26/2016, 11/2017, 06/2020

Applicant Interview

Department: Covenant School of Nursing

Approved by: Admissions Committee

Statement of Purpose:

Covenant School of Nursing (CSON) will interview applicants who meet the minimum requirements for admission to CSON. The interview provides the committee members insight to the candidate's communication skills and ability to think spontaneously and respond to the questions asked.

Materials/Equipment: N/A

Performed By

Admissions Officer

Guidelines N/A

Process

General Interview Requirements

To be eligible for an interview, the applicant must have acceptable scores on qualifying criteria which may include but is not limited to GPA, entrance exam score, and science course grades.

Interview Steps:

1. Once the Admission Officer reviews the applicant's application materials, those applicants who qualify will be contacted for an interview appointment.
2. The applicant is expected to wear professional dress to the interview appointment.
3. The interview will be conducted by the admission officer, and the financial aid officer or another administrative staff member.
4. The applicant will be asked a series of 3 questions previously selected by the admission committee.
5. The interview will be videoed for later review by members of the admission committee.
6. Each interviewed applicant will be ranked by at least 2 members of the admission committee utilizing a standard rubric. Components of the rubric include professionalism, communication ability, competitiveness, and overall response to the questions.
7. The admissions officer will not score any of the interview applicants.

Reference(s):

Reviewed/Revised: 01/2018

Applicant Selection

Department: Covenant School of Nursing

Approved By: Admissions Committee

Statement of Purpose: The Applicant Selection Policy and Procedure will define the process the Admissions Committee utilizes to select for admission.

Materials/Equipment: All documents listed under the Application for Admissions: Application Checklist, Applicant Transcripts, Entrance exam scores, Immunization Verification form, Healthcare experience form (LVNs only), and Proof of Permanent Residency (if not a U. S. citizen), Ranking criteria score sheet

Performed By: Admissions Officer and Admissions Committee

Guidelines: N/A

Process: Ranking System

The Admissions Officer reviews documents submitted by the applicant; the data is entered into an excel spreadsheet according to the category. Each category has an assigned numerical value based on the point system. The following data is utilized:

1. Overall GPA on most recent grade earned (2.50 = 25 points, 4.0 = 40 points)
2. Science GPA on currently completed prerequisites on the most recent grade earned – Chemistry, Anatomy & Physiology I and II, Microbiology 2.0 = 20 points, 4.0 = 40 points
3. Anatomy & Physiology I & II (additional points on the most recent grade earned) A = 5 points, B = 3 points
C = 1 point
4. Deduction on repeats in Anatomy & Physiology I & II
 1 repeat = 2 points deducted, 2 repeats = 4 points deducted, 3 repeats = 6 points deducted
5. HESI scores
 HESI Reading % of score= points, HESI Math % of score= points,
 HESI Science% of score= points, HESI Fundamentals % of score= points (LVNs)
6. Healthcare Certificates 1 point each, max 3;
7. Healthcare Experience (only LVN applicants)
 1 year = 1 point, 2-4years = 2 Points; 5-7 years = 3 Points; 8-10 years = 4 points;
 11-13 years = 5 Points; 14+ years = 6 Points; Reference (if applicable) Total points = 2
8. FT vs. PT attendance through academic career
 10 points for applicants with full-time status at or greater than 50% of academic history
9. COVHS Employee – 1 point
10. COVHS Relative – 1 point
11. High School graduate of immediate surrounding counties – 3 points
12. High School graduate of Region 17 – 1 point, 3 points for immediate surrounding counties.
13. Reapplying to CSON – 1 point
14. LCU – 1 point
15. Interview Points- based on average points from members of the admissions committee. Max point for interview 15.
16. Critical Thinking % of score = points

17. Prior status will be noted if the applicant has attended an allied health program elsewhere. The applicant must have the prior program send a letter of standing. A letter of standing will note if the applicant is eligible to return to the prior program based on their readmissions policy. This information along with the applicants file is used to make a decision on the applicants' ability to succeed in the nursing program.

Items listed above provide the final total points that each applicant has earned. The final total points determine the ranking of the applicant from the highest score to the lowest.

Process: Applicant Selection

1. The Admissions Officer is responsible for ensuring that each applicant has met the application for admissions requirements in order to process the applicants for the selection process.
2. The Dean, Student Services Coordinator and Coordinators will review Nursing Instructor and space availability to determine enrollment for Instructional Module 1. IM 1 can admit up to 45 students this includes students returning from LOA and readmissions. The number of alternates range based on the needs of the application cycle.
3. The Chair of Admissions will present the information prepared by the Admission officer including ranking data, interview information and the applicant's file to the committee to determine the next incoming class.
4. The categories for the selection process are tentatively accepted, alternate or denied. A motion must be made and a second for the motion. There must be a quorum for each category of the selection process.
6. The Admissions Committee provides the Admissions Officer with the status of each individual applicant and the Admissions Officer sends an email to the applicant regarding the applicants' status.

Reference(s):

Reviewed/Revised: 12/2017; 01/2019; 06/2020

Calculation of GPA

Department: Covenant School of Nursing

Approved by: Dean

Statement of Purpose: To ensure that GPAs are calculated accurately and consistently.

Materials/Equipment: N/A

Performed by: Business Office Coordinator

Guidelines: N/A

Process

GPA for awards will come from grades awarded in prerequisite courses and Nursing courses at CSON through IM7.

GPA for valedictorian and salutatorian will come from grades awarded in prerequisite courses and Nursing courses at CSON through IM8.

Entering Grades

- Log in to Empower
- Go to SR/GRC to enter grades for the course
- Enter term i.e ... 2018SP
- Enter NSG in Dept. and the course number and section to be graded (ex. 1207 and section #01, 02, or 03)
- Once these items have been entered check to make sure the names that appear are consistent with the grading sheet you are entering.
- Enter numeric grades under final grade
- Review grades entered to ensure accuracy; a second person must also double check the grades to ensure accuracy
- If the student passes the class but has a failing exam average, enter the failing exam average grade. If a student fails both the class and has a failing exam average, enter the failing exam average grade.
- SAVE

Rolling grades to update GPA

- Empower - SRSTRU
- Enter the current term (or make sure the term that appears is correct)
- Double click on profile
- Select profile for the class you want to update i.e... IM8 11.27.17
- Make sure top three boxes are checked and hit Begin
- This process will apply the added grades to the student current grades and update the GPA accordingly.

Pulling GPA Report

- This process will pull a report of all students or a select group of students to see their current GPA.
- Empower – SRCGI
- Set term to the correct one (2018SP)
- Double click on profile and select class i.e IM8 11.27.17
- Click retrieve
- The report will appear with the GPA in descending order. If you wish to see the report by students in alphabetical order place cursor in the student name area – go to Sort in the top left hand corner of the screen and select D for Descending.

Reference(s):

Reviewed/Revised: 01/2018; 01/2019

Course Equivalency

Department: Covenant School of Nursing

Approved By: Admissions Committee

Statement of Purpose:

The Course Equivalency Policy and Procedure will help evaluate if a prospective applicant's prerequisite course is acceptable for credit of the CSON prerequisite course requirement.

Performed by: Admissions Officer

Materials/Equipment: Course Equivalency Form

Guidelines

Prospective applicants requesting an equivalency review must have taken the course at a regionally accredited institution in the United States. Courses taken at a nationally accredited institution can also be submitted for review. Applicants can request the equivalency review from the Admissions Officer or Recruiter. CSON does not offer lower division core curriculum courses, however CSON follows Texas Core Curriculum set forth by the Texas Higher Education Coordinating Board in order to accommodate students who transfer from other state or private institutions. The student is responsible for completing the core requirements at another Texas institution prior to beginning the program of study at CSON as listed below:

- Senate Bill 111 from the 79th Regular Session of the Texas Legislature (TEC 51.968) requires all Texas public colleges and universities adopt a policy regarding the awarding of academic credit to entering students
- The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) requires that "the institution publishes policies that include criteria for evaluating, awarding, and accepting credit for transfer....and professional certificates that is consistent with its mission and ensures that course work and learning outcomes are the collegiate level and comparable to the institution's own degree programs. The institution assumes responsibility for the academic quality of any course work or credit recorded on the institution's transcript."

Process:

To confirm the status of accreditation CSON will use the following:

- U.S. Department of Education, the Database of Accredited Postsecondary Institutions and Programs.
- The Council for Higher Education Accreditation (CHEA)
- American Council on Education
- American Association of Collegiate Registrars and Admissions Officers (non-member)

Verification of accreditation will be based on: Status, Current Action & Scope of recognition

AND

- Must provide a syllabus/catalog description of the course
- OR**
- If the credit earned within the institution is within that institution's equivalency requirement then CSON would accept the course with email documentation from the department representative.

Foreign Credit

Courses taken at a foreign institution will be taken into consideration only IF,

- Prospective applicant has had the college/high school transcript evaluated by:
 - Education Credential Evaluation (ECE)
 - World Education Services (WES)

Out of State Credits

Will be evaluated and processed accordingly, based on regional accreditation and content of course.

Standardized Test

Prospective applicants that have credit for College Level Examination Program (CLEP), Advanced Placement Exams (AP) and Dual Credit must provide the following:

- CLEP credit will be accepted if listed on an official transcript from a regionally accredited college or university
- AP credit will be accepted if listed on an official transcript from a regionally accredited college or university
- Dual Credit will be accepted if listed on an official transcript from a regionally accredited college or university.
(Credit listed on a high school transcript does not validate having received credit at a college or university level)

United States Military Credit

Prospective applicants that have credit through a military institution will need to request an evaluation of their military record for academic credit through the College Credit for Heroes; they can request a transcript from this source.

Course(s) submitted for review must meet the grade requirement of a "C" or higher.

The acceptance of an equivalency must be at 80% or higher to meet the requirements in the following:

Objectives of learning outcomes

Valid evaluation measures

Content

Credit hour/s

Comparability and Applicability

- Comparison can be made with the catalogue and syllabus information
- This can also be obtained from directly contacting the Nursing Instructor/staff member from the college/university that applicant is requesting review of course from

Memo

Once it has been determined that the course is equivalent all documentation including a memo shall be included in the students file as a record.

ENG I & ENG II must meet the Texas Common Core and curriculum requirements

English I or College Writing Composition I

Objectives of learning outcomes	<ul style="list-style-type: none"> Critical Thinking Skills: to include creative thinking, innovation, inquiry, and analysis, evaluation, and synthesis of information Communication Skills: to include effective development, interpretation and expression of ideas through written, oral and visual communication.
Valid evaluation measures	<ul style="list-style-type: none"> Proficiency as evidenced through their communication choices, including those of organization, genre, and platform. Identify and adapt appropriate communication choices based on subject, occasion, and audience. Develop, apply, and express appropriate form and content in written, visual, aural and oral communication. Demonstrate basic principles of critical thinking, problem solving and technical writing
Content	English 1301 is the foundation for each student's academic writing career. It is designed to help all students develop their writing ability at the college level. Throughout the semester, students will complete a variety of assignments in order to practice and improve their critical thinking, writing, and reading skills. Students will write summaries of texts and visuals, evaluations of academic sources, and a rhetorical analysis of a particular text. In doing so, they will learn more about planning and organizing writing, drafting and revising to improve content and coherence, and editing and proofreading to increase their understanding of conventions of grammar and mechanics. Finally, they will develop a greater understanding of the role of writing in various aspects.
Credit hour	3

English II or College Writing Composition II

Objectives of learning outcomes	Identify and adapt appropriate communication choices based on subject, occasion, and audience.
Valid evaluation measures	<ul style="list-style-type: none"> Identify, discuss, and analyze various rhetorical strategies and elements of writing arguments Construct specific claims, supporting arguments, and rebuttals to opposing arguments Evaluate source material for use in a variety of rhetorical situations Integrate source material into arguments and cite that material appropriately according to specified style guides
Content	English 1302 focus on persuasive writing and writing from sources. Students will build on the skills learned in English 1301 as they conduct preliminary research and write a literature review, develop claims for argument, compile and evaluate evidence and support for their claims, learn to recognize and avoid fallacious reasoning, and gain a better understanding of the role of language in argument. Students will also conduct academic research using both print and electronic sources, evaluate and incorporate source material into an argument, and practice citing that material appropriately.
Credit hour	3

Life Span or Human Growth & Development

Objectives of learning outcomes	Provides an overview and introduction to human development, and covers the entire lifespan including death and dying. Also, human social behavior, in terms of relationships between grandparents, parents, and children, between peers, etc., plays a major role in this course. The objective of the social and behavioral sciences is to increase the student's knowledge of how social and behavioral scientists discover, describe, and explain the behaviors and interactions among individuals, groups, institutions, events, and ideas.
Valid evaluation measures/Content	<ul style="list-style-type: none"> • History, theory, and research strategies • Biological and environmental foundations • Prenatal development, birth, and the newborn baby • Physical development in Infancy and Toddlerhood • Cognitive development in Infancy and Toddlerhood • Social-emotional development in Infancy and Toddlerhood • Physical and cognitive development in Early Childhood • Emotional and social development in Early Childhood • Physical and cognitive development in Middle Childhood • Emotional and social development in Middle Childhood • Physical and cognitive development in Adolescence • Emotional and social development in Adolescence • Physical and cognitive development in Early Adulthood • Emotional and social development in Early Adulthood • Physical and cognitive development in Middle Adulthood • Physical and cognitive development in Late Adulthood • Emotional and social development in Middle Adulthood • Physical and cognitive development in Late Adulthood • Emotional and social development in: Late Adulthood • Death Dying and Bereavement
Credit hour	3

Nutrition

Objectives of learning outcomes	The purpose of this course is to introduce students to nutrients, their content in food, energy utilization, and their role in health and disease. Particular attention is focused on obesity, diabetes, cardiovascular disease and cancer, and how certain nutrients play a role in the development of these diseases.
Valid evaluation measures	<ul style="list-style-type: none"> • Identify the components of a healthy diet • Discuss the various nutrients, their food sources, and functions in the body, deficiencies and toxicities • Distinguish sound nutritional principles from faddism and quackery • Explain the association between nutrition and chronic diseases • Nutrient requirements during the life cycle
Content	<ul style="list-style-type: none"> • Introduction to Nutrition • Nutrition Information: Fact or Fiction? • How Food Becomes You • Carbohydrates: Fuel and Fiber • Lipids: Focusing on Fats and Cholesterol • Proteins: Life's Building Blocks

	<ul style="list-style-type: none"> • Vitamins: Nutrients that Multitask • Key Minerals, Water, and the Non-nutrient Alcohol • Nutrition for a Healthy Wight and Fit Body • Nutrition for Your Life, Environment, and World
Credit hour	3 or 4

Covenant School of Nursing can give with sufficient justification and documentation can award a 3-credit science course as 4 hour if the content meets the requirements.

Anatomy & Physiology I

Objectives of learning outcomes	The course taken should provide an in-depth study of human gross anatomy including relevant cytology, histology and clinical correlations. All major body systems will be addressed, including the musculoskeletal, nervous, endocrine, respiratory, digestive, urinary, reproductive, cardiovascular, and lymphatic systems.
Valid evaluation measures/Content	<ul style="list-style-type: none"> • The relations between cell, tissue, organ and system structure, and where applicable, the influence of structure on function • How the balance between structure and therefore function can be compromised following injury or disease and how the body adjusts to injury or disease • The organization of the human body from cells to organ systems: a. Why cells with particular functions interact to form tissues b. Why tissues with particular functions organize as they do to form organs; upon conclusion of this course, students should be able to build an organ based on the roles of various tissues c. How different organs work together as a system. • The relationship between microscopic and gross anatomy of the human body; students should gain an appreciation for the relationship between 2-dimensional microscopic, and 3-dimensional gross anatomical structures • How an appreciation for microscopic anatomy aids in understanding physiology anatomy aids in understanding clinical correlations
Lab Content – 15 to 22.5 class hours of lab time	Intro to Anatomy & Axial Skeleton Appendicular Skeleton (Upper Body) Appendicular Skeleton (Lower Body) Muscles of the Head, Neck & Trunk AND Muscle Groups (Upper Body) Muscle Groups (Lower Body) Nervous System, Special Senses & Endocrine System Respiratory AND Digestive Systems Urogenital System Cardiovascular System (Heart & Upper Body) Cardiovascular System (Upper Body & Lower Body) Cardiovascular System Catch-up & Review
Lecture Content	Introduction to Anatomy The Skeletal System The Skeletal System & Joints Connective Tissue & Muscle Tissue The Muscular System (Muscle Tissue & Gross Musculature) Individual Nervous Systems

	Epithelial Tissue The Endocrine System The Respiratory System The Digestive & Urinary Systems The Female & Male Reproductive System Cardiovascular & Lymphatic Systems
Credit hour	4

Anatomy & Physiology II

Objectives of learning outcomes	The focus of this course is to give the student an understanding of the major physiologic processes by introducing and discussing how the functions of each system are interrelated to maintaining homeostasis in the whole organism.
Valid evaluation measures	<ul style="list-style-type: none"> • How each organ system contributes to homeostasis • How each organ system performs its major functions • How structure relates to function. • How disease states arise, their major-affects, and current treatment strategies • How technology, biomedical research, bioethics and patient care collide • Acquire clinically relevant and career-oriented technology knowledge base through lab simulations in physiology
Content	<ul style="list-style-type: none"> • The cell and membrane transport. • Hormones and how they work • Male reproduction • Female reproduction • Bones: A dynamic system • Muscle Tissue: Contraction • Muscle Tissue: Power • Nervous Tissue • Renal system: Filtration and transport • Cardiovascular: The heart part • Cardiovascular: The pressure part • Respiratory: From air to liquid and back • Digestion: In, out and sideways
Credit hour	4

Chemistry Lecture

Objectives of learning outcomes	This course is a survey of basic chemical concepts, properties, and reactions. Topics covered include the scientific method, atomic theory, the periodic table and its trends, chemical bonding, radioactivity, molecular shape, molarity, acid/base reactions, oxidation and reduction reactions, and electrochemistry
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Valid evaluation measures/Content	<ul style="list-style-type: none"> • The scientific method • Atoms • Density, mass, and volume • Energy • Gas Laws • Chemical properties • Elements and the periodic table • Compounds, mixtures, solutions • Subatomic particles • Atomic spectra • The shell models • Radioactivity • Carbon dating • Fission and fusion • Electron dot structures • Ions and ionic bonds • Covalent bonds • Metallic bonds • Double and triple bonds • Valence electrons and molecular shape • Polarity • Polar molecules
Chemistry Lab	Must be 1 credit hour or must indicate 15 to 22.5 class hours of lab.
Credit hour	3 Lecture 1 Lab or combined 4 credit hours

Microbiology

Objectives of learning outcomes	<p>This purpose of this course is to introduce the student to many of the molecular and cellular aspects of microorganisms and to their activities in the environment and importance to human beings. At the completion of this course, students should</p> <ul style="list-style-type: none"> • Understand the structure and function of microbial cells; • Be aware of the diversity of microorganisms; • Understand how microbes grow and how we can control their growth; • Be familiar with the roles of microbes in agriculture, food production, and other industrial applications; • Know how microbes cause disease and how our bodies defend themselves • Students will also acquire basic laboratory skills in microbiology.
Valid evaluation measures/Content	<ul style="list-style-type: none"> • Microscopy • Microbial Culture Methods • Biological Macromolecules

	<ul style="list-style-type: none"> • Microbial Cell Structure • Enzymes • Microbial Metabolism: Fermentation • Microbial Metabolism: Respiration • Microbial Nutrition • Growth of Microbes • Physical Control of Microbial Growth • Chemical Control of Microbial Growth • Antimicrobial Chemotherapy • Microbial Genetics: Molecular Biology • Microbial Genetics: Gene Transfer/Genetic Engineering • Viruses • Viral Diversity • Microbial Evolution and Systematics • Prokaryotic Diversity: Bacteria • Prokaryotic Diversity: Archaea • Fungi • Algae and Protozoa • Food and Industrial Microbiology • Aquatic Microbiology • Soil Microbiology • Host–Microbe Interactions: Microbial Pathogenesis • Host–Microbe Interactions: Nonspecific Host Defenses • Immunology: Antigens and Antibodies • Immunology: Cell-Mediated Immunity • Immunology: Immune Disorders • Epidemiology • Soil-Borne and Contact Diseases • Animal- and Air-Borne Diseases • Food- and Water-Borne Diseases • Sexually Transmitted Diseases
Credit hour	3 lecture 1 lab or combined 4 credit hours

Reference(s):

Reviewed/Revised: 07/2017; 06/2020

Covenant School of Nursing Recruitment Office

Department: Covenant School of Nursing

Approved By: Dean

Statement of Purpose: Covenant School of Nursing will ensure that the following is processed accordingly through the Recruitment Office. This office will be responsible in maintaining advertisements, publications, promotional literature, and recruitment activities. All information must be presented in a clear, accurate, and current fashion.

Material/Equipment:

This office is responsible for implementation of policy from the following entities:

- Accreditation Commission Education Nursing (ACEN) <http://www.acenursing.org/> Policy # 29 Advertising and Recruitment of Students
- Texas Board of Nursing <https://www.bon.texas.gov/>
- Covenant Health/St. Joseph
- Parking Policy for Visitors: Policy #P047
- Covenant Children's Hospital Visitor Management Policy
- The Recruitment office will refer to the policy indicated below for the following:
 - Covenant School of Nursing Tuition & Fees
 - Covenant School of Nursing Financial Aid
 - All other items pertaining to the student handbook

Performed by: CSON Recruiter

Process:

This office will monitor all policies as needed and will maintain documentation of revisions and implementations.

Reference(s):

Reviewed/Revised: 01/2018

Individual Appointment for Pre-Nursing Student

Department: Covenant School of Nursing

Approved By: Dean

Statement of Purpose: The CSON Recruiter will meet with prospective applicants to discuss program requirements, application process and to provide consistent and accurate consultation.

Material/Equipment:

Promotional Literature

Website

- Application Requirements
- Pre-requisite Requirements
- Entrance Exam

GPA Calculator

Performed by:

CSON Recruiter

Guidelines: N/A

Process: Individual Appointments for Pre-Nursing Students are made by scheduled appointment with the CSON Recruiter. The goal of the appointment is to inform prospective applicants of all the program specific requirements, including prerequisite courses and entrance exam, as well as discuss the application process. The CSON Recruiter will modify each appointment to the individual and address specific questions or concerns, while highlighting the benefits and advantages of our school. Items to be discussed include:

- The nursing profession
- Shadowing at Covenant Health
- Prerequisite courses required
 - GPA requirements and GPA calculation
- RN-BSN Partnership Program with Lubbock Christian University
 - RN-BSN Hybrid Program at LCU Degree Plan
- Entrance Exam
- Application Process
- Potential requirement for a Declaratory Order and/or Permanent Residency and/or Letter of Standing to be clearly communicated during the initial appointment.
- All supporting documentation is discussed, and questions are answered.

Reference(s):

Reviewed/Revised: 01/2018

Information/Application/Interview Sessions

Department: Covenant School of Nursing

Approved by: Dean

Statement of Purpose: An Information/Application/Interview Session is an on-campus event organized for students interested in the nursing profession, our school, and requirements and/or prepares students for the application and interview process.

Materials/Equipment:

- Promotional literature
- PPT
- Sign-in documentation
- Note taking items (paper, pen/ pencil)
- Register Blast
- Survey
- Marketing materials
- Events page on website

Performed by: CSON Recruiter and/or CSON Admissions Officer

Guidelines: N/A

Process

The CSON Recruiter and/or Admissions Officer will offer a selection of dates for interested parties to register and attend an on-campus Information/Application/Interview Session. The CSON Recruiter and/or Admissions Officer will deliver a PPT presentation that provides information on the nursing profession, our school, and requirements, or prepares students for the application and interview process. The names of those who register and attend each session will be documented.

The process involves the following steps:

- Designate which dates and times informational sessions will be held.
- Recruiter will use Register Blast to add dates/times for sessions on the website under Events.
- Create and deliver an educational PPT that promotes CSON and the RN Program or create and deliver an educational PPT that explains the application and interview process.
- Ensure all attendees sign-in prior to session beginning and provide paper and pens to take notes.
- Document who registered for session and who attended and provide admissions committee with list of names.

Reference(s):

Reviewed/Revised: 01/2018; 01/2019

Promotional Literature/Advertising

Department: Covenant School of Nursing

Approved by: Dean

Statement of Purpose: CSON will have accurate and current promotional literature and advertising that promotes our program readily available for the public.

Material/Equipment:

The recruitment office will refer to the following policy to ensure that accurate information is being presented.

- Accreditation Commission Education Nursing (ACEN) <http://www.acenursing.org/> Policy # 29 Advertising and Recruitment of Students
- All changes or additions to promotional literature and advertisements must be submitted to marketing through Marketing Project Request for approval. <https://www.covenanthealth.org/marketing-project-request-login/?ReturnUrl=/marketing-project-request-form/>
- CSON ensures the nursing program and institutional/programmatic services available to facilitate student success are the primary emphasis of all advertisements, publications, and promotional literature.
- CSON will have clear, accurate, and current material readily available for the public.
- CSON will defer to the guidelines set forth by governing agencies, including the ACEN and Covenant Health marketing department.
- The CSON Recruiter will review publication, literature, or website material to determine if changes are needed.
- Revisions will be made and submitted to the marketing department for approval. Pending approval from marketing, a request will be sent to graphics for printing specifications.
- CSON will submit all publications, literature, and advertising changes and developments to Covenant Health marketing and graphics department(s) and follow the guidelines set forth per company policy and ACEN mandates.
- CSON will retain one copy of every publication or literature indefinitely, per ACEN guidelines.

Performed by: CSON Recruiter

Guidelines: N/A

Process

Publications

- Send changes or additions to CSON Student Services Coordinator for approval
- Send changes or additions to CSON Student Services Coordinator for approval
- Pending CSON Student Services Coordinator approval, send changes or additions to marketing through Marketing Project Request
- Keep record of approval from marketing
- Send email approval from marketing to graphics for printing
- Keep record of approval and changes

Website

- Send changes or additions to CSON Student Services Coordinator for approval
- Pending CSON Student Services Coordinator approval, send changes or additions to marketing through Marketing Project Request
- Keep track of updates and changes

Reference(s):

Reviewed/Revised: 01/2018

Readmission

Department: Covenant School of Nursing
Approved by: CSON Faculty Organization

Statement of Purpose:

This policy provides guidelines through the Readmission Process. Readmission to the program is based on space availability, reason for withdrawal, academic/clinical performance at CSON, and discretion of the Admissions Committee.

Materials/Equipment:

Exit Interview Form

Performed By: Admissions Committee, Admissions Officer, Business Office coordinator

Guidelines: N/A

Process:

Readmission to the School of Nursing is not automatic or assured. Students seeking readmission to the school must meet all current admission criteria and procedures. All previous debts to the school must be paid in full before readmission will be considered.

Number of Readmissions

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

LVN to RN track students who do not pass the LVN to RN track may be considered for enrollment in the generic program.

A student failing at the time of withdrawal from CSON, but who withdraws from the School by the end of the 5th week of the instructional module, will not have that withdrawal count as a failure one time only.

Financial Responsibility

The student is required to pay any money owed to the school before readmission approval will be granted. The student must have clearance through the Business Office Coordinator before a final readmission decision will be made by the Admissions Committee.

Application for Readmission

A student requesting readmission after withdrawing for any reason must notify the Admissions Officer via email that they desire readmission.

Procedures for use of the Exit Interview Form

- Request the form from the Business office coordinator.
- Secure signatures of individuals listed on the form

- Obtain verification from the Business Office coordinator that the student does not owe any money to the school
- Submit for approval by the Admissions Committee
- Receive an email of readmission from the Chairman of the Admissions Committee.
- Receive an email regarding CPR certification
- Contact Employee Health Services to ensure student file is up to date

Failure Exclusions

A student failing at the time of withdrawal from CSON, but who withdraws from school by the end of the 5th week of the instructional module, will not have that withdrawal count as a failure one time only.

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

A student, who fails the LVN to RN track, can re-enter the generic curriculum without penalty. If the student fails the LVN to RN track a second time, they will not be eligible for readmission until two years have passed since the last failure in the generic curriculum.

Time Limitations

Readmission requirements vary based on the length of time lapsed from the date last attended to the returning date at CSON.

Instructional Modules 1 thru 8

1. Less than one year - readmission granted at the discretion of the Admissions Committee
2. More than one year - No prior credit earned at CSON will be applied. The student will be required to reply as a new student.

Miscellaneous

Admission Requirements

1. The returning student must meet all current regular admission requirements at the time of readmission.
2. Returning students will contact the Admissions Officer to enroll in the following Instructional module.
3. The returning student is subject to the nursing curriculum in place at the time of readmission to the school.

Special Requirements

1. The returning student must notify the retention committee within the first week of school to receive an evaluation.
2. Any other requirements specified in the Letter of Acceptance or enrollment agreement.

Space Availability

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

Other Departments Affected: Business Office, Financial Aid, Learning Resource Center

Reference(s):

Reviewed/Revised: 05/2011; 09/2016; 11/2017; 01/2018; 01/2019

Recruitment Budget

Department: Covenant School of Nursing

Approved by: Dean

Statement of Purpose: The CSON Recruiter will use the travel card to purchase supplies and activities needed for recruitment to accomplish events, activities, or provide meals.

Materials/Equipment:

The CSON Recruiter will follow instructions from Finance on procedure of travel card documentation, reconciliation, and storage.

- St. Joseph Health Policy and Procedure – Corporate Credit Card Policy (Finance Dept.)
- Management guidelines for Concur for Statement Reports

Performed by: CSON Recruiter

Guidelines: N/A

Process:

The following requests and funds will be processed through the CSON budget at Finance:

6900- other purchases	Any concur agent travel fees.
8600- dues & subscriptions	Membership fees and registration
8700- outside training	Travel for conferences
8800- conference travel	
8810- mileage reimbursement	
8820- meals, entertainment	(while traveling for recruitment)
8900- recruitment	supplies, any travel related to recruitment (hotel, car, just not meals)
9000	- nurses week items, TSNA basket

All funds spent in each budgeted account must be recorded monthly on the Final Budget Expense Template on the OneDrive/ShareDrive.

Reference(s):

Reviewed/Revised: 01/2018

Recruitment of Students

Department: Covenant School of Nursing

Approved by: Dean

Statement of purpose: College/Career Nights and Recruitment Initiatives are organized to provide high school students and interested potential applicants with important information about Covenant School of Nursing RN Program and admission requirement.

Materials/Equipment:

TACRAO Recruitment Guidelines

- Policy Procedure Do's & Don't list from TACRAO
 - TEXAS ASSOCIATION OF COLLEGIATE REGISTRARS AND ADMISSIONS OFFICERS COLLEGE PROGRAM GUIDELINES
 - The Admissions/Recruitment Office is responsible to see that ALL representatives from their institution 1) receive a copy of these guidelines, 2) are appropriately trained and 3) are able to answer knowledgeably the specific questions asked by students and parents. The highest level of personal and professional conduct needs to be maintained.
 - Institutions are responsible for all the actions of the persons acting on their behalf. Alumni must be trained and MUST be identified as alumni on their name badge.
 - The following materials are NOT to be distributed at TACRAO sponsored programs: bumper stickers, buttons, pennants, posters, rulers, candy, T-shirts, or other gimmicks. Appropriate items include brochures describing an institution and its program, catalogs and other items containing factual information. Pens and pencils with your institutions name are allowed. Demonstrations such as food preparation, drawing caricatures, hair cutting or other similar activities are not permitted.
 - Representatives are expected to remain at the Program until the time period expires or the host indicates the program is over.
 - Displays must be confined to the tabletop provided. Audiovisual equipment is not allowed in browsing or commons areas. Only those schools with individual rooms can use this type of equipment. Call ahead of time if you want permission to use the host school's equipment. Billboards or displays used in the browsing area are limited to 36 inches above the table. Do not, at any time, block the view of another representative.
 - Each institution must register for the college fair by designated deadlines and notify the host of any cancellations. Representatives must remain behind or beside the table during the shopping portions of the college programs. Aisles in front of the booth must be kept completely clear of promotional and display materials.
 - Limit students, cadets or other non-professionals to two in addition to the institutions' primary representative.
 - Target area of Recruitment for West Texas

New Mexico Education Council Recruitment Guidelines

- Policy Procedure Do's & Don't list from NMEC
 - The participating admission/recruitment staff member certifies that as a representative of his/her institution, he/she has been trained appropriately and that he/she understands and will follow the adopted similar guidelines as WACAC and NACAC Statement of Principles of Good Practice at all NMEC sponsored fairs.
 - The following materials are NOT to be distributed at NMEC sponsored fairs; Calendars, bumper stickers, stickers, buttons, pennants, posters, rulers, candy, backpacks, T-shirts or other gimmicks. Appropriate items include brochures describing an institution and its programs, catalogs and other

- items containing factual information. Pens, pencils and plastic bags with your institution's name are allowed.
- For display purposes - Only One (1) electronic device (Tablet, Laptop) – no larger than 17" is allowed.
 - Representatives must remain behind their table. All interviewing must be confined to each institution's exhibit area.
 - Any transactions involving an exchange of monies are prohibited, as are drawings, contests, or lotteries of any kind.
 - Representatives are expected to remain at the fair until the time period expires or the host counselor indicates the fair is over.
 - Any problems that arise should be directed to the attention of the host counselor at the fair or an NMEC member.
 - Colleges or institutions that register for the fair but do not attend or cancel without advance notice may jeopardize their participation in future programs.
 - Prefabricated tabletop displays may not exceed 3 feet in height, 4 feet in width. Institutions may not set up elaborate displays.
 - Maintain control and store personal belongings underneath table; this includes but is not limited to cell phones, purses, wallets and computers.

**The New Mexico Education Council, a program of the New Mexico Educational Assistance Foundation has adopted similar guidelines for the College Day fairs as the Western Association for College Admission Counseling (WACAC) and the National Association for College Admission Counseling (NACAC) – STATEMENTS OF PRINCIPLES OF GOOD PRACTICE*

Performed by: CSON Recruiter

Guidelines: N/A

Process

- College/Career Fair: receive invitations from outside entities and sources, which allows promotion of the program and obtain inquiries.
- TACRAO: CSON is a member of the Texas Association of Collegiate Registrars and Admissions Officers which is a nonprofit, voluntary, professional educational association of cooperating collegiate level institutions.
- New Mexico Education Council: CSON is a member of the NMEC, which is an organization, formed for purposes of conducting College Days events across the state. High school students and their families are invited to these events to meet with admissions staff and discuss the education programs available at each school. The recruitment office obtains a schedule for fall and spring recruitment events in target area and plans accordingly.
- Recruitment Initiatives: Scheduled by the recruitment office and involves setting up tables to promote our program, increase public awareness, and obtain inquiries.
- Individual Presentation/School Visit: CSON takes in request from teachers who schedule an individual presentation for their classroom.
- On Campus Information/Application/Interview Sessions: An Information/Application/Interview Session is an on-campus event organized for students interested in the nursing profession, our school, and requirements and/or prepares students for the application and interview process. The sessions are available for the public, listed on the website, and former inquiries are emailed and invited to attend.
- Upward Bound: The recruitment office will maintain the established relationship with Upward Bound administrators and plan events according to requests.
- Chap Days: The recruitment office will continue to participate in LCU Chap Days.
- South Plains Career Expo: The recruitment office will continue to participate in the South Plains Career Expo.

Reference(s):

Reviewed/Revised: 01/2018

Academic Requirements

Academic Improvement Plan (HESI)
Accommodations for Administration of Exams
Attendance
Behavioral Congruence
Collection and Monitoring Program Outcomes
Dean's List
Grade Advising
HESI Standardized Testing and Remediation
Student Referral to Student Retention Committee
Written Assessments (Exams)

Academic Improvement Plan (HESI)

Department: Covenant School of Nursing
Approved by: CSON Faculty Organization

Statement of Purpose:

Covenant School of Nursing (CSON) participates in state and federal financial aid, Title IV, HEA programs. In order to be in compliance with the regulations stipulated in these programs, CSON will place students who fail an instructional module and are readmitted into the program on an Academic Improvement Plan.

Materials/Equipment: N/A

Performed by: Student Retention Coordinator

Process:

1. This policy is effective for students beginning February 2019.
2. The student will achieve a final grade of 75 or greater to meet the standard of Satisfactory Academic Progress (SAP) by end of financial aid reporting period which coincides with the conclusion of current instructional module.
3. The student will spend a minimum of 3 hours completing the HESI RN Case Studies with Practice Test titled Test-Taking Tutorials:
 - Critical Thinking and Testing
 - Basic Principles of Nursing Practice to Guide your Critical Thinking
 - Test Taking Skills
 - Alternate Item Formats
 - Post-test required
4. The student will create three goal statements or changes to support academic success. The goals will support critical thinking, will address problems in the unsuccessful module attempt, and will discuss the changes/strategies/interventions that can be applied to support success moving forward.
5. Four mandatory meetings with student retention are required by the Admissions Committee.
6. Student will select a seat in the first 3 rows of the classroom

This and all documentation pertaining to the AIP will be shared with the Financial Aid Officer and Dean.

Reference(s): Satisfactory Academic Progress Policy; Return of Title IV, HEA Policy

Reviewed/Revised: 01/2019

Accommodations for Administration of Exams

Department: Covenant School of Nursing
Approved by: CSON Faculty Organization

Statement of Purpose:

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

Materials/Equipment: N/A

Performed by: Student Retention Coordinator, Instructional Technologist Tech

Guidelines:

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

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

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

Process:

1. Students requesting special accommodations will request a special accommodations packet from the Student Retention Coordinator. The packet contains the Special Accommodations Request form, the Consent to Release Information form the Qualifications for Diagnostician descriptions, and the Professional Documentation of Disability form to be completed by the appropriate professional/diagnostician.
2. The student will be tested/evaluated by the appropriate professional/diagnostician. Refer to "Qualifications for Diagnostician." The student will be responsible for the payment of this evaluation.
3. The student will meet with the Student Retention Coordinator to review the completed packet and discuss the recommended accommodations. ***Documentation must be on the designated forms.** A copy of or reference to a completed evaluation report will not be accepted as appropriate documentation.
4. The Student Retention Coordinator, with the input as necessary from the Dean, will complete the Texas Board of Nursing, Nursing Program Verification form addressing the recommended accommodations.
5. The Student Retention Coordinator will notify/discuss the accommodations plan with the module facilitator.
6. The module facilitator will review the accommodations plan and discuss testing schedule and accommodations with the student.
7. For scheduling consistency, students should plan to begin testing early. The Student Retention Coordinator will review the instructional module calendar at the beginning of the module; if scheduling allows, the student will utilize additional time prior to the exam rather than following the exam. This will be communicated with the student via LMS

Exceptions:

1. Accommodations will not reflect retroactively in regard to the administration and scoring of examinations.

2. Examinations administered with accommodations related to extended time allowances will be scheduled during the normal business hours of Covenant School of Nursing.
3. Examinations administered with accommodations related to extended time allowances will be scheduled to allow the student to attend class and clinicals as scheduled; typically, the student is allowed 1 and $\frac{1}{2}$ time the original time scheduled for all other students.
4. Module facilitators may request scheduling exceptions (i.e., beginning on time with classmates and receiving additional time after the exam) from the Educational Instructional Technologist and Student Retention Coordinator.

Qualifications for Diagnostician:

The qualifications for the diagnostician are those required by the Texas Board of Nursing for the administration of the (NCLEX-RN®).

For students with learning disabilities:

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

1. Assessment of intellectual ability level and interpretation of tests of such ability
2. Screening for cultural, emotional, and motivational factors
3. Assessment of achievement level
4. Administration of tests to measure attention and concentration, memory, receptive and expressive language skills, cognition, reading, spelling, writing, and mathematics

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

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

Reference(s):

https://www.bon.texas.gov/pdfs/forms_pdfs/initial_licensure_recognition_pdfs/nclex_special_accommodations_pdfs/SPECACC.pdf

Reviewed/Revised 06/2015, 12/2017, 8/2020

Attendance

Department: Covenant School of Nursing

Approved by: CSON Faculty Organization

Statement of Purpose: To achieve the educational goals of the designated program of study, consistent attendance and punctual arrival for all learning experiences is an expectation.

Materials/Equipment:

Student instructional module grades

Dean's List certificate template

Dean's List Letter of Notification template

Performed by:

Student Retention Coordinator

Business Office Coordinator

Student Activities Coordinator

Dean

Guidelines:

- Regular attendance and punctual arrival to theory and clinical is required for the student to gain the skills and knowledge necessary to practice as a beginning nurse generalist.
- A student who misses more than 10% of the required clock hours within an instructional module will fail the module.
- Students who receive federal financial assistance for educational expenses should be aware of the impact tardies/absences can have on such assistance. Students should read and become familiar with the information regarding **Satisfactory Academic Progress** located in the Student Handbook.
- Students are strongly encouraged to guard against excessive tardiness/absences to avoid potential loss or delay of part or all financial assistance payments.
- Students are responsible for monitoring personal attendance through the student information system (Empower).
- Students may refer to the CSON Academic Calendar which includes all designated student breaks and holidays.

Process:

The following outlines the Covenant School of Nursing (CSON) attendance procedures:

Absences with Academic Penalty

Definitions:

- **Theory:** Theory includes all nursing courses.
- **Clinical:** Clinical includes all of the following experiences but not limited to: skills lab, deliberate practice, clinical competency exams, simulation, clinical preps, acute care and community experiences, pre and post clinical conferences.
- **Tardy:** Students who are not present at the time theory or clinical is scheduled to start will be counted as tardy.
 - Absence from theory or clinical for less than 30 minutes equals a tardy.
 - If the student arrives on time for theory or clinical but leaves less than 30 minutes early, it will be counted as a tardy
 - If multiple classes are scheduled in a day, students may potentially receive more than one

tardy in a day.

- **Absence:** Students who are not present in theory or clinical for more than 30 minutes after the theory or clinical experience was scheduled to start will be counted as absent. If the student arrives on time for theory or clinical but leaves more than 30 minutes early, it will be counted as an absence. If the student leaves in the middle of class/clinicals and is gone for more than 30 minutes, the student will be counted absent for the day and will not be allowed to return to campus/clinical sites (this includes all forms of testing).
 - Students will be required to make-up absences with academic penalty at the conclusion of each instructional module. The student will be required to do eight (8) hours of clinical make-up regardless of how many hours the actual absence was.
 - A maximum of one (1) absence with academic penalty is allowed per instructional module.
 - More than one (1) absence with academic penalty in an instructional module will result in failure of the instructional module. This also includes failure to complete the expectations for clinical makeup day. The student may apply for readmission.
- **Additional Absences:**
 - **Jury Duty:** The State of Texas allows students enrolled and in actual attendance at an institution of higher education the opportunity to be exempted from jury service; therefore, CSON *highly encourages* students to opt out of jury duty (*Texas Government Code § 62.106: Exemption from Jury Service*). Theory and/or clinical days missed due to jury service will be considered absences and will be subject to the absence with academic penalty guidelines as stated above.
 - **Clinical No Show:** Failure to notify the appropriate individual via cell phone call or text message within 2 hours past start time of clinical will result in a **Clinical No Show**.
 - One (1) occurrence in the entire program will result in a *Written Corrective Action*.
 - Two (2) occurrences in the entire program will result in 2 days suspension.
 - Three (3) occurrences in the entire program will result in dismissal from the program.
- **Out-of-Class Assignments:**
 - Required out-of-class assignments must be submitted by the **assigned date and time** and meet the **required grade or level of achievement** (if applicable). Failure to comply will result in an absence with academic penalty and attendance make-up.
 - The absence with academic penalty and attendance make-up do not substitute for completion of the missing assignments or work that is below expectations. Satisfactory completion of the assignments will be required for instructional module completion. Failure to complete **All** of the assignments prior to Thursday of Week 8 at 1600 will result in instructional module **failure**.
- **Corrective Action for Absences:**
 - Students will be required to make-up absences with academic penalty at the conclusion of each instructional module. The student will be required to do eight (8) hours of clinical make-up regardless of how many hours the actual absence was.
 - A maximum of one (1) absence with academic penalty is allowed per instructional module.
 - More than one (1) absence with academic penalty in an instructional module will result in failure of the instructional module. This also includes failure to complete the expectations for the clinical makeup day. The student may apply for readmission
- **Corrective Action for Tardies:**
 - Three (3) tardies in theory and/or clinical equals one (1) absence with academic penalty.

Absences without Academic Penalty

Students are allowed up to two (2) days of absences without academic penalty in each instructional module that will not require make-up. Examples include but are not limited to:

- **Court Subpoenaed Appearance Not Including Jury Duty:** Students must submit written documentation of the Court Subpoena to the Instructional Module facilitator.
- **Illness or Injury**
- **Approved Covenant School of Nursing Activity:** Students must receive prior approval by the CSON Dean or Student Activities Coordinator to attend any school related activity that would necessitate absence from a scheduled theory or clinical experience. If a student attends a school supported activity (CSNA state or national convention) and misses clinical or class time, these absences will not count in the three (3) days of absences without academic penalty.
- **Funeral Leave:** Students could be granted up to 3 days of funeral leave for death of spouse, child/stepchild, parent/step-parent, grandparent, grandchild, great grandchild, sibling, daughter-in-law, son-in-law, spouse's parents or spouse's grandparents. The number of days for funeral leave will depend on the number of absences the student has remaining for the instructional module.
 - Students must submit written documentation (i.e. obituary, funeral program) to the Instructional Module facilitator immediately upon returning to school.
- **Deployment of a spouse, parent, child, grandchild, or sibling to a war zone:** Students who chose to visit their spouse, parent, child, grandchild, or sibling who is being deployed to active duty have up to 3 absences without academic penalty. The student must submit a copy of the military member's active duty orders to the Instructional Module facilitator immediately upon returning to school.

Other Circumstances Necessitating Student Absence:

- **Inclement Weather:** Inclement weather refers to any weather that could be dangerous for the student to travel. Examples include but are not limited to ice, snow, or floods. In the event of inclement weather, CSON will follow Lubbock Independent School District (LISD) policies.
 - If LISD delays school, CSON will delay classes for the same amount of time as LISD.
 - If LISD delays school on a CSON clinical day, clinical will be canceled for the day and will be made up at the conclusion of the instructional module on the scheduled clinical weather day.
 - If LISD cancels school, CSON will cancel classes and clinicals for the day. All canceled classes and clinicals will be made up on the scheduled clinical weather day at the conclusion of the instructional module.
 - The student can determine LISD weather protocol by watching the news the day before or the day of inclement weather. The Student Services Coordinator will also notify students of the procedure to follow the day inclement weather occurs via Everbridge Emergency Notification System.
- **Exam and Quiz Absence:** CSON recognizes that there may be times when student attendance for a scheduled exam is not possible due to planned or unplanned circumstances.
 - **Exam and Quiz Make-Up Requirements and Penalties:**
 - No exam or quiz can be taken early.
 - Missed exams and quizzes must be taken within three (3) days of return to school. Day of return to school is marked by attendance to any scheduled school event during that calendar day.
 - Students who are absent for a scheduled exam or quiz due to Court Subpoenaed Appearance Not Including Jury Duty, Approved Covenant School of Nursing Activity, or CSON granted Funeral Leave or deployment of a spouse, parent, child, grandchild or sibling to a war zone will not be penalized.
 - Points will be deducted from all examinations and quizzes (including standardized exams) that are not taken as scheduled. (exception- reasons listed in bullet point above)
 - Penalty for late exam or quiz administration is as follows:

- Exams and quizzes taken on the first day of return will result in a five-point deduction (5) from the exam or quiz grade.
 - Exams and quizzes taken on the second day of return will result in a ten-point deduction (10) from the exam or quiz grade.
 - Exams and quizzes taken on the third day of return will result in a twenty-point deduction (20) from the exam or quiz grade.
 - After the third day of return to school, the student will not be allowed to take the exam or quiz and will receive a zero.
 - If the student arrives after the start of an exam or quiz, the student will be admitted to the exam or quiz, will receive a tardy and will not be allowed additional time for the exam or quiz.
 - If a student is absent from an exam or quiz and there is no class scheduled after the exam or quiz, the student will receive point deduction on the exam or quiz only. They will not be counted absent also.
 - If a student is absent from an exam or quiz and there is class scheduled after the exam or quiz, the student will be counted absent from class and receive point deduction on the exam or quiz.
 - Students may only reschedule one (1) exam and one (1) quiz during each instructional module.
 - Students who are absent for more than one (1) scheduled exam or quiz in an instructional module will receive a zero on each subsequent exam or quiz missed.
 - Make-up exams and quizzes will be administered Monday through Friday. Scheduling will be coordinated between the student, Nursing Instructor and computer lab availability.
- **Suspension:** A suspension is a temporary exclusion from all academic work or specified classes and/or other School related activities for a specified period of time.
- Out of school suspensions will include 2 days of exclusion from all curricular activities and 8 hours of attendance make-up
 - If suspension results in more than 3 total absences, instructional module failure will occur
 - Students will receive an Incomplete in the grade book until the attendance make-up day is completed in week 9 (week between instructional modules).
 - If attendance make-up is not completed, failure of the IM will occur.
- **Leave of Absence:** A leave of absence (LOA) is a temporary interruption in a student's education and must be approved by the Admissions Committee. Examples include maternity leave, unexpected health issues, family emergencies, etc. (*Refer to the CSON Leave of Absence procedure*). If a students' absences exceed the allowed 10% of clock hours within an instructional module, the student may apply for an official **Leave of Absence**. Failure to apply for an official Leave of Absence after missing more than 10% of the clock hours within the Instructional Module will result in failure of the Instructional module.

Note: At the discretion of the Dean, CSON reserves the right to amend a procedure or omit the progressive **corrective action** process as some situations may warrant bypassing some or all of the steps outlined in the school's *Due Process Policy*.

References:

Reviewed/Revised: 01/2015, 12/2017, 02/2018, 06/2018, 01/2019, 04/2019, 06/2019, 09/2019, 07/2021

Behavioral Congruence

Department: Covenant School of Nursing

Approved by: Dean and Coordinators

Statement of Purpose: Covenant School of Nursing expects student behavior to be congruent with the Mission, Philosophy, Values, Standards of Conduct and Honor Code of Covenant School of Nursing. Covenant School of Nursing fosters a learning environment that attracts, retains, and develops values-based students who translate the values into action, strive for excellence while serving people with dignity, and work for justice within our communities.

Materials/Equipment: N/A

Performed by: Dean, Coordinators, Nursing Instructors

Guidelines

Mission

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

Philosophy

Covenant School of Nursing Instructors believes Nursing is a discipline dedicated to the promotion of optimum health for the individual, family, and community. Nursing requires the integration of knowledge and skills from biological, psychological, and sociological sciences with evidence-based nursing practice and concepts of caring for the individual as a whole person. The patient's needs and care requirements are met through the use of the nursing process of assessment, analysis, planning, implementation, and evaluation. The nurse collaborates with the patient, family, and healthcare team to formulate a plan of care to meet the needs across the lifespan and health-illness continuum.

Covenant School of Nursing provides a correlation between scientific concepts and evidence-based nursing practice. Our curriculum facilitates the student's development of cognitive, psychomotor, and affective abilities to function as a nurse generalist capable of critical thinking, independent judgment, and self-direction. The School of Nursing promotes learning through a curriculum based on Lenburg's Competency Outcomes and a variety of learning experiences which progress from simple to complex.

Standards

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

- Accountability: I am accountable for my actions.
- Adaptability: I am adaptable and supportive in efforts to make CSON a better place.
- Communication: I communicate in a clear, honest and respectful manner.
- Community: I am committed to improving the health of the community
- Continuous Improvement: I strive for continuous improvement in my performance.
- Continuous Learning: I continuously learn new skills and gain knowledge.
- Interpersonal Effectiveness: I create and sustain positive and interpersonal relationships
- Stewardship: I will be a good steward of our resources.

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

Honor Code

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

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

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

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

Reference:

Reviewed/Revised: 01/2018

Collection and Monitoring of Program Outcome Data

Department: Covenant School of Nursing

Approved by: Dean and Coordinators

Statement of Purpose:

The Accreditation Commission for Education in Nursing requires that each school of nursing establish expected levels of achievement for program outcomes. Covenant School of Nursing collects and monitors data for licensure achievement rates, graduation rates, and employment rates.

Materials/Equipment: N/A

Performed by: Financial Aid Officer, Student Activities Coordinator, Student Retention Coordinator

Guidelines:

- Program outcome data collected and monitored by Covenant School of Nursing includes licensure achievement rates, employment rates, and graduation rates.
- Licensure achievement rates are measured by student NCLEX pass rates during initial attempts.
- The employment rate is defined as the percentage of students that accept a graduate nurse position by graduation.
- Graduation rates are measured by the percentage of students who complete the curriculum in 150% of the time. 100% is defined as the amount of time taken by a student who begins the curriculum and progresses with no withdrawals, leaves of absence, or failures (approximately 19 months). 150% is defined as completion of the program within four additional modules (approximately 30 months).

Process

Data is collected after each instructional module and is submitted as a report in the Systematic Plan of Evaluation. Information can be found in the K Drive under Current Resources.

Licensure achievement rates

- Following each graduation, the Financial Aid Officer will send a list of graduates to the Student Retention Coordinator. The list will include student birthdays and the last four digits of the students' government identification numbers.
- The Student Retention Coordinator will check the Board of Nursing website for updates on a weekly basis.
- Information recorded will include GN licensure status date and NCLEX-RN pass/fail for each student's first attempt.
- If a student does not achieve licensure on the first attempt, the second attempt will also be recorded.
- After all data is collected, the Student Retention Coordinator will place a report in the following location: K Drive>NewK>Current Resources>Program Outcomes>NCLEX Pass Rates>Appropriate Year.
- Statistics are collected annually by the Student Retention Coordinator and a report is compiled for submission to the Systematic Plan of Evaluation.

Graduation rates

- Following each graduation, the Student Retention Coordinator will update a document found in the following location: K Drive>NewK>Current Resources>Program Outcomes>Graduation Rates>Appropriate Year. Statistics will include number of students from an original cohort graduated within 100% of time and 150% of time.
- Statistics are collected annually by the Student Retention Coordinator and a report is compiled for

submission to the Systematic Plan of Evaluation.

Employment rates

- During the final week of the 8th instructional module, the Student Activities Coordinator will deliver a survey to students expected to graduate. Students are asked to complete the survey in its entirety. Upon completion, students will submit the survey to the Student Activities Coordinator.
- The Student Activities Coordinator will compile data into a report and place the report in the following location: K Drive>NewK>Current Resources>Program Outcomes>Employment Rates>Appropriate Year Statistics are compiled on an annual basis and submitted to the Systematic Plan of Evaluation.

Reference: Accreditation Commission for Education in Nursing (2017). Retrieved from <http://www.acenursing.org/resources-acen-accreditation-manual/>

Reviewed/Revised: 11/2017, 8/2020

Dean's List

Department: Covenant School of Nursing
Approved by: CSON Faculty Organization

Statement of Purpose:

Covenant School of Nursing (CSON) is committed to offering students the best chance at success. Federal regulations require all schools participating in state and federal financial aid, Title IV, HEA programs to monitor Satisfactory Academic Progress (SAP). CSON developed policies to determine the academic standings that students are expected to meet. Each student's SAP is monitored on an ongoing basis in order to continue enrollment in CSON. The Dean's List Honor Roll is intended to recognize students whose performance is distinguished.

Materials/Equipment:

Student instructional module grades
Dean's List certificate template
Dean's List Letter of Notification template

Performed by:

Student Retention Coordinator
Business Office Coordinator
Dean

Guidelines:

A Student who earns a grade of an A at the completion of the instructional module is eligible for inclusion in the Dean's List Honor Roll.

Process:

- At the completion of an instructional module, the Student Retention Coordinator will determine the students who are eligible to be included on the Dean's List.
- The Student Retention Coordinator will complete the letter of notification for each student. (See Dean's List letter template)
- The Business Office Coordinator will print Dean's List certificates for each student.
- The Student Retention Coordinator will give the original letters of notification and certificates to the Dean for signature and present to each student at the beginning of each semester/module. In the event a letter and certificate cannot be presented to the student in class, the student will receive them by mail.

References:

Reviewed/Revised: 01/2015, 12/2017, 08/2020

Grade Advising

Department: Covenant School of Nursing

Approved by: Dean, Coordinators

Statement of Purpose:

Covenant School of Nursing (CSON) is committed to helping students succeed. In order to identify students at risk of academic failure, Nursing Instructors will review student grades prior to the last day to withdraw in order to refer students to the Student Retention Committee. A Grade Advising form will be completed for each student with an instructional module (IM) average less than 77.9.

Materials/Equipment

Student IM averages

Advising Form

Performed by: Nursing Instructors and Student Retention Coordinator

Process:

- Prior to the last day to withdraw from the IM without academic penalty, Nursing Instructors will review student averages to determine who is at-risk for module failure.
- Students with grades within and below the following ranges will be required to sign the advising form.
- Students with 77.9-75 are considered at-risk and a meeting with student retention is *recommended*.
- Students with an average below 75 following the second test or in conjunction with the drop date are *required* to contact and meet with his or her assigned student retention team for support within 5 business days.
- Nursing Instructors who meet with individual students will complete identifying information and will request that the student complete the Yes/No questions on the form.
- A copy will be given to the Student Retention Coordinator after the student and Nursing Instructor member sign the form.
- The Student Retention Coordinator will document completion of the Advising form in the student's SRC file.
- The Student Retention Coordinator will monitor and ensure that students who are *required* to seek assistance from SRC will contact a team member.

Reference(s):

Reviewed/Revised: 12/2017, 8/2020

Nationally Standardized Assessments

Department: Covenant School of Nursing

Approved by: CSON Faculty Organization

Statement of Purpose:

Covenant School of Nursing (CSON) has chosen Elsevier's Health Education Systems Incorporated (HESI) as the provider for nationally standardized assessments. This Policy & Procedure provides students and Nursing Instructors of Covenant School of Nursing with guidelines for utilization of the HESI products and resources.

Materials/Equipment: N/A

Performed by: Nursing Instructors, Curriculum Committee, Student Retention Committee

Guidelines

1. Various RN Specialty Exams (proctored assessments) and the HESI RN Exit Exam are administered to students at set intervals. The RN Specialty Exams provide essential data regarding a student's mastery of concepts in relation to specific nursing content areas. The HESI RN Exit Exam is used as a final preparatory assessment for the NCLEX. This 150-item exam is "designed to measure students' readiness for the licensure examination. The examination will help to identify the strengths and weaknesses of students and the possible need for remediation prior to taking the NCLEX" (HESI, 2017).
2. The proctored HESI RN Specialty Exam outcomes will be used in final Instructional Module grade calculations if the student qualifies for progression by achieving a 75% average on unit exams in IMs 5, 6, 7, and the first module of the LVN-RN Track. Each RN Specialty Exam accounts for 5% of the IM grade.
3. The expected level of achievement for the HESI RN Specialty Exams is a HESI score of 850, which is the "the score HESI describes as 'acceptable performance'" (HESI, 2014, p.1).
4. If the student achieves less than 850 on a HESI RN Specialty Exam completion of all assigned remediation packets is required. Upon completion of the remediation packets, the student will take the second version of the HESI RN Specialty Exam.
5. Students achieving a score of 850 or greater on the HESI RN Exit Exam will not be required to take version 2 of the HESI RN Exit Exam
6. Students completing the module requirements will be allowed to participate in commencement; however, a HESI score of 850 or greater on all assigned HESI RN Specialty Exams and the HESI RN Exit Exam will be required before the diploma is awarded and the Affidavit of Graduation will be transmitted to the Board of Nursing. As a result, the student will not be eligible to take the NCLEX-RN and will be unable to work as a Graduate Nurse until all requirements are met.

Process

The Curriculum Committee is responsible for the alignment of HESI resources in the CSON curriculum and for monitoring the implementation of HESI resources. Instructional module Nursing Instructors are responsible for assigning resource materials for student use.

The schedule for the administration of initial HESI RN Specialty Exams and HESI RN Exit Exam in the RN curriculum is as follows:

• Instructional Module 4	• HESI Fundamentals
• Instructional Module 5	• HESI Pediatrics
• Instructional Module 6	• HESI Psychiatric/Mental Health • HESI Maternity Nursing
• Instructional Module 7	• HESI Medical-Surgical • HESI Pharmacology
• Instructional Module 8	• HESI Management/Community Health • HESI RN Exit Exam (v1/v2)

The schedule for initial administration of Proctored CMS assessment in the CSON LVN-RNTrack beginning September 2020 is as follows:

Nursing 1300 and 1301	<ul style="list-style-type: none"> • HESI Pharmacology • HESI RN Exit Exam (v1) • HESI Medical-Surgical • HESI Maternity Nursing • HESI Pediatrics • HESI Management/Community Health • HESI Psychiatric/Mental Health • HESI RN Exit Exam (v2)
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- The HESI RN Specialty Exam provides statistically developed proficiency levels reflective of the student's score on the assessment. Points are awarded based on the student's proficiency level as follows:

Students earning a HESI score of 850 or above will earn a 100% in the gradebook

The HESI Conversion Score will be placed in the gradebook for students earning a HESI score of 849 or less.

Example: (Conversion Scores vary based on exam-type and student performance)

Sample	HESI Score	Conversion score	Gradebook Score
Student 1	1030	92.35	100%
Student 2	876	80.66	100%
Student 3	839	74.88	74.88%
Student 4	703	63.25	63.25%

- The student who scores below 850 on any assessment attempt is required to complete the assigned HESI remediation packets. The student is responsible for sending a screenshot of completed remediation packets to the Student Retention Coordinator along with the requested retake date.
- Students will be expected to take the second version (Retake 1) of the HESI RN Specialty Exam during break week.

- Students in the LVN-RN Track will contact the Student Retention Coordinator to discuss computer lab availability if retake assessments are necessary.
- Should the student fail to attend the scheduled retake without notifying the Student Retention Coordinator, disciplinary action may be taken as outlined in the Student Handbook.
- If a second retake (3rd attempt) is needed exams may be scheduled and completed at a agreed upon time between the student and SRC. Students will be responsible for paying the current price charged by HESI for Retake 2 at the time of administration. The HESI website will require a credit card payment before opening the exam for completion. (Current costs (06/21) \$42 for HESI RN Specialty Exams and \$73 for HESI RN Exit Exam ~prices are subject to change).
- A student who is readmitted into a module after course failure or withdrawal is required to retake the HESI as part of the instructional module grade. If the student achieved the 850 benchmark in the prior class, the program outcome is considered met. The score achieved in the current class is entered into the gradebook. (For example, Student A achieved a 900 on a HESI but fails the instructional module. The student is readmitted and takes the x-HESI again with the new cohort. The student scores a 795. The most recent conversion score would be placed in the gradebook, but the student would not be required to take the x-HESI again because this requirement was already satisfied with the previous score of 900.)
- Any further attempts are the responsibility of the student to schedule and must not interfere with other class or clinical time.
- Returning students: Readmitted students will be highly encouraged to meet benchmark on any prior instructional module HESIs as part of the readmit process. (For example, a student who withdrew from the pediatrics instructional module will be expected to have successfully met the benchmark for the fundamentals HESI that was completed in previous instructional modules that were completed successfully.)

Summary

- CSON students are required to achieve a HESI score of 850 or higher on all HESI Specialty Exams and the HESI RN Exit Exam to complete the program requirements. Once all program requirements have been met, the diploma will be awarded, and the Affidavit of Graduation will be transmitted to the Board of Nursing.



Reference: Health Education Systems Incorporated. (2014). HESI Research Summary

HESI Exam Scoring

Reviewed/Revised: 01/2019; 06/2020; 04/2021; 07/2021

Student Referral to Student Retention Committee

Department: Covenant School of Nursing

Approved by: Dean

Statement of Purpose:

Covenant School of Nursing (CSON) is committed to offering students the best chance at success. Nursing Instructors are encouraged to refer students to the Student Retention Team at any time if needs are identified.

Materials/Equipment: N/A

Performed by: Student Retention Coordinator and Retention Committee Members

Guidelines

- The Student Retention Committee was formed to provide supportive assistance for students at Covenant School of Nursing.
- Assistance may include study skills, test-taking techniques, diagnostician information, recommendations to receive emotional or mental health support, and resources for social support within the community.
- Student referrals may be made by any Nursing Instructor.
- SRC members will follow-up with Nursing Instructors as necessary.

Process

Student Retention Committee members are available to meet with students upon request or referral. A referral from a Nursing Instructors may be made at any time by completing the following steps.

- Identify a need for a student to seek assistance from student retention. Needs may include (but are not limited to):
 - Academic reasons (See Advising Policy)
 - Difficulty focusing in class
 - Emotional support: SRC members or coordinator will provide contact information for the Covenant Counseling Center.
- Social support: Socioeconomic factors may require that a student receive assistance from outside Covenant Health System. SRC members will work with the Student Activities Coordinator to assist the student.
- Advise the student to seek assistance from an assigned committee member or the Student Retention Coordinator (see determination of assignments below)
- It is recommended that the referring Nursing Instructors communicate with the assigned committee member or Student Retention Coordinator after the referral is made to ensure that student needs are addressed.
- SRC members shall record each visit in the Student Retention Folder.
- SRC members will follow-up with Nursing Instructors as necessary.
- Each instructional module will choose a faculty to serve on the student retention committee. This faculty member will serve as the student retention contact for students in their instructional module. For instance, students in IM1 will seek help from the IM1 student retention faculty representative. The Student Retention Coordinator will serve as an additional student retention contact for each instructional module
- This information is located in each instructional module syllabus
- This information is stated during the introduction in IM 1
- The information is included in emails sent to students reminding them of student retention's availability following the first exam in each IM
- The information is included on the Advising Form utilized prior to the last day to withdraw without academic penalty (See Advising Form Policy)

Reference: ACEN Standard 3.4, retrieved from http://www.acenursing.net/manuals/sc2017_D.pdf

Reviewed/Revised: 11/2017, 08/2020, 07/2021

Written Assessments (Exams)

Department: Covenant School of Nursing

Approved by: Dean, CSON Curriculum Committee

Statement of Purpose:

To provide guidelines for behavior and expectations during written assessments.

Materials/Equipment: Learning Resource Center, ExamSoft/Examplify,

Performed By: Curriculum Coordinator, Nursing Instructors, Instructional Technology Tech

Guidelines

- Covenant School of Nursing (CSON) uses computer-assisted assessments as an evaluation of student learning.
- ExamSoft/Examplify computer software is utilized to assist in the delivery of most instructional module assessments (exams).
- The following guidelines apply to all assessments delivered by CSON using ExamSoft/Examplify.
- The term 'assessment' is synonymous with 'exam'.
- These guidelines do not apply in the event of technical difficulties related to the assessment program or equipment that are not within the student's control.
- Video surveillance is active in the computer testing areas.

Process

Administration of the Assessment

1. The student new to the program will be oriented to the use of ExamSoft/Examplify including the opportunity to complete a mock assessment using the software.
2. No personal items, including but not limited to, cell phones, computer watches, purses/bags, or drinks will be allowed in the testing area. The student may have car keys on a small key ring and earplugs at the testing station. If a student is found to have any other personal items at the computer testing station, the student may be dismissed from the testing area and will receive a zero.
3. Coats and jackets are allowed, but hoods must remain off the head. No hats or head cover are allowed during testing. Exceptions for cultural or religious practices will be considered on an individual basis.
4. The student should leave personal possessions in a secure place. CSON is not responsible for lost or stolen items.
5. Any time the Instructional Technology Tech (ITT) has to retrieve a student's login information, a 1 (one) point deduction will be taken from the student's exam grade.
6. The student will be assigned a specific computer testing station for the duration of the instructional module. Should the student sit at a testing station not assigned to him/her, and assessment data is lost, the student will receive a zero (0) for that assessment.
7. Reasonable accommodations will be made for the student with properly documented special testing needs. The documentation must be submitted to the Student Retention Coordinator and reviewed by the Dean before accommodations will be made. Frequent accommodations include low-distraction environment and extended time. Five testing rooms may be used for low-distraction accommodations. An accommodation for extended time will be made under the Student User Profile in ExamSoft. The time accommodation is 150%.
8. One sheet of paper and a pencil will be provided for student use. All paper and the pencil must be returned to the proctor before exiting the testing area.
9. Assessments are timed. The instruction page of assessments delivered by ExamSoft/Examplify will

indicate the amount of time the assessment is open. Once the time limit is reached, the software will close the exam and the student cannot continue the exam.

10. See the Attendance policy for information concerning tardy or absence for assessments.

Assessment Review

1. When applicable, students will have the opportunity to review examinations following a theory examination. The student will follow on-screen instructions to access the review. No assessment reviews will be scheduled at a later date.
2. The assessment review is highly recommended but not required. If the student chooses not to complete the assessment review or fails to enter the review password three times, the student will not be able to review his/her assessment. The student must follow on-screen instructions to submit the assessment for scoring.
3. Copies of an assessment will NOT be provided under any circumstance.

Closure of the Assessment

1. The student must properly close and submit the assessment data following completion, review, or timing out of an assessment. Specific instructions for properly closing the assessment and submitting the student data are presented during new student orientation and are posted at each computer testing station.
 - a. During the initial eight (8) weeks of enrollment the student is granted one (1) penalty free occurrence of not properly uploading their exam.
 - b. After the first 8 weeks, if the student exits the testing area without properly uploading their exam he/she will receive a five (5) point deduction on the exam.
2. Any concerns regarding closure of an assessment must be brought to the attention of the ITT or proctor before leaving the testing area.

Posting of Grades

1. There will be a minimum of 48 hours (2 business days) after students have completed the assessment before grades are posted to the grade book. A delay in posting grades may occur if a make-up exam is required.
2. Exceptions to the 48 hour guideline may occur for student counseling for the 'withdraw without penalty date' and final exams.

Reference(s):

Reviewed/Revised: 01/2018, 07/2019

Curricula

Annual End of Instructional Module Reports
Clinical Preceptors
Competency Performance Evaluation
Curriculum
Dosage Calculation Exams
Exam Analysis
Exam Categorization
Exam Development and Grading
HESI Utilization
Instructional Module Documents
Instructional Module Revisions
Item Writing
Lubbock Christian University Partnership
Posting Exam Grades
Medication and Skills Progression
Syllabi
TeamSTEPPS
Testing- Medication Calculation and Administration Exams
Textbooks

Annual End of Instructional Module Report

Department: Covenant School of Nursing

Approved by: CSON Faculty Organization

Statement of Purpose:

The purpose of The Annual End-of-Instruction Module Report is to assure continued review and communication of instructional module outcomes and changes. It is a valuable collaborative aspect used to ensure consistency and rigor of the curriculum.

Materials/Equipment:

Annual End-of-Instruction Module Report Template

Performed By:

Completed by Instructional Module Nursing Instructors

Shared annually with the Curriculum Committee

Guidelines:

- The report provides an assessment of module activities, clinical site selection, and learning outcomes.
- The blank report template is located in the electronic storage drive.

Process:

- It is recommended that the instructional module update the report after each instructional module.
- The Annual End-of-Instructional Module reports are presented to the Curriculum Committee during the August committee meeting.
- Completed reports are maintained in the Curriculum Committee Reports folder in the electronic storage drive.

Reference(s):

Reviewed/Revised: 05/2017; 06/2020

Clinical Preceptors

Department: Covenant School of Nursing

Approved by: Dean, CSON Faculty Organization

Statement of Purpose:

This policy is used to define the qualifications and considerations for preceptors to be utilized within the curriculum

Materials/Equipment

Preceptor Packet (IM8)

Preceptor Packet (LVN-RN Track)

Performed By

Curriculum Committee

Guidelines: N/A

Process

Covenant School of Nursing utilizes preceptors in Nursing 1208: Instructional Module 8 (Capstone) and in the Nursing 1301 Instructional Module: Professional Nursing Care Clinicals. In accordance with the Texas Board of Nursing Rule 3.8.3.a Precepted Clinical Learning Experiences, Rule 3.8.2.a Ratio of Nursing Instructors to Students in Clinical Learning Experiences, Rule 215.10, and as defined by ACEN's definition of preceptor.

Texas Board of Nursing Rule 215 defines a clinical preceptor as a licensed nurse who meets is not employed as a Nursing Instructors by the nursing program, and who directly supervises clinical learning experiences. Based on TBON Rule 215(h) Nursing Instructors may coordinate the preceptorship for no more than 24 students.

According to ACEN, a preceptor is an academically and experientially qualified person who has received formal training to function as a resource and role model for nursing students. When specified, preceptors must meet the stated requirements for the level of nursing education offered. Examples include, but are not limited to, requirements set by a state regulatory agency for nursing or requirements set by the governing organization/nursing education unit (ACEN Glossary)

Preceptors meet the following criteria:

- Current RN license in the state of Texas
- Minimum of one year of clinical experience in precepted specialty
- Employed full time
- Recommendation from nurse manager or nurse educator
- Completion of preceptor orientation
- Received a copy of the "Precepted Clinical Experience Expectations" (the preceptor packet).
- Signed the Preceptor Letter of Agreement on file

The preceptor orientation defines the role, requirements, and responsibilities of the preceptor. It also includes educational content related to generational differences, instructional module outcomes, and expectations of student and Nursing Instructors. Preceptors are also given a copy of the Preceptor Packet during the orientation

and again by the student during the first clinical shift.

The Nursing Instructors shall be readily available to students and preceptors during clinical learning experiences. The Nursing Instructors shall meet periodically with preceptors and students for the purpose of monitoring and evaluating the experience. A clinical preceptor assists in the evaluation of the student during the experiences and in acclimating the student to the role of the nurse. A clinical preceptor facilitates student learning in a manner prescribed by a signed written agreement between the nurse and the school of nursing.

Effective clinical learning experiences are essential to a quality nursing education program. The Nursing Instructors are not only accountable for supervision and evaluation of students in the clinical area but are involved in developing criteria for the selection of the clinical agencies and experiences.

Reference(s):

Accreditation Commission for Education in Nursing. (2017). Preceptor. Retrieved from
http://www.acenursing.net/acenursing/manuals/Glossary_August2016.htm

Texas Board of Nursing. (2015). The Education Rules. Retrieved from
https://www.bon.texas.gov/pdfs/education_pdfs/documents_curr_historical/NURSINGFACULTYMODULERevised.pdf

Texas Board of Nursing. (2013). Precepted Clinical Learning Experiences. Retrieved from
https://www.bon.texas.gov/pdfs/education_pdfs/education_nursing.../3-8-3-a.pdf

Texas Board of Nursing. (2017). Ratio of Faculty to Student in Clinical Learning Experiences. *Retrieved from*
https://www.bon.texas.gov/pdfs/education_pdfs/education_nursing.../3-8-2-a.pdf

Reviewed/Revised: 12/2017; 06/2020

Competency Performance Evaluation (CPE)

Department: CSON

Approved by: CSON Faculty Organization and Dean/Coordinators

Statement of Purpose:

This policy is used to define the implementation of the Competency Performance Evaluation into CSON curriculum.

Materials/Equipment: N/A

Performed by:

CSON Nursing Instructors

Guidelines:

- Instructional Modules 1, 3, 5, & 7 will administer a **non-graded** CPE during each 8-week course offering.
- Instructional Modules 2, 4, 6, & 8 will administer a **graded** CPE during each 8-week course offering.
- All CPEs will be developed using the Lenburg Competency Outcomes Performance Assessment (COPA) Model (see link below).

https://www.researchgate.net/profile/Carrie_Lenburg/publication/26406440_The_Framework_Concepts_and_Methods_of_the_Competency_Outcomes_and_Performance_Assessment_COPA_Model/links/54cf92e90cf298d656642c80.pdf

- All CPEs will assess the universal competencies as adopted by the Faculty Organization, as well as additional competency skills as deemed necessary by the administering Instructional Module Nursing Instructors to assess student progression through the CSON curriculum.
- All CPEs will be scheduled through the Simulation Coordinator or their designated agent.
- All Instructional Modules will forward CPE assessment forms to the Simulation Coordinator.
- Simulation Coordinator will compile and present results to the Assessment Committee for further evaluation.
- Instructional Modules administering **graded CPEs** can request additional Nursing Instructors through the Faculty Affairs Coordinator.
- Equipment and supplies for all CPEs are to be requested using the Simulation Center Equipment and Supply Request form. This form can be accessed on the K drive as follows: NEWK> Instructional Modules> Instructional Module _ (choose your module)> AY_ (choose correct AY)> Lab-CPE

Process:

- Using the COPA model as guide, each Instructional Module will develop CPEs that reinforce the learning outcomes for that particular Instructional Module.
- Each Instructional Module will include 2 and no more than 3 additional skills to be evaluated.
- The additional skills will be added to the appropriate evaluation form, located on the K Drive. NEWK > Current Resources > Universal Clinical Paperwork > Simulation, CPAs and CPEs > choose either graded or Mock CPE Form
- Instructional Modules administering **graded CPEs** should follow the CPE Faculty Guidelines as approved by the Simulation ad Hoc committee (08/2017).
- Instructional Modules administering **non-graded CPEs** are encouraged to use the CPE Guidelines as a method of improving CPEs.
- NEWK > Current Resources > Universal Clinical Paperwork > Simulation, CPAs and CPEs

Student Expectations

Student conduct during Performance Assessments (PAs) and Competency Performance Examinations (CPEs), both Mock and Real is expected to be as follows:

- The student will receive an electronic copy of the Universal Competencies and a copy of the required skills and selected skills.
- The student will respect the dignity and privacy needs of the manikin as they would an actual patient.
- The student will conscientiously implement the critical elements of all professional nursing skills.
- The student will present a professional attitude, demeanor, and attire at all times during simulated care.
- The student will treat Performance Assessments and mock Competency Performance Examinations as they would any other required examination and not as a practice session.
- The student will understand the Clinical Examiner who oversees all aspects of the examination and assessment process is my advocate. The student may ask questions for clarification concerning general examination procedures prior to a graded exam.
- If the student's actions jeopardize patient safety, the student will be stopped by the Clinical Examiner.
- If the student exceeds the allotted time, the student will be stopped by the Clinical Examiner.

Reference(s): Lenburg, C., Klein, C., Abdur-Rahman, V., Spencer, T., & Boyer, S. (2009). The COPA Model: a comprehensive framework designed to promote quality care and competence for patient safety. *Nursing Education Perspectives (National League For Nursing)*, 30(5), 312-317. Retrieved from https://www.researchgate.net/profile/Carrie_Lenburg/publication/26406440_The_Framework_Concepts_and_Methods_of_the_Competency_Outcomes_and_Performance_Assessment_COPA_Model/links/54cf92e90cf298d656642c80.pdf on 12-20-2017.

Reviewed/Revised: 01/2018

Curriculum

Department: Covenant School of Nursing

Approved by: CSON Faculty Organization, Dean and Coordinators

Statement of Purpose: To outline the curriculum developed for Covenant School of Nursing.

Materials/Equipment: N/A

Performed By: CSON Nursing Instructors, Dean and Coordinators

Guidelines: N/A

Process

Framework/End of Program Student Learning Outcomes

The Nursing Instructors of Covenant School of Nursing (CSON) believe that education is a dynamic, continuous process utilizing organized instruction and selected learning experiences, which enable the student to attain basic knowledge and skills needed for the graduate to function as a beginning nurse generalist capable of critical thinking, independent judgment, and self-direction. Covenant School of Nursing Program Outcomes are based on The Competency Outcomes and Performance Assessment (COPA) model developed by Dr. Carrie Lenburg:

End-of-Instructional Module Student Learning Outcomes (generic RN program)

Graduate Competency 1	Assessment and Intervention: Provide competent nursing interventions based on assessment of patient and family needs, evidence-based practice, and application of the nursing process to meet the needs of the whole person.
Student Learning Outcome 1	
Nursing 1101	Collect accurate bio-psycho-social-spiritual- cultural patient data.
Nursing 1102	Perform nursing skills in a safe and organized manner.
Nursing 1103	Make clinical decisions based on nursing process and evidence-based practice.
Nursing 1104 Nursing 1200*	Implement a plan of care that integrates adult patient-related data and evidence-based practice.
Nursing 1205	Implement plans of care for the pediatric patient and family.
Nursing 1206	Implement plans of care for commonly occurring health issues in the childbearing family and patients with mental health disorders.
Nursing 1207	Perform interventions based on assessment of patients and families with complex healthcare needs.
Nursing 1208	Provide competent nursing interventions based on assessment of patient and family needs, evidence-based practice, and application of the nursing process to meet the needs of the whole person.

Graduate Competency 2	<u>Communication:</u> Communicate effectively with individuals across the lifespan, families, and members of the health care team.
Student Learning Outcome 2	
Nursing 1101	Use communication methods required to provide safe, effective and compassionate care.
Nursing 1102	Implement communication skills to build trust with adult patients, families and the healthcare team.
Nursing 1103	Use effective communication skills in the care of the adult patient.
Nursing 1104 Nursing 1200*	Communicate effectively with members of the healthcare team.
Nursing 1205	Communicate effectively with the pediatric patient and family.
Nursing 1206	Communicate effectively with childbearing families and patients with mental health disorders.
Nursing 1207	Implement effective communication methods when caring for patients and families with complex healthcare needs.
Nursing 1208	Communicate effectively with individuals across the lifespan, families and members of the healthcare team.

Graduate Competency 3	<u>Critical Thinking:</u> Function as a nurse generalist who is competent in making clinical decisions and independent judgments based on reliable patient-related data and evidence-based practice.
Student Learning Outcome 3	
Nursing 1101	Use reliable health and disease information resources in making clinical decisions.
Nursing 1102	Make changes to care in response to unexpected outcomes of nursing interventions.
Nursing 1103	Use critical thinking to determine nursing interventions in patient care.
Nursing 1104 Nursing 1200*	Apply evidence-based research in nursing interventions.
Nursing 1205	Integrate evidence-based decision making in the care of the pediatric patient.
Nursing 1206	Integrate evidence-based data in making clinical decisions for the childbearing family and patients with mental health disorders.
Nursing 1207	Perform nursing interventions based on prioritization and independent judgments and evidence-based practice.
Nursing 1208	Function as a nurse generalist who is competent in making clinical decisions and independent judgments based on reliable patient-related data and evidence-based practice.

Graduate Competency 4	<u>Human Caring and Relationship:</u> Integrate concepts of caring and professional standards into nursing practice.
Student Learning Outcome 4	
Nursing 1101	Engage in caring and professional behaviors.
Nursing 1102	Provide nursing care that integrates concepts of caring, ethics, and professional standards.
Nursing 1103	Provide patient-centered care with sensitivity and respect for human diversity.
Nursing 1104 Nursing 1200*	Incorporate nursing and healthcare standards with dignity and respect when providing nursing care.
Nursing 1205	Provide nursing care to pediatric patients that incorporates analysis of legal and ethical issues.
Nursing 1206	Analyze legal and ethical concerns in the provision of nursing care to the childbearing family and patients with mental health disorders.
Nursing 1207	Incorporate concepts of human caring and relationships with patient and families with complex healthcare needs.
Nursing 1208	Integrate concepts of caring and professional standards into nursing practice.

Graduate Competency 5	<u>Management:</u> Coordinate resources to promote optimal levels of health for patients, families, and the community.
Student Learning Outcome 5	
Nursing 1101	Choose resources to promote wellness while providing care.
Nursing 1102	Incorporate resource management principles aimed at reducing or minimizing healthcare costs.
Nursing 1103	Select health care resources that facilitate effective discharge from acute care facilities.
Nursing 1104 Nursing 1200*	Recommend resources most relevant in the care of patients with health impairments.
Nursing 1205	Recommend resources to promote optimum levels of health for the pediatric patient and family.
Nursing 1206	Promote use of resources to optimize health for the childbearing family and patients with mental health disorders.
Nursing 1207	Prioritize resources in order of effectiveness and accessibility for patients and families with complex healthcare needs.
Nursing 1208	Coordinate resources to promote optimal levels of health for patients, families, and the community.

Graduate Competency 6	Leadership: Collaborate effectively with interprofessional caregivers to promote optimal levels of health for patients, families, and the community.
Student Learning Outcome 6	
Nursing 1101	Acknowledge the roles of health care team members in the delivery of patient care.
Nursing 1102	Promote teamwork by delegating patient care activities consistent with stated protocols and levels of preparation.
Nursing 1103	Delegate activities and assignments according to legal protocols.
Nursing 1104 Nursing 1200*	Participate in the development of interprofessional plans of care.
Nursing 1205	Collaborate with the health care team to promote optimal levels of health care for the pediatric patient.
Nursing 1206	Collaborate with the health care team to promote optimal levels of health care for the childbearing family and patients with mental health disorders.
Nursing 1207	Implement behaviors consistent with an effective team leader.
Nursing 1208	Collaborate effectively with interprofessional caregivers to promote optimal levels of health for patients, families, and the community.

Graduate Competency 7	Teaching: Teach concepts of health promotion, maintenance, and restoration to patients, families, members of the healthcare team and the community.
Student Learning Outcome 7	
Nursing 1101	Teach health promotion consistent with basic learning principles.
Nursing 1102	Implement patient teaching principles pertinent to nursing interventions.
Nursing 1103	Provide pertinent education for patients with identified health knowledge deficits.
Nursing 1104 Nursing 1200*	Evaluate the effectiveness of teaching plans implemented during patient care.
Nursing 1205	Implement teaching plans advocating for health promotion, maintenance and restoration for the pediatric patient and family.
Nursing 1206	Implement teaching plans advocating for health promotion, maintenance and restoration for the childbearing family and patients with mental health disorders.
Nursing 1207	Modify teaching plans for patients and families with complex health care needs.
Nursing 1208	Teach concepts of health promotion, maintenance, and restoration to patients, families, members of the healthcare team and the community.

Graduate Competency 8	Knowledge Integration: Integrate concepts from biological, sociological, and psychological sciences to provide competent evidence-based nursing care for patients across the lifespan and health-illness continuum.
Student Learning Outcome 8	
Nursing 1101	Integrate knowledge of normal health parameters to identify healthcare needs.
Nursing 1102	Perform evidence-based nursing interventions integrating concepts from the biological, sociological, and psychological sciences.
Nursing 1103	Implement effective care for a culturally and socially diverse patient population.
Nursing 1104 Nursing 1200*	Deliver effective nursing care to patients with multiple healthcare deficits.
Nursing 1205	Incorporate holistic, evidence-based nursing care to the pediatric patient and family.
Nursing 1206	Integrate evidence-based principles to meet the care needs of the childbearing family and patients with mental health disorders.
Nursing 1207	Implement holistic, evidence-based nursing care to patients and families with complex healthcare needs.
Nursing 1208	Integrate concepts from biological, sociological, and psychological sciences to provide competent evidence-based nursing care for patients across the lifespan and health-illness continuum.

End-of-Instructional Module Student Learning Outcomes (LVN-RN Track)

End of Program Student Learning Outcome 1	Assessment and Intervention: Provide competent nursing interventions based on assessment of patient and family needs, evidence-based practice, and application of the nursing process to meet the needs of the whole person.
Professional Nursing Care Theory Student Learning Outcome 1	Relate basic nursing and medical interventions to assessment findings.
Professional Nursing Care Clinical Student Learning Outcome 1	Demonstrate competent basic assessment skills for the adult, geriatric, and acute mental health patient populations. Demonstrate competent basic assessment skills for the newborn, pediatric and child-bearing populations.
End of Program Student Learning Outcome 2	Communication: Communicate effectively with individuals across the lifespan, families, and members of the health care team.

Professional Nursing Care Theory	Differentiate therapeutic communication and nontherapeutic communication in the delivery of patient care.
Student Learning Outcome 2	
Professional Nursing Care Clinical	Demonstrate therapeutic communication techniques in the care of the adult, geriatric, and acute mental health patient populations. Demonstrate therapeutic communication techniques in the care of the newborn, pediatric, and childbearing populations.
Student Learning Outcome 2	
End of Program Student Learning Outcome 3	Critical Thinking: Function as a nurse generalist who is competent in making clinical decisions and independent judgments based on reliable patient-related data and evidence-based practice.
Professional Nursing Care Theory	Evaluate care options based on patient data and current research recommendations.
Student Learning Outcome 3	
Professional Nursing Care Clinical	Organize patient care for the adult, geriatric, and acute mental health patient populations based on patient data and evidence-based practices. Organize patient care for the newborn, pediatric and childbearing populations based on patient data and evidence-based practices.
Student Learning Outcome 3	
End of Program Student Learning Outcome 4	Human Caring and Relationship: Integrate concepts of caring and professional standards of nursing practice.
Professional Nursing Care Theory	Determine professional practice expectations based on concepts of caring, ethics, and professional standards of nursing practice.
Student Learning Outcome 4	
Professional Nursing Care Clinical	Implement care of the adult, geriatric, and acute mental health patient populations in a caring, ethical and professional manner. Implement care of the pediatric, newborn, and childbearing populations in a caring, ethical and professional manner.
Student Learning Outcome 4	
End of Program Student Learning Outcome 5	Management: Coordinate resources to promote optimal levels of health for patients, families, and the community.

Professional Nursing Care Theory	Evaluate health care resources that promote optimal levels of health in all patient populations.
Student Learning Outcome 5	
Professional Nursing Care Clinical	Select resources that promote optimal levels of health in the adult, geriatric, and acute mental health patient populations. Select resources that promote optimal levels of health in the newborn, pediatric and childbearing populations.
Student Learning Outcome 5	
End of Program Student Learning Outcome 6	Leadership: Collaborate effectively with interprofessional caregivers to promote optimal levels of health for patients, families, and the community.
Professional Nursing Care Theory	Analyze organizational structures that promote optimal levels of health care for all patient populations.
Student Learning Outcome 6	
Professional Nursing Care Clinical	Demonstrate interprofessional collaboration in the care of the adult, geriatric, and acute mental health patient populations. Demonstrate Interprofessional collaboration in the care of the newborn, pediatric and childbearing populations.
Student Learning Outcome 6	
End of Program Student Learning Outcome 7	Teaching: Teach concepts of health promotion, maintenance, and restoration to patients, families, members of the healthcare team and the community.
Professional Nursing Care Theory	Determine effective teaching methodology for all patient populations.
Student Learning Outcome 7	
Professional Nursing Care Clinical	Demonstrate effective health care teaching to patients and families.
Student Learning Outcome 7	
End of Program Student Learning Outcome 8	Knowledge Integration: Integrate concepts from biological, sociological, and psychological sciences to provide competent evidence-based nursing care for patients across the lifespan and health-illness continuum.

Professional Nursing Care Theory	Construct individual, evidence-based nursing care plans that address all realms of patient care needs.
Student Learning Outcome 8	
Professional Nursing Care Clinical	Provide nursing care based on an individual, evidence-based plan of care for the adult, geriatric, and acute mental health patient populations. Provide nursing care based on an individual, evidence-based plan of care for the newborn, pediatric and childbearing populations.

Universal Competencies

Within the COPA model, Universal Competencies are designated. These are skills and knowledge that the student will demonstrate at all times during patient care, both simulated and at the patient bedside. The Universal Competencies are:

1. Safety and Security: assuring both physical and emotional well-being of the patient.
2. Standard Precautions: the prevention of the introduction or transfer of organisms.
3. Interprofessional Communications: the verbal and non-verbal interactions between the student nurse and patient/significant other(s) that is focused on patient-related or professional concerns.
4. Critical Thinking: deliberate and rational thinking that focuses on clinical decision-making (problem solving, diagnostic reasoning), reflective judgment, and scientific inquiry.
5. Documentation: the recording of data required by, or pertinent to, the designated situation.
6. Human Caring Relationship: The use of professional behaviors, attitudes, and interactions with patients and significant others that incorporate a discernible valuing, respect, and advocacy for their circumstances, preferences and overall well-being.
7. Professional role performance: demonstration of behaviors that are consistent with designated policies and procedures of the Instructional Module, Covenant School of Nursing, clinical agencies, and the ANA Code for Nurses.

Prerequisite Courses

Academic Prerequisites	
Course Title	Semester Hours
English 1	3
English 2	3
Chemistry	4* Must have a lab
Anatomy & Physiology 1	4* Must have a lab
Anatomy & Physiology 2	4* Must have a lab
Microbiology	4* Must have a lab

<i>Human Growth & Development</i>	3
<i>Human Nutrition</i>	3-4
Total Prerequisites	28-29

Prerequisite Course Descriptions:

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

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

General Chemistry: An introduction to chemistry. Includes gas laws, bonding theory, atomic structure, solutions, acid-base and redox reactions.

Inorganic Chemistry: The study of chemistry especially relating to the properties and behavior of inorganic compounds. The course should cover all chemical compounds except the myriad organic compounds.

Anatomy and Physiology, I (or just Anatomy): Structure and function of cells, tissues, and the general body plan; the integument, skeletal, and muscular systems.

Anatomy and Physiology II (or just Physiology): A continuation Anatomy and Physiology I. Structure and function of the endocrine, circulatory, respiratory, digestive, excretory, and nervous systems, as well as a study of fluid, electrolyte and Ph balance of the body.

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

Human Growth and Development (Lifespan): The physical and psychological development of the individual from birth through the death/dying process.

Nutrition (Science of, or Personal): Study of nutrients, their functions and food sources, recommended daily allowances, deficiency and toxicity symptoms, and sound principles for nutrition throughout the life cycle.

Nursing Instructional Module Generic RN Coursework and Hours

Nursing Coursework Instructional Module Title and Number	Theory Hours	Clinical Hours	Weeks	Credit Hour Equivalents
Nursing 1101 Health Promotion and Wellness	72	160	8	7
Nursing 1102 Professional Nursing Skills	24	208	8	5
Nursing 1103 Nursing Care of the Adult I	72	160	8	7
Nursing 1104 Nursing Care of the Adult 2	72	160	8	7

Nursing 1205 Pediatric and Pediatric Psychiatric Nursing Concepts	56	168	8	6
Nursing 1206 Childbearing Family and Acute Psychiatric Nursing Concepts	56	168	8	6
Nursing 1207 Care of the Patient with Complex Care Needs	56	168	8	6
Nursing 1208 Capstone	24	200	8	6
Generic RN Pre-licensure Program Totals	432	1392	64	50
Prerequisite course hours				28
Total Program Credit Equivalents				78

Instructional Module Generic RN Course Descriptions

Nursing 1101 Health Promotion and Wellness

This instructional module provides an overview of concepts basic to the nursing profession such as professional behaviors and responsibilities, nursing process, holistic care, wellness, basic human needs, health assessment, therapeutic communication, and safe environment. Laboratory and clinical experiences include history & physical assessment, vital signs, basic patient comfort and care. General pathophysiology concepts are introduced for selected health impairments. The nursing process framework is introduced. Introductory nursing pharmacology will provide the student with information required to safely administer medications. Math for medication administration is included in the concepts. Expected physiologic findings are compared to fundamental health concepts such as oxygenation and circulation. Upon completion of this material, students should be able to identify basic abnormalities in patient assessment findings, to apply legal and ethical standards of care in medication administration and safely calculate medication dosage and provide safe patient care based on the concepts presented.

Nursing 1102 Professional Nursing Skills

This instructional module is dedicated to the acquisition of professional nursing skills required to safely provide nursing interventions in clinical patient care. Students will be introduced to evidence-based practices for interventions related to such things as focused assessment, medical asepsis, phlebotomy, and enteral and parenteral medication administration. Documentation and communication are reinforced. Upon completion of this instructional module, students should be able to safely provide basic nursing interventions in clinical patient care with supervision of faculty and licensed nurses.

Nursing 1103 Nursing Care of the Adult I

This instructional module introduces the student to concepts of care for patients with acute and chronic alterations in oxygenation, circulation, gastrointestinal function. Diabetes care, an introduction to peri-operative nursing and end-of-life care, grief and loss are also introduced in this module. Clinical experiences include caring for adult and geriatric patients in acute care settings as well as peri-operative clinical experience. Students will gain in-depth information about the pathophysiological processes associated with common disease processes. Students will be introduced to medications common to health issues emphasized in the instructional module. Upon completion of this instructional module students should be able to plan and perform basic patient care for the adult or geriatric patient with faculty support.

Nursing 1104 Nursing Care of the Adult II

This instructional module continues the study of health conditions including neurological, musculoskeletal, endocrine, immune, tissue integrity, sensory perception and genitourinary disorders. Fluid & electrolytes and healthcare trends (i.e. /DRGs, accreditation, etc.) are also introduced. Students will be introduced to medications common to health issues emphasized in the nursing instructional module. Students will gain in-depth information

about the pathophysiological processes associated with common disease processes. Medication math review continues. Clinical experiences include caring for adult and geriatric patients in acute and simulated care settings highlighting concepts of delegation and prioritization. Upon completion of this instructional module, students should be able to plan and implement basic nursing care with faculty support.

Nursing 1205 Pediatric and Pediatric Psychiatric Nursing Concepts

This instructional module introduces care issues specific to the pediatric patient and family. Included in this instructional module are mental health conditions common to pediatric and teen-age patients. Clinical experiences will include acute care facilities, community settings, and mental health settings. Upon completion of this instructional module, students should be able to recognize care issues of this population and intervene at a fundamental level with faculty support.

Nursing 1206 Childbearing Family and Acute Psychiatric Nursing Concepts

This instructional module is divided into two sections: concepts of obstetrical nursing and concepts of care of chronic and acute mental health patients. Family dynamics is included within the concepts. Students will be introduced to fundamental concepts of care for these populations. Clinical experiences will include acute care facilities, community settings and mental health rehabilitation settings. Upon completion of this instructional module, students should be able to recognize care issues of this population and intervene at a fundamental level with faculty support.

Nursing 1207 Care of the Patient with Complex Care Needs

This instructional module focuses on patients across the lifespan experiencing complex health issues. Concepts related to critical care environments including safety, communication, emergent care, disaster planning, and assistive equipment are introduced. Complex pharmacology, medication administration and pathophysiology are combined with healthcare issues experienced by this population. Clinical experiences include critical care units, and acute and community emergency departments. Upon completion of this instructional module, students should be able to recognize emergent situations and intervene at a fundamental level with faculty support.

Nursing 1208 Capstone

This instructional module is designed to bring all of the program concepts together. Students will participate in activities directed at connecting previous learning to real world experiences. Students will participate in preparation for licensure and employment. Clinical experience will be fully precepted with emphasis on transition to practice. Upon completion of this instructional module, students should be prepared to successfully complete the NCLEX-RN® and be able to function as beginning nurse generalists.

Nursing Instructional Module LVN-RN Coursework and Hours

Nursing Coursework Instructional Module Title and Number	Theory Hours	Clinical Hours	Weeks	Credit Hour Equivalents
Nursing 1300 Professional Nursing Care	192	144	14	15
Nursing 1301 Professional Nursing Care Clinical	0	312	13	6.5
Total Hours:	192	456	27	21.5
First year credit awarded after successful completion of Nursing 1300				26
Prerequisite course hours				28
Total Program Credit Equivalents				75.5

Instructional Module LVN-RN Course Descriptions

Nursing 1300 Professional Nursing Care

This 14-week integrated theory instructional module is designed for the student with LVN licensure and nursing practice experience. Building on prior educational experience, this instructional module expands on the concepts of care for patients across the lifespan experiencing acute and chronic alterations in health. End of life and grief and loss are addressed. Mental health issues (including acute psychiatric disorders) across the lifespan are addressed. Development of professional role, ethical decision making, health maintenance and patient education is included within the content. Pharmacology, medication administration and pathophysiology are reviewed within the context of healthcare topics. Nursing skills will be reviewed and validated during the instructional module. Upon completion of this instructional module, the student should be able to plan and evaluate basic nursing care with faculty support.

Nursing 1301 Professional Nursing Care Clinical

This 13-week clinical instructional module begins after successful completion of Nursing 1300: Professional Nursing Care (integrated theory IM). The emphasis of this instructional module is the clinical care of the adult/geriatric patient, acute mental health patient, childbearing family and the pediatric patient. The student will provide nursing care in various clinical settings under the supervision of a Registered Nurse preceptor with oversight and direction from CSON faculty.

Reference(s):

Reviewed/Revised: 01/2018

Dosage Calculation Exams

Department: Covenant School of Nursing
Approved by: CSON Faculty Organization

Statement of Purpose:

To provide instructions on how to administer dosage calculation exams.

Materials/Equipment: Dosage calculation exams (Fundamentals, Medical Surgical, Critical Care/Versions 1-3)

Performed By: CSON Instructional Module Nursing Instructors

Definitions

- Dosage calculation questions: mathematical calculations of drug dosages only. Proctored dosage calculation testing will be used to evaluate student proficiency in calculations.

Process

- Instructional Modules 3, 5, 7, 8 and LVN-RN Track students will complete the proctored dosage calculation examination(s) to evaluate proficiency in dosage-based, nursing calculations.
- Each exam will consist of 20 questions.
- A score of 85% or higher is required.
- Students will have 3 attempts to meet the 85% benchmark. However, the score on the first attempt will be recorded as the grade of record.
- The first attempt will be scheduled prior to the withdrawal date. Any further attempts are the responsibility of the student to schedule and must not interfere with other class or clinical time.
- Any student not attaining an 85% will receive an instructional module failure.
- If the 3rd attempt is completed prior to week 5 the student may choose to withdraw in the grace period.

Reference(s):

Reviewed/Revised: 01/2019; 06/2020

Exam Analysis

Department: Covenant School of Nursing
Approved by: CSON Faculty Organization

Statement of Purpose: To provide instructions for analyzing exam results.

Materials/Equipment: N/A

Performed By

Faculty Org and Curriculum Committee

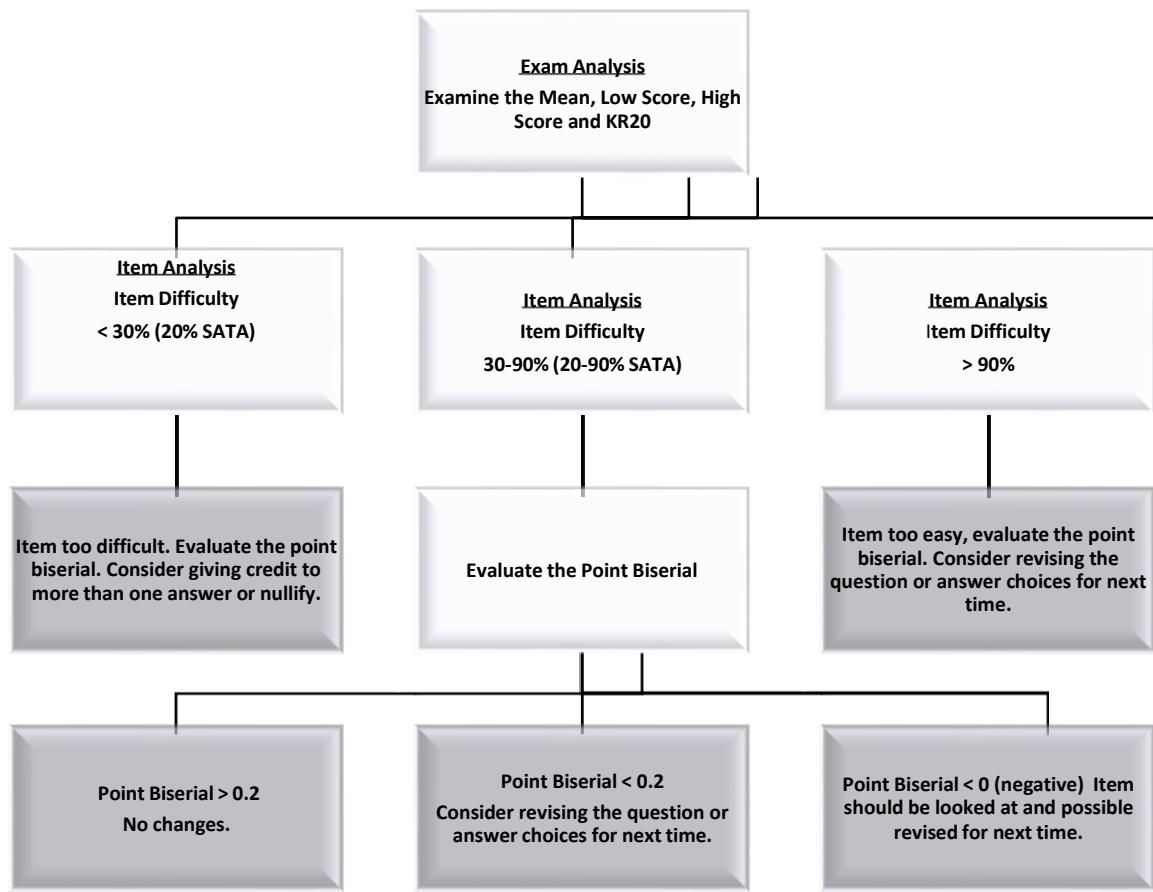
Guidelines: N/A

Process: Next page

Exam Blueprint	All exam items are to be blueprinted by Exam Soft categories.
Unit Exam Breakdown	Total number of exam questions ÷ by total number of theory hours for the unit = number of questions per hour of theory content.
Rationales for Item Answers	See Item Writing Policy.
Adjustments To The Exam	Credit for more than one answer (recommended when more than one answer choice is correct) and the students performed poorly on the question. Nullification (To nullify an exam item means to give credit to all choices. The total number of questions in the exam does not change when item is nullified). Adjustments to the exams will not exceed 10% of the total number of questions.
Miskeyed Items	In the case of a miskeyed item, the question should be nullified.
SATA	If an adjustment needs to be made to a Select all that apply question, it will need to be nullified instead of giving credit for more than one answer (which could cause a student's initial score to decrease).
Item Analysis Steps	See Algorithm.
Reliability Coefficient (KR20)	The higher the number, the more reliable an exam is considered <ul style="list-style-type: none"> • When the item difficulty of several items is a high number (high % = easy questions), the KR20 will be lower. • The way to improve a KR20 is to: <ul style="list-style-type: none"> ◦ Have more test takers. ◦ Improve the individual items.
Item Difficulty	Item difficulty goal is 30-90%. See Algorithm. Select all that apply questions may have an item difficulty range of 20-90%.
Item Discrimination or Point Biserial	0.2 or greater

Questions that involve pathophysiology or medical diagnosis should focus on nursing interventions.

Exam questions should correlate with the Instructional Module's Student Learning Outcomes.



Reference(s): McDonald, M. (2014). The nurse educators guide to assessing learning outcomes (3rd ed.). Burlington, MA: Jones & Barlett Learning Chapters 2, 11 & 12.

Reviewed/Revised: 11/2017; 01/2018; 01/2019; 06/2020

Exam Categorization

Department: Covenant School of Nursing

Approved by: CSON Faculty Organization and Dean/Coordinators

Statement of Purpose:

This policy is used to promote and support consistency in use of exam question categories. Data can be used to support current curricular efforts or identify potential changes.

Materials/Equipment:

Exam Soft

Performed by:

CSON Nursing Instructors

Process:

CSON Nursing Instructors will adhere to the following categorizing guidelines when creating, reviewing, and revising test items for student testing:

1. Complete or Review the “Categories” section for each item. (The categories section is located on the left side of the “Question” screen.)
2. Identify each question using the following 4 (four) categories:
 - a. Module Identification (Choose 1 Module)
 - i. LVN-RN Track
 - ii. M1Module 1
 - iii. M2 Module 2
 - iv. M3 Module 3
 - v. M4 Module 4
 - vi. M5 Module 5
 - vii. M6 Module 6
 - viii. M7 Module 7
 - ix. M8 Module 8
 - b. Instructional Module Competency (Choose 1 Competency)
 - i. Competency 1-Assessment and Intervention
 - ii. Competency 2-Communication
 - iii. Competency 3-Critical Thinking
 - iv. Competency 4-Human Caring and Relationship
 - v. Competency 5-Management
 - vi. Competency 6-Leadership
 - vii. Competency 7-Teaching
 - viii. Competency 8- Knowledge Integration
 - c. NCLEX Test Plan (Choose 1 of these 8 major categories) Each category can be opened to provide definitions and examples of what topics fall under each heading. Selecting a subcategory is not necessary).
 - i. Basic Care and Comfort
 - ii. Health Promotion and Maintenance
 - iii. Management of Care

iv. Pharmacological and Parenteral Therapies

- v. Physiological Adaptation
- vi. Physiological Integrity
- vii. Psychosocial Integrity
- viii. Safe and Effective Care Environment

d. Instructor Name (Choose 1 from the Nursing Instructor list)

3. Save/Approve the question

Reference(s): For assistance with item categorization, utilize the Help Guide found on the ExamSoft homepage. Enter Categories in the Search Menu. Review New Portal: Tagging a Question with Categories,
<https://examsoft.force.com/emcommunity/s/article/New-Portal-Tagging-a-Question-with-Categories>

Reviewed/Revised: 06/2018

Exam Development and Grading

Department: Covenant School of Nursing

Approved by: CSON Faculty Organization and Dean/Coordinators

Statement of Purpose:

This policy is used to promote exam development and grading.

Materials/Equipment:

Performed by:

CSON Nursing Instructors

Process:

CSON Nursing Instructors will adhere to the following exam development guidelines:

Module	1	2	3	4	5	6	7	8	LVN-RN
# of Weeks	8	8	8	8	8	8	8	8	27
# of Unit Exams (Instructor Written)	7	6	4	4	4	4	4	0	5
# of ? on Unit Exams	3-28? 4-29?	4-33? 2-34?	65? (Min of 12-13 Med Admin/ Pharm?)	0	100? (Min of 20 Med Admin/ Pharm?)				
# of Med Admin/ Calc Exams if Separate from Unit Exams	4	6	0	0	0	0	0	0	0
Total # of ? on Med Admin/ Calc Exams	2-12? 2-13?	4-8? 2-9?	0	0	0	0	0	0	0
Total # of ?	250	250	260	260	260	260	260	0	500
Graded CPE		Yes		Yes		Yes		Yes	Yes

- All students must attain a 75% average on exams before other graded assignments are added in IM 1-7 and LVN to RN track.
- Exams count 75% of the final grade and other assignments count as remaining 25% of final grade.
- There is no rounding to the whole.
- Time for exam questions should be given approximately 1.36 minutes per question. Some exceptions may apply such as medication calculation questions.

Reference(s):

Reviewed/Revised: 06/2019

Health Education Systems Incorporated (HESI) Utilization

Department: Covenant School of Nursing

Approved by: Dean, Coordinators and Faculty Org

Statement of Purpose:

To ensure HESI resources are being purchased and utilized appropriately throughout the curriculum. HESI research supports the improvement of student performance on the NCLEX-RN with consistent use of HESI products and required remediation.

Materials/Equipment: HESI resources

Performed By: Curriculum Committee

Guidelines

- ***This policy is applicable to generic RN program cohorts 0219 and later and LVN to RN track students entering 0921 and later***
- CSON Nursing Instructors are responsible for ensuring the HESI resources are utilized appropriately throughout the nursing education program.
- The Curriculum Committee reviews and recommends placement of HESI resources across the instructional modules.

Process

Curriculum Committee members are responsible for ensuring:

- Nursing Instructors in each instructional module review the recommended resources related to his/her content and determine placement and use of the products.
- Nursing Instructors document the use of HESI resources in the “HESI across the Curriculum” workbook located on the K: drive in the Curriculum folder.
- Nursing Instructors review the HESI student outcomes for their instructional module during the off-module period and report recommendations for change to the Curriculum Committee.
- The Curriculum Committee will review all Instructional Module reports on an annual basis to determine trends and utilization of HESI products. The Curriculum Committee will be notified immediately of any negative trends identified by the Curriculum Coordinator or Instructional Module Nursing Instructors.

Reference(s): myevolve.us/exploreHESI, HESI validity studies

Reviewed/Revised: 01/2019

Instructional Module Learning Guides

Department: Covenant School of Nursing
Approved by: CSON Faculty Organization

Statement of Purpose:

Learning guides are created for each topic presented to students for the purpose of guiding the learning experience. Within the learning guide is documentation of requirements for classroom and clinical preparation, learning activities, student self-assessment suggestions, and evaluation methods. Regulatory documentation is included as well.

Materials/Equipment

Learning guide template

Performed By

All Nursing Instructors who prepare and deliver lecture/learning content to students

Guidelines

- The Nursing Instructor responsible for instructional module (IM) content will create and/or revise the Learning Guides
- Major revisions of Learning Guides should only occur during the off-instructional module period. Major revisions must be reported to the Curriculum Committee
- Minor revisions of Learning Guides should occur either before posted for student access, or after the Instructional Module is complete. Minor revisions may be done at the discretion of the responsible Nursing Instructor member and communicated to the other Instructional Module Nursing Instructors
- Once the student has access to the Learning Guide, changes should not be made
- Do not delete any sections or sub-sections of the Learning Guides. Enter N/A or 0

Process

The information presented here is to guide the Nursing Instructor in the completion of the form. Template is found in the electronic storage

Title

- The School name is first - already on the template
- Nursing Instructors will add the Instructional Module number and then the topic of the LG
- The topic listed should match the IM calendar

Learning Goals/Outcomes

- What you expect the student to get out of the material
- Test items should reflect the learning goals/outcomes
- Specific to the topic
- May be placed on the first slide if presenting electronically

Pre-Class Preparation

- 'Required' is the expected class preparation
- Not counted into instructional hours. Considered homework
- 'Additional Resources' are suggested materials

Learning Activities

- Tells students what to expect in the classroom, laboratory or clinical area
- Document which activities are given out-of-class instructional hour credit
- Include statement “care for patient with xxx in the clinical setting” where applicable.

Evaluation Methods

- Document what methods will be used to evaluate learning
- Examples would be items that are graded, proof of completion documents, participation in classroom or online discussion, or laboratory or clinical performance.

Regulatory Requirements

DECs - Differentiated Essential Competencies

- Texas Nursing Education programs are required by NPA and TBON to implement and document competencies in the program
- 2 Groups - Knowledge & Clinical Judgment
- 4 levels - Main (I,II, III, IV) - Large Alpha (A,B,C) - Numeric (1,2,3) and Small Alpha (a,b,c)
- As it applies to the topic, use both groups and all four levels when identifying on the on LG

QSEN - Quality and Safety Education for Nurses

- Documents Knowledge, Skills, and Attitudes (KSAs) required to provide quality care
- Six categories: Patient-Centered Care, Teamwork and Collaboration, Evidence-based Practice, Quality Improvement, Safety, and Informatics
- After reviewing the QSEN document, record only the main category(s) on Learning Guide

NCLEX Test Plan

- NCLEX-RN Examination Test Plan
- 4 major categories: Safe & Effective Care, Health Promotion & Maintenance, Psychosocial Integrity, and Physiologic Integrity
- Sub-categories under Safe & Effective Care (2) and Physiologic Integrity (4), multiple examples of related content for sub-categories
- Document major category, sub-category, and related content on Learning Guide

IM Student Learning Outcomes

- Student Learning Outcomes
- Review your Lesson Guide learning outcomes and identify which IM SLO(s) it corresponds to

Concepts

- Derived from the Texas Concept Based Curriculum project
- 43 concepts are identified and defined by the Texas Concept Based Curriculum team
- Found on the Concept Map developed by the Curriculum Committee
- A topic may cover numerous concepts so document any that apply

Nursing Instructors

- Name of Nursing Instructors assigned to the content

Date Originated

- Dates should not change

Revision Date:

- Add new date as LG is revised

Reference(s):

Reviewed/Revised: 01/2018; 06/2020

Instructional Module Revisions

Department: Covenant School of Nursing

Approved by: Curriculum Committee

Statement of Purpose:

To provide guidance to develop a written proposal regarding major Instructional Module (IM) revisions to be submitted to the Curriculum Committee (CC) for initial review.

Materials/Equipment: N/A

Performed By

Any instructional module Nursing Instructor who wants to request a curriculum revision within their module and Curriculum Committee

Guidelines

Revisions will be made once a year during an off-instructional module rotation.

- Minor Revision: include changes made within the module in collaboration between the instructional module Nursing Instructors
- Major Revision: as defined by ACEN policy #14, examples include but are not limited to: deleting instructional module content, adding instructional module content, change in hours either face-to-face or out-of-class

Process

1. Content of the major revision proposal shall include:
 - Instructional Module number and names of instructors
 - The revision proposal
 - Rationale for the revision
 - Comparison to current Instructional Modules – particularly any increase or decrease in hours, content, etc.
 - Effect of the proposed revision on students, Nursing Instructors, resources, facilities, and other IMs
 - Explanation of how the revision will facilitate achievement of the instructional module, student learning outcomes, graduate competencies, or program outcomes
 - How the revision will incorporate the conceptual framework of the curriculum and spans throughout the program
 - How and when the revision will be evaluated
 - Proposed date of implementation
2. Members of the CC will review the proposal and recommend one of the following to the Faculty Organization:
 - Acceptance
 - Rejection with reasons for rejection
 - Acceptance with modifications and reasons for modifications
3. The Faculty Organization will have opportunity to review the original proposal and the recommendations made by CC members. Faculty Organization members will vote to accept, further modify, or reject the proposal with recommendations made by CC members.

Reference(s): ACEN Standards

Reviewed/Revised: 01/2018; 06/2020

Item Writing

Department: Covenant School of Nursing

Approved by: CSON Faculty Organization and Dean/Coordinators

Statement of Purpose:

This policy is used to promote and support consistency in the appearance of items that appear on student examinations.

Materials/Equipment:

Item Writing Policy (attached)

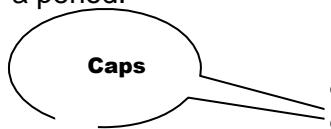
Performed by:

CSON Nursing Instructors

Process:

CSON Nursing Instructors will adhere to the following Item Writing guidelines when creating, reviewing, and revising test items for student testing:

- If NOT completing a sentence or thought, the answer choices begin with a capital letter and do not end with a period.

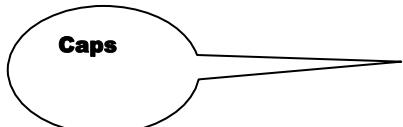


- Which of the following actions should the nurse perform first?
 - A. Place the patient in Trendelenburg position
 - B. Apply pressure to the presenting part with the fingers
 - C. Give the patient oxygen at 10 L via a face mask
 - D. Call for assistance



- Only use punctuation at the end of the stem, and at the end of the answer choices that are direct quotes.

- A nurse reviews medication precautions with a patient who is taking warfarin sodium. Which of these statements, if made by the patient, would indicate that the patient has the correct understanding of the instructions?



- A. "I'll rotate the injection site for the medication every day."
- B. "I won't eat spinach until I finish taking this medication."
- C. "I can expect to have red tinged urine while taking this medication."
- D. "I will weigh myself every morning while I'm taking this medication."



- Use generic names only for medications (no brand names)
- Do not use product brand names, i.e., “Foley”, instead use “urinary catheter”
- Use unbiased terminology. Use:
 - “older adult” instead of “elderly”
 - “healthcare provider” or “care provider” instead of “physician” or “doctor”
 - “unlicensed assistive personnel (UAP)” instead of “nursing assistant”
 - “reports or says” instead of “complains”
 - “best” instead of “appropriate”
 - “patient” instead of “client”
- Do NOT bold or underline words such as not, best, most, priority, and first
- Multiple response questions should be clearly identified without bolded font:
 - Example - Select all that apply.
 - The number of SATA questions on each exam is to be no less than 10% and no more than 50% of the total number of exam questions (i.e., a 25-item exam will have at least 3 SATA questions; a 65-item exam will have at least 7 SATA questions).
 - The number of correct responses should be more than one and up to all of the answer choices.
- Remove extraneous information unless pertinent to the question
 - age
 - gender
 - names
 - marital status
 - occupation
 - avoid “she” when referring to the nurse
 - avoid “the adult patient, instead use “the patient”
 - “of the following”
- Do not use colons at the end of the stem
- Label all lab values and vital signs
 - A patient has a blood pressure of 120/80 mm Hg, a pulse of 86/min, respirations of 22/min and an oral temperature of 99°F (37.2°C)
- Each question should stand alone
- Avoid teaching in the stem
 - For example, phenytoin (an anticonvulsant to prevent seizures)
- If answer choices contain numerical values, list in order smallest to largest in sequence
- Use “should”not “would”
 - Should denotes obligation
 - Would suggests what might happen
 - Do not use a negative stem
 - “Except which of the following”
 - Use present tense
 - “The nurse assesses the patient and finds...”
 - Use third person
 - “Nurse will” not “you will”
 - Use correct grammar
 - “A nurse is planning care for a patient post gastric resection with a nasogastric tube.”- Incorrect.
 - “A nurse is planning care for a patient who had a gastric resection and has

a nasogastric tube connected to continuous suction." - Correct.

- Spell out numbers one to nine and write numbers 10 & higher as numerals\
- Avoid using slang terms
 - Terms that may be misinterpreted due to cultural diversity or age
 - For example, "feeling blue", "burned out", "Tinkertoys", "LOL", "OMG", "ear of corn" and "cold turkey".
- Expose students to terminology during the course that may be used in examinations
- Use standardized abbreviations
- Answer choices
 - Each answer choice should be approximately equal in length. If an answer choice is considerably longer in length, if possible, it should not be the correct response and should be listed last.

Rationales

- Item rationales should be thorough and clearly address what the correct answer is and why it is the best response.
- Reference(s) should be included with the rationale. It can be limited to the author's name of the required textbook and does not require the full name of the text, the edition, or page numbers.

Reference(s): For assistance with item writing, utilize McDonald's book (see below).

These are the Appendices related to exams:

Appendix A "Steps for Implementing a Systematic Assessment Plan"

Appendix B "Basic Test Statistics"

Appendix C "Basic Style Guide"

Appendix D "Targeting Cognitive Levels for Multiple-Choice Item Writing"

Appendix E "Sample Item Stems for Phases of the Nursing Process"

- McDonald, M. (2014). The nurse educator's guide to assessing learning outcomes (3rd ed.). Jones and Bartlett.

- ExamSoft. (2015, March 18). Creating a new question. <https://ei.examsoft.com/community>

Reviewed/Revised: 10/2011; 2/2014; 6/2015; 5/2016; 4/2017; 11/2017; 01/2018; 08/2018; 06/2020

Lubbock Christian University Partnership

Department: Covenant School of Nursing
Approved by: CSON Dean and LCUDON

Statement of Purpose: To describe the partnership and articulation agreement between Covenant School of Nursing and Lubbock Christian University Department of Nursing

Materials/Equipment:
LCU Articulation Degree Plan

Performed by:
CSON and LCUDON

Process:

Background

In 2007 the Texas legislature passed HB2426 requiring all diploma school graduates to be eligible for a degree from an institution of higher learning by the year 2014. The bill was signed into law and subsequently entered into the Texas Nurse Practice Act Section 301.157 (a-1).

Effective January 2012, Covenant School of Nursing entered into a Partnership agreement with the Department of Nursing of Lubbock Christian University for the purpose of fulfillment of the intent of the law for all Covenant graduates to be eligible for a degree from an institution of higher learning which in this instance is Lubbock Christian University.

The Partnership Program agreement provides the Covenant School of Nursing graduate the ability to seamlessly matriculate to Lubbock Christian University Department of Nursing for completion of the RN-BSN courses and be eligible for the granting of a Bachelor of Science degree in Nursing upon completion of the university degree requirements.

Benefits of Partnership

- Yields a highly marketable, clinically well-trained BSN nurse
- Forty-two hours of University credit awarded for Covenant program completion
- Seamless transition from Covenant School of Nursing to Lubbock Christian University
- Education costs are comparable to other BSN programs
- Financial assistance available during 4-year program
- Students are working full time as registered nurses while completing RN-BSN courses
- Tuition reimbursement at some local hospitals are immediately available for full time RN's

LCU Articulation Degree Plan

Dept	#	Course Name
BIB	3310	Christian Life or BIB 3300 Romans
BIO	3301	Genetics or 3-4 hour Pathophysiology course
MATH	3310	Psychological Statistics or SWK3310 Statistics

PSYCH	1300	Psychology - General
HIST	2301	Histroy of U.S. I or HIS 2302 Histroy of U.S. II
GOV	4352	Special Topics: Public Policy and Health care
		ELECTIVE
		BSN MAJOR CLASSES - 29 HOURS
NUR	3200	Intro to BSN
NUR	3214	History, Theory, and Therapies
NUR	3314	Trends and Issues
NUR	4311	Nursing Research
NUR	4314	Leadership and Management I
NUR	4316	Leadership and Management II
NUR	4318	Professional Role Development
NUR	4303	Community Health I
NUR	4305	Community Health II
NUR	3199	Independent Study
NUR	3399	Transcultural Nursing
NUR	3400	Cultural Diversity
NUR	4320	Comparative Health Systems
NUR	4399	Independent Study: Evidence Based Practice

Reference(s):

Reviewed/Revised: 01/2018

Posting Exam Grades

Department: Covenant School of Nursing
Approved by: CSON Faculty Organization

Statement of Purpose:

Covenant School of Nursing (CSON) completes a thorough review of examination statistics following each theory exam. This policy outlines the steps/measures completed prior to posting exam grades in the gradebook.

Materials/Equipment

Exam Summaries
Email

Performed By

CSON Nursing Instructors
ITT or ITT representative

Process

1. Following the administration of a theory-based exam or medication math exam (IM2), nursing instructors complete an exam review based on the first run summary report.
2. Students can submit additional information/evidence up to four hours following the end of the exam time period. (Student submissions must be sent via email).
3. As part of the first run summary review, nursing instructor will review any information submitted by students and determine if additional examination changes/clarifications are needed.
 - a. Should additional clarifications be necessary based on the student submission(s), clarifications will be shared with the entire class during a subsequent meeting time or via email.
4. The findings based on the first run summary will be submitted no sooner than four hours and up to 48 hours after the examination.
 - a. Nursing instructors support and encourage students to “questions a question” within four hours following an exam
 - b. Nursing Instructors will take the time needed to conduct the first run summary review with due diligence and thoroughness. (This process may take up to 48 hours depending on faculty availability and the IM schedule).
5. Submission of the exam changes (or “no changes”) is an indication faculty have reviewed the exam statistics and student emails regarding exam questions (if submitted).
6. Upon completion of exam changes by IT, grades will be posted in the IM gradebook.
7. IT will send the second run report and grade summary to the IM nursing instructors.

Reference(s):

Reviewed/Revised: 11/2020

Medication and Skills Progression

Department: Covenant School of Nursing
Approved by: CSON Faculty Organization

Statement of Purpose:

To provide inform others as to when students have been trained and can perform medications and procedures on patients with nurse supervision.

Materials/Equipment

Student Procedure Progression Guidelines form
Student Medication Progression Guidelines form

Performed By

Students with Nursing Instructor oversight

Guidelines

The student Procedure and Medication Progression Guidelines forms can be found in Share Point at the following address:

Current Resources>Universal Clinical Paperwork>Skills and Progression>CSONStudent MedicationProgressionGuidelines.7.18.16

Current Resources>Universal Clinical Paperwork>Skills and Progression>CSONStudent ProcedureProgressionGuidelines.7.18.16

The forms are also in each IM on the LMS

Reference(s):

Reviewed/Revised: 01/2018, 02/2019

CSON Student Procedure Progression Guidelines



CSON Student Procedure Progression Guidelines

All Students must perform the following procedures with a CSON Instructor and be deemed competent "PRIOR" to the student performing the procedure independently in the clinical setting.

	IM1	IM2	IMB	IM4	IM5	IM6 - Mental Health	IM6 OB/Newborn	IM7
Medical/Asepsis/Handwashing	x	x	x	x	x	x	x	x
Safety	x	x	x	x	x	x	x	x
Body Mechanics	x	x	x	x	x	x	x	x
Isolation	x	x	x	x	x	x	x	x
Hygiene (bathing, oral and skin care, etc.)	x	x	x	x	x	x	x	x
Vital Signs	x	x	x	x	x	x	x	x
Doppler	x	x	x	x	x	x	x	x
Documentation	x	x	x	x	x	x	x	x
Physical Assessment (head-to-toe)	x	x	x	x	x	x	x	x
Input and Output (empty and record)	x	x	x	x	x	x	x	x
TED's/SCD's/Foot Pumps	x	x	x	x	x	x	x	x
Oxygenation	x	x	x	x	x	x	x	x
Accu-Chek	x	x	x	x	x	x	x	x
Students must perform the following procedures with a CSON Instructor or licensed nurse at all times. In accordance with Covenant Health Policy #IX-A-13: MEDICATION ADMINISTRATION BY STUDENT NURSES, students should not start IV's on infants or young children.								
	IM1	IM2	IMB	IM4	IM5	IM6 - Mental Health	IM6 OB/Newborn	IM7
Restraints	x	x	x	x	x	x	x	x
Telemetry Pad Placement	x	x	x	x	x	x	x	x
Rectal Tube (insertion, flushing, removal)	x	x	x	x	x	x	x	x
IV Starts	x	x	x	x	x	x	x	x
Central Venous Device (dressing change)	x	x	x	x	x	x	x	x
Discontinue IV (peripheral, central, picc)	x	x	x	x	x	x	x	x
Blood Draw (central line or peripheral)	x	x	x	x	x	x	x	x
Pumps (medication and feeding)	x	x	x	x	x	x	x	x
Enteral Tube Feeding and Site Care	x	x	x	x	x	x	x	x
Urinary Catheter Care (insertion, DC, etc)	x	x	x	x	x	x	x	x
Specimen Collection (urine/stool)	x	x	x	x	x	x	x	x
Bladder Scan	x	x	x	x	x	x	x	x
Informed Consent	x	x	x	x	x	x	x	x
Discontinue Operative Drains	x	x	x	x	x	x	x	x
Ostomy Care	x	x	x	x	x	x	x	x
Dressing Change (sterile; non-sterile)	x	x	x	x	x	x	x	x
NG/OG insertion, dc	x	x	x	x	x	x	x	x
Perioperative Care	x	x	x	x	x	x	x	x
Discharge Planning	x	x	x	x	x	x	x	x
Chest Tube Maintenance	x	x	x	x	x	x	x	x
Staple/Suture Removal		x	x	x	x	x	x	x
Wound Assessment and Care		x	x	x	x	x	x	x
Newborn Care & Assessment			x	x	x	x	x	x
External Ventricular Drains (monitoring)				x	x	x	x	x
Chest Tube: Removal							x	
Cordis: Dressing Change & Removal							x	
Trach Care and Suctioning							x	
Art Line: Calibration, Blood Draw, Dressing Change							x	
External Ventricular Drains (management)							x	
Instructional Module 8 students: Please check with student's assigned preceptor for procedures the student can complete according to the preceptor agreement.								

CSON Student Medication Progression Guidelines

All students will be supervised by a CSON Instructor or licensed nurse during medication preparation and administration. In accordance with Covenant Health Policy #IX-A-13: MEDICATION ADMINISTRATION BY STUDENT NURSES, students should not administer chemotherapy drugs, administer or regulate Pitocin, administer a medication prepared by another person or receive or sign for controlled drugs from the Pharmacy.								
	IM1	IM2	IM3	IM4	IM5	IM6 - Mental Health	IM6 OB/Newborn	IM7
PO/Topica	X	X	X	X	X	X	X	X
Eye/Ear	X	X	X	X	X	X	X	X
Eye	X	X	X	X	X	X	X	X
Transfer	X	X	X	X	X	X	X	X
Vaginal	X	X	X	X	X	X	X	X
Supposito	X	X	X	X	X	X	X	X
Enema		X	X	X	X	X	X	X
IM/Sub Q		X	X	X	X	X	X	X
Enteral		X	X	X	X	X	X	X
CL or PICC		X	X	X	X	X	X	X
IV Push		X	X	X	X	X	X	X
IVPB		X	X	X	X	X	X	X
Endotrach								X
Instructional Module 8 students: All students will be supervised by the assigned Preceptor for medication preparation and administration. Please check with student's assigned preceptor for procedures the student can complete according to the preceptor agreement.								

Syllabi

Department: Covenant School of Nursing

Approved by: Dean and Coordinators

Statement of Purpose:

To maintain consistency of the format and content of syllabi across the curriculum

Materials/Equipment: Instructional Module syllabi

Performed By

Curriculum Coordinator

Guidelines: N/A

Process

- The syllabi are the responsibility of the Curriculum Coordinator with input from module Nursing Instructors.
- Syllabi are kept in the individual modules K drive under the cohort start date.
- Within the last three weeks of each module, the curriculum coordinator will send a draft of the next start date syllabi for the IM Nursing Instructors to review.
- IM specific content includes the IM Information, IM Description, Student Learning Outcomes, Evaluation Criteria, Instructor Information, and Textbook Information.
- The curriculum coordinator is responsible for uploading each module's syllabus into the LMS Global Repository and posting the syllabus on each instructional modules LMS Homepage.
- The general format of the Syllabi will be as follows:

INSTRUCTIONAL MODULE FORMAT

1. Instructional Module Information
Instructional Module name
Credits
Prerequisites
Instructional Module placement
Delivery methods
Meeting schedule
2. Curriculum Framework
Universal competencies
3. Module Description
4. Student Learning Outcomes
5. Methods of Instruction
6. Learning Guides
7. Evaluation Criteria
8. Competency Performance Examination (CPE)
9. E-Portfolio
10. Instructional Module Instructor information
11. Policy Briefs
Disclaimer
ADA Statement

Academic integrity
Attendance
Change in status
Class cancellation
Communication
Conduct
Confidentiality
Health and Safety
Social Media
Student Academic Resources
Technology
Written Assessments
Use of Electronic Devices

Reference(s):

Reviewed/Revised: 01/2018

TeamSTEPPS®

Department: Covenant School of Nursing

Approved by: CSON Faculty Organization and Dean/Coordinators

Statement of Purpose:

This policy is used to define the incorporation of TeamSTEPPS® 2.0 into the CSON curriculum.

Materials/Equipment:

TeamSTEPPS 2.0 curriculum located at <https://www.ahrq.gov/teamstepps/instructor/index.html>

Performed by:

TeamSTEPPS Master Trainer

Process:

The TeamSTEPPS 2.0 Fundamentals curriculum is divided into 7 modules. Module 8 of the TeamSTEPPS 2.0 Supplemental curriculum has been included in the CSON curriculum.

Each Instructional Module (IM) will adopt the TeamSTEPPS 2.0 module that corresponds to the rank order of the IM as follows:

- IM1- TeamSTEPPS 2.0 Essentials module 1- Introduction
- IM2- TeamSTEPPS 2.0 Essentials module 2- Team Structure
- IM3- TeamSTEPPS 2.0 Essentials module 3- Communication
- IM4- TeamSTEPPS 2.0 Essentials module 4- Leading Teams
- IM5- TeamSTEPPS 2.0 Essentials module 5- Situation Monitoring
- IM6- TeamSTEPPS 2.0 Essentials module 6- Mutual Support
- IM7- TeamSTEPPS 2.0 Essentials module 7- Summary- Putting It All Together
- IM8- TeamSTEPPS 2.0 Supplemental module 8- Change Management
 - Each IM will allocate didactic/lecture time for the classroom presentation of the TeamSTEPPS module.
 - TeamSTEPPS module presentations will be conducted by TeamSTEPPS Master Trainers.
 - No additional lecture responsibilities will be incurred by IM Nursing Instructors.

Reference(s): TeamSTEPPS 2.0 Curriculum- <https://www.ahrq.gov/teamstepps/instructor/index.html>

Reviewed/Revised: 01/2018

Testing-Medication Calculation and Administration of Exams

Department: Covenant School of Nursing

Approved by: CSON Faculty Organization

Statement of Purpose: This policy is used to define the placement and use of medication calculation and medication administration exams

Materials/Equipment:

ATI calculation exams and Instructor created medication administration exam questions

Performed by:

Student Retention Committee

CSON Instructional Module Nursing Instructors

Definitions:

Medication/Dosage calculation questions- mathematical calculations of drug dosages **only**. ATI (proctored) dosage calculation testing will be used to evaluate student proficiency in calculations for instructional modules 3, 5, 7 and LVN to RN track students.

Medication administration questions- consist of all other types of medication problems with the exception of Pharmacology.

Process:

Instructional Modules 3, 5, 7 and LVN to RN track students

- Will administer proctored ATI Dosage Calculation examinations to evaluate proficiency of the student in calculations (IM8 will administer an instructor-created dosage calculation examination).
- A proficiency level of 85% is required of each student.
- Students will have 3 attempts to attain this score. However, the score on the first attempt will be recorded as the grade of record.
- The first attempt will be scheduled as a class. Any further attempts are the responsibility of the student to schedule and must not interfere with other class or clinical time.
- Any student not attaining an 85% will receive a course failure.
- If the 3rd attempt is completed prior to week 5 the student may choose to withdraw in the grace period.

Reference(s):

Reviewed/Revised: 01/2018; 01/2019

Textbooks

Department: Covenant School of Nursing

Approved by: Dean, CSON Curriculum Committee

Statement of Purpose:

Covenant School of Nursing (CSON) supports the use of evidence-based resources for student learning. The identification and selection of textbooks is completed with Nursing Instructor support. Factors considered include read-ability, cost, consistency with current learning and professional nursing practice.

Materials/Equipment: N/A

Performed By

Curriculum Committee

Guidelines: N/A

Process

- Instruction module textbooks are reviewed annually (Summer) by the Curriculum Committee and per the request of Nursing Instructors.
- Consideration of a new or different textbook is initiated by the Nursing Instructor group seeking the change.
- The publishing company may be contacted for additional desk copies for review and/or for a presentation/demonstration of the new resource.
- Nursing Instructors that would be affected by the text change will be asked to participate in the consideration of the change (new text, elimination of a source, change of text).
- If the text change request is supported by the stakeholders, final approval is the responsibility of the Curriculum Committee followed by the Review of Memorandum by Leadership.
- The new/changed textbook will be updated on Share Point and shared with the Admissions Officer for subsequent cohorts.
- Textbook changes that cross modules will be rolled-out as students' progress through the modules. Students will not be expected to purchase additional text due to anticipated changes. (For example - if IM3 and IM4 change Med-Surg texts after the IM3 students have been given the textbook list, the current text will continue to be used for the cohort as they enter IM4.)
- The current textbook list can be located in CurrentResources>Curriculum>Textbooks

Reference(s):

Reviewed/Revised: 01/2018

Universal Clinical Paperwork

Department: Covenant School of Nursing

Approved by: CSON Faculty Organization and Dean/Coordinators

Statement of Purpose:

This policy is used to define the process for changing or adding to the Universal Clinical Paperwork that was approved by Nursing Instructors in August 2016.

Materials/Equipment:

CSON Clinical Paperwork Change Form

Performed by: CSON Instructional Module Nursing Instructors

Guidelines:

The Curriculum Committee includes a representative from each instructional module. Any changes to the standardized clinical paperwork must be reviewed and approved by the Curriculum Committee before implementation in an instructional module. Any new or additional clinical forms required for students to complete must be approved by the Curriculum Committee.

Process:

1. IM representative will notify Curriculum Committee chair of pending request so that the review can be placed on the agenda of the next meeting with time available.
2. The Clinical Paperwork Change form will be used to initiate the process. The IM requesting an addition/change will include a sample of the new or updated clinical form, narrative documenting the need for the addition or change, Nursing Instructors reason for requesting the addition or change, and any evidence-based support for the addition or change, if available at least 2 weeks prior to the Curriculum Committee meeting.
3. The IM Nursing Instructor requesting the addition/change may attend the Curriculum Committee meeting to provide clarification and answer questions that the committee members might have after reviewing the materials.
4. The Curriculum Committee will consider the information provided and determine if the addition/change will be accepted as is, with modification, or not at all.
5. If the addition/change is accepted, the new document will be implemented at the time of the next IM start.
6. All IMs that use the clinical form will change to the revised clinical form designated by the Curriculum Committee.
7. The Curriculum Committee chair will notify all Nursing Instructors of the addition/change by email within one week of the decision. It is the responsibility of the Curriculum Committee to post the new or revised document to the appropriate K: drive file folder.
8. If Nursing Instructor education is needed before implementing the addition/change, the IM facilitator (or CC chair) will contact the Faculty Affairs Coordinator to request a called Faculty Development meeting. The Nursing Instructors of the instructional module will be responsible for educating other Nursing Instructors affected by the revision.

Reference(s):

Reviewed/Revised: 8/2016, 8/2020

Disciplinary Process

Academic Misconduct

Academic Misconduct Algorithm

Non-Academic Misconduct Algorithm

Disciplinary Action Algorithm

Corrective Action

Contested Issues

Grievance Process

Academic Misconduct

Department: Covenant School of Nursing

Approved by: Dean and Coordinators, CSON Faculty Organization

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

Materials/Equipment: N/A

Performed By: Dean, Coordinators, All Nursing Instructors

Guidelines

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

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

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

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

- paraphrase or direct quotation without citing the author as a reference;
- turning in another person's work and using it as your own;
- copying of another's documentation in the Electronic Health Record (example: drag and drop, copy forward, copy and paste)

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

- altering or assisting in changing data or any official record of CSON, CHS or the community
- submitting false information
- omitting requested information that is required for or related to any academic record of the school. Academic records include, but are not limited to, applications for admission, the

awarding of a degree, grade reports, test papers, registration materials, grade change forms, and reporting forms used by the Office of the Registrar.

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

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

Process

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

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

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

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

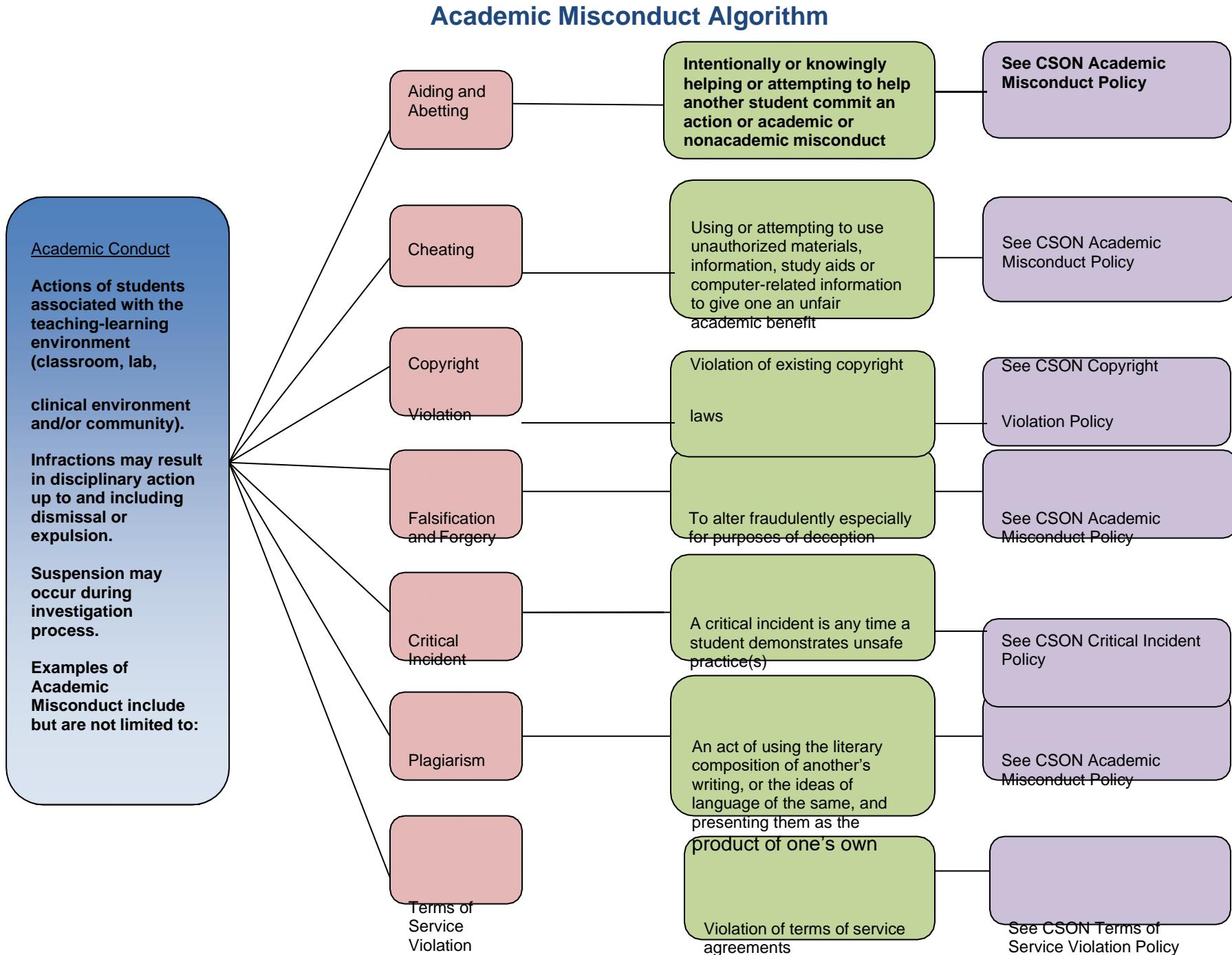
If a careful investigation determines a complaint is falsified, disciplinary action will be taken against the individual who filed the complaint or gave false information.

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

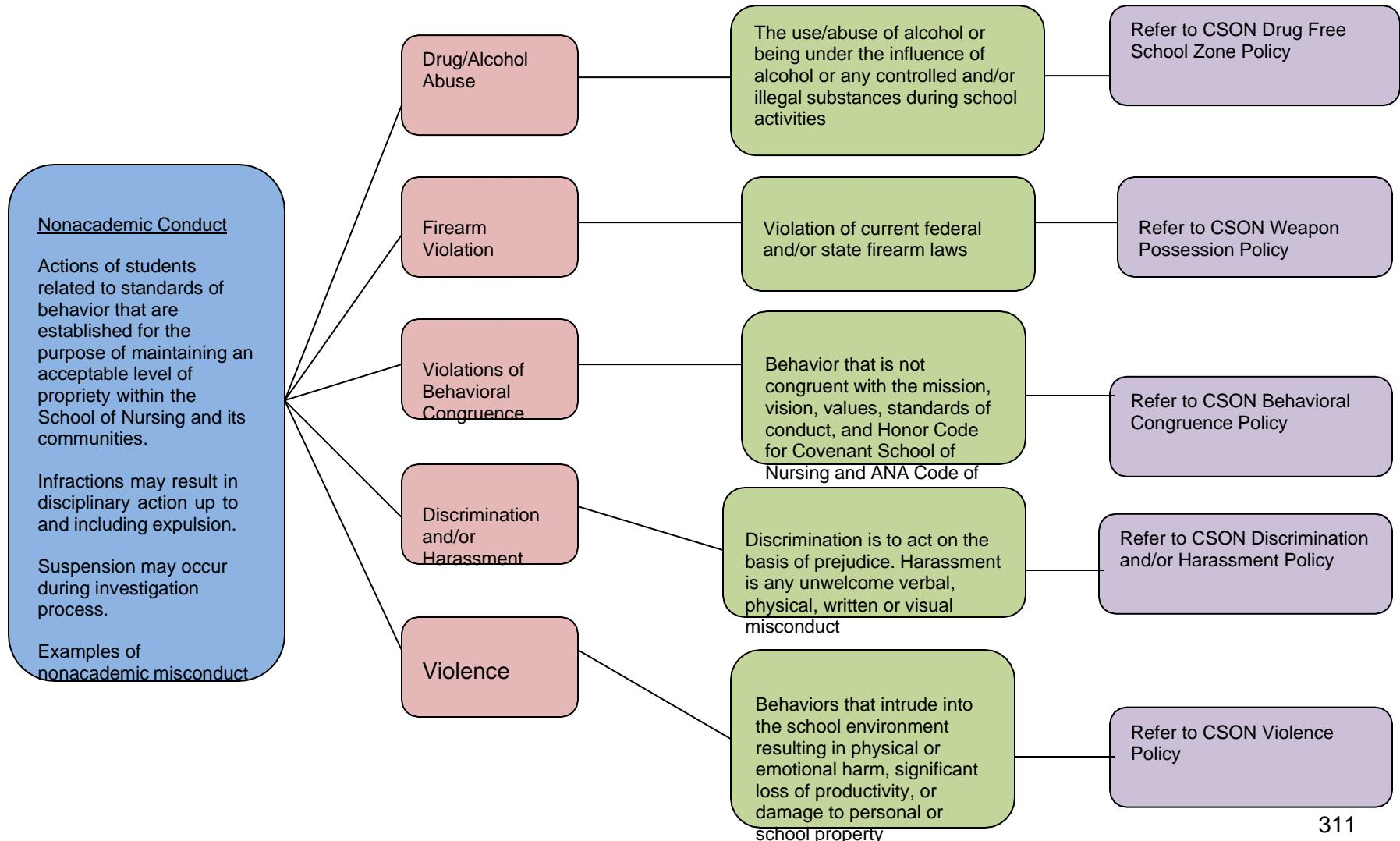
Reference(s):

Reviewed/Revised: 01/2018

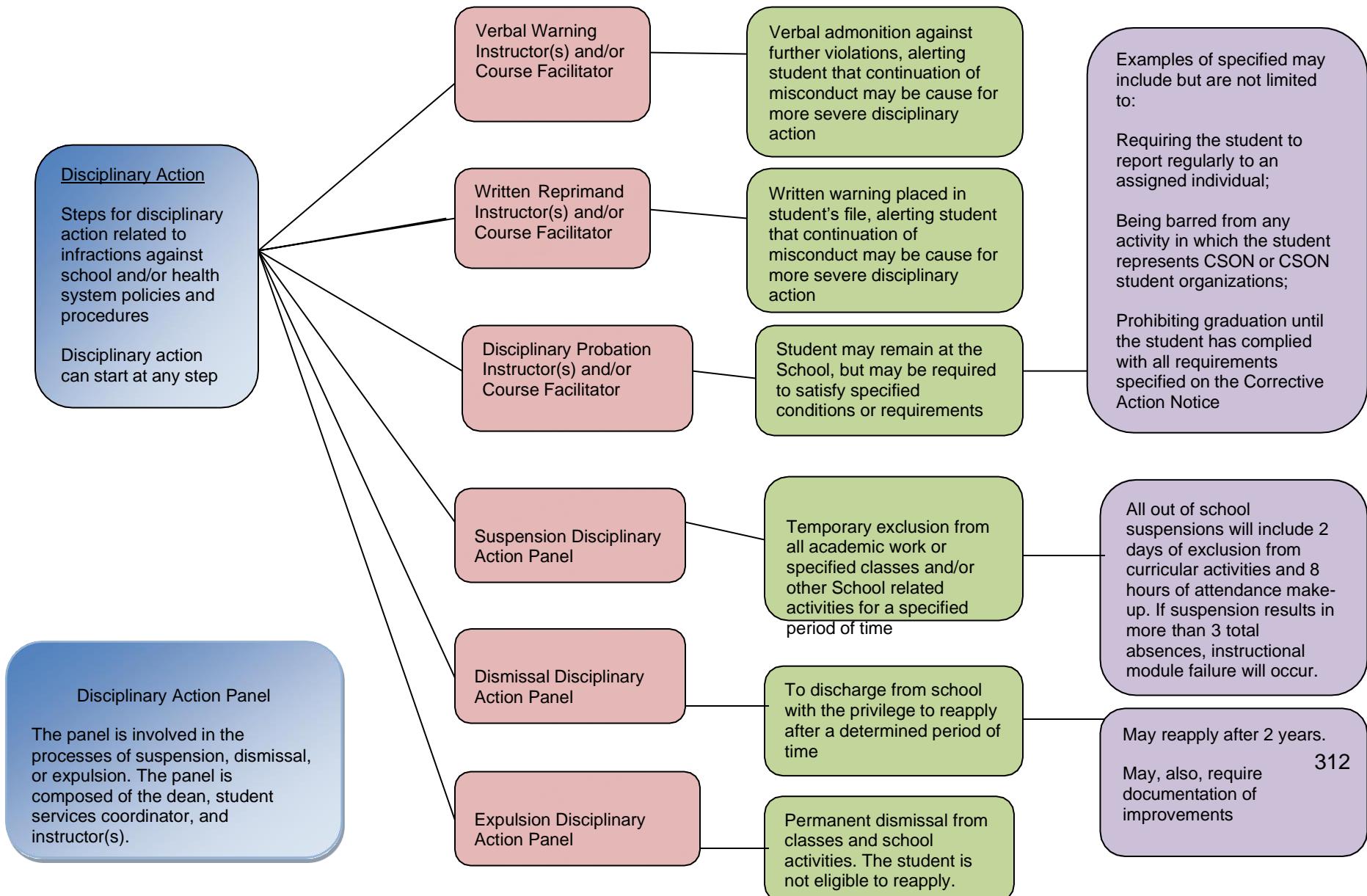
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Non-Academic Misconduct Algorithm



Disciplinary Action Algorithm



Corrective Action

Department: Covenant School of Nursing
Approved by: CSON Faculty Organization

Statement of Purpose: To provide a process for communicating with students to improve performance or unacceptable behavior.

Materials/Equipment: Corrective Action Form

Performed by:

Nursing Instructors, Student Services Coordinator, Dean

Guidelines:

- When a student is not meeting the expected level of performance, Nursing Instructors should initially utilize coaching to address the issue with a student, depending on the severity of the infraction.
- If coaching does not correct the behavior or does not address the infraction sufficiently, the Nursing Instructor should proceed with corrective action.
- If a student receives an “unmet” on a clinical evaluation for Instructional Module outcomes, a corrective action will be initiated.
- An “unmet” on a clinical evaluation for Instructional Module outcomes should not carry over to the next instructional module.
- If a corrective action is initiated for behavior issues, the corrective action will follow the student through completion of the nursing program. If the student does not correct the behavior, disciplinary action up to and including dismissal/expulsion can occur.
- A disciplinary action panel will become involved when the corrective action level has progressed to suspension or dismissal/expulsion.

Process:

- Any coaching conducted should be documented on the student’s clinical evaluation for the appropriate week.
- Once it is determined that a student is to receive corrective action, Nursing Instructors will complete the correction action form including all appropriate documentation.
- Corrective action should start at the verbal level (documented in writing) unless the infraction warrants a higher level and progress each level with each similar infraction.
- If there are multiple infractions but they are not similar in nature, each level of corrective action should start at the verbal level.
- The Nursing Instructor can consult with the other Instructional Module Nursing Instructors, Student Services Coordinator and/or Dean for assistance as needed.
- If details of the infraction are not known, an investigation will be conducted by the Nursing Instructor and/or Student Services Coordinator.
- Once the investigation is concluded, the Nursing Instructor or Student Services Coordinator should arrange a meeting with the student to review the documentation.
- If the corrective action is of a serious nature and/or involves the Disciplinary action panel, the Student Services Coordinator and/or Dean will meet with the Nursing Instructor and student.
- Disciplinary Action for this student will be implemented as needed based on the findings of the Disciplinary Action panel.

Reference(s):

Reviewed/Revised: 01/2018; 07/201

Contested Issues

Department: Covenant School of Nursing

Approved by: Dean/Coordinators, CSON Faculty Organization

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

Materials/Equipment: N/A

Performed By

Students, Nursing Instructors, Student Services Coordinator

Guidelines: N/A

Process

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

- The dissatisfied party will meet and discuss the situation with the Nursing Instructor involved within three school days of the occurrence.
- If the dissatisfied party involves more than two persons, two representatives will be selected by the dissatisfied group to represent them at this meeting.
- If no satisfactory resolution is attained from that meeting, the student will have three school days to take it to the Student Services Coordinator with written documentation.
- From this meeting, a course of action will be agreed upon in writing by all persons involved.
- The Student Services Coordinator and Nursing Instructors will be responsible for the written documentation of the action.
- If no satisfactory resolution is attained with the Student Services Coordinator, the student(s) may schedule a meeting with the Student Activities Coordinator within three (3) school days to request a review of the contested issue or if the student plans on filing a grievance. From this meeting, a course of action will be agreed upon in writing by all persons involved.

Reference(s):

Reviewed/Revised: 01/2018; 07/2019

Grievance Process

Department: Covenant School of Nursing

Approved by: Dean/Coordinators, CSON Faculty Organization

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

Materials/Equipment: N/A

Performed By: Student

Guidelines

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

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

Process

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

Nursing Instructors:

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

Students:

- Two of the elected Student Representatives from Instructional Modules 1-4 and two of the elected Student Representatives from Instructional Modules 5-8, all chosen at random (Pool of 12-16 students).
- One alternate student (no voting privileges)
- Student(s) will be allowed to replace one student through a random draw.

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

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

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

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

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

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

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

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

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

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

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

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

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

STUDENTS MAY NOT FILE GRIEVANCES AGAINST DISCIPLINARY ACTIONS FOR VIOLATIONS OF ANY POLICIES.

GRIEVANCE COMMITTEE CONFIDENTIALITY AGREEMENT

Restrictions on Disclosure:

1. A member, agent or employee of the committee, the student being reviewed, witnesses or any other participant in any grievance proceedings may not voluntarily disclose any communication to the committee or any record or proceeding of the committee. Nor may they be required to disclose such information.
2. Any person who attends any proceeding of the committee may not voluntarily disclose any information acquired or disclose any opinion, recommendation, or evaluation of the committee or any member of the committee. Nor may they be required to disclose this information.
3. Members of the committee and participants may not be questioned about their testimony or about opinions formed as a result of the committee proceedings.
4. Grievance committees are required to protect to the extent possible the identity of the student and situation.
5. The grievance committee consulting with an attorney does not breach confidentiality.
6. Members of the committee may not report the decision to the student being reviewed. This is strictly done by the Dean according to policy.

Guidelines for Participants:

1. If you feel there may be a conflict of interest with the student or incident in question, you should not be a participant of the grievance committee.
2. You should not discuss any case except as part of your official responsibilities on the committee. Casual or "cocktail" conversation about a case is one of the easiest ways to breach confidentiality. Discussing a case with a third party to get their opinion or feeling can also result in inadvertently disclosing confidential information. You never know when some seemingly unimportant information will permit the third party to identify the person you are discussing.
3. If you are questioned about a case or your participation in a proceeding, you should explain that the Policy and Procedure of the Grievance Committee does not permit you to respond to any questions. You should refer the person to the committee chair and immediately notify the chair of the incident.
4. You should refer to students not involved in the incident only if the chair of the committee has been consulted first. Normally, procedures can be developed to permit a case to be discussed without identifying other students by name.
5. If you have any questions about confidentiality, consult the Committee Chair.

I have read the above guidelines and understand and agree to abide by them and to protect the confidentiality of all information that I learn as a participant in the nursing peer review process.

Signature

Date

Print Name

Date

Reference(s):

Reviewed/Revised: 01/2018; 07/2019

Non-Academic Requirements

Boundaries with Nursing Instructors and Staff
Cell Phone Usage
Confidentiality
Copyright Violation
Critical Incidents
Discrimination / Harassment
Dress Code
Internet Usage
Questioning an Exam Answer
Social Media
Terms of Service Agreement
Violence
Weapon Possession

Boundaries with Nursing Instructors and Staff

Department: Covenant School of Nursing

Approved by: CSON Faculty Organization

Statement of Purpose: To define proper, professional communication boundaries with Nursing Instructors and staff by students in regard to clinical and non-clinical matters

Materials/Equipment: N/A

Performed By

Curriculum Committee

Guidelines

- All contact with Nursing Instructors and staff should be professional.
- Professionalism implies that a person is conscientious in actions, knowledgeable in the subject, and responsible to self and others.
- The student shall refrain from inappropriate communication with Nursing Instructors or staff member, including, but not limited to, electronic communication such as cell phone, text messaging, email, instant messaging, blogging, or another social network communication.
- Routine communication should occur during regular business hours. In emergency situations such as illness, evening clinical concerns, inability to complete a "Ticket to Class" that is due the following day, students should contact Nursing Instructors via email and/or text. Emails or texts sent outside of normal business hours may have a delayed response.

Process

Covenant School of Nursing students should refer to the following for each instance. Abuse of boundaries process will result in disciplinary action up to and including dismissal/expulsion.

Non-clinical situations

Non-clinical situations refer to any matters other than designated clinical times.

Preferred method of contact is email

Communication should be limited to school/business hours Monday-Friday 8:00 a.m.-5:00 p.m.

Texting should be reserved for genuine emergencies (e.g. tardiness, absence, car accident, illness, and funeral)

Students should realize that a perceived emergency regarding exams, studying, course material does not constitute an emergency.

Clarifying information and question emails will be answered on the next business day.

Responses to students regarding non-clinical issues will be done by email and sent to all students

Clinical situations

Clinical situations refer to any matters regarding clinical preparation, clinical rotations in hospital, and community site rotations.

Each individual instructor will inform students as to appropriate phone, email, and text message time frames and content.

Cell Phone Usage

Department: Covenant School of Nursing
Approved by: CSON Faculty Organization

Statement of Purpose: To define proper, professional communication utilizing cellphones in the classroom or community setting.

Materials/Equipment: N/A

Performed By: All CSON Nursing Instructors

Guidelines: N/A

Process

Cellphones that are internet-capable may be used in the classroom or clinical setting for the purpose of retrieving course or patient-care related information.

Classroom Setting:

- Cellphones will be kept on vibrate/silence at all times during class.
- Because cellphone vibration on a desktop is disruptive, cellphones must be kept in pockets and not on desks.
- Bright screens are disruptive to others. Screens should be placed on dim lighting during class time.
- Texting/socializing is inappropriate during class time. If texting/ socializing occurs and is disruptive to Nursing Instructors or students, privileges of cellular phone usage of any kind will be revoked.
- Answering cellphones during class is prohibited. If the student must leave class to answer a phone call and is disruptive to the classroom setting, disciplinary action will be taken.

Community Setting:

- Cellphones can be kept in pockets only if set on vibrate/silence.
- Cellphones can be used to access educational resources for care of the patient only.
- Cellphones can only be used for socializing in a break room or private area during designated times.

Cellphones cannot be used for socializing in the following situations:

- In patient rooms
- At the nurse's station
- In hallways
- In any area of the community setting that does not allow for private conversations to occur

Cellular Telephone Use continued:

Abuse of cellular phone usage will result in disciplinary action up to and including dismissal/expulsion. This policy includes any device that is internet capable.

Reference(s):

Reviewed/Revised: 01/2018

Confidentiality

Department: Covenant School of Nursing
Approved by: CSON Faculty Organization

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

Materials/Equipment: N/A

Performed By: Students, CSON Nursing Instructors, Staff, Dean/Coordinators

Guidelines

Process

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

STUDENT CONFIDENTIALITY AGREEMENT

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

Accordingly, the student understands and agrees:

1. That he/she shall not misuse, misappropriate, or disclose any such information, directly or indirectly, to any person, or use such information in any way, either during the course of his/her clinical experiences, except as required in the course of his/her clinical experiences or by law at any time thereafter.

2. That he/she shall not permit access to any such information to any person except as required in the course of his/her clinical experiences or as required by law.
3. To abide by all state and federal law relevant to the confidentiality of patient identifiable health information including but not limited to the Health Insurance Portability and Accountability Act (HIPAA).

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

Reference(s):

Reviewed/Revised: 01/2010; 01/2013, 01/2016, 01/2018

Copyright Violation

Department: Covenant School of Nursing
Approved by: CSON Faculty Organization

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

Materials/Equipment: N/A

Performed By: CSON Nursing Instructors, Staff, Dean/Coordinators, Students

Guidelines

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq.

Process

- Students enrolled in the School of Nursing will comply with copyright and other laws pertaining to protection of written and intellectual properties of third parties.
- As students of Covenant School of Nursing, students must not infringe the intellectual property of others in any way. The unauthorized reproduction, distribution, modification, or posting of copyrighted work is a violation of copyright law.
- Students who violate copyright laws are subject to civil and criminal liability, including possible fines and jail time, and are subject to disciplinary action measures from CSON.
- Student postings shall respect copyright, trademark and fair use laws.
- Posting of an instructor's lecture materials in any format is prohibited. Distribution of any lecture recordings via social media for the purposes of public listening or viewing is prohibited.
- The posting or distribution of any copyrighted material that you do not have legal authorization to use is prohibited.
- Use of materials obtained from the Internet may be copyright protected. Students are cautioned to consult with Nursing Instructors or Covenant librarian for assistance in determining if the "Fair Use" exemption applies to the materials.
- Covenant School of Nursing have the right, in their sole discretion, to determine whether content is in violation of the rights of others.

Reference(s):

Reviewed/Revised: 01/2010; 01/2013, 01/2016, 01/2018

Critical Incidents

Department: Covenant School of Nursing
Approved by: CSON Faculty Organization

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

Materials/Equipment: N/A

Performed By: CSON Nursing Instructors, Dean/Coordinators

Guidelines

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

- Failing to carry out requirements, including the nursing plan of care and established protocols and procedures
- Engaging in any activity that causes potential or actual emotional, physical and/or psychological harm to a patient and/or visitor.
- A major violation of aseptic technique, including standard precautions
- Engaging in any activity judged to be unsafe for the student's level and clinical assignment
- Giving medications without a licensed nurse

Process

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

Reference(s):

Reviewed/Revised: 01/2010; 01/2013, 01/2016, 01/2018

Discrimination / Harassment

Department: Covenant School of Nursing
Approved by: CSON Faculty Organization

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

Materials/Equipment: N/A

Performed By: CSON Nursing Instructors, Staff, Dean/Coordinators, Students

Definitions

Incivility: rude speech or behavior; rudeness, impoliteness, vulgarity, lack of respect, bad manners; may be a precursor to bullying

Bullying: repeated, unwanted harmful actions that humiliate, offend and cause distress in the recipient. Bullying actions include those that harm, undermine and degrade. Actions may include, but are not limited to, hostile remarks, verbal attacks, threats, taunts, intimidation and withholding of support. Bullying requires 3 things: imbalance of power or dominance behavior; causes the victim harm either physically or psychologically, and it is repeated over time.

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

- Submission to such conduct is made either explicitly or implicitly a term or condition of enrollment;
- Submission to or rejection of such conduct by an individual is used as the basis for enrollment decisions affecting the individual; or,
- Such conduct has the purpose and/or effect of unreasonably creating an intimidating, hostile, or offensive learning environment.
- Examples of harassing behavior, both sexual and other, constituting prohibited conduct includes, but is not limited to, the following:
 - Unwelcome sexual flirtations, advances, or propositions;
 - Verbal abuse of a sexual nature, sexually related comments and joking, graphic or degrading comments about a person's physical appearance or body;
 - Uninvited and unwelcome physical contact or touching, such as patting, pinching, brushing against another's body, impeding, blocking, or other physical interference with a person's normal work or movement;
 - Verbal harassment regarding a person's sex, age, race, color, national origin, religion, sexual orientation, or disability, such as but not limited to epithets, slurs, derogatory comments, negative stereotyping, gestures, jokes, or forms of address;
 - Threatening, intimidating, or hostile acts that relate to a person's sex, age, race, color, national origin, religion, sexual orientation, or disability;

- Visual forms of harassment including written or graphic material that denigrates or shows hostility or aversion toward a person or group because of sex, age, race, color, national origin, religion, sexual orientation, or disability, such as derogatory posters, sexually oriented cartoons, pictures, drawings, or the display of sexually suggestive objects or pictures on the premises;
- Undesirable student assignments due to a person's sex, age, race, color, national origin, religion, sexual orientation, or disability.

Process

Any student who believes he or she has been treated in an unlawful discriminatory manner in the learning environment has a duty to promptly report the matter to the Instructor, Student Services Coordinator, Dean, Human Resources (HR) generalist or a member of the management team, who is then to notify the HR Director of Employee Relations immediately.

Investigation

On receiving a complaint, the Instructor, Student Services Coordinator, Dean and Human Resources will undertake an investigation, which should be confidential to the extent reasonable and practical under the circumstances.

Disciplinary Action

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

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

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

Non-Retalatory Action

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

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

In addition, if he/she believes that he/she has been retaliated against for (i) refusing to participate in an activity that would result in a violation of state or federal law/regulation, or a violation or non-compliance with a state or federal law/regulation, or (ii) having previously exercised his/her rights, as described herein, in their former enrollment, he/she may contact the Texas Attorney General's Office. In accordance with this policy, CSON will take appropriate disciplinary action for any such retaliation, up to and including dismissal or expulsion.

Reference(s): HR policy manual

Reviewed/Revised: 01/2010, 01/2013, 01/2016, 01/2018, 04/2019

Dress Code

Department: Covenant School of Nursing
Approved by: CSON Faculty Organization

Statement of Purpose: To provide standards for dress code.

Materials/Equipment: N/A

Performed By: CSON Nursing Instructors, Staff, Dean/Coordinators

Guidelines: N/A

Process

Students are expected to dress discreetly and be neat, clean and well-groomed at all times. It is the responsibility of the school Nursing Instructors, staff and administrative personnel to monitor students' dress and professional appearance on campus and in clinical areas and to enforce the dress code as outlined below. Students who fail to comply with the dress code will be sent home from the campus or clinical setting and are subject to disciplinary action.

Campus Attire

- Shirts and blouses must be two (2) finger width or greater on shoulder.
- Dresses, skirts, and shorts must be no shorter than 3" above the knee.
- Pants (includes capris, slacks, jeans, sweats, leggings/jeggings).
 - If leggings/jeggings are worn, the shirt length must cover the entire buttocks.
 - No pajamas or fleece nightwear.
 - No logos on clothing across the buttocks.
- Undergarments, cleavage (front and back), and skin of the lower back and abdomen must be covered at all times.
- All clothing must be free from slanderous, offensive, and/or unprofessional logos.
- Body and hair (including facial), must be neat, clean, and well-groomed.
- Head coverings (caps, hats, hoodies, etc.) are allowed in the classroom unless the view of others is obstructed. Head coverings are NOT allowed during examinations.
- Students must wear their identification badge at all times.

Clinical Attire

Covenant School of Nursing exercises legitimate concern for the image created by the appearance of its students. Therefore, students should pride themselves in presenting a professional appearance. All students are expected to be neat, clean and well groomed. Gum chewing, eating or drinking is not permitted outside of the break rooms in clinical areas.

A. Appearance

1. Hair Care:

- a. Hair will be maintained in current, acceptable, neat styles. Hairstyles that have shock affect is not acceptable. Styles will be business like instyle and color.
- b. Hair, which is a length that falls forward when bending over patients, should be pulled back and secured or worn up.

- c. Scrunchies or headbands in white, black, gray, or navy blue may be worn to pull hair back.
 - d. No bright-colored or ornate ornaments will be worn.
- 2. Facial Hair:
 - a. Men must be freshly shaven when reporting to clinical.
 - b. Beards and/or mustaches will be allowed only if kept neatly trimmed at all times.
 - c. Students requiring fit-testing must be shaved in a manner that will not interfere with the fit of the respirator (mask).
- 3. Shoes
 - a. In order to ensure the safety of students, shoes are to be worn at all times.
 - b. Shoes should be clean and well kept.
 - c. Socks or hose must be worn with shoes.
 - d. In patient care areas, close-toed shoes will be worn.
 - e. Tennis shoes are recommended.
 - f. Crocks can be worn if they are white or match the color scrubs (navy) you are wearing. They should not have holes across the top as this is dangerous should you have a needle drop or body fluid spill.
- 4. Uniform:
 - a. The student uniform is worn only when the student is in an assigned clinical area. A clinical area is defined as Hospitals, Sim Labs or community sites.
 - b. Uniforms must be clean and neatly pressed at all times, good state of repair, and appropriately fitting.
 - c. Students may not wear the student uniform or scrub or fleece jacket with the school logo when working for hire.
 - d. The school logo will be monogrammed in white on the upper left chest area with first name only by an approved vendor.
 - e. Black, white, navy, or gray short sleeve or long sleeve T-shirts may be worn under uniforms, as long as the T-shirt does not show below the hem of the scrub top.
 - f. The length of the pants worn in the clinical area may not be longer than the bottom of the shoe heel.
 - g. Students may wear navy scrub jackets or navy fleecewear (no hoods) over their uniforms. They must be all navy and must be washed after each wearing. The school logo will be monogrammed in white on the upper left chest area with first name only by an approved vendor and must be longer than the uniform top over which they are worn.
- 5. Jewelry:
 - a. Body piercing ornaments should not be visible (i.e. nose rings, tongue studs, tongue or lip rings). Facial piercings must be limited to one small, unobtrusive stud piercing.
 - b. Piercing of the ears is allowed. Students may wear 2 earring studs per ear. No dangling or loop earrings are allowed.
 - c. Jewelry should be conservative and in good taste. Safety should be considered when wearing jewelry. Ear gauges are required to be filled. No ear bars should be worn.
 - d. Buttons and lapel pins will be restricted to school pins or professional buttons that are hospital sponsored.
 - e. Body art (tattoos) should be covered at all times. No full arm sleeve tattoos are allowed to be visible.

- B. Identification Badges:
 - a. Students are to wear their identification badge.
 - b. The badge must be worn with the photo facing outward and visible. The badge must be worn on the upper part of the chest.
 - c. Students are not allowed to deface or attach anything to their badges that is not hospital related or approved.
- C. Fingernail Hygiene:
 - a. Students will not wear artificial nails, fingernail overlays, gel nails, or nail extenders.
 - b. Natural nail tips should be no longer than the tips of the finger.
 - c. No nail polish may be worn.
- D. Cosmetics:
 - a. Makeup should be used moderately and in good taste.
 - b. Because our patients are ill and highly sensitive to odors, perfume or scented beauty products are not appropriate.

EXCEPTIONS:

Due to the nature of some clinical areas (i.e., Psychiatric clinical areas), these guidelines may be altered to promote student/instructor safety. Alterations may also be necessary to meet the requests of host agencies/offices when students are doing community clinical in upper-level instructional modules. Students will be advised of any alteration in dress code by the instructor prior to the assigned clinical date.

COMPLIANCE:

Students failing to observe the dress code for the campus and clinical settings should be expected to be approached by Nursing Instructors, staff, or administrative personnel regarding their appearance. Students failing to comply with the dress code while on campus or in the clinical setting will be subject to disciplinary action that may result in a tardy and/or an absence as outlined in the school attendance policy.

Reference(s): HR policy manual

Reviewed/Revised: 01/2010, 01/2013, 01/2016, 01/2018, 07/2018, 01/2019, 06/2019, 07/2021

Internet Usage

Department: Covenant School of Nursing
Approved by: CSON Faculty Organization

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

Materials/Equipment: N/A

Performed By: CSON Nursing Instructors, Staff, Dean/Coordinators, Students

Guidelines: N/A

Process

- Network systems and services shall be used in ways consistent with overall hospital policy and within the framework of Covenant School of Nursing values.
- Network systems and services will be used for mission-related purposes, including the carrying out of day to day educational demands of the student while in the school or at any of its communities
- Network systems and services shall not be used in a way that is disruptive to the operation of the school or any of its communities or in a manner that is offensive to others.
- The use of network systems for transmission of information disparaging to others based on race, origin, sex, sexual orientation, age, disability, religion, or political causes, or outside organizations, or personal gain (as in the use of "chain letters") is prohibited. Use of network systems in this manner shall result in disciplinary action, up to and including immediate dismissal or expulsion.
- Students shall adhere to confidentiality rules as established in the signed Confidentiality agreements.
- Confidentiality of electronic communications services cannot be guaranteed. All communications are assumed to be unsecured. Use the postcard rule: "Don't send anything you wouldn't put on a postcard."
- Confidential information shall not be transmitted or forwarded to outside companies or individuals not authorized to receive such information, nor to users anywhere who have no reason to possess such information.
- Healthcare information which identifies the patient, physician, student, or employee shall not be transmitted via the Internet.
- Students shall make no attempt to gain access to any e-mail messages not addressed to them. Disciplinary processes related to privacy and confidentiality shall apply, up to and including dismissal or expulsion.
- Use of network systems is a privilege which may be revoked at any time for inappropriate use or misconduct.
- Monitoring will occur when there is evidence a user is involved in activities that are prohibited by law, that violate hospital policies, that may jeopardize the integrity or viability of the hospital's network systems, or that violate this policy.
- The following guidelines apply to general Internet access:
 - a. Users may use the Internet for professional healthcare activities, school activities, and career development. Users may use the Internet to connect to resources that provide information relating to career and education activities and participate in reading electronic mail discussion groups on professional or educational topics.

- b. Users shall conform to the standards of conduct and specific rules of etiquette when accessing the Internet. Users shall use their access to the Internet in a responsible and informed way, conforming to network etiquette and courtesies. Use of the Internet encompasses many different interconnected networks and computer systems. Many of the systems are provided free of charge by universities, public service organizations, and companies, and each system has its own rules and limitations. Specific inappropriate conduct includes but is not limited to:
 - 1) Use of the Internet for unlawful activities;
 - 2) Use of the Internet for commercial activities not related to the organization;
 - 3) Activities that interfere with the ability of other users to effectively use the network;
 - 4) Violations of computer system security;
 - 5) Any communication which violates any applicable laws and regulations;
 - 6) Violation of copyright law.
 - c. Users may download files from the Internet if not otherwise prohibited. These files must be scanned for a virus using an antivirus program provided by IS.
 - d. Covenant Health System utilizes Surf Control software to facilitate the regulation of Internet Usage. Surf Control is used to block websites that are designated inappropriate based on the criteria set forth in this policy. Surf Control activity reports are generated on a periodic basis and reported to the ISPC.
- The following guidelines apply to using email:
 - a. No spamming or sending of bulk email.
 - b. File attachments sent via the Internet should be smaller than 5MB to comply with size limitations on other systems (Exception for the School of Nursing includes files sent to Scholar 360 recipients. Scholar 360 has a file size limitation of 3 gigabytes).
 - c. The use of broadcast mail (sending the same note to groups of employees or students) will be selectively used for compelling mission-related or business reasons only.
 - The following guidelines apply to use of the Internet:
 - a. Internet sites providing sexually explicit content shall not be visited.
 - b. Be judicious when it is necessary to fill out an on-line form, i.e., to register to use a specific web site.
 - c. Use of the World Wide Web should be limited to mission-related, educational or business reasons and should not disrupt the learning environment.
 - d. Illegal copies of software shall not be obtained.
 - e. Licensed software shall not be distributed to others.
 - Suspected violations of this policy will be investigated and subject to disciplinary action up to and including dismissal or expulsion.

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

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

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

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

Reviewed/Revised: 1/2010, 01/2013, 01/2016, 01/2018

Questioning an Exam Answer

Department: Covenant School of Nursing
Approved by: CSON Faculty Organization

Statement of Purpose: CSON encourages students to review exam rationales following an exam. CSON welcomes inquisitiveness and supports students wanting to provide evidence to support a different exam answer.

Materials/Equipment: email

Performed By: Student initiates communication via email and nursing instructor evaluates evidence submitted.

Process

1. Additional information must be submitted via email to the instructional module instructors within four hours of the completion of the exam.
2. Nursing Instructor will review this supplemental information during the post-exam, summary review period.
3. If a clarification response is needed, faculty will share the additional information with the entire class during a subsequent class or via email.

Note: This policy does not apply to standardized tests (HESI) or standardized dosage calculation exams

Reference(s):

Reviewed/Revised: 11/2020

Social Media

Department: Covenant School of Nursing
Approved by: CSON Faculty Organization

Statement of Purpose: To define unacceptable usage of social media and networking outlets to assure that Covenant School of Nursing and Allied Health (CSNAH), Covenant Health (CH) and others are not put at risk.

Materials/Equipment: N/A

Performed By: CSON Nursing Instructors, Staff, Dean/Coordinators, Students

Guidelines: N/A

Social media: Various forms of electronic communication (as Web sites for social networking and microblogging) through which users create online communities to share information, ideas, personal messages, and other content (as videos) (Merriam Webster Dictionary)

Process

Personal web sites and web logs have become prevalent methods of self-expression in our culture. CSNAH respects the right of their students to use these mediums during their personal time. This policy applies to all students who make web postings that may affect CSNAH, Covenant Health, its affiliates, employees, physicians, vendors, patients, donors, competitors and the general public. Any student who makes anonymous web postings is also responsible for complying with this policy.

Web posting include personal web sites, web logs ("blogs"), multi-media and social networking websites including, but not limited to, MySpace, Facebook, YouTube, LinkedIn and Twitter, and Wikis such as Wikipedia, Learning Management System (LMS) and any other sites or medium where text, photographs, links and other information or documentation can be posted.

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

1. All students are personally responsible for their web postings and solely liable for web postings that are defamatory, invade privacy, are harassing, retaliatory and/or violate any other local, state or federal laws.

2. Web postings by any students shall not violate any of the policies set forth in this policy. Students are expected to uphold Covenant School of Nursing's Values, Mission, Standards of Behavior and Conduct, Code of Conduct, Honor Code and refrain from making defamatory or damaging statements about CSNAH, Covenant Health or its affiliates, employees, former employees, physicians, vendors, patients, donors, competitors or any member of the general public.

3. Students shall not make purely personal web postings (such as posts to Facebook regarding personal issues) during class or clinical hours.
4. Students are prohibited from disclosing, in any format, any information (including, without limitation, patient health information, marketing information and strategies, donor information, employee information, strategic development information, etc.) that is confidential, sensitive, privileged or proprietary to CSNAH, Covenant Health or its affiliates, employees, former employees, physicians, vendors, patients, donors, competitors or any member of the general public.
5. Students who make web postings that in any way relate to CSNAH, Covenant Health or its affiliates must include a disclaimer to readers/viewers stating that the views expressed are the student's alone and that such views do not necessarily reflect the views of Covenant Health or its affiliates.
6. Student web postings may not include any CSNAH, Covenant Health or its affiliates' logos or trademarks, and must respect copyright, privacy, fair use, financial disclosure, and other applicable laws.
7. Students shall not cite reference or post pictures of CSNAH, Covenant Health employees, vendors, patients, donors, physicians, competitors or the general public within CH facilities without the express, written approval from the Vice President of Human Resources or Compliance Officer. Students should not take any photos with any camera device of any patients in any clinical area. This includes any patient scenarios or skills practice or checkoffs while in the simulation Center.
8. If a member of the news media contacts a student regarding any students' postings concerning or in any way relating to CSNAH, Covenant Health or its affiliates, the student must refer the media to the Marketing and Communication Department.
9. Students shall not allow web postings to interfere with class or clinicals.

10. CH's Marketing and Communication Department is the only staff authorized to create accounts on external social media Websites and applications with reference to CH or any of its ministries.

Any violation of this policy may result in disciplinary action, up to and including dismissal or expulsion from CSNAH and/or its affiliates.

The above policy should not be interpreted to restrict or interfere with any employee's federal or state labor law rights, free speech, or any whistleblower protections under federal or state law. Also, the policy is intended not to detract from Covenant's mission, vision, and values of the organization.

Reference(s): HR policy manual

Reviewed/Revised: 01/2010, 01/2013, 01/2016, 01/2018

Terms of Service Agreement

Department: Covenant School of Nursing
Approved by: CSON Faculty Organization

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

Materials/Equipment: N/A

Performed By: CSON Nursing Instructors, Staff, Dean/Coordinators, Students

Guidelines: N/A

Process

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

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

The terms are as follows:

98B Terms of Service for use of the LMS of Covenant Health Schools

Welcome to the LMS (Learning Management System) serving Covenant Health schools, specifically, Covenant Schools of Nursing and Radiology. Please review these Terms of Service.

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

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

Service and Registration:

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

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

links, communities, forums, chat, events, or messages, unless explicitly stated. Any links that take users out of the Covenant Health schools' LMS are not under the control of Covenant Health schools, so Covenant Health schools are not responsible for any of the content, functions, services, or links of third-party sites.

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

User Behavior:

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

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

- (b) changing, in any manner at all, or reverse engineering any aspect of the Covenant Health schools' LMS. You may not attempt to derive source code from the Covenant Health schools' LMS service.
 - (c) use of any search/retrieval application (e.g., robot, spider) to index any aspect of the Covenant Health schools' LMS.
 - (d) posting of information that implicitly or explicitly implies that it is endorsed by Covenant Health schools' LMS.
- The solicitation and distribution restrictions do not apply to fundraising, health education, and other activities which are sponsored by the ministry and relate to its mission; occasional charitable activities sponsored by the ministry and meeting specifically established criteria; or blood drives; or student events, functions or activities sponsored by the ministry as a benefit for its employees, patients, students, visitors or volunteers.
 - Students may post personal or non-ministry related materials only in communities or the student's individual home page within the LMS.

Copyright Infringement:

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

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

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

Privacy Policy:

Privacy within the LMS is governed by the policies of the Schools utilizing this LMS and by all laws governing privacy rights of students.

Disclaimer of Warranties:

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

Indemnity:

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

Limitation of Liability:

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

Termination:

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

Other Terms:

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

International Use:

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

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

Covenant School of Nursing
C/O Financial Aid / Educational Resource Coordinator
1919 Frankford Ave.
Lubbock, TX 79407

This Terms of Service represents the complete, entire, and exclusive understanding and agreement between you and Covenant Health schools of Nursing and Radiology. It supersedes

Reference(s): HR policy manual

Reviewed/Revised: 01/2010; 01/2013; 01/2016; 01/2018

Violence

Department: Covenant School of Nursing
Approved by: CSON Faculty Organization

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

Materials/Equipment: N/A

Performed By: CSON Nursing Instructors, Staff, Dean/Coordinators, Students

Guidelines

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

Threatening behaviors

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

Physical assault

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

Extreme or persistent verbal abuse

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

Property damage

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

Personal or domestic disputes

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

Process

Complaint

- If a student witnesses and/or experiences any behavior(s) as defined above, or has a related complaint, that student should act quickly to have the behavior stopped.
- If a student is afraid of confronting the person(s), or if efforts to stop inappropriate behaviors were unsuccessful, the student should promptly report the matter to an Instructor, Instructional Module Facilitator, Student Services Coordinator, Security Officer, House Supervisor, or Human Resources (HR) representative.

- Students should **NOT** attempt to intervene in a potentially dangerous situation, but notify the nearest Nursing Instructor / staff member who will notify 911.
- If Nursing Instructors / staff are not readily available and the student believes an immediate threat is present, the student should notify 911.
- If the complaint involves harassment directed at a student because of the student's sex, age, race, color, national origin, religion, sexual orientation, or disability, the complaint must be reported promptly and directly to a Nursing Instructor / staff member.

Investigation

- On receiving a complaint, Instructor, Instructional Module Facilitator, Student Services Coordinator, Dean and Human Resources will undertake an investigation, which should be confidential to the extent reasonable and practical under the circumstances.

Disciplinary Action

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

Non-Retalatory Action

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

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

Reviewed/Revised: 01/2010; 01/2013; 01/2016; 01/2018

Weapon Possession

Department: Covenant School of Nursing
Approved by: CSON Faculty Organization

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

Materials/Equipment: N/A

Performed By: CSON Nursing Instructors, Staff, Dean/Coordinators, Students

Guidelines

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

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

Process

- Weapons are never permitted on Covenant School of Nursing property by non-authorized personnel. Any person seen in possession of or is suspected of carrying a weapon should be reported immediately to the administrative staff or the nearest instructor.
- Administration shall immediately call the Police Department, CHS or LCU security and the Director of Nursing or hospital administrator-on-call if someone is seen in possession of or is suspected of carrying a weapon.
- Students, visitors, or employees in possession of a weapon who are not Law Enforcement Officers, Peace Officers, or Military Police will be asked by the Police Department to surrender the weapon. Covenant School of Nursing will not ask the subject to surrender the weapon.
- Only on duty authorized Law Enforcement Officers, Peace Officers, and Military Police may carry weapons within Covenant School of Nursing campus and they must carry their identification badge with them while carrying the weapon. Upon entering the building, persons authorized to carry weapons must report to the administrative office, identify themselves and weapons being carried.
- Students who are authorized Law Enforcement Officers, Peace Officers, and Military Police may not carry weapons while on Covenant School of Nursing campus or its communities in

- the student role.
- The Police Department will accept any such weapon and will proceed to make proper disposition and reports as prescribed by law. Appropriate security administrative form(s) will be filed by Covenant School of Nursing administrative staff.
 - Any student may be dismissed or expelled without notice if found to be in possession of a firearm, explosive or any other weapon on Covenant School of Nursing property or its communities.

Reference(s): HR policy manual

Reviewed/Revised: 01/2010; 01/2018

Simulation

Education Activities Outside the Simulation Center
Maintenance of Simulators and Equipment
Simulation Center- Behavioral Congruence
Simulation Confidentiality
Simulation Dress Code

Education Activities Outside the Simulation Center

Department: Covenant School of Nursing

Approved by: CSON Instructors, Dean/Coordinators

Statement of Purpose:

The purpose of this CSON Simulation Program policy is to ensure that all educational activities (skills, labs, simulations, etc.) conducted outside the CSON/Helen DeVitt Jones Simulation Center (Sim Center) are performed in an environment that reflects the actual clinical setting as closely as possible.

Materials/Equipment: N/A

Performed By: CSON Instructors and staff

Process

Classroom settings:

- All instructors are responsible for implementing current evidence-based guidelines in all educational activities to promote optimum acquisition and transfer of knowledge and skills.
- To provide adequate fidelity, Sim Center staff must be involved in the development of the educational activity to allow for appropriate allocation and delivery of supplies and equipment to the designated site.
- Instructors will request educational activity supplies/equipment using the appropriate form. Sim Center Coordinator/staff will then work with instructors to finalize plans for the types, quantities, and delivery of requested supplies/equipment to the designated site.
- Instructors will be asked to assist in setup and take down of supplies/equipment. In-Situ (Actual patient care) Settings:
- Sim Center Coordinator/staff will work jointly with external customers in developing the simulation learning objectives and logistics for implementing the simulation in the chosen setting.

Reference(s): Society for Simulation in Healthcare, 2016, Teaching/Education Standards and Measurement Criteria 2. Education Activity Design (b), 2016. INACSL Standards of Best Practice: Simulation Design, 2016.

Adopted: 11/2020; Reviewed/Revised:

Maintenance of Simulators and Equipment

Department: Covenant School of Nursing

Approved by: CSON Instructors, Dean/Coordinators

Statement of Purpose:

The purpose of this CSON Simulation Program policy is to ensure that all equipment and simulators in the CSON/ Helen DeVitt Jones Simulation Center (Sim Center) are maintained according to manufacturer's recommendations

Materials/Equipment:

Manufacturer's equipment manuals

Performed By: CSON Sim Center staff, instructors

Process

- Equipment manuals (hard copies) are housed in the Sim Center office.
- Sim Center staff can also access equipment manuals through proprietary software on the computer systems dedicated to the high-fidelity manikins.
- All customers of the Sim Center are advised to seek help with any technical issues related to equipment or simulators prior to attempting any repairs themselves.
- As a safety guideline, all customers of the Sim Center are advised to report any broken or malfunctioning equipment as soon as it is discovered so that appropriate and timely action can be taken.
- All equipment is to be cleaned per manufacturer recommendations and any pertinent local, state, or national guidelines.
- All equipment will receive preventive maintenance per manufacturer recommendations by Sim Center staff or if required, by Health System biomedical policy.
- For a list of Sim Center equipment see: NEED WEB LINK HERE

Reference(s): Society for Simulation in Healthcare, 2016, Core Standards and Measurement Criteria 2.(d)(i)(4)
Covenant Health System Medical Equipment Preventive Maintenance

Adopted: 11/2020; Reviewed/Revised:

Simulation Center- Behavioral Congruence

Department: Covenant School of Nursing

Approved by: CSON Instructors, Dean/Coordinators

Statement of Purpose:

Covenant School of Nursing expects student behavior to be congruent with the Mission, Philosophy, Values, Standards of Conduct and Honor Code of Covenant School of Nursing. Covenant School of Nursing fosters a learning environment that attracts, retains, and develops values-based students who translate the values into action, strive for excellence while serving people with dignity, and work for justice within our communities.

Materials/Equipment:

None

Performed By: Dean, Coordinators, Faculty and Students

Process

While physically present in the Simulation Center and in accordance with the existing CSON Behavioral Congruence policy, Simulation Center users will abide by the Standards and Honor Code sections as noted below.

Behavioral Congruence includes adhering to HIPPA and FERPA standards and confidentiality related to all simulation activities including simulation experiences, Competency Performance Evaluations (CPE), and debriefing.

Standards

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

- Accountability: I am accountable for my actions.
- Adaptability: I am adaptable and supportive in efforts to make CSON a better place.
- Communication: I communicate in a clear, honest and respectful manner.
- Community: I am committed to improving the health of the community
- Continuous Improvement: I strive for continuous improvement in my performance.
- Continuous Learning: I continuously learn new skills and gain knowledge.
- Interpersonal Effectiveness: I create and sustain positive and interpersonal relationships
- Teamwork: I will be a team player and seek out opportunities to collaborate with others.

Honor Code

Covenant School of Nursing students are expected to conduct themselves in accordance with the high ethical standards expected of registered nurses and in a manner consistent with the ANA Code of Ethics. Honesty and integrity are expected from all students from admission through graduation.

Dishonesty undermines the goals of nursing education and professional development. Because nursing students may, after graduation, be licensed to practice professional nursing and are required to assume responsibility for the life and welfare of other human beings, every nursing student is expected to demonstrate competence and patterns of behavior which are consistent with professional standards,

and which are deserving of the public's trust. Students and faculty accept responsibility for acting in an ethical manner. Together they create an atmosphere conducive to professional integrity.

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

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

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

Reference(s): American Nurses Association. (2015). Code of ethics with interpretative statements. Silver Spring, MD: author. Retrieved from: <https://www.nursingworld.org/coe-viewonly> CSNAH Policy: Behavioral Congruence

Adopted: 11/2020; Reviewed/Revised:

Confidentiality

Department: Covenant School of Nursing

Approved by: CSON Instructors, Dean/Coordinators

Statement of Purpose:

This Covenant School of Nursing Simulation Program policy is to inform faculty, staff, students, and external customers that confidentiality is to be maintained during all simulation center activities

Materials/Equipment:

NA

Performed By:

Instructors

Process

1. All Covenant School of Nursing students are expected to maintain the confidentiality of the simulation activities conducted in the CSON Simulation Center.
2. Students are required to sign a confidentiality statement during their initial orientation to school.
3. The confidentiality statement affirms the student's understanding to refrain from sharing or discussing information regarding any lab or simulation experiences in any form outside the Simulation Center. A. Forms: verbal, written, photo, electronic, or any other form of communication.
4. This confidentiality statement is applicable in its entirety throughout the student's entire education endeavors in the Covenant School of Nursing.
5. If it is determined that a student has violated the confidentiality agreement, disciplinary action will be instituted, up to and including dismissal from Covenant School of Nursing as outlined in the student handbook, "Honor Code."

Reference(s): INACSL Standards Committee (2016, December). INACSL standards of best practice: SimulationSM: Professional integrity. Clinical Simulation in Nursing, 12(S), S30-S33. <http://dx.doi.org/10.1016/j.ecns.2016.09.010>. CSNAH Confidentiality policy

Adopted: 11/2020; Reviewed/Revised:

Simulation Center Dress Code

Department: Covenant School of Nursing

Approved by: CSON Instructors, Dean/Coordinators

Statement of Purpose:

To outline the dress code for the CSON- Helen Devitt Jones Simulation Center

Materials/Equipment:

NA

Performed By:

CSON Instructors, Staff, Dean/Coordinators

Process

While physically present in the Simulation Center and in accordance with the CSON Dress Code Policy, Simulation Center user will follow the Personal Appearance: Hospital Attire and Clinical Attire and the Compliance sections of the CSON Dress Code noted below.

- CSON Identification Badges must be visible at all times.
- **Personal Appearance: Hospital Attire**
 - Personal grooming and professional appearance are of prime importance in the hospital. Our patients have the right to be cared for by persons who are the example of cleanliness, neatness, and professional image and behavior. The student must maintain a professional appearance at all times. **Scrubs or business casual attire must be worn when coming to the hospital for meetings.**
- Male Guidelines for Business Casual Attire:
 - Business casual attire should include collared shirts, slacks, tailored khaki pants, and socks. Denim, collarless T-shirts, leather pants, sweatpants, sweatshirts, cargo pants, tank tops, and recreational clothing are not allowed.
- Female Guidelines for Business Casual Attire:
 - Business casual attire should include dresses, suits, skirts, blouses, and slacks. Dresses and skirts must be at a conservative and acceptable length for business. Lengths of skirts or dresses should not be shorter than three (3) inches above the knee. Slacks should be tailored and ankle length.
 - Capri pants are allowed.
 - Denim, sheer or clingy fabrics, spandex, leather pants, shorts, tank tops, backless dresses, leggings, sweatpants, sweatshirts, collarless T-shirts, revealing clothing, bare midriffs, and recreational attire are not allowed. Heavy beaded or sequined clothing is not allowed.
- **Personal Appearance: Clinical Attire**
 - **Uniform:** The student uniform is worn only when the student is in an assigned clinical area. A clinical area is defined as Hospitals, SIM Labs or Community sites. Uniforms must be clean and neatly pressed at all times, good state of repair and appropriately fitting. Students may not wear the student uniform or scrub or fleece jacket with the school logo when working for hire. The school logo will be monogrammed in white on the upper left chest area with first name only by an approved vendor. Black, white, navy or gray short sleeve or long

sleeve T-shirts may be worn under uniforms, as long as the T-shirt does not show below the hem of the scrub top. The length of the pants worn in the clinical area may not be longer than the bottom of the shoe heel.

- **Clinical shoes:** In order to ensure the safety of students, shoes are to be worn at all times. Tennis shoes are recommended. Shoes should be clean and well kept. Socks or hose must be worn with shoes. Inpatient care areas, closed-toed shoes will be worn, and tennis shoes are recommended. Crocs can be worn if they are white or match the color scrubs (navy) you are wearing. They should not have holes across the top as this is dangerous should you have a needle drop or body fluid spill.
- **Fingernails:** Fingernails should be kept no longer than $\frac{1}{4}$ " off the fingertip. Nails should be kept well-groomed and polish may be worn as long as it is not chipped. Artificial nails, fingernail overlays, gel nails or nail extenders are not permitted.
- **Make-up:** Makeup should be used moderately and in good taste. Because our patients are ill and highly sensitive to odors, perfume or scented beauty products are not appropriate.
- **Jewelry:** Jewelry is limited in the patient care area to engagement and/or wedding rings and watches with plain bands. Students may wear 2 earring studs per ear. No dangling or loop earrings are allowed. Buttons and lapel pins will be restricted to school pins or professional buttons that are hospital sponsored. Body piercing ornaments should not be visible (i.e. nose rings, tongue studs, tongue or lip rings). Facial piercings must be limited to one small, unobtrusive stud piercing. Safety should be considered when wearing jewelry at various times. Body art (tattoos) that consist of nudity, profanity, violence, are perceived as hostile or offensive on the basis of race, sex, religion, ethnicity or other characteristics or attributes that are not in keeping with our Values and a professional work environment must be covered; no full arm sleeve tattoos are allowed to be visible in clinical areas and must be covered with neutral-colored bandages or dressings or sleeves; facial tattoos must be covered.
- **Hair Care:** Hair must be maintained in current, acceptable, neat styles. Hairstyles that have shock affect are not acceptable. Styles will be business like in style and color. Hair, which is a length that falls forward when bending over patients, should be pulled back and secured or worn up. Scrunchies or headbands in white, black, gray or navy blue may be worn to pull hair back. No bright-colored or ornate ornaments will be worn.
- **Men:** Men must be freshly shaven when reporting to class or clinicals. Beards and/or mustaches will be allowed only if kept neatly trimmed at all times. Beards or goatees must be shaved in a manner that will not interfere with the fit of the respirator (mask).
- **Scrub Jackets / Fleecewear:** Students may wear navy scrub jackets or navy fleecewear jackets (no hoods) over their uniforms in the hospital. They must be all navy and washable, must be washed after each wearing. The school logo will be monogrammed in white on the upper left chest area with first name only by an approved vendor and must be longer than the uniform top over which they are worn.
- **I.D. Badges:** Students are to wear their school identification badge at all times. The badge must be worn with the photo facing outward and visible and must be worn on the upper part of the chest. Students are not allowed to deface or attach anything to their badges that is not hospital related or approved.
- **EXCEPTIONS:** Due to the nature of some clinical areas (Psychiatric clinical areas), these guidelines may be altered to promote student/ instructor safety. Alterations may also be necessary to meet requests to host agencies/offices when students are doing community work in the upper-level Instructional Modules.
- **Manners:** No gum chewing, eating, or drinking is allowed outside the break rooms in

clinical areas.

- **COMPLIANCE:**
- Students failing to observe the Personal Appearance policies for the campus or hospital settings should expect to be approached by faculty, staff or administrative personnel regarding their appearance. Students MUST be in full dress code compliance in ANY and ALL assigned clinical settings. Deliberate attempts to circumvent these policies will be referred to the Student Services Coordinator and or the Dean for corrective action.

Reference(s): Covenant Health HR Policy Manual; CSNAH Dress Code policy

Adopted: 11/2020; Reviewed/Revised:

Employees

Bylaws
Budget
CSON Organization Chart
Faculty Development
Faculty Workload
Filling Vacant Positions
OFF Instructional Module Nursing Instructor Activities
Orientation
Professional Advancement Ladder
Professional Development File and Education
Separation Guidelines
Work At Home Guidelines

Bylaws

Department: Covenant School of Nursing
Approved by: CSON Faculty Organization

Statement of Purpose:

Covenant School of Nursing (CSON) Faculty Organization has developed bylaws to improve communication and structuring of the School of Nursing.

Materials/Equipment: N/A

Performed By: CSON Faculty Organization

Guidelines: N/A

Process

Covenant School of Nursing Nursing Instructors have approved the Faculty Bylaws. The following pages contain the CSON Faculty Bylaws in entirety.

Reference(s):

Reviewed/Revised: 01/2018; 01/2019; 07/2020; 11/2020

ARTICLE I: Name

The name of this organization shall be: COVENANT SCHOOL OF NURSING FACULTY ORGANIZATION, Lubbock, Texas.

ARTICLE II: Faculty Organization Purpose

The purpose of the Faculty Organization is to provide the venue through which faculty members govern activities within the school as outlined by state and federal regulatory requirements in alliance with the philosophy of our governing body. The business of the school shall be managed by the established committees herein and Instructional Module business will be performed under a shared governance model. Shared governance shall be managed by individual instructional modules according to their specific needs.

The Faculty Organization shall oversee the organizational bylaws.

ARTICLE III: Faculty Organizational Structure

Election of Officers and Delineation of Responsibilities

Chair (elected annually)

1. Prepares and distributes the agenda.
2. Presides over all faculty organization meetings.
3. Assures measures are only voted on if quorum is present.

Secretary (elected or volunteers annually)

1. Record Faculty Organization minutes.
2. File a permanent copy of all approved minutes of the Faculty Organization.

Parliamentarian (elected or volunteers annually)

1. Ensures that Robert's Rules are followed
2. Ensures the meeting runs in a timely manner

Chair and Secretary will be elected in the last faculty organization meeting for the following calendar year.

Vacancies may be filled by election at any meeting or through interim appointment by the Dean.

Quorum

A majority (more than half) of the voting membership shall constitute a quorum for all committees.

E-Voting

E-voting will be used to finalize topics from committees that have already been presented and discussed. New items for faculty consideration will be presented to faculty in either a scheduled or called meeting. Guidelines for submitting an e-vote are as follows:

1. E-votes should be clearly identified in the subject line and the body of the email and the voting button will be used.
2. A note at the beginning of the message should remind faculty that not participating in the vote is the same as a “no” response. (*Robert’s Rules*)
3. The e-vote will remain open for five (5) working days.
4. Results will be published to the faculty via email and included in the minutes of the committee meetings.
5. People on leave of absence or vacation will not be counted on an E-vote.

Voting Privileges

1. Faculty will have voice and full voting privileges. Full voting privileges include voting in Faculty Organization and all committees.
2. Coordinators will have voice but no voting privileges.
3. Associate members will have voice but no voting privileges.
4. Votes shall be cast anonymously by paper or electronically.
5. Measures shall pass by majority vote of quorum.

Membership

1. Dean
2. Coordinators – Curriculum, Faculty Affairs, Student Services, Simulation & Student Retention
3. Faculty
4. Associates:
(Associates include individuals who contribute to the program of studies and school activities, such as Clinical Instructors, Medical Librarian, Student Activities Coordinator, administrative staff, representatives from the governing organization, and members of communities of interest.)

Functions

1. Complete designated responsibilities assigned to the committee by the Systematic Plan for Evaluation based on current ACEN and other regulatory agency standards and criteria.
2. Establish program management expectations for all faculty and staff.

ARTICLE IV: Meetings

Frequency

The Faculty Organization shall meet at least eight (8) times a calendar year. All standing committees shall meet at least eight (8) times a calendar year.

The Systematic Plan for Evaluation Committee shall meet at least four (4) times a year.

Schedule, Duration, and Attendance

1. Standing Committees, with the exception of the Admissions Committee, Student Welfare and SPE shall meet on the first Friday of the month at a time mutually agreed upon by

the committee membership and shall not exceed 2 hours in duration. The Admissions Committee will meet as dictated by the need of admission cycles and a time mutually agreed on by the committee membership. Faculty are required to attend 75% or greater of all meetings held in an academic year. Excused absences include CSON activities. CSON activities are defined as activities with students.

2. Faculty Organization shall meet the third Friday of the month from 0900 to 1100 and shall not exceed 2 hours in duration. If there is a Faculty Development Offering needed, the offering will be 30 minutes before the Faculty Organization meeting. Faculty are required to attend 75% or greater of all meetings held in an academic year.
3. Instructional Modules shall meet a minimum of one time per each 8-week instructional module and off-module period and at a time mutually agreed upon by the instructional module faculty. Faculty are required to attend 75% or greater of all meetings held in an academic year.
4. Ad Hoc and Subcommittees shall meet at a time mutually agreed upon by the committee membership and shall not exceed 2 hours in duration. Faculty are required to attend 75% or greater of all meetings held in an academic year.

Special Meetings

Special meetings shall be called by the Chair or at the request of any two (2) faculty members.

Called Faculty Organization Meetings may be requested for issues needing immediate attention. The issue at hand must be taken to the coordinator whom the issue most closely involves before the meeting is held.

Rules of Proceedings

Robert's Rules of Order Revised shall govern the proceedings of this organization.

Order of Business

The agenda may be adjusted to meet the needs of committee(s). A universal agenda/minutes form will be used throughout CSON.

A. Suggested agenda for the Faculty Organization

1. Call to Order
2. Reflection and prayer
3. Announcements
4. Approval of agenda
5. Approval of minutes
6. Dean's Report
7. Standing Committee Reports
8. Instructional Module Reports*
9. Coordinator Reports
10. Business
 - a. Unfinished
 - b. New
11. Hospital Council reports
12. SBAR discussion and voting - (Faculty organization will vote to approve policies derived

in committees. Policies mandated by governing bodies or regulating agencies will have faculty input to the degree allowed within the confines of the regulating agency. To be in compliance with Covenant Health Policy and Procedures creation and revision, administration (Dean & Coordinators) will have final approval for all policies and procedures.

13. Adjournment

B. Suggested agenda for the Annual Faculty Organization

1. Call to Order
2. Reflection and prayer
3. Announcements
4. Approval of agenda
5. Approval of minutes
6. Standing Committee Reports
7. Non SPE Reports
8. SPE Reports
9. Dean's Report

* Instructional Module Reports:

1. Instructional Modules 1, 3, 5, & 7 will report on odd numbered months. Instructional Modules 2, 4, 6, & 8 will report on even numbered months.
2. Reports will be limited to 5 minutes each. Any additional time needed will have to be voted on via the process of Robert's Rules of Order.
3. A succinct report including plus/deltas is recommended.
4. Any Instructional Module facilitator who is not scheduled to report must inform the Faculty Organization chair if time is needed in an upcoming meeting.

C. Suggested agenda for Standing Committees

1. Call to Order
2. Reflection and prayer
3. Announcements
4. Approval of agenda
5. Approval of minutes
6. Business
 - a. Unfinished
 - b. New
7. Adjournment

ARTICLE V: Standing, Sub, and Ad Hoc Committee Organizational Structure

Standing Committee Membership

Standing committee members are selected by the individual instructional module at the beginning of the calendar year. The member will serve on a committee for a term not to exceed 5 years. The term may be extended by 1 year if no member from the instructional module is requesting membership on the committee. Each committee should maintain a balanced composition of experienced and new faculty. Membership of standing committees as listed below represents the

minimum number of faculty required. Committee request will be submitted to standing committee chairs on or before the 1st Monday of November for the following calendar year.

Standing Committee Voting Privileges

Members of standing committees have both voice and voting privileges. In case of a tie, oversight coordinators will cast the deciding ballot.

Standing Committees Officer Election and Responsibilities

Standing committee members elect the standing committee Chair and Secretary. The Chair is elected from the faculty members of the committee, unless the Chair is a designated standing position.

The duties of Chair and Secretary mirror those of the Chair and Secretary of the Faculty Organization.

Coordinators will serve as administrative oversight on designated committees.

Members who have served on the standing committee for a minimum of one (1) year may be elected to Chair. The Chair serves a term of two (2) years and remains on the committee as a historian for 1 year. The secretary may be elected at the will of the standing committee.

Standing committees will elect Chair and Secretary on or before the first meeting of the calendar year.

Names of Standing Committees

The following standing committees shall meet as outlined in Article IV under the heading of "Schedule":

1. Admissions
2. Curriculum
3. Faculty Development
4. Simulation
5. Student Welfare
6. Student Retention & Progression
7. Systematic Plan for Evaluation

Names of Subcommittees

Subcommittees are subject to the rules outlined in Article IV and Article V.

1. Bylaws (Serves under Faculty Organization - oversight by Faculty Affairs Coordinator)
2. Dress Code (Serves under Faculty Organization - oversight by Student Services Coordinator)
3. Finance (Serves under Faculty Organization - oversight by Simulation Coordinator)
4. Graduation (Serves under Faculty Organization - oversight by Student Services Coordinator)
5. Student Disciplinary Action Review Committee- serves under Faculty Organization oversight by Student Services Coordinator

ARTICLE VI: Committee Membership and Functions

Admissions Committee

(Administrative oversight by Student Services Coordinator)

Membership

1. One (1) faculty member from Instructional Module 1
2. One (1) faculty member from Instructional Module 2
3. One (1) faculty member from Instructional Module 3 or 4
4. One (1) faculty member from Instructional Module 5
5. One (1) faculty member from Instructional Module 6 or 7
6. Admissions Officer
7. Financial Aid Coordinator
8. Recruiter
9. LVN instructor input as needed (does not serve)

Functions

1. Maintain & implement admission / readmission selection policies
2. Maintain policies assigned to the committee.
3. Complete designated responsibilities assigned to the committee by the Systematic Plan for Evaluation based on current ACEN and other regulatory agency standards and criteria.

Curriculum Committee

(Administrative oversight by Curriculum Coordinator)

Membership

1. One (1) faculty member from each Instructional Module 1-7
2. One (1) Faculty member from Instructional Module 8
3. Informational Instructional Technologist (IIT).
4. LVN Instructor input as needed (does not serve)

Functions

1. Review mission statement, philosophy, and graduate outcomes and competencies for continuity.
2. Maintain the master curriculum plan.
3. Review and approve pilot projects prior to implementation in Instructional Modules.
4. Review Medical Library, Learning Resource Center, and other educational resources.
5. Review Instructional Module learning guides to ensure quality and congruence with curriculum plan.
6. Complete designated responsibilities assigned to the committee by the Systematic Plan for Evaluation based on current ACEN and other regulatory agency standards and criteria.
7. Review didactic and clinical assessments for quality and congruence.

Faculty Development Committee

(Administrative oversight by Faculty Affairs Coordinator)

Membership

1. Five (5) faculty members from any Instructional Module
2. Medical Librarian

Functions

1. Maintain and implement faculty orientation process.
2. Plan, implement, and evaluate faculty development programs.
3. Maintain policies assigned to the committee and ensure the policies are congruent with governing agency.
4. Complete designated responsibilities assigned to the committee by the Systematic Plan for Evaluation based on current ACEN and other regulatory agency standards and criteria.
5. Promote faculty scholarship in areas of research, publication, presentations, and teaching pedagogies.
6. Promote and Maintain the Professional Advancement Ladder.

Simulation Committee

(Administrative oversight by Simulation Coordinator)

Membership

1. One faculty member from each Instructional Module 1-7
2. Instructional Module 8 and LVN-RN Instructor input as needed (does not serve)
3. Simulation Technician

Functions

1. Develop and operationalize the Simulation Program accreditation master plan.
2. Review mission and vision of the Simulation Program for alignment with CSON and parent organization.
3. Develop strategic goals for the Simulation Program in congruence with CSON and parent organization strategic goals.
4. Monitor Simulation Program budget process for operational and capital expenses.
5. Review Simulation Program specific policies and procedures.
6. Monitor Simulation Program record and data collection related to: congruence with CSON programmatic outcomes, achievement of Instructional Module simulation education activities learning outcomes, and trending in instructor and student comments to identify trends and identify gaps in education activities
7. Oversee Simulation Program quality improvement system.
8. Ensure peer review of Simulation Program education activities.
9. Complete any designated responsibilities assigned to the committee by the Systematic Plan for Evaluation based on current ACEN and other regulatory

agency standards and criteria.

Student Retention & Progression Committee

(Administrative oversight by the Student Retention Coordinator)

Membership

1. One (1) faculty member from each of Instructional Modules 1-8

Functions

1. Identify at-risk students.
2. Monitor and track student progression.
3. Recommend individualized learning strategies and resources.
4. Collaborate with Instructional Module facilitators to implement documented specialized testing accommodations.
5. Complete designated responsibilities assigned to the committee by the systematic plan of evaluation based on current ACEN and other regulatory agency standards and criteria.
6. Determine required levels of achievement for students to advance to the next instructional module.

Student Welfare Committee

(Administrative oversight by Student Services Coordinator)

Membership

1. Student Activities Coordinator - Standing Chair. Guests may attend by invitation only.
2. Two (2) students from each Instructional Modules 1-8
3. One (1) faculty from each of Instructional Modules 1, 3, 5, and 7 alternating monthly with One (1) faculty from each of Instructional Modules 2, 4, 6, and 8 totaling four (4) faculty members at each monthly meeting. Faculty pool for this committee will be the Student Retention Committee faculty membership.
Rotation schedule will be maintained by Student Activities Coordinator

Functions

1. Provide opportunities for student input into school governance.
2. Provide curriculum suggestions.
3. Provide student constituents for grievances.
4. Advise and support the CSON Student Association (TNSA Affiliate).
5. Advise and support the CSON Student Government Organization.
6. Complete designated responsibilities assigned to the committee by the Systematic Plan for Evaluation based on current ACEN and other regulatory agency standards and criteria.

Systematic Plan for Evaluation Committee

(Administrative oversight by the Dean and Coordinators)

Membership

1. One (1) representative from Faculty Organization to serve as Chairman
2. One (1) representative from the Admissions Committee
3. One (1) representative from the Curriculum Committee
4. One (1) representative from the Faculty Development Committee
5. One (1) representative from the Simulation Committee
6. One (1) representative from Student Retention and Progression Committee.
7. One representative from each Instructional Module if not represented in a standing committee
8. Student Activities Coordinator (Student Welfare)
9. Medical Librarian as needed
10. Informational Instructional Technologist as needed
11. Financial Aid Officer as needed
12. Business Office Coordinator as needed

Functions

1. Monitor the Covenant School of Nursing Systematic Plan for Evaluation (SPE).
2. Evaluate the Covenant School of Nursing SPE for effectiveness and make recommendations for refinement.
3. Provide a forum for input from the faculty related to recommendations, changes and updates to the SPE.
4. Complete designated responsibilities assigned to the committee by the Systematic Plan for Evaluation based on current ACEN and other regulatory agency standards and criteria.

Ad Hoc and Subcommittees

Ad hoc committees shall be appointed to take responsibility for functions not defined in the above committee functions as circumstances dictate.

Ad hoc and Subcommittees may be established by any standing committee or the Faculty Organization. Membership shall consist of members of that committee and/or members from other committees within the School of Nursing as indicated by the purpose established for the Ad hoc or Subcommittee. Members may volunteer or be appointed by the Faculty Affairs Coordinator.

ARTICLE VII: Executive Advisory Council

The Executive Advisory Council may consist of faculty and staff who serve at the discretion of the Dean. Its function is to provide advice and counsel to the Dean.

ARTICLE VIII: Amendments

Amendments

By-laws of the Faculty Organization may be amended at any regular meeting subsequent to one (1) week's written notification to all members

Adopted 1968: Reviewed/Revised: 1977, 1981, 1983, 1985, 1987, 1989, 1990, 1993, 1995, 1997, 1999, 2002, 2004, 2006, 2008, 2009, 2013, 05/2015, 08/2016, 10/2016, 2017, 09/2018, 03/2020, 7/2020, 11/2020

Budget

Department: Covenant School of Nursing

Approved by: CSON Dean and Coordinators

Statement of Purpose:

To a standardized process in requesting funds for next fiscal year.

Materials/Equipment:

Budget policy
Budget request forms
Budget Account form
Epsi budget report
Grant report
Other financial resources
Endowed Fund

Performed by:

Finance Committee
Dean

Process:

Before the Dean submits the final budget to Covenant Medical Center for approval, Nursing Instructors and staff must submit budget requests to the Finance Redesign Committee for review. Steps for submission of budget request forms are as follows:

Person Submitting Request Form Must:

- fill out a budget request form located in onedrive/sharedrive > current resources > Budget
- mark whether the request is a new request (only to be used for one fiscal year) or if it is a continued request (will need every year).
- give a description of the request and provide the vendor name, address, phone number and contact person of the vendor they would like to use and the amount of the item.
- include price quotes from 3 different vendors (if available) and submit with the budget request form.
- give reasons as to why the item is needed and how it will improve the working atmosphere for employees and/or students. Using the values as a basis for your request is required.
- have the appropriate Coordinator (Faculty/Curriculum/Simulation/Retention/Student Services) sign the request before turning it in to the Chair of the Finance Committee. Any administrative staff member submitting the request must have the Student Services Coordinator sign the request before turning it in to the Dean.
- All request forms must be submitted to the Chair of the Finance Committee along with other documentation and price quotes by designated due date for the Finance Committee to review.

Finance Committee Review Process:

- The Chair of the Finance Committee gathers all budget requests together and presents them to the Finance Committee
- The Finance Committee will review all of the requests submitted.
- Once the requests are reviewed, notification of the status of the request will be

communicated to the school. A request may be accepted, denied or pending upon further information. Some budget requests may be obtained using other methods such as grant monies, capital equipment requests, endowment, etc. Such requests will be denied for fiscal year budgets and directed to the appropriate process.

- The entire process must be completed by the designated due date in order for the Dean to submit the final budget request to CH.
- The Dean will review, approve and submit the final budget requests according to Covenant Medical Center processes and requirements.

Endowed Fund Process

At the end of the budget year:

- Covenant Health Foundation will determine whether CSON Endowed Fund has earned money for disbursement. If money has been earned, 5% will be returned to the corpus and the other 95% will be sent to the CSON Endowment Spendable fund (#5412).
- The Dean will announce that funds are available for spending.
- The employee will follow the above process for submitting budget request forms.
- The Finance Committee will follow the review process above for approving expenditures.
- The Chair of the Finance Committee will work with CHF to get approved requests fulfilled.

Note: Not all Endowment funds will be spent every year, some funds can be saved for future purposes

Note: If special requests for budget items are needed throughout the year, the request can be sent to the Finance Committee Chair for consideration at the next finance committee meeting.

Endowed Fund Allowable Expenditures

- Educational technology advances for instruction including but not limited to high-fidelity simulation manikins, patient simulation devices, smartboards, classroom IT, software, virtual technology, network capabilities, audiovisual equipment
- Improvements to distance learning include but are not limited to computer enhancements, online programs/courses, refresher courses, new LMS, etc.
- Expansion of the nursing program
- Faculty development

Professional Development Funding

- The employee must first apply for funding through Friends of Nursing for payment of conference fees (refer to CH policy) before asking for CSON funds.
- The employee must first apply for funding through the Travel Committee for payment of conferences, webinars, etc. (refer to CH policy) before asking for CSON funds.

Instructional Module Fund Request

- All IM's can request funds for non-budgeted items needed for teaching/job duty purposes not to exceed the annual allowable budget limit per IM.
- The Nursing Instructor must submit the request to the Business Office Coordinator.
- The Business Office Coordinator will get approval from Dean.
- The Dean will ensure funds are available and either approve or deny the request.
- If the request is approved, the Business Office Coordinator will work with the Nursing Instructor to get the information necessary to order the items needed.

Reference(s): Covenant Health Friends of Nursing Policy, Covenant Health Travel Committee Policy, Covenant Health Budget Process, Covenant Foundation Endowed Fund Process

Reviewed/Revised: 01/2010; 12/2013; 01/15; 01/2018

CSON Organization Chart

Department: Covenant School of Nursing

Approved by: Dean

Statement of Purpose:

Covenant School of Nursing (CSON) organization chart represents the chain of command for Covenant School of Nursing

Materials/Equipment: N/A

Performed By: Dean, Faculty Affairs Coordinator

Guidelines:

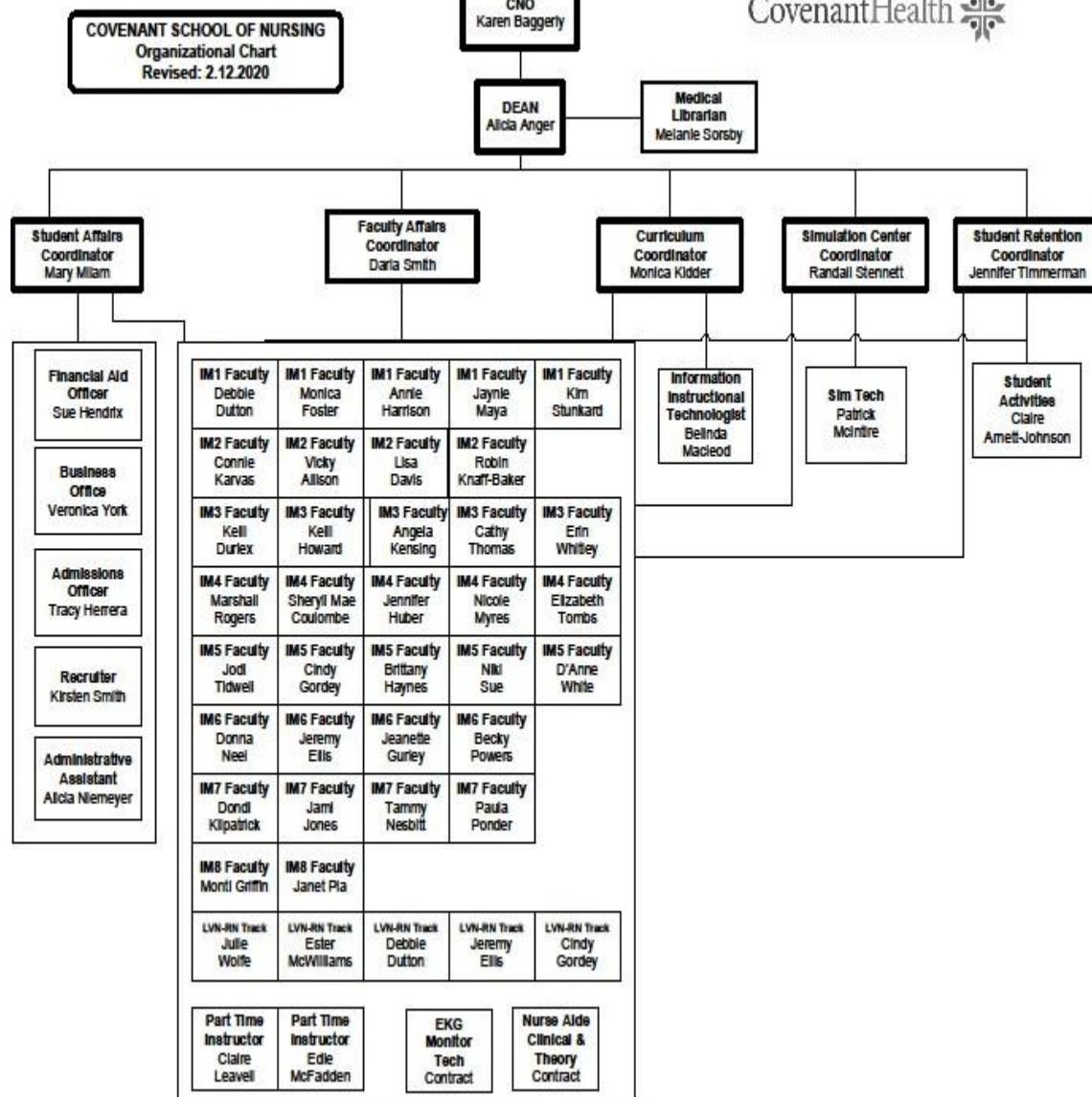
- Update the CSON organization chart with changes in nursing instructors or staff at CSON

Process

See following graphic

Reference(s):

Reviewed/Revised: 02/2018; 06/2019; 06/2020



Faculty Development

Department: Covenant School of Nursing

Approved by: Faculty Affairs Coordinator/Dean and Coordinators

Statement of Purpose:

To ensure that all Nursing Instructors are exposed to a variety of innovative pedagogy modalities that enhance the Covenant School of Nursing curriculum.

Materials/Equipment: N/A

Performed By: Faculty Affairs Coordinator, Faculty Development Committee

Guidelines

Conferences paid for by Covenant Health

- Nursing Instructors that attend conferences paid for by Covenant Health will be required to:
 - Conduct a presentation or workshop related to the content at the conference attended (minimum 30 minutes)
 - Must schedule presentation/workshop with Faculty Affairs Coordinator and Faculty Development Committee to be done within three months

Innovative Pedagogy Requests

- Submit requests for pedagogy workshops or speakers to the Faculty Development Committee for review
- Provide supporting documentation for the gap in knowledge related to the request
- Nursing Instructor is encouraged to share any innovative pedagogy techniques at monthly Faculty Organization meetings.
- Submit request to the Faculty Development Committee to schedule a Faculty Development Project

National League for Nurses Membership

- All Nursing Instructors shall receive annual membership with the National League for Nurses (NLN)
- Faculty Affairs Coordinator will ensure that all Nursing Instructors have membership access
- All new Nursing Instructor will receive information regarding membership from Faculty Affairs Coordinator
- All Nursing Instructors are encouraged to utilize the resources within the NLN to enhance the current curriculum

Nurse Tim Membership

- All Nursing Instructors and staff at Covenant School of Nursing shall have full membership access to the Nurse Tim resources from October 2017 through October 2018
- Access can be found at: <http://NurseTim.com>
- Subscription code is: stjoe1017
- Subscription access will be reviewed annually for usage and continuation
- All Nursing Instructors and staff are encouraged to utilize the resources and webinars offered by NurseTim

Reference(s):

Reviewed/Revised: 1/2018

Faculty Workload

Department: Covenant School of Nursing
Approved by: CSON Faculty Organization

Statement of Purpose:

To delineate the workload of the Nursing Instructors

Materials/Equipment: NA

Performed By: Faculty Affairs Coordinator and Nursing Instructors

Guidelines

The following represent the workload expectations of CSON Nursing Instructors:

- As an exempt group, Nursing Instructors are responsible for the proper functioning of the area within their responsibility always
- When the occasion demands, Nursing Instructors are expected to devote additional time as the needs of the situation dictate
- As exempt employees, Nursing Instructors have 24-hour accountability and are not eligible for payment for overtime (Covenant Policy HR 507)
- Nursing Instructors scheduled for planning time may be utilized in the other areas in accordance with the Off-Module Guidelines
- Nursing Instructors will be assigned a maximum of 32 contact hours per week. (Contact hour is defined as time spent in actual contact in classroom and clinical settings)
- The instructor-student ratio in clinical will not exceed 1:10 under direct supervision
- The instructor-student ratio in observation roles or clinical preceptors' ratio will not exceed 1:24

Process

Covenant School of Nursing instructional module facilitators shall provide to the Faculty Affairs Coordinator the workload hours per academic year using a prepared template that shall include:

- Nursing Instructors Name
- Theory Topic
- Theory time per topic
 - Time should include the contact time reflected on the instructional module calendar
 - Out of class work is not included as contact hours
- Lab, Clinical and/or Simulation
 - Time should include assignments which clinical, simulation or lab time that Nursing Instructors are required to attend (Ex.: Simulation hours may only list 2 hours for the student but Nursing Instructors must be present for 8 hours so the 8 hours would be included in workload).
- Overall instructional module totals for each Nursing Instructors

Reference(s): Covenant Health HR Policy 507

Texas Board of Nursing. (2017). 3.8.2.a. Education guideline: Ratio of faculty to students in clinical learning experiences. Retrieved from https://www.bon.texas.gov/pdfs/education_pdfs/education_nursing_guidelines/3.8Clinical_Learning_Experiences/3-8-2-a.pdf

Reviewed/Revised: 07/2012; 08/2016; 11/2017; 11/2019

IM- FACULTY HOURS**

REVISED 11-2019

Totals

0.00 0.00

Totals

0.00 0.00

Grand Total Hours

Grand Total Hours

Filling Vacant Positions

Department: Covenant School of Nursing

Approved by: Faculty Organization; Faculty Development Committee

Statement of Purpose:

To provide an equitable and efficient method for filling vacated Nursing Instructor positions within Covenant School of Nursing.

Materials/Equipment: Hiring for Culture Training

Performed By: Dean and Faculty Affairs Coordinator

GUIDELINES:

To ensure equal opportunities for nursing nursing instructor to transfer internally or hire externally nursing nursing instructor meet the standards of the needs of the curriculum.

- Current nursing instructor or clinical instructors are eligible to apply for transfer if:
 - Have been in current position for one year for stability of the instructional module
 - If less than one year, at the discretion of the current Dean and Coordinator Leadership as recommended
- Positions shall be posted per Covenant HR policies

PROCESS:

- Faculty Affairs Coordinator (FAC) will send open job requisition to Talent Acquisition requesting job description required per Covenant HR Policies regarding equal opportunity employment.
- FAC will notify current nursing instructors of open position via email.

Internal Transfer

1. When a nursing instructor is interested in transferring to a different instructional module, they will convey their interest to the Faculty Affairs Coordinator.
2. The Faculty Affairs Coordinator will then meet with the members of this instructional module to discuss specific instructional module needs and content areas to determine if the transfer is a proper fit. If possible, the prospective nursing instructor will be asked to attend an instructional module meeting. The Faculty Affairs Coordinator will inform the instructional module nursing instructors that this will be an opportunity to meet with the candidate. This will ensure equal opportunity for all members of the instructional module to be involved in the decision-making process. The nursing instructors of the instructional module can determine the formality of this meeting with the candidate. (Ex: meet over lunch, scheduled instructional module meeting, etc.)
3. If the Faculty Affairs Coordinator and instructional module members' consensus is this nursing instructor is appropriate, the Faculty Affairs Coordinator will inform the prospective nursing instructor of the decision. It is desirable for the prospective nursing instructor to have experience and/or expertise in the subject matter of the instructional module to which they are seeking a transfer.
4. Faculty Affairs Coordinator will determine convenient timing for the transfer.
5. If more than one nursing instructor shows interest in the same position, they will be subject to the selective interview process.

Rationale: The Faculty Development Committee feels that an additional interview of current nursing instructor is unnecessary. The internal nursing instructor has proved their qualifications when they were hired and remain in good standing at CSON.

Transfer Eligibility:

1. A nursing instructor must complete one academic year in their current instructional module before requesting a transfer or promotion.
2. The Faculty Affairs Coordinator has the authority to transfer a nursing instructor to another instructional module based on program needs, regardless of length of service.

Rationale: According to Covenant HR PolicyCaregiver Internal Transfers Policy, the hospital mandates a six-month period of satisfactory service before a transfer or promotion may be requested. Our committee feels nursing instructors need one academic year to ensure adequate experience has been gained. This will allow the employee to make a properly informed decision on the need to transfer.

Interview of Internal or External Applicant(s)

1. Selective interview panels for all internal (if more than one applicant) and external applicants.
2. Interview panels must consist of members that have received Hiring for Culture training.
3. Interview panels may be comprised of members from the instructional module hiring a potential nursing instructor.
 - a. The panel will include all, or a majority of, instructional module nursing instructors. The Faculty Affairs Coordinator will organize the panel and schedule interviews with candidates.
 - b. Once the interview panel has selected the candidate to be hired for the position, the Faculty Affairs Coordinator will extend a job offer to the candidate and work with the Human Resources/Talent Acquisition department to hire the candidate and determine a start date.

Rationale: The Faculty Development Committee recommends involving members of the instructional module to enhance communication and ensure the selection of the ideal team member.

Subsequent Interview of External Applicant

1. If a candidate has been interviewed within one year and been offered a position at CSON, they may be required to complete a second interview at the discretion of the instructional module nursing instructors.
2. If the candidate interviewed within one year, but was not offered a nursing instructor position, they must interview again for any open positions.

Rationale: An example would be a candidate who interviewed, was offered the position, but had to decline due to obligations at their current job, family situations, etc. If a job opening arises within one year, the Faculty Affairs Coordinator would discuss with the instructional module nursing instructor concerning hiring the individual.

Interview of Coordinator:

The Dean and the Coordinators will determine the interview panel for open Coordinator positions and follow the process under internal transfer or interview of external applicant as previously discussed.

Reference(s): Covenant Health structured interview process; Covenant Health Policies: HR201 Equal Employment Opportunity Policy; HR301 Hiring Policy; HR 403B Fair Labor Standards Act and State Law Salary Basis Policy; HR 506 Transfers, Promotions and Reclassifications; Covenant Health Caregiver Internal Transfers Policy and Hiring for Culture

OFF Instructional Module Nursing Instructor Activities

Department: Covenant School of Nursing

Section: Approved by: CSON Faculty Organization

Statement of Purpose:

To provide guidelines and recommendations for expected Nursing Instructor duties during the eight-week Instructional Module off periods.

Materials/Equipment: N/A

Performed By: Faculty Affairs Coordinator

Guidelines

All Nursing Instructors are expected to adhere to all Nursing Instructor duties for committee and faculty organization as outlined in the Bylaws during the assigned OFF Instructional Module time.

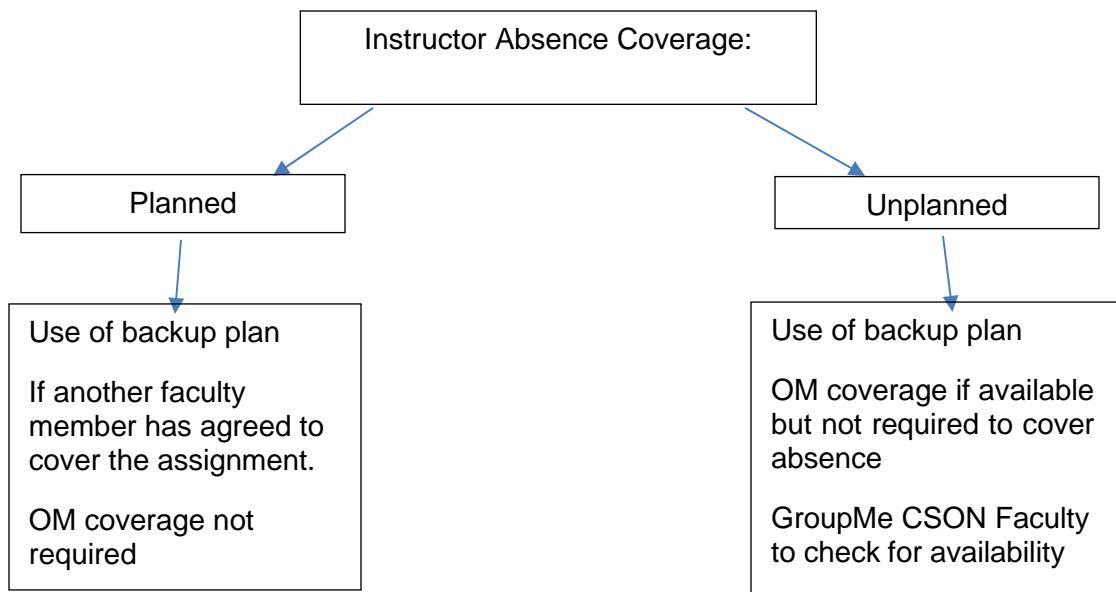
Process

During the 8-week of off instructional modules, use of Nursing Instructors time will be as follows:

- Finish up any paperwork from last instructional module
- Review and revise Shared Governance duties
 - shared governance duties be done for two years: First year is learning role, second year is for mentoring others into role
 - Ensure calendar and syllabus ready to go for next instructional module
- Review evaluations
- Visit possible community sites, if applicable
- Make adjustments to instructional module work, write test items, develop creative teaching strategies for classroom/simulation
 - Set up paperwork for new instructional module
- Review and revise test item materials
- Review and/or revise course materials
- Attending conferences or continuing education related to academia/theory topics
- Assigned to graded competency performance examiners and/or clinical instructors as needed
- Assist with IMs that do not have enough faculty to complete their lab successfully
- PTO

Addendum A:

- Part-time educators will be assigned to IM4 and IM5 during their *Off Instructional Modules* (OM) to assist with coverage. The faculty representative from IM4 and IM5 will meet with the Faculty Affairs Coordinator to decide the assignment of the part-time faculty. These are the two OM that work by themselves. They only have 5 faculty to cover the request. The others OM have two modules which makes their numbers 7 or 8. After the (OM) time has been divided with the part time educators, the part time educators will be assigned according to the need of the Faculty Affairs Coordinator.
- Each Instructional Module is encouraged to keep the request needs the same week with every module. This would allow for faculty to see the requirements before their assigned OM time and allow them time to plan PTO.
- The request for OM faculty is located in Current Resources – Shared Governance & Off Module Folder.
- Assignments during the *Off Instructional Modules*
 - Each *Off Instructional Module* (s) will govern themselves on who will cover the assignments and their "hour per hour" count. If an assignment requires prep time for the faculty, this should be counted in their hours.
 - The *Off Instructional Module* (s) will select one person who will be responsible for relaying this information to the Faculty Affairs Coordinator. Faculty Affairs Coordinator and OM will meet to finalize OM assignments.
 - If someone cannot fulfill their assignment, this person will be responsible to fill or find a replacement. At the best interest of the students, floor shifts will not be split between two faculty members.
 - Once assignments are made, this information should be completed in the form located in Current Resources – Shared Governance & Off Module Folder. The *Off Instructional Module*(s) will be responsible to keep this record themselves. This will allow all instructional modules to view the faculty that they will be working with in CPE / Clinical.
 - IM8/LVN – CPE/CODE – ACLS experience preferred
 - If for some reason your OM request changes during a module, the information should be given to the Faculty Affairs Coordinator (FC). It will be the FC's responsibility to relate this to the OM faculty.
- How to Handle Voluntary Hours
 - Voluntary hours are hours worked outside of your required hours.
 - Each faculty will keep a record of their own hours of volunteering. At the end of your yearly evaluation, this should be turned in on your evaluations.
- How to handle an instructor (s) absence in a module – lecture or clinical setting
 - The person requesting time off during their instructional module should first discuss with their instructional module how their absences will be handled by the instructional module .This would include PTO/ School time off / conferences (must be in our professional ladder) before bringing the request to Faculty Affairs Coordinator.
 - This decision should NOT include coverage by the OM .
- Backup plans should be available for instructional module absences – See algorithm below.



Reference(s):

Reviewed/Revised: 06/2015, 08/2016, 11/2017, 08/2020

Administrative Staff Orientation

Department: Covenant School of Nursing

Approved by: Dean/Student Services Coordinator

Statement of Purpose:

This policy is to ensure that all Covenant School of Nursing administrative staff receive the appropriate orientation in relation to the assigned staff duties.

GUIDELINES:

- Student Services Coordinator will assign qualified mentor to administrative staff prior to start date
- Orientation process as outlined will be followed to ensure equality in orientation process

PROCESS:

Student services Coordinator will initiate and assign as needed the following:

Prior to Start Date

- Send new employee info to Faculty Affairs Coordinator to Update Organizational Chart, Assignment to Admissions Committee (Admissions Officer, Financial Aid Officer, and Recruiter only), Phone List
- Email Admissions Chairman to Inform and Add to Committee Email Distribution List
- Assign mentor to New Employee and email mentor the new employee's Start Date
- Request All CSON Related IT Access (K Drive, Remote Access, CSON Email Distribution List – (DL-CHS-CSON) from IIT
- Email Reminder to Nursing Instructors and Staff of New Employee Welcome
- Communicate with New Employee Regarding Start Time on First Day, Location to Report Including Parking, and Dress Prior to Start Date
- Send Security Request for Building Access

Weeks 1-2

- Introduction to Job responsibilities; Refer to Specific Job Orientation Notebook
- Clarify Necessary Information for Nursing Instructors & Staff Data Spreadsheet and send to Faculty Affairs Coordinator
- Obtain Keys to Office, Classroom, CSON Suite Doors
- Name Badge (This Should Be Completed During the Hospital Orientation Process)
- Hospital Parking, Payroll Deduction Added to Name Badge (This Should Be Completed During the Hospital Orientation Process)
- Access to LCU Nursing Building-Outside Door, CMC and CWC (This Should Be Completed During the Hospital Orientation Process)
- LCU Parking Sticker (LCU Security Location)
- Official Undergraduate Transcripts if applicable
- Copy of Any Certifications
- Introduction to Mentor
- Introduction to Curriculum Coordinator General description of responsibilities
- Introduction to Student Retention Coordinator General Description of Responsibilities
- Introduction to Student Services Coordinator General Description of Responsibilities
- Introduction to Simulation Center Coordinator General Description of Responsibilities
- Introduction to Information Instructional Technologist and Tour of Testing Area

General Description of Responsibilities

- Introduction to Business Office Coordinator, General Description of Responsibilities
- Introduction to Financial Aid Officer, General Description of Responsibilities
- Introduction to Recruiter, General Description of Responsibilities
- Introduction to Student Activities Coordinator, General Description of Responsibilities
- Introduction to Admissions Officer, General Description of Responsibilities
- Introduction to Administrative Assistant, General Description of Responsibilities
- Introduction to Students
- Faculty Organization Chairman to Add to Agenda and Introduction to Nursing Instructors at First Faculty Organization Meeting
- Completion of CSON Nursing Instructor/Staff Seek and Find

Orientation to building and staff

- Tour of Building
- Copy of CSON Office Map
- Copy of CSON Organizational Chart
- Copy of CSON Nursing Instructor & Staff Phone List

Introduction to:

- Office Work Schedule, Including Holidays \
- Attendance and Call-In Guidelines
- PTO Request Process
- Dress Code

IT Setup and Access:

- Computer Log In-Received During New Employee Orientation-For Problems or Questions, Call IT @ 5-5555
- "K Drive Status Verification-Information Instructional Technologist/FAC/Mentor (this may take up to 3 weeks)"
- U Drive Status Verification- Instructional Technology Tech
- Send Website Password EXCEL document to new Nursing Instructors
- Phone-In Office-Call IT @ 5-5555 for Assistance with Voice Mail Set Up and to Change the Identifying Name Associated with the Phone (AskIT)
- Empower Overview – Financial Aid Officer to train on Empower

Provide resource locations:

- Student Handbook
- Nursing Instructors /Staff Phone lists
- Employee Handbook
- K drive
- S drive

3 Months

- New Employee to meet with Student Services Coordinator
- Review Systematic Plan of Evaluation
- Review OneDrive/ShareDrive follow up regarding admin staff folder contents
- Information and Discussion Regarding Other admin staff roles: Administrative Assistant, Admissions Officer, Business Office Coordinator, Financial Aid Officer, and Recruiter

6 Months

- Mentor and New Employee Meet with Student Services Coordinator
- New Admin Staff fill out Orientation Evaluation Form
- Mentor fill out new Admin Staff Orientation Evaluation Forms

9 Months

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- New Employee to meet with Student Services Coordinator
- Review and Reflection of Student Services

12 Months

- Mentor and New Employee Meet with Student Services Coordinator
- Complete Appropriate Orientation Forms
- Annual evaluations will be completed every year

Staff will work with mentor and on own to complete the following items:

- Set Up Concur Account-Instructions from FAC (Concur Instructions/Form/CSON)
- Cost Center is 822000-A01)
- Contact for Any Problems: Debbie Moore, email is Debbie.Moore@stjoe.org. (949) 381-4521.
- Graduation Attire (Dress Clothes)
- Access StaffHub Quiklinks -
- Find Health Stream
- Find Workday
- <https://staffhub.my.salesforce.com/articles/QuickLink/Covenant-QuickLinks>
- Access HealthStream
- <https://staffhub.my.salesforce.com/articles/QuickLink/Covenant-QuickLinks>

Reference(s):

Reviewed/Revised: 02/2018

Nursing Instructor Orientation

Department: Covenant School of Nursing

Approved by: Faculty Organization / Faculty Development Committee

Statement of Purpose: This policy is to ensure that all Covenant School of Nursing instructors receive the appropriate orientation in relation to the assigned Nursing Instructor duties.

Materials/Equipment: Nursing Instructor 12-month orientation plan and CSON CBO

Performed by: Faculty Affairs Coordinator

Guidelines:

- Faculty Affairs Coordinator will assign qualified mentor to Nursing Instructor or clinical instructor prior to start date
 - Full time Nursing Instructors will have theory, clinical, shared governance, and committee assignments per the Bylaws
 - Part time clinical instructors have clinical responsibilities only
- Orientation process as outlined will be followed to ensure equality in orientation process

Process

Faculty Affairs Coordinator will initiate and assign as needed the following:

- Assignment to Instructional Module
- Update Organizational Chart
- Assignment to Committee by instructional module-Email Chairman to Inform and Add to Committee
- Add to CSON distribution list DL-CHS-CSON
- Update CSON Nursing Instructors & Staff Phone List
- Request All CSON Related IT Access (Remote Access, LMS from ITT
- Email Reminder to Nursing Instructors and Staff of New Caregiver Welcome
- Communicate with New Employee Regarding Start Time on First Day, Location to Report Including Parking, and Dress Prior to Start Date
- Member to be Added to Apex Innovations if not current caregiver
- FAC will personalize the “Faculty 12 Month orientation Plan”
 - Faculty responsible for completing orientation plan and assignments
 - FAC will set up meetings 30, 60, 90 days with faculty
 - FAC will email reminders of new faculty attendance at committee meetings for first 3 months
 - FAC will send email reminders to the coordinators to meet with the new faculty at 3, 6, and 9 months
- FAC will set up an initial meeting with the Dean and the new faculty
- Annual evaluations will be completed every year.

Reference(s):

Reviewed/Revised: 2015; 12/2017; 06/2020; 11/2020



CSON
CBO_Revised

Professional Advancement Ladder

Department: Covenant School of Nursing
Approved by: CSON Faculty Organization

Statement of Purpose:

CSON recognizes the need for a Professional Advancement system of promotion that will recognize and reward Nursing Instructors who have expanded their professional roles through continued education, research and experience.

Materials/Equipment: Live Binder or another professional online portfolio

Performed By: Faculty Development Committee

Guidelines:

Professional Advancement Committee will consist of members of the Faculty Development Committee.

Initial Eligibility:

- Candidate must be full time Nursing Instructor at CSON.
- Candidate must meet the requirements for the requested instructor level.
 - See Addendum A: Minimum Requirements Chart
 - See Addendum B: Points Chart
 - Criteria must not be part of personal or departmental goals, or part of job description
- Candidates are eligible for only one nursing instructor/coordinator level per calendar year. Professional Advancement must be attained in numeric order
 - Nursing Instructor
 - Nursing Instructor II
 - Nursing Instructor III
 - Nursing Instructor IV
 - Coordinator
 - Nursing Coordinator II
 - Nursing Coordinator III
 - Nursing Coordinator IV
- Candidate must not have any current disciplinary actions or corrective action notices within one year of notice of intent.
- Candidate must meet satisfactory job evaluations at meets expectation level or above.

Annual Requirements for Continued Eligibility:

- Nursing instructor candidates must maintain and present all components and documents pertinent to current instructor level annually to Faculty Affairs Coordinator by December 31 annually.
- Coordinator candidates must maintain and present all components and documents pertinent to current instructor level annually to CSON Dean by December 31 annually.

Initial Process:

- Nursing Instructor candidate will schedule appointment with Faculty Affairs Coordinator.
- Nurse Coordinator candidate will schedule appointment with CSON Dean.

- The purpose of this meeting is to review candidate's application for advancement and the nursing instructor job description performance criteria to determine if the competencies for advancement are met.
- Candidate will complete a Notice of Intent.
 - Submit notice to the Faculty Development Chair
 - Submit a Notice of Intent (NOI) six months prior to the submission of the portfolio. (See addendum C for Notice of Intent Form)
 - NOI submission by March 1 for Portfolio submission September 1
- Candidate will complete the Faculty Portfolio Development Workshop a minimum of one time, and as needed for updates to the portfolio process.
- Candidate will submit the portfolio for advancement via Live Binder or other professional online portfolio by September 1 deadline for portfolio submission including:
 - Current Curriculum Vitae
 - Introduction and overview of professional activities
 - Submission of Documentation Form (Addendum D)
 - All supporting documents
- The FDC will set time and date for the candidate to present their portfolio in person.
- The FDC will meet to review final documentation and make decision regarding the candidate's eligibility for the advancement.
- The FDC will submit final decision to the Dean for approval.
- Once approval or denial is received, FDC will notify candidate of the decision.

Annual Eligibility Process:

- Candidate must maintain current criteria annually for the nursing instructor level they have been approved for or are currently maintaining.
- Candidate shall provide supporting documentation that meet criteria for the current nursing instructor level to the Faculty Affairs Coordinator by December 31 annually.
- Refer to Addendum B for criterion for point accumulation
- Failure to submit documentation by December 31 or meet compliance with documentation may result in removal of nursing instructor status to Nursing Instructor I and will forfeit pay increase received for level(s).
 - Candidates that lose nursing instructor professional advancement status will be required to apply with the initial eligibility process.

Reference(s): Covenant Health RN Professional Advancement Ladder; National League for Nurses recommendations for Certified Nurse Educator requirements.

Reviewed/Revised: 06/2018; 01/2019; 06/2020

Addendum A

Minimum Requirements for Professional Advancement

Job Title	Nursing Instructor I	Nursing Instructor II	Nursing Instructor III	Nursing Instructor IV
		Additional Points Required Annually: 6 points	Additional Points Required Annually: 9 points	Additional Points Required Annually: 12 points
Teaching Experience Documentation Requirement: Updated Resume/CV	N/A	Minimum of 2 years of full-time teaching experience in an accredited nursing program, at least 1 of which is at CSON.	Minimum of 4 years of full-time teaching experience in an accredited nursing program, at least 2 of which is at CSON	Minimum of 6 years of full-time teaching experience in an accredited nursing program, at least 3 of which is at CSON.
Educational Requirement	MSN	MSN	MSN	DNP, PhD, Ed.D.
Certifications Documentation Requirement:	N/A	Minimum Requirement: Specialty and or other related certification	Minimum Requirement: Specialty and or other related certification, recommended Certified Nurse Educator	Minimum Requirement: Specialty and or other certification, recommended Certified Nurse Educator

Addendum A Continued

Minimum Requirements for Professional Advancement

Job Title	Nursing Coordinator I	Nursing Coordinator II	Nursing Coordinator III	Nursing Coordinator IV
		Additional Points Required Annually: 6 points	Additional Points Required Annually: 9 points	Additional Points Required Annually: 12 points
Teaching Experience Documentation Requirement: Updated Resume/CV	N/A	Minimum of 2 years of full-time teaching/Leadership experience in an accredited nursing program, at least 1 of which is at CSON.	Minimum of 4 years of full-time teaching/Leadership experience in an accredited nursing program, at least 2 of which is at CSON	Minimum of 6 years of full-time teaching/Leadership experience in an accredited nursing program, at least 3 of which is at CSON.
Educational Requirement	MSN	MSN	MSN	DNP, PhD, Ed.D.
Certifications Documentation Requirement:	N/A	Minimum Requirement: Specialty and or other related certification	Minimum Requirement: Specialty and or other related certification, recommended Certified Nurse Educator	Minimum Requirement: Specialty and or other certification, recommended Certified Nurse Educator

Addendum B Point(s) Criteria for Professional Advancement

Credit Earning Activity	Credits Earned	Documentation Required from Nursing Instructor
Certifications		
Must be a Covenant Health recognized certification.	Maximum of 1 point for second certification.	Documentation must include: <ul style="list-style-type: none"> Current certificate from accrediting body/organization Points may be used each cycle as long as certification is maintained and current
Peer/Leadership Support		
Awards or recognition within community as a Nurse Leader (i.e. Daisy Award, Nurse of the Year, Employee of the Month)	Maximum points allowed in this credit earning activity: 1 point.	Documentation may be from any of the following sources: <ul style="list-style-type: none"> Certificate of Award or Recognition within current application period
Leadership Activities		
May include, but not limited to the following: <ul style="list-style-type: none"> Serving as a member of a Covenant Health hospital committee with 75% attendance (1 point) Active participation in nursing organizations, associations or committees beyond just membership (1 point) Serving as an item writer for a certification, achievement, or licensure exam (2 points) Leadership on a committee or board pertaining to nursing education (2 points) Serve on a board or committee promoting health in our community (2 points) Representing nursing education in a nursing professional association or State Board of Nursing (2 points) Participation as an accreditation program evaluator and attend one peer evaluation (2 points) Preceptor for BSN/MSN students (2 points) Mentor for Covenant Health caregivers (2 points) Volunteer for one subcommittee or adhoc committee at CSON with 75% attendance (1 point) see Addendum E for Attendance recording Serve as a Covenant Preceptor for one full time Nursing Instructor and attend 75% of the Preceptor meetings (2 points) 	Maximum points allowed in this credit earning activity: 4 points.	Documentation may be from any of the following sources: <ul style="list-style-type: none"> Printed copies of faculty organization Standing committee meeting roster(s) Records indicating the name, location of the professional organization that verifies attendance/service/participation time and/or the leadership position held A document from the organization acknowledging services provided, including the dates and type of service Applicable during current application period
Innovative Teaching		
May include, but not limited to the following: <ul style="list-style-type: none"> Development and implementation of educational curriculum materials using evidence-based innovative teaching/learning and evaluative strategies. Must provide documentation and support that this is outside of Nursing Instructor job description. Provide data if presented as a pilot to Curriculum Committee and the pilot dates. Examples may 	Maximum points allowed in this credit earning activity: 2points.	Documentation may be from any of the following sources: <ul style="list-style-type: none"> Written verification of the activity or project Data of pre and post intervention or support of evidence-based practice or peer review research Applicable during current application period

<ul style="list-style-type: none"> include advance case study with debriefing, development of a game, or writing simulation experiences for clinical application. (2 points) Participating in collaborative ventures with community partners and/or multi-site partners to develop innovations in nursing education (2 points) 		
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Faculty Development

May include, but not limited to the following: <ul style="list-style-type: none"> Attendance at continuing education seminars, workshops, conferences, or other educational programs offered by educational program providers. Must present information of the event to CSON as Faculty Development. Current enrollment in graduate-level academic coursework at an accredited university or college (must be related to education and/or facilitate development in the academic nurse educator role) 	<p>Maximum points allowed in this credit earning activity: 2 points for CNE, 3 points for Graduate School.</p> <p>Total of 10 CNE units earned equals 2 points maximum.</p> <p>Credit for semester hour 1 point per credit hour for minimum grade of B. (Applies to Level II & III only). Maximum 3 points.</p>	<p>Documentation may be from any of the following sources:</p> <ul style="list-style-type: none"> Program description Specific content covered Qualifications of instructor or content expert Certificate, letter, or attendance roster verifying attendance Number of continuing education contact hours granted, if applicable Description of activity, date, time allocated to complete activities Date of presentation to CSON Applicable during current application period <p>Documentation may be from any of the following sources:</p> <ul style="list-style-type: none"> Course description and transcript Grade report which indicates a passing grade of a minimum of B equivalent for the course Applicable during current application period
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Publications/Presentations

May include but not limited to the following: <ul style="list-style-type: none"> Authors or co-authors article published in a nursing education, or similar, peer reviewed journal (5 points) Speaker/presenter for professional educational event outside of Covenant Health (courses taught to students as part of assigned teaching workload are excluded) (3 points) Presentation of paper, workshops, poster, seminar, or other activity at local, regional, national or international forums to health professionals, nurse educators and/or academic colleagues. (2 points) 	<p>Maximum points allowed in this credit earning activity: 5 points.</p>	<p>Documentation may be from any of the following sources:</p> <ul style="list-style-type: none"> Poster Written copy of oral presentation with copy of meeting agenda verifying presentation Copy of each publication and personal record of actual publication preparation time Document from organization sponsor verifying presentation activity and explanation of time and content of the presentation Summary of the evaluations from the event Personal record of actual presentation preparation time Applicable within 3-5 years of application period
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Community Service Activities

<p>Non-compensated voluntary service hours to non-client individuals, organizations, community or charitable group. These hours are not to be utilized for job performance evaluations.</p> <p>5 hours of volunteer service = 1 point</p>	<p>Maximum points allowed in this credit earning activity: 2 points.</p>	<p>Documentation must include:</p> <ul style="list-style-type: none"> • Description of service(s) provided • Dates of service(s) provided • Types of service(s) • Signed record of actual service time from agency/organization • Applicable during current application period
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Addendum C

Notice of Intent (NOI)/Application for Advancement

Covenant School of Nursing Professional Advancement Ladder (Revised March 2020)

Part 1: To be completed by Nurse Instructor Candidate

Date: _____

Cost Center: 822000

Employee ID#: _____

Name & Credentials: _____

Current Job Code: _____

Current Level: I II III IV

Level Applying For: I II III IV

I certify that I am actively employed full time by the Covenant School of Nursing as a Nursing Instructor.

I understand that it is my responsibility to ensure that my portfolio is completed and submitted to the Faculty Development Committee (FDC) by the submission deadline.

*

Candidate Signature

Part 2: To be completed by Faculty Affairs Coordinator

I, _____ (Faculty Affairs Coordinator), have reviewed the following criteria with the candidate and support their decision to apply for Professional Advancement Ladder. I also validate that all eligibility requirements are met as delineated in the Professional Advancement Program Guide.

- Professional Advancement Program Guide has been reviewed by candidate
 - Previous performance evaluation reviewed
 - Competencies and performance criteria of current level position description
 - No disciplinary action currently or being processed
 - If corrective action or disciplinary action occurs during candidacy period, this NOI becomes null and void and candidate will be ineligible for advancement
 - The candidate exhibits the attributes of the next level they are applying for

CANDIDATE PLANS TO APPLY FOR THE FOLLOWING ADVANCEMENT LEVEL:

- Nursing Instructor II (Competent Nursing Instructor) attributes
- Nursing Instructor III (Proficient Nursing Instructor) attributes
- Nursing Instructor IV (Expert Nursing Instructor) attributes

*

Faculty Affairs Coordinator Signature

Printed Name & Extension

Date

NOI Deadline: _____ March 1, 20_____

for Portfolio Submission: _____ September 1, 20_____

Part 3: To be signed by PAC Coach prior to submission

I, _____ (Faculty Development Committee) Coach have agreed to serve as a mentor to the candidate through the process. I am to serve as a mentor in the role of clarification of the documentation. The candidate understands that the final advancement approval is by the PAC and the Dean.

*

FDC Coach Signature

Printed Name/Extension

Date

Candidate next steps include:

1. Send original completed form to Faculty Development Chair.
2. Place a copy in Live Binder Portfolio or another online professional portfolio.
3. This Notice of Intent is valid for one submission.
 - o If candidate becomes ineligible for advancement due to eligibility criteria, this NOI becomes invalid.
4. Failure to submit portfolio by established deadline requires written notification to FDC and submission of a new NOI.
5. Ensure Part 1, Part 2 and Part 3 are all signed by the appropriate person(s).

Notice of Intent (NOI)/Application for Advancement

Covenant School of Nursing Professional Advancement Ladder (Revised March 2020)

Part 1: To be completed by Nurse Coordinator Candidate

Date: _____

Cost Center: 822000

Employee ID#: _____

Name & Credentials: _____

Current Job Code: _____

Current Level: I II III IV

Level Applying For: I II III IV

I certify that I am actively employed full time by the Covenant School of Nursing as a Nursing Coordinator.

I understand that it is my responsibility to ensure that my portfolio is completed and submitted to the Faculty Development Committee (FDC) by the submission deadline.

*

Candidate Signature

Part 2: To be completed by Dean

I, _____ (Dean), have reviewed the following criteria with the candidate and support their decision to apply for Professional Advancement Ladder. I also validate that all eligibility requirements are met as delineated in the Professional Advancement Program Guide.

- Professional Advancement Program Guide has been reviewed by candidate
 - Previous performance evaluation reviewed
 - Competencies and performance criteria of current level position description
 - No disciplinary action currently or being processed
 - If corrective action or disciplinary action occurs during candidacy period, this NOI becomes null and void and candidate will be ineligible for advancement
 - The candidate exhibits the attributes of the next level they are applying for

CANDIDATE PLANS TO APPLY FOR THE FOLLOWING ADVANCEMENT LEVEL:

- Nursing Coordinator II (Competent Nursing Coordinator) attributes
- Nursing Coordinator III (Proficient Nursing Coordinator) attributes
- Nursing Coordinator IV (Expert Nursing Coordinator) attributes

*

Faculty Affairs Coordinator Signature

Printed Name & Extension

Date

NOI Deadline: _____ March 1, 20_____

for Portfolio Submission: _____ September 1, 20_____

Part 3: To be signed by FDC Coach prior to submission

I, _____ (Faculty Development Committee) Coach have agreed to serve as a mentor to the candidate through the process. I am to serve as a mentor in the role of clarification of the documentation. The candidate understands that the final advancement approval is by the FDC and the Dean.

*

FDC Coach Signature

Printed Name/Extension

Date

Candidate next steps include:

6. Send original completed form to Faculty Development Chair.
7. Place a copy in Live Binder Portfolio or another online professional portfolio.
8. This Notice of Intent is valid for one submission.
 - o If candidate becomes ineligible for advancement due to eligibility criteria, this NOI becomes invalid.
9. Failure to submit portfolio by established deadline requires written notification to FDC and submission of a new NOI.

Ensure Part 1, Part 2 and Part 3 are all signed by the appropriate person(s).

Addendum D

Submission of Documentation Form

Candidate Name: _____ Employee ID: _____ Date: _____

Portfolio information: _____

Credit Earning Activity	Date Completed	Activity	Documentation Submitted	Expiration date (If Applicable)	Points
Certifications					Max Points: 1 point
Peer/Leadership Support					Max Points: 1 point
Leadership Activities					Max Points: 4 points
Innovative Teaching					Max Points: 2 points
Faculty Development					Max Points: 2 points-CNE 3 points – Grad School
Publications/Presentations					Max Points: 5 points
Community Service Activities					Max Points: 2 points

Signatures: _____ Total Points: _____

Addendum E: Committee Attendance Record

Employee Name: _____ EID: _____ Date: _____

(date & signature of representative)	Covenant Health Hospital Committee Name of committee/Date/Initials of Chair or Secretary/If virtually attended Screenshot virtual meeting	CSON Subcommittee Name of committee/Date/Initials of Chair or Secretary/ If virtually attended Screenshot virtual meeting
January		
February		
March		
April		
May		
June		
July		
August		
September		
October		
November		
December		

Current Level of Practice: _____ (75% attendance required)

Professional Development File and Education

Department: Covenant School of Nursing

Approved by: Faculty Affairs Coordinator and Nursing Professional Development

Statement of Purpose: To ensure congruence with the ministry and accreditation process, all educational files shall be maintained in accordance with the professional's scope of practice.

Materials/Equipment: 4-Section Education Folder

Performed by: Dean and Coordinators

Guidelines:

Coordinator oversight will maintain the educational file to ensure that all caregivers are in compliance for regulatory practices on an annual basis.

Process

Professional Development File:

CSON Educational Files shall be in the following order:

Section 1

1. Cover Sheet
 - a. Name
 - b. Caregiver ID
 - c. Caregiver start date
2. BLS, if applicable
3. Official Transcripts, if applicable
4. Copy of Certifications, if applicable
5. EAF, if applicable

Section 2

1. Nursing Instructor Qualifications Form (Nursing Instructor only)
2. Current Curriculum Vitae (Nursing Instructor only)
3. Competency Based Orientation, if required
4. Unit Specific Checklist
5. All Orientation Materials may include:
 - a. 30, 60, 90 Day evaluations
 - b. Hospital orientation paperwork
 - c. Orientation plan
 - d. NCSBN Test Item Writing (Nursing Instructor only)
 - e. TeamSTEPPS

Section 3

1. Current Year Only
2. Annual Covenant Education, if required
3. Annual Skills Checkoff, if required
4. Unit Specific Education, if required

Section 4

1. Old/Other documents
2. Must maintain last 3 years of records
3. Records over 5 years may be sent to HR for filing, otherwise keep in folder

Education

- Licensed Nursing Instructors are required to complete assigned education monthly and annually by the deadline as set forth by Covenant Health
- Failure to comply may be reflected on the individual's annual evaluation and may result in conference with the Coordinator oversight if it is a consistent pattern

Reference(s): Nursing Professional Development Council recommendations May 2017

Reviewed/Revised: 12/2017; 06/2020; 11/2020

Separation Guidelines for Nursing Instructors

Department: Covenant School of Nursing
Approved by: CSON Faculty Organization

Statement of Purpose:

In an effort to preserve intellectual property and to collect data related to Nursing Instructor separation from the school, guidelines have been established to process separations in a consistent manner.

Materials/Equipment: Covenant Health and/or CSON owned materials and equipment

Performed By: Faculty Affairs Coordinator

Guidelines

Nursing Instructors shall submit notice of termination of employment to the Faculty Affairs Coordinator as soon as possible to allow time to find replacement Nursing Instructors. Suggested time would-be 30-day notice, if possible.

Process

Voluntary resignation

Departing nursing instructor will return work related equipment and materials owned by Covenant School of Nursing, including, but not limited to the following:

- Portable electronics, if applicable: submit laptops or other portable electronics to the ITT
- Stethoscopes
- Pulse oximeters
- Keys
- ID badge(s)
- Textbooks property of Covenant School of Nursing
- Exam questions
- Student Records
- Instructional materials in editable electronic format – to be given to Course Facilitator or loaded in Instructional Module Share point
- Printed reference materials will be returned to the Faculty Affairs Coordinator including:
 - NCLEX-RN Detailed Test Plan book
 - Differentiated Essential Competencies (DECs) book
 - Learning Guide Resource Packet
 - COPA learning materials

Departing Nursing Instructor will remove personal items from offices prior to last day of employment.

Departing Nursing Instructor will meet with Faculty Affairs Coordinator or designee on the last day of employment to sign off on the checklist items.

Departing Nursing Instructor will be afforded the opportunity by the Faculty Affairs coordinator to complete an exit survey consisting of the following questions (see attached addendum):

1. What are your reasons for separating from CSON?
2. What did you find most rewarding about working here at CSON?
3. What did you find most challenging about working here at CSON?
4. What suggestions do you have to improve the experience at CSON?

Involuntary Termination

CSON will follow Covenant Health Human Resources Policies as required by the ministry

Reference(s): Covenant HR Policy Termination of Employment

Reviewed/Revised: 05/2015; 06/2015; 01/2018; 06/2020

Addendum A:

CSON Nursing Instructor Separation Survey

As part of your separation process from Covenant School of Nursing, please complete the following four-question survey.

What are your reasons for separating from CSON?

What did you find most rewarding about working here at CSON?

What did you find most challenging about working here at CSON?

What suggestions do you have to improve the experience at CSON?

Shared Governance

Department: Covenant School of Nursing

Approved by: Faculty Organization

Statement of Purpose: This document is intended to serve as a guideline of all of the many duties and responsibilities required by our Nursing Instructors in order to promote student progression through our program.

Materials/Equipment: N/A

Performed by: Faculty Development Committee

Guidelines

Every instructional module has the ability to amend this document as desired to meet the individual needs of the course

Updated Shared Governance duties will be maintained share point>Current Resources > Shared Governance by the Administrative Assistant

1. Facilitator

- Primary communicator for the team (with Dean, Coordinators, administrative staff, and other module Nursing Instructors)
- Schedules instructional module meetings and organizes meeting agenda
- Organizes first day introduction to course
- Calculates faculty workload annually or PRN with changes in Nursing Instructors
- Notifies students of course failure and refers student to Student Services Coordinator for assistance with appropriate paperwork
- Responsible for End-of-Year Report for the Curriculum Committee
- Communicates with students who are absent for an exam – refers student to ITT to schedule make-up exam
 - Assures that the exam was taken and that the appropriate point deduction is subtracted from the exam/test grade accordingly
- Records and submits course grades to Business Office Coordinator by noon Friday of Week 8
- If changes in course grades after final grades and clinical are submitted, changes are to be made to the Business Office Coordinator
- Will work with module Nursing Instructors to discuss planning and implementation needs as they relate to make-up activities
- Communicates changes or additions to students
- Updates Faculty Affairs Coordinator with each shared governance duties for each instructional module cohort or changes in Nursing Instructors

- Syllabus: updates Curriculum Coordinator on changes in Nursing Instructors, reviews syllabus from Curriculum Coordinator to ensure accuracy for current textbooks and course information, ensures that the current syllabus is listed on course LMS home page

2. Clinical Scheduler

- Works closely with Facilitator to incorporate acute care (& community if appropriate) schedules into overall module calendar
- Makes Advisory Group assignments and notifies Nursing Instructors
- Submits requests for clinical slots to Faculty Affairs Coordinator by date requested
- Communicates with Faculty Affairs Coordinator for all changes or modifications to original clinical schedule slot requests
- Reviews Final Acute Care Schedule to verify for accuracy
- Schedules all students for the module in their acute care experiences
- Updates Acute Care Keys
- Circulates Acute Care Clinical Schedule through all instructional module Nursing Instructors for input and corrections
- Posts the Acute Care Schedule (with the Community Schedule if appropriate) on the LMS for students and gives instructions on how to access and read Key

3. Community Scheduler (if appropriate for the instructional module)

- Secures positive community experiences for students
- Assigns students to a variety of community experiences
- Assures that the community experiences are appropriate according to calendar scheduled hours
- Responsible for maintaining current contracts for all community experiences – see Curriculum Committee representative for guidance
- Available to students by phone for any problems/questions regarding the community sites
- Checks on students during their community experiences or assigns other nursing instructors
- Adds final community schedule to master schedule and updates keys
- Assures that all community clinical hours are being met

4.

IT/LMS

- Updating/maintaining OneDrive/ShareDrive
 - Clinical Evaluations with pictures of students (get pictures from Student Activities Coordinator)
 - Assists Nursing Instructors with any OneDrive/ShareDrive problems
- LMS

- New course setup after cloning by ITT (deleting past instructional module information)
 - Checks Nursing Instructor and student groups to assure everyone is included
 - Management of folders in “Resources”
 - Management of “Learning Units” format
 - Assists Nursing Instructors with any LMS problems
- Posts HESI Grading Example and Online Instructions
- Manages grades on the LMS and communicates them to advisors
- Monitors gradebook for accuracy and integrity on a regular basis
- Ongoing management of gradebook regarding cloning and resetting for upcoming modules (includes off the ATI and math grades until after the theory grade is averaged)

5. Secretary

- Has students update information in Empower and generate a Student List with Phone Numbers on Empower or update list from preceding module (need a list that has ID#’s, names and phone numbers)
- Responsible for student testing assignments including testing groups with special tester accommodations given to Nursing Instructors
- Obtain special tester information from Student Retention Coordinator and verifies that the ITT is aware of the necessary accommodations
- Works closely with Student Services Coordinator regarding Meditech/AD Username and Password Rosters for Susan Sayari
- Takes minutes, sends to group for corrections, and posts on OneDrive/ShareDrive
- Type proctoring list for Exams, HESI’s, and Reviews
- Updates Test Generation Checklist and distributes
- Makes seating chart and put copies in podium
- Makes name placards for the classroom
- Sets up classroom and distribute HESI books and student level badges
- Communicates with Nursing Instructors and students regarding Meditech/AD Username and Password Rosters

6. Student Attendance

- Updates empower attendance roster daily
- Notifies advisors of absences/tardies weekly
- Cross train with financial Aid Officer or Business Office Coordinator as needed

7. Calendar

- Works with Curriculum Coordinator on “Financial Aid Course Calendar/Official Course Calendar” with theory content and hours, exams, Nursing Instructors responsible, etc.
 - Schedules time in the computer lab with ITT for testing

- Updates “Financial Aid Course Calendar/Official Course Calendar” with any changes and communicates those changes to Curriculum Coordinator
- Emails updated “Financial Aid Course Calendar/Official Course Calendar” per each occurrence
- Schedules Skills Day on calendar if appropriate
- Schedules Deliberate Practice time on calendar if appropriate
- Schedules off days for students on calendar if appropriate
- Maintains time study each module for calendar accuracy and communicates results to module facilitator and Curriculum Coordinator who will make changes as needed to module calendar
- Must submit any calendar revisions to Curriculum Coordinator

8. HESI

- Maintain HESI across the Curriculum form – see Curriculum Committee representative for details
- Ensure that deliverables from HESI are counted appropriately (collaborate with calendar person)
- Maintain awareness of HESI products for current cohorts
- Update Nursing Instructors regarding changes in HESI material or products
- Update ITT with correct product codes for any proctored or non-proctored examinations (collaborate with calendar person)

9. Live Binder Liaison

- Ensure that students have submitted instructional module materials by the end of the instructional modules prior to advancement to the next level
- Work with Student Retention Services Coordinator with any live binder issues

10. Lab/Sim

- Schedules time in the Simulation Center for laboratory/clinical experiences
- Sends the lab and/or simulation schedule to the instructional module Nursing Instructors and students

Reference(s): Recommendations from Course Coordinators previous to new curriculum 2015; HESI Review by Curriculum Committee 2018

Reviewed/Revised: 12/2017; 01/2019; 06/2020

Work At Home

Department: Covenant School of Nursing
Approved by: CSON Faculty Organization

Statement of Purpose:

CSON recognizes there may, on occasion, be circumstances when it would be more beneficial or flexible for exempt full-time Nursing Instructors to work at home.

Materials/Equipment: N/A

Performed By: Faculty Affairs Coordinator

Guidelines: N/A

Process:

Agreement to work from home

- Nursing Instructor must notify their instructional module (IM) team
- Have demonstrated their abilities to successfully organize, manage time, work independently and productively with minimal supervision and have a satisfactory or above work performance history
- Have access to a remote work site that is safe and free from interruptions
- Are committed to remain fully engaged to CSON

Qualifying Conditions

Working at home is dependent upon certain criteria being fulfilled, these being that the Nursing Instructor:

- Does not have other commitments including but not limited to:
 - CSON/Covenant Health committee meetings
 - Must be available in person or virtually in TEAMS
 - theory/clinical responsibilities
 - Instructional Module meetings/responsibilities
 - May meet virtually for IM meetings if approved by entire IM
 - Available virtually or in-office for student needs or meetings
 - exam responsibilities (proctoring)
- May not combine home-based working with dependent care (working at home should not be viewed as an alternative to paid dependent care)
- May not substitute working at home hours for PTO due to illness or other PTO qualifying circumstances
- Is available to be contacted by phone, text and/or email

Confidentiality and access

Nursing Instructors are to maintain FERPA and HIPAA Guidelines while working at home.

Compliance

Failure to comply with any aspect of these guidelines may result in disciplinary action.

References:

The Community Accountancy Network. (n.d.). Community Accounting.org. Retrieved from www.communityaccounting.org/files/cann/.../workingathomepolicy.doc

East Riding of Yorkshire Council (n.d.). *Home working policy*. Retrieved from <https://www.recruiteastriding.co.uk/gentext.asp?id=114>

Texas Tech University Health Science Center School of Nursing. (2014.) 20.055 Faculty telecommuting policy. Retrieved from <http://nursing.ttuhs.edu/policies/faculty/20.055%20Faculty%20Telecommuting%20Policy.pdf?time=1447381194>

Lewis and Clark College. (n.d.). Work at home - policies - Lewis & Clark. Retrieved from http://www.lclark.edu/offices/human_resources/employee_resources/policies/staff/work_at_home/

Reviewed/Revised: 11/2015; 12/2017; 01/2018; 06/2020

Student Activities/Services

Facilities
Medical Library
Student Calendar and Class Schedules
Student Graduation
Student Organizations
Student Orientation
Student Services
Simulation Glossary

Facilities

Department: Covenant School of Nursing

Approved by: Dean

Statement of Purpose: To identify facilities available to students and employees of CSON.

Materials/Equipment: N/A

Performed By:

Process:

Bike Racks

Bike racks are provided for students riding bikes. It is advised that all bikes be locked. CSON or LCU are not responsible for lost or stolen bikes.

Child Care Center

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

Classrooms

There are eight large classrooms with seating capacity of 40-50 students. Each classroom has Wifi capability allowing students to use their own laptop during lectures. The school building is open Monday through Thursday between the hours of 7:30 a.m. and 7:00 p.m., and Friday, 7:30 a.m. and 6:00 p.m. The School of Nursing is closed on holidays.

Eating Areas

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

Learning Resource Center

There are two computer labs with a total of 100 computers for testing purposes. Students may also use the computer lab computers for researching a subject on the internet.

Library

The Covenant Medical Library is located in the Covenant Children's Hospital on the 5th floor. The hours are M-F 8:30-5:00. The Covenant Medical Library provides various resources for CSON students. Most of the Library's resources are online, including journals and eBooks. Students may check out print books, which must be returned in 2 weeks. If the books are not returned to the Medical Library, following four successive overdue notices, the student will be responsible for the cost of the materials plus a \$5.00 processing fee for each item. If all books are not returned by the end of the instructional module during which they were borrowed, the student will not receive a grade for that instructional module until the books are returned or paid for at the rate of the cost of the item plus a \$5.00 processing fee.

Physical Fitness Program

The LifeStyle Centre features a jogging track, Nautilus workout equipment, aerobic dance, treadmills, bikes, rowing machines and a swimming pool. Membership is available to students at various prices. Call the LifeStyle Centre for further information.

Simulation Center

The CSON Simulation Center is located on the 5th floor of the Covenant Children's Hospital and is available to all students for their learning needs. The Simulation Center has 4 large mid fidelity patient rooms for skills acquisition, 3 high fidelity patient rooms, and 3 debriefing rooms. Each of the patient rooms has been designed to accurately simulate the hospital environment. Each high-fidelity room has the capability for audio and video recording. Each debriefing room is equipped for remote viewing and video replay of high-fidelity simulations on 42-inch video monitors. Instructors may choose to utilize audiovisual recordings of the simulation for use by the instructor during the debriefing period to enhance student learning. Simulation Center activities can be designed for interdisciplinary activities, for example, nursing and Covenant School of Radiography students participate in patient transfer and body mechanics labs together.

Various mannequins including nine Laerdal VitalSim® Nursing Anne human patient simulators that are SimPad® equipped, one Laerdal SimMan 3G adult human patient simulator, one Gaumard HAL® one year old human patient simulator, one Gaumard HAL newborn human patient simulator, and one Gaumard Noelle® birthing human patient simulator are used to simulate patient care experiences throughout the life span and are available for use in any of the areas as needed. All simulation areas are fully stocked with a variety of patient care supplies, equipment, and resources to address patient care across the life span to support hands on learning.

The Simulation Center is available to enhance the student experience at Covenant School of Nursing and provide a state-of-the-art environment for active learning.

Smoking Areas

It is the policy of Covenant Health to provide a healthful, safe working environment. The use of tobacco products is prohibited inside all CH-owned and leased facilities. Smoking is permitted only in designated areas and 20 feet from an entrance. There is no smoking allowed anywhere on the LCU campus.

Student Housing

CSON does not have any authorized campus housing. However, students who would like to live on the LCU campus may do so. Contact LCU campus housing.

Study Areas

The Atrium area or an empty classroom may be used as study areas.

Reference(s):

Reviewed/Revised: 01/2018; 01/2019

Medical Library

Department: Covenant School of Nursing

Approved by: Covenant Medical Librarian

Statement of Purpose:

The purpose of the Medical Library is to provide accurate information, resources, and training that ultimately results in excellent patient care and health care. The Medical Library supports the curriculum of the Covenant School of Nursing and the continuing education needs of physicians, nurses, and hospital personnel. The Medical Library provides instruction on using research databases and electronic resources. The Medical Library supports evidence-based practice to educate and inform patients and families within the hospital and the West Texas and Eastern New Mexico regions.

Performed By: Providence St. Joseph Health Medical Librarian and Covenant Medical Librarian

Guidelines:

Hours of Operation

The Covenant Medical Library is staffed by a Librarian from 8:30 am to 5:00 pm, Monday through Friday. Messages can be left on the Medical Library's voice mail after hours and on weekends or emailed to deborah.kallina@stjoe.org.

Review and Selection of Library Resources

A committee of Providence St. Joseph Health System Library Services librarians reviews requests for new resources. Nursing Instructors can submit recommendations for suggested licensing and purchasing of new resources to the Covenant Medical Librarian, who will submit them to the committee of Providence St. Joseph Health System Services librarians. The recommendations are reviewed, and quotes are requested from the vendor/publisher. If the price and estimated number of people throughout Providence St. Joseph Health who would use the new resource are deemed appropriate, the resource will be recommended for licensing and purchasing. The final decision will be made by the Providence St. Joseph Health System Library Services Director.

If the request is for the renewal of a current resource, the committee of the System Library Services librarians will analyze usage statistics to determine if enough people have used the resource and if the price per use warrants renewal.

Allocation of Library Budget

The library budget is administered by the Director of the Providence St. Joseph Health System Library Services. The allocation of the library budget process begins with the review of the recommendations for the licensing and purchasing of new resources and/or renewal of current resources. If there is a recommendation for a resource that is outside of what PSJH is providing, the recommendation will be decided on a case by case basis. If the recommendation is very

specific to a certain department and it is determined not to have a big impact on usage, the responsibility for paying for that resource will come from that department.

Print Holdings

Covenant School of Nursing textbooks/student nursing resources have a designated area in the Covenant Medical Library. The student resources are within 5 years of age.

The Covenant Medical Library reference collection is a non-circulating collection of print medical books and nursing books. The Covenant Medical Library circulating collection contains print medical books, nursing education and certification books, and spiritual care/chaplaincy books. The majority of both the reference collection and circulating collection are considered "historical in nature" (greater than five years of age). The Covenant Medical Librarian has the authority to decide how books are deselected.

Electronic Holdings

Electronic resources are licensed and made accessible via the Covenant Medical Library website and the System Library Services website and the Covenant intranet.

The combined holdings from the Covenant Medical Library and the System Library Services:

Electronic journals: 3500+ (includes access to more than 400 nursing journals)

Electronic books: 1100+ (includes access to approximately 90 nursing eBooks)

Examples of electronic resources include but are not limited to:

CINAHL – Cochrane Collection – Evidence Based

EBSCO Full Text – Medical, Nursing, Spiritual Care/Chaplaincy, Health Business
Medline Plus

Natural Medicines – Herbal Drugs

Nutrition Care Manual – available via Healthstream

Psychology and Behavioral Science Collection

PubMed

Rittenhouse eBooks

SMART – Scientific & Medical ART Imagebase

STAT!Ref eBooks, including STAT!Ref's Board Vitals – NCLEX Review Modules

UpToDate – available via Covenant Health

Other eJournal packages from Elsevier, OVID, Sage, Oxford, Liebert, and Wiley

Anatomy TV – Primal Pictures

Legal Eagle Newsletter for the Nursing Profession

Nurse Tim

ClinicalKey – eJournals, eBooks

Sanford Guide – Infection Control Resource

Various nursing eBooks and videos

Cochrane Library Systematic Reviews

DSM-5

The Covenant Medical Library also participates in an interlibrary loan program.

Student Use of the Library

School of Nursing students are oriented to the library services when they begin in the first Instructional Module. Each student is given a step-by-step instruction handout on how to navigate through the library resources. If questions arise, the Medical Librarian is available on site and by appointment.

Library Computer Support

The Library contains kiosk computers and 2 multi-functional printers for usage. Any issues with the computers or printers can be dealt with by emailing AskIT or by calling 5-5555.

Reference(s):

Reviewed/Revised: 02/2018

Student Calendar and Class Schedules

Department: Covenant School of Nursing

Approved by: Dean, Curriculum Coordinator, Student Activities Coordinator

Statement of Purpose: During the academic year there are many activities in which students and Nursing Instructors are encouraged to participate. Many of these are planned by student organizations. This policy identifies the items included in a calendar and class schedule.

Materials/Equipment:

Student Calendar

Class Schedules for each Instructional Module

Performed by: Student Activities Coordinator

Guidelines:

Academic Calendars are created once a year and posted in July prior to summer break ending. Notices of all activities are posted on the Activity Calendar at least one week in advance of the event.

A welcome party is given by the Student Government/CSNA to each new class to introduce them to campus.

Process:

School Calendar

Things to include in a school calendar are the following:

- Instructional Module begin and end dates
- Holidays: the School of Nursing acknowledges 6 holidays each year (New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving (1 week) and Christmas (2 weeks))
- Vacations: A 4-5-week break during the end of June through the last week in July is provided. One week is given for a Spring Break and Student Holidays occur throughout the year and vary in length.
- Councils/Conventions
- Graduations

Example of School Calendar

School Calendar and Enrollment Dates

Academic Calendar

July 27, 2020
September 7, 2020
September 18, 2020
September 18, 2020
September 28, 2020
October 15-16, 2020
October xxxx, 2020
November xxxx, 2020
November 20, 2020
November 20, 2020
November 26-30, 2020
December 30, 2020
December 21, 2020 - January 4, 2021
January 4, 2021
February 5, 2021
February 5, 2021
February 15, 2021
February xxxx, 2021
March 15-19, 2021
April xxxx, 2021
April 2, 2021
April 16, 2021
April 16, 2021
April 26, 2020
May 31, 2021
June 18, 2021
July 26, 2021

2019—2020

Module begins
Labor Day (School closed)
Module ends
Graduation
Module begins
Fall Break (School closed)
Council of Schools
Mid-Year
Module ends
Graduation
Thanksgiving Holiday (School closed 26-30)
Module begins
Christmas Break (School Closed)
Module resumes classes
Module ends
Graduation
Module begins
State TSNA Convention
Spring Break (School Closed)
National NSNA Convention
Good Friday (School Closed)
Module ends
Graduation
Module begins
Memorial Day (School closed)
Module ends and Summer Break
Module begins

Class Schedules

The Academic Year begins in July of every year and ends in June of the following year. The following is a sample of instructional module/clinical times. Schedules will vary depending on multiple factors.

All Modules

Week 1

Classroom: Monday through Thursday 8:30-4:30
Online Activities: Friday Determined by Instructional Module

Week 2-7

Classroom: Monday and Thursday 8:30-4:30
Clinicals: Tuesday and Wednesday 6:00am-4:30pm (Hours vary)
Online Activities: Friday Determined by Instructional Module

Week 8

Classroom: Monday and Thursday	8:30-4:30
Clinicals: Tuesday and Wednesday	6:00am-4:30pm (Hours vary)
Last Exam: Thursday	Day and Time Varies

Week 9

Clinical Makeup	TBD
Weather Clinical Makeup day	TBD

Reference(s):

Reviewed/Revised: 01/2018; 01/2019; 07/2019; 06/2020

Student Graduation

Department: Covenant School of Nursing

Approved by: Dean/Directors

Statement of Purpose: To provide CSON a graduation ceremony at the end of each Nursing program.

Materials/Equipment:

- List of Graduating students
- Graphic Requisition
- Prior years copy of Graduation Program
- Award certificates and checks, gold cords, Veteran cords and blue cords/stoles (NSNA)
- Nursing pins, ribbons

Performed By: Business Office Coordinator (BOC), Student Activity Coordinator (SAC), and Nursing Instructors

Process:

Awards

The Student Activities Coordinator (SAC) prepares a list of eligible students with their grades, and GN work positions and presents it to Nursing Instructors to vote or nominate graduates.

The awards are given at the Awards Ceremony and mentioned at the Graduation Ceremony.

The following awards are considered:

Graduation Awards: Hospital

Healing Touch Award: With each graduating class, one special student is selected for recognition that best demonstrates the values of Covenant Health. The Healing Touch Award evolved from the philosophy of the Sisters of St. Joseph of Orange. It is a philosophy, which permeates and enriches all we do at Covenant Health. It represents a tradition of excellence and a dedication to helping all we touch. This student has continuously demonstrated Covenant Health's key values of: Dignity of person, Compassion, Integrity, Excellence, and Justice.

The hospital likes for a student to be a future employee of CH. Choose 3 students for nominations, at least a 3.0 GPA (This GPA will be calculated on grades the students have received through Instructional Module 7)

Clinical Excellence Award: Campus

Criteria: This student demonstrates in the Clinical area professionalism by being timely, proactive, completes pertinent paperwork on time, is committed to skills acquisition and embraces teamwork. This student also exhibits compassion, respect, dignity to patients and family, to fellow students and instructors as well as physicians and staff on the floor. The awarded student will have met the minimum of a 2.5 GPA. Elected by Nursing Instructors from nominees chosen by Nursing Instructors

- Clinical Excellence Award \$50 gift card from Vendor or another source wanting to contribute

- Request \$100 check from Alumni for Salutatorian; request a \$150 check from the Hospital Payroll for the Valedictorian; if the student is an employee of Covenant Health, the funds will be included on their next check
- **SAC will:**
 1. Obtain a list of students from the Business Office Coordinator who qualify (see above criteria) for the following awards: Clinical Excellence Award and Healing Touch Award
 2. Give Nursing Instructors a list of students eligible for the following awards: Clinical Excellence Award and Healing Touch Award (recognized by the hospital)
 3. Clinical Excellence Award: send out qualified graduate names and criteria for Nursing Instructors to vote on nominations during the faculty org meeting before graduation
 4. Healing Touch Award: send out survey monkey link to Nursing Instructors for voting on student nominations for awards after talent acquisition has finalized graduate hiring.
 5. LVN Nursing Excellence Award: this award was elected by Nursing Instructors from nominees chosen by Nursing Instructors. Criteria: this LVN student demonstrates in the classroom, lab and clinical setting, professionalism by being timely, proactive, completes pertinent paperwork on time, is committed to skills acquisition and embraces teamwork. This student also exhibits compassion, respect, dignity to patients and family, to fellow students and instructors as well as physicians and staff on the floor. The student has received excellent feedback from preceptors in the clinical setting. The awarded student will have met the minimum of a 2.5 GPA.
 6. The Nursing Instructor will select 3 nominations to be sent to the hospital (Talent Acquisition-TA) about one day in advance who will choose the recipient of the Healing Touch Award. Advise TA date and time for Awards ceremony for presenter to attend.

Cords, Stoles and Certificates: Campus

- The awards listed below are determined by the roles and positions students have held on campus:
 - Student Officers from SGO
 - Student Representatives
 - CSNA members/officers that meet CSNA cord/stole criteria
 - Honor Cords-for students with GPA 3.5 and above
 - Military Cords- for student veterans
 - Salutatorian
 - Valedictorian
- All awards and certificates are awarded at the Awards Day ceremony and mentioned at the Graduation Ceremony.
- The Valedictorian will know one week in advance so that a speech can be prepared for graduation.

- **BOC will:**
 1. Print Certificates prior to Awards Day for Clinical Excellence Award, Student Class representatives, Student Government representatives, Valedictorian, Salutatorian and give cords for CSNA, Veterans, and Honor Cords to the Dean for the awards ceremony. SAC will email awards to BOC by powerpoint to print. Awards paper in BOC office.

Diplomas and Program List: Business Office Coordinator

- Pull copy of last diploma and confirm signatures of CEO and Board President are correct with CHS administration
- If changes are required, request a signature change form from Balfour at balfour@wcc.net
- Get signatures from the new people and mail back to Balfour
9 weeks
- Email IM7 students the last week of their Module and have them come by the Admin office to check the spelling of their names for their diplomas; they need to check with the Administrative Assistant for the list
- Make corrections to the original list of seniors as indicated (verify any name changes with BOC)
- Send alphabetized list to SAC
8 weeks
- Submit order on PMM to send request to Balfour for diplomas with names (See Purchasing Supplies)
- Order 3 extra diplomas without names to be kept for future needs
- Order covers for the diplomas
- Send email of senior names to contact in purchasing (irainwater@covhs.org). Email to Kathy Priest at Balfour balfour@wcc.net and include PO number
- Covers will arrive first, count them to make sure all are there
- When diplomas arrive, double check names with the senior list for accuracy
- Make copies of the diplomas and place in the student's file
- Start checking the Texas BON website for students name, date-of-birth, SS#, date of entry, graduation date; continue to periodically check BON until all student names have been checked

Week of Graduation

- Check with Financial Aid and Student Retention Coordinator to find out status of students (i.e. Students with holds or FA records, students that didn't pass HESI, etc.)
- Alphabetize the diplomas and contact CSON Student Activities Coordinator
- Complete the application for graduation in Empower – registration by examination in the state of Texas – licenses issue date, class standing

Day of Graduation

- Print a transcript for each graduating student – they receive one free transcript and print other transcripts if the student has requested them
- Enter final IM8 grades
- SRAWD award graduation status with graduation date and award date

Graduation Responsibilities for Nursing Instructors

SAC will:

- Send out Nursing Instructor responsibilities and schedule for graduation (see forms) 4 weeks before Graduation.
- Grad Team Leaders (2)
- Presentation of Class (1)
- Pinning (1)
- Benediction (1)
- Visit students in IM 7 (arrange with Facilitator), giving them the overview of graduation, deadlines and send the Graduation Notebook (see forms) on LMS for their reference. Continue to send reminders of deadlines to graduates. A week before the Awards Ceremony, send the graduating class the outline for the Valedictorian Speech.
- Graduation Committee will help set up and tear down for the ceremony.

Valedictorian Speech should be approximately 5 minutes and should be an inspirational, farewell speech. Here is a list to consider:

- Offer some words of wisdom that folks will remember say a year from now
- Speak from the heart
- Share your ideas of a future in nursing
- Thank families, friends and Nursing Instructors
- <http://www.persuasive-speechesnow.com/graduation-speech.html> (a great site for suggestions

Please DO NOT use Nursing Instructor/ Staff names/student names, keep it in a generic context so you don't omit someone or offend someone! (**Email SAC your speech by Wednesday before graduation**)

Graduation Caps and Gowns and Announcements (See Timeline)

Have Balfour contact CB Grad to set up IM 8's graduation caps and gowns and official announcements. Balfour will send deadline and delivery dates. The announcements will be sent directly to the grad house, while the cap and gowns will be sent to the school and handed out on a date designated by IM 8. Students will order online or may call directly.

Graduation Notebook for Grads

The SAC sends out a graduation notebook at the end of IM 7 AFTER speaking with the class about graduation (contact IM 7 for time and date). Contact LVN Facilitator for date and time for LVN's, then send out Graduation Notebook.

Graduation Programs

Update previous program with current information and send to printing company at least one week in advance.

Graduates Employment

The SAC prepares a graduate employment record with Talent Acquisition to give to the Dean on Graduation Day.

Graduation Procedure**Auditorium Ceremony Preparation**

- Check that sound is on
- Make sure 2 spotlights are on each side
- Set up chairs and a table by the podium
- Label reserved chairs in auditorium for students, IT person, and front row dignitaries
- Check that air conditioning is on (and on high!)
- Diplomas – Activities Coordinator place on table (Dean will arrange)
- Programs –Activities set out for Nursing Instructors and students
- Programs-Office staff to help hand out programs
- Volunteer to turn down lights after all have been seated to level 3
- Nursing Instructors will go in first on both sides and those involved in the ceremony will be the last Nursing Instructor to enter along with other dignitaries Students will enter after Nursing Instructors only on the left side
- Receiving diploma: Students will line up by last row up to double doors in back (end of Alphabet at double doors, first of Alphabet will be at bottom step)
- After pinning: students will walk up ramp, waiting to be called down for Nursing Pledge. (Salutatorian and Valedictorian will lead the pledge) Each student will take a program provided for them from the end of the ramp.

Order of Ceremony

- Procession: Nursing Instructors will enter first with other dignitaries following. They will enter through the middle doors, going to the right and left isles, descending to the front ‘stage’ area, sitting on the front row first.
- Line students up (in classroom) in reverse alphabetical order to enter and will be seated on first 3 rows on the north side of the Auditorium, beginning with the last row to first row.
- Students will enter after Nursing Instructors only on the left side, 3 steps per row.
- Invocation and Welcome
- Dean – Awards students have received
- Valedictorian Speech
- Receiving diploma: Students will line up by last row up to double doors in back (end of the alphabet at double doors, first of alphabet will be at bottom step)
- After pinning: students will walk up ramp, waiting to be called down for Nursing Pledge. Each student will take a program provided for them at the end of the ramp. The Valedictorian and Salutatorian will move to the Modem and invite the class up for the Nursing pledge.
- Students along with Nursing Instructors will site the Nursing Pledge
- After the Nursing Pledge, the Valedictorian will ask grads to turn their tassel. (turning from right to left)
- Benediction
- Recession: students will exit up the stairs 2 at a time utilizing both stairways; Nursing Instructors will follow moving into the Atrium area.
- Reception for graduates, family and friends in the Atrium

References:

Reviewed/Revised: 06/2012; 03/2014, 03/2016, 11/2017; 06/2020

Forms:

Nursing Instructor Graduation Responsibilities (and Examples of Scripts*)

Grad Team Leaders

Two Nursing Instructors will help students get ready for graduation and line up grads in their classroom. There is a full-length mirror in the closet and a box of misc items such as bobbie pins, safety pins, etc. for them. Students need to stay 'hidden' until graduation, so the double doors to the Atrium and the classrooms need to remain closed and students can be lined up at 1:50 inside the doors. Be sure to lock the classroom upon leaving and reopen after graduation. Students can be led into the Auditorium foyer as Nursing Instructors begins their walk into the auditorium. Sometimes a student will want to lead a prayer in the classroom as well.

Presentation of Class

The presentation of Class is performed by one Nursing Instructor that will read the graduates names that are provided. In addition, the presenter will read a short statement regarding the purpose and value of the pinning provided below. You will walk in with the Dean, sitting on the front row. Before presenting the class, please state: Please hold your applause until all the names have been read!

***Presentation of Class Pinning Speech**

Graduates we are here today to award you your well-deserved and hard-earned diplomas from Covenant School of Nursing. Covenant School of Nursing was established on January 25, 1918 and is the oldest school of nursing on the South Plains. It is the largest diploma program in the Southwest with full accreditation by the National League of Nursing and The Texas Board of Nursing. It also has the distinction of being the only diploma school in the state of Texas. You have now completed 64 weeks of intense nursing education. In addition to receiving your diplomas, you will participate in a pinning ceremony. Florence Nightingale is known as a pioneer and founder of modern nursing. Her farsighted reforms have influenced the nature of modern healthcare. To honor Florence Nightingale, the British government awarded her the Red Cross of St. George to recognize her selfless efforts for the care of the wounded during the Crimean war. This custom of awarding a pin to graduating nurses began in the United States in 1916 and continues in many schools of nursing to this day. The pin you are receiving signifies the integrity and tradition of honoring healers and crusaders of care and is unique to our school. It is bestowed by a member of the Covenant School of Nursing Nursing Instructors to welcome each of you into the nursing profession. Read the class role as they receive their diploma.

After all students have received their diplomas, present the class: Dean Anger, distinguished colleagues, families and friends—I present you the Covenant School of Nursing Class of _____

Pinning

The pinning is done by 1 Nursing Instructor that will walk in with the Dean, sitting on the front row. When the Presentation of Class begins, you will go to your position and simply pin on the nursing pins. Position yourself so that you and the grad are facing the audience, usually at an

angle. Containers will be set out with the student's pins so you may take them out individually to pin. After completing the pinning, the Nursing Instructor will return to the same seat.

Benediction

The benediction prayer is our closing prayer and expresses approval or good wishes to send off our graduates to a new endeavor. You will walk in with the Dean, sitting on the front row and step up to the microphone as the graduate student steps up to lead the pledge, standing to the side of the student. Before beginning, you will need to ask the audience to stand. At this point the students are on stage facing the audience. Immediately after the prayer, the music will begin, and the students will randomly file out with the Nursing Instructor behind them.

Guest Speakers: Hospital

Invocation

Invocation is a short prayer preformed at the opening of our graduation ceremony. It should be warm and welcoming and provide a friendly and supportive tone. Before beginning the prayer, please extend a warm welcome to the audience and thank them for joining us for this special occasion. Then ask them to please turn off their cell phones, asking them to stand for the Invocation.

Hospital Representative

This person is representing the Hospital and can discuss our 'connection' to the Hospital. Future visions for our graduates can be shared

Schedule for Graduation- Nursing Instructor Sample

CSON Graduation Class of _____

Date:

Schedule for Awards Day

10:00- 11:15 Remarks from the Dean on rehearsal schedule and give out awards, cords and Dean's List recipients

11:15-11:45 Rehearsal

Date

Schedule for Graduation Day

2:00 pm Graduation in WR Collier Auditorium

Nursing Instructors will meet in front of the auditorium at 1:55, lining up in the School lobby at 1:45. Nursing Instructors may dress in their offices.

The Nursing Instructors will enter in two designated doors, slowly marching one by one on both isles to the stage area sitting on the front row first. Please remain standing until students enter and are seated. Programs will be provided in the chairs for you.

Nursing Instructors will stand and join students for the Nursing Pledge and remain standing for the Benediction.

At the end of the ceremony, after the benediction, the students will march out on both isles. The Nursing Instructors will then follow the students out leaving as a group before the audience is dismissed. Move directly to the Atrium area, so others can easily get out of the auditorium.

3:00-3:30 PM

Reception in the Atrium Hosted by Covenant Health

Form for Awards

Class of

Healing Touch

Clinical Excellence

First

Last Name

3.0 ^

2.5 ^ ALL

Form for Dean

Graduation Awards for Class of _____

Hospital Awards

Healing Touch Award:

With each graduating class, one special student is selected for recognition that best demonstrates the values of Covenant Health. The Healing Touch Award evolved from the philosophy of the Sisters of St. Joseph of Orange. It is a philosophy, which permeates and enriches all we do at Covenant Health. It represents a tradition of excellence and a dedication to helping all we touch. This student has continuously demonstrated Covenant Health's key values of:

- † Dignity of person
- † Compassion
- † Integrity
- † Excellence
- † Justice

(The hospital likes for a student to be a future employee of CH.)

(Choose 3 students for nominations, at least a 3.0 GPA)

Nominated:

Awarded:

Clinical Excellence Award: This award was elected by Nursing Instructors from nominees chosen by Nursing Instructors.

Criteria: This student demonstrates in the Clinical area professionalism by being timely, proactive, completes pertinent paperwork on time, is committed to skills acquisition and embraces teamwork. This student also exhibits compassion, respect, dignity to patients and family, to fellow students and instructors as well as physicians on and staff on the floor. The awarded student will have met the minimum of a 2.5 GPA.

Nominated:

Awarded:

Honor Cords: Gold 3.5 GPA and Above

Veteran's Honor Cords: We would like to recognize our graduating seniors that have served in the armed forces.

Recipients:

NSNA Cords: These cords are awarded by Covenant School of Nursing in appreciation of students that have been an active member of the pre-professional nursing organization, Covenant Student Nurses Association. These students have promoted, encouraged and displayed professionalism and dedication in working with numerous activities on campus, in the

hospital or in the community and at the legislative level as well. In addition, NSNA Stoles are presented to CSNA Board members serving at least 3 consecutive Instructional Modules and have met all the Chapter requirements or served as a State or National board member.

Recipients:

We would also like to recognize the **Senior Class Representatives** and for active board members of the **Student Government** with a Certificate of Appreciation. These students displayed commitment and dedication to their fellow classmates with their campus involvement and representation.

Recipients: Student Representatives

Recipients: Student Government, Student President, Government Vice-President, Student Government Secretary/Treasurer

Valedictorian: with GPA

Salutatorian: with GPA

Forms for Students

Graduation Notebook (SAMPLE)

One month prior to graduation, register for NCLEX@ www.pearsonvue.com online or by phone \$200 payable to PearsonVue

September

Graduation Luncheon Sept 27 KECC 12-1pm

Order Cap and Gown by September 29

\$34 cap/gown/tassel, \$31 cap & tassel only
\$13 tassel only, \$7 white collar- females only

<http://westtexasbalfour.com>

Phone: 1-800-766-0148

Email: balfour@wcc.net

October

Caps and Gowns delivered Oct 18

Announcements

Order announcements at various price packages

See Website www.cbgrad.com

Follow instructions and pay online and orders will be sent to your home

If you need to order a smaller amount, you may order 12 through Mrs. A-J's office for \$20, see display in Student copier room (generic stock)

Deadline: Order by Oct 5 Pickup Oct 11

Reminder: The Covenant logo may only be used by the above approved vendors

November

Awards Presentation and Rehearsal Day November 9 11-12:30

Order Graduation Pictures in Mrs. A-J's office by Nov 8, 12pm

Friday, November 17 Graduation Day!!

2pm

Auditorium Opens at 1pm

Margaret Talkington Center for Nursing Education
1919 Frankford

Hurst Review www.hurstreview.com, Nov 28-30 email on registration coming

If any changes occur, you will be informed ASAP!

Schedule for Awards and Rehearsal

Date:

10:00- 11:15 Remarks from the Dean, give out awards and cords

10:00- 11:15 Rehearsal

Schedule for Graduation Day

Date:

1:00pm- Meet in Classroom 121 bring cap and gowns

1:00pm Auditorium open for seating

1:50pm- Line up in classroom, walk to Atrium doors

1:55pm- Students walk to Auditorium

2:00pm- Graduation

2:45 - 3:15 PM



Reception in the Atrium for family and friends ~ Hosted by Covenant Health

Pictures may be taken in the Atrium and the building will be open for touring.

Required Attire for Graduation:

Caps with peach tassels and black gowns

Ladies: Please wear black, navy, or gray dress, skirt, or pants with blouse under your robes. Please wear appropriate shoes as you will be walking up and down stairs. Please choose something appropriate and refrain from wearing large jewelry. Check the neckline of your blouse/dress to see that it is compatible with your robe, e.g. a turtleneck, sweater, etc. often do not look good. DO wear the white collar that is included with your gown. It will need to be pinned or sewn in before pictures at the Thursday morning rehearsal.

Men: Please wear black, navy, or grey slacks and a shirt and tie.

ALL: Please do not chew gum during the ceremony. Your classroom will be locked to secure your personal items, please remember to pick them up!

Nursing pins will be handed out during the graduation ceremony.

Notes of Interest:

- Please DO NOT bring cell phones to the ceremony.
- Please remind your families and friends that we are guests in the Auditorium and that loud cheering, air horns etc. is **very inappropriate** and shows lack of consideration for the graduate. Let's have everyone - graduates and families - treat this occasion with the dignity it deserves! Seating will begin at 1:00pm. Graduates will be able to visit with guests AFTER the ceremony.

NCLEX INFORMATION:

Reviews at CSON

Contact Hurst Review to set Campus dates

Dates: www.hurstreview.com

Once you have registered, the company will send you all the necessary information

Other Reviews at various locations: Kaplan: www.KaplanNursing.com

NEC: www.nursinged.com

Additional information available in the student copier room

Remember: Keep all original receipts to turn into the Talent Acquisition Office. Once student has passed the NCLEX and is working full time for Covenant, the student will be reimbursed. If you have gained employment elsewhere, **keep all original receipts** so you can be reimbursed if applicable.

Nursing Pledge

In the full knowledge of the responsibilities I am undertaking, I promise to care for my clients with all the knowledge, skills and understanding I possess, without regard to race, color, creed, politics, social status, sparing no effort to conserve meaningful life, to alleviate suffering, and to promote health. I will respect, at all times, the dignity and religious beliefs of the patients under my care and hold in professional confidence all personal information entrusted to me. I will refrain from any action which might endanger the quality of life or health. I will endeavor to keep my professional knowledge and skill at the highest level and to give my support and cooperation to all members of the health team. With full awareness of my qualifications and limitations, I will do my utmost to maximize the potential of the nursing profession and to uphold and advance its standards

Graduation Photo Order Form

Name:

Phone #:

Class Picture Serious 8x10 only _____ \$14 Humorous _____ \$14

Small Group (6 or less) 8x10 _____ \$14 5x7 _____ \$9

Names in group:

Individual 8x10 _____ \$14 5x7 _____ \$9

Total Pictures: _____ Total Amt: \$ _____

Please mark # of copies and your order must be paid in full by 12 pm _____. You will receive an email or a call when orders are ready, and then pick up your prints at the school. If you need photos mailed, please provide envelope and postage.

Graduate Data Form

This information is necessary to update the CSON database. Please fill it out in its entirety and continually update your Empower account through the years. **Save your Empower user name and password!**

Name _____

Address _____

City, State, Zip _____

Current Contact Number _____

Email Address _____

Graduate Nurse Employment:

Please fill out even if you are moving, not applying, etc. by stating what you are doing.

Facility _____

Type of Unit _____

City and State _____

Applied, no hire yet _____ Hired _____

Did you apply at Covenant? _____ yes _____ no

If no, why? _____

If you are not applying for work yet, why? _____

Continuing Education

If you plan to continue your education for your BSN/MSN within 6 months, (LCU, TTU, or other facility) please state facility: _____

Timeline for Graduation Procedures

Time Frame	Completed	RESPONSIBILITIES	Contact
Any		Order graduation pins for IM's classes-takes 4 weeks+ Reaffirm dates and time with LCU	Ann Runnels 786-6255 runnelsenterprises@yahoo.com
6-7 weeks		Send students Graduation Notebook on LMS Approve announcements through CB Grad for students for the IM's graduation CB Grad offers packages with logo.	Graphics-Interoffice and CB Grad mary@cbgrad.com
4 weeks		Approve caps and gowns order forms Order gold, military cords from Balfour if necessary Order NSNA blue and white cords/stoles if necessary Contact Sal-LCU reception food, James housekeeping and Mike Smith- Security for graduation needs.	Balfour 1-800-766-0148 Kathy or Don Online www.nsna.org Chelsey Sanders Photography (806)559-2988
4 weeks		Nursing Instructors vote for Clinical Excellence award in month prior to graduation in faculty org meeting. Send out Schedule for Graduation to Nursing Instructors and students Send out Graduation Summary to Nursing Instructors for awards Request from Nursing Instructors to participate in Graduation roles and number needed: Pinning-1, Presentation of Class-1, Benediction-1 Grad Team Leader-2	Salvador Aguirre Director of Dining Services 5601 19th St. Lubbock, TX 79407 Office: 806.720.7980 Cell: 806.544.8429 Mike Smith Security michael.smith@LCU.EDU James Hearon james.hearon@lcu.edu
3 weeks		Send out graduation announcements to Directors and other individuals through Carolyn Garnett and mail out others	Carolyn Garnett 725-8040
3 weeks		Clinical Excellence Award \$50 gift card from Vendor or another source wanting to contribute wanting to contribute. Coordinate with Adm Asst Graduation Program and get final student graduate names	Any Nursing Instructor volunteer Coordinate with Grad committee to meet when necessary.

1 week Days before Awards Day (Thursday before graduation)	<p>Request \$100 from Alumni for Salutatorian Valedictorian \$150 requested by Business Office Coordinator if the graduate is not a Covenant employee; if the student is a Covenant employee Student Activities Coordinator requests award to be added to the graduate's paycheck Order Grad Data Sheet Complete Graduation Award recipients and agenda for Dean Have Certificates made for Clinical Excellence Award, Student Class representatives, Student Government representatives, cords for CSNA, Veterans, Honor Cords, Valedictorian, Salutatorian done by Business Office Coordinator. Send programs to print at Graphics</p> <p>Stuff Diplomas, remove any diplomas that have not met requirements Send students the Nursing Pledge on LMS Graduate Address and Phone Number data sheet- grads do last day of class, give to IM 8 Facilitator in advance (see forms)</p>	LCU Rachel Swartwood 720-7776 Rachel.Swartwood@lcu.edu
Day of Graduation (see Ceremony Prep) Classroom	<ul style="list-style-type: none"> • Give Dean final print out of grads employment • Arrange to have class doors locked while students are in ceremony and unlocked after • Put mirror out • Take hat box with bobby pins, brush, hair spray, safety pins, etc. for classroom. Check for enough supplies. • Close double doors between classroom and Atrium 	Stephen Esquivel P 806 725-5103 Esquivels1@covhs.org

LVN-RN Track Graduation Timeline

Detailed Schedule for Graduation Day-STUDENTS

DATE

8:30am- Meet in Classroom 121 bring cap and gowns

8:45am-Meet in Auditorium for Rehearsal and Cords (do not have to wear cap and gowns)

9:30am Auditorium open for seating

9:45am- Line up in classroom, walk to Atrium doors

9:55am- Students walk to Auditorium

10:00am- Graduation

10:35-11:15am Reception

Reception in the Atrium for family and friends ~ Hosted by Covenant Health

Pictures may be taken in the Atrium and the building will be open for touring.

The Ceremony Info-

10:00am Graduation

Invocation- CH Chaplin/ Nursing Instructor

Message from Covenant Leader- 3-5 minutes Welcome on behalf of Hospital Congratulations, Encouragement for future

Valedictorian- Message of encouragement for students -5 minutes

Pinning and Announcing of Awards- Dean

Presentation of Class- Nursing Instructor

Diplomas- Dean

Pinning- Nursing Instructor

Nursing Pledge- Salutatorian- will ask students to them at the center 'stage' for the Nursing pledge; **Valedictorian** will join up at the podium as well and after the pledge you will congratulate the students saying something like, "Class of 2018, Congratulations; you may now turn your tassel." (turn right to left)

Benediction- Nursing Instructor

Projected ending: 10:35

Reception in Atrium for family and friends immediately afterwards until 11:15.

REQUIRED ATTIRE FOR GRADUATION:

Caps with peach tassels and black gowns.

LADIES: Please wear black, navy, or gray dress, skirt, or pants with blouse under your robes. Please wear appropriate shoes as you will be walking up and down stairs. Please choose something appropriate and refrain from wearing large jewelry. Check the neckline of your blouse/dress to see that it is compatible with your robe, e.g. a turtleneck, sweater, etc. often do not look good. DO wear the white collar that is included with your gown. It will need to be pinned or sewn in before pictures at the Thursday morning rehearsals.

MEN: Please wear black, navy, or grey slacks and a shirt and tie.

ALL: Please do not chew gum during the ceremony.

Nursing pins will be handed out during the graduation ceremony.

NOTES OF INTEREST:

1. Please DO NOT bring cell phones to the ceremony. All personal items can be locked in your classroom.
2. Please remind your families and friends that we are guests in the Auditorium and that loud cheering, air horns etc. is **very inappropriate** and shows lack of consideration for the graduate. Let's have everyone - graduates and families - treat this occasion with the dignity it deserves! Seating will begin at 9:30am. Graduates will be able to visit with guests AFTER the ceremony.

Student Graduation Luncheons

Department: Covenant School of Nursing

Approved by: Dean/Directors

Statement of Purpose:

To provide CSON a graduation luncheon at the end of each program.

Materials/Equipment:

List of Graduating Students

Graphic Requisition

Caterer

Secure KECC Room

Luncheon payments to PMM or Concur Credit Card

Performed By: Student Activity Coordinator (SAC) and Nursing Instructors

Process

- 2 weeks prior to event confirm with Selina Pedroza—room reserved 725-0633
- Open “Selena-KECC-Confirmation” email and confirm the date for the event.
- Place Catering Order- United Market Street 2 weeks prior to event, email 553concierge@unitedtexas.com to place catering order; 806-788-2002
- Open “catering-covenant school of nursing senior luncheon” just change the date of event
- Copy this menu and paste to email: 35 Buttermilk Pecan Chicken Breast, (Cut in 1/2) with Plum Chipotle Sauce** (4 Pints- Plum Chipotle Sauce), 20 lbs Loaded Mashed Potatoes, 20 lbs Market Blend Veggies, 7 COC Tossed Salads w/Ranch, 6 Dozen White Dinner Rolls, 70 Butter Pats, 4 Gallons Sweet Tea, 2 Gallons Unsweet Tea, 4 Gallons Water
- Order/Confirm- serving placement order 2 weeks prior to event; Vanessa Villegas 725-0482 Food and Nutrition
- Pull “Vanessa Villegas-CSON Senior Luncheon” email change the dates
- Placements: China- Plates, Silverware, Tea or Water Glasses/ Ice - (United Market Street will provide Tea and Water), Napkins, (4) Buffet Wire Rack Chafing dishes with the Serno Fuel Cans, (as per our conversation March 9, 2018, you quoted me \$10) United Market Street will deliver the food and light the fuel cans for us,
- Serving Utensils: (2) Tongs for salads, (2) Tongs for chicken, (2) Serving Spoons to serve mash potatoes, (2) Serving Spoons for green beans, (4) Small ladles, (4) Small bowls (2 for dressings and 2 for Chipotle sauce.), (1) Large bowl for the Rolls, (1) Small bowl for butter pads, (2) Cake knife to cut and serve the cakes
- Send out invites by putting it on their calendars: Pull “make you calendar invite email-schedule everyone on the list
- Book the speakers for the luncheon (Terri Morris) 2 weeks prior to event
- Make senior gift bags- print labels (Terri Morris)

- Costco- order 2 cakes or order with food from United 1 week prior to event. (2) Full Sheets \$18 each on (1) chocolate, one (1) vanilla Covenant School of Nursing with a cross design
- Make the goodie bags for the senior graduates (Terri Morris), make sure to get gift bags and tissue paper, get a total of graduates to know the amount of gift bags to make or open “Maya Angelou quote labels” folder and print on 8163 shipping labels the amount needed. Attach to each gift bag. Bags will include candy, pen light, shears, notepad. Take the tissue with you to the event and stuff the bags then in order for the tissue not to wrinkle, make sure to have at least 6 giveaways. Don’t forget tickets to give out for the drawings
- 1 day prior to event pull all lanterns out, nurse manager signs, reserved signs and props

Reference(s):

Reviewed/Revised: 06/2020

Student Organizations

Department: Covenant School of Nursing

Approved by: Dean

Statement of Purpose: To identify the opportunities for students to participate in social, philanthropic and governance activities while in school.

Materials/Equipment: N/A

Performed By: Student Activity Coordinator

Guidelines

Whether being an active member or a leadership role is your desire, opportunities exist. Students may serve as an elected student officer for the Student Government Organization (SGO) and/or a representative on the Student Welfare Committee. Students may also participate in a pre-professional organization if desired as a member or an elected officer.
*annual fees apply

Process

Class Organization

Each class Organization is an important part of traditional student activities, providing opportunities to develop and promote professional endeavors. The organization consists of two Student Representatives who are elected by their peers at the beginning of each Instructional Module. Representatives may serve until graduation, unless needing to vacate the position. Students must maintain a grade average of 75 or above and be in good standing to hold office and commit to attending at least 80% of Student Welfare meetings.

Class Representatives Duties

- Makes weekly announcements to class.
- Serves on Student Welfare committee.
- Communicates class concerns to the Student Welfare Committee.
- Communicates Nursing Instructors decisions and recommendations to the class.
- Call a class meeting if necessary (scheduled with Student Activities Coordinator one week prior to posting the date and time of the meeting).
- Serves as a member of the Grievance Hearing Panel when necessary.

Student Government Organization

SGO operates as a group to accomplish their desired goals, to plan and execute community service and/or social activities. The Student Council (Executive Board) is made up of students elected by the entire student body to oversee the organization. Students from all Instructional Modules are members of the SGO and are encouraged to attend the general monthly meetings. The Activities Coordinator serves as Advisor to SGO. The President must be from Instructional Module 5-8 and the Vice President must be from Instructional Module 1-4. The Secretary/Treasurer may be from any Instructional Module. Students must maintain a grade average of 75 or above and be in good standing to hold office.

Student Council Organization Officers and Duties

President (Instructional Module 5-8)

- Presides at all meetings of the Student Government Organization.
- Appoints special committees with the approval of the Student Council.
- Represents the student body in matters related to the Organization.
- Serves as student representative at faculty org meetings.

Vice President (Instructional Module 1-4)

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

Secretary/Treasurer (any Instructional Module)

- Prepares the minutes of all business meetings pertaining to the organization.
- Keep attendance records of all meetings.
- Acts as advisor of Organizational expenses and funds.

Student Welfare Committee

This committee serves as liaison between the Student body and the Nursing Instructor to oversee the student program, providing opportunities for student representation in governance. The committee is a powerful and proactive group that listens to student concerns, issues or suggestions. Members include the Student Activities Coordinator, appointed Nursing Instructors from each module, and the elected student Class Representatives. The committee is scheduled to meet one Thursday of the month from 12:00-1pm.

Functions of the Student Welfare Committee

- Provide opportunities for student input into school governance.
- Provides curriculum suggestions.
- Provide student constituents for grievances.
- Advise and support the CSON Student Association (TNSA Affiliate).
- Advise and support the CSON Student Government Organization.
- Complete designated responsibilities assigned to the committee by the Systematic Plan for Evaluation based on current ACEN and other regulatory agency standards and criteria.

Student Representatives to the Faculty Organization

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

Pre-Professional Student Associations

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

Purposes and Functions

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

- To assume responsibility for contributing to nursing education in order to provide for the highest quality health care.
- To provide programs representative of functional and current professional interest and

concerns.

- To aid in the development of the whole person and his /her responsibility for the health care of people in all walks of life.

The functions of the CSNA shall include the following:

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

CSNA Board and Duties

Students may be elected as CSNA board members (officers) offering leadership and encouragement to the local Chapter. The Officers are elected each August, serving for a period of one year and are responsible for transacting business of the chapter between the Executive meetings and reporting the transactions at the next scheduled General meeting.

Students may be assigned as needed for the following co-chair positions: Projects, Fundraising, Historian and Communications, if desired until an election. **Students must be a current member, maintain a current average grade of 75 or greater and be in good standing to hold office or travel to conventions.**

President (IM3-6)

- Preside at all meetings of the organization.
- Appoint special committees with the approval of the members.
- Serve as ex-officio member of all committees.
- Represent the organization in matters relating to the organization and perform all other duties pertaining to the office.
- Serves as student representative at faculty org meetings.
- Votes only in case of a tie.

Vice President (IM3-6)

- Assume the duties of the president in the absence or disability of the president.
- Officially keep the points current of all CSNA members upon completion of activities.
- Coordinate with President securing monthly guest speaker.
- Perform other duties as assigned by the president.
- Officially document stole qualifications.

Secretary-Treasurer

- Assume the duties of the president in the absence or disability of the president or Vice-President.

- Prepare the minutes of all business meetings of CSNA.
- Perform other duties as assigned by the president.
- Presents for approval of expenditures allocated by organization for purchases or trips. No funds will be disbursed without prior approval.

Projects Chairperson (and co-chair)

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

Historian (and co-chair)

- Take photographs and keep current events documented for the school year.
- Compile Scrapbook for state and the school.

Fundraising (and co-chair)

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

Communications Chair (and co-chair)

- Coordinate with board members regarding CSNA events to be posted.
- Post and publicized all approved events.

Local Chapter of the Texas Nursing Students Association

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

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

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

The number of delegates who may attend TNSA and NSNA conventions from each school is determined by the number of members at a school. Another determining factor is the student's grades and the Chapters' financial means.

These are the annual events attended by Covenant Student Nurses Association representatives:

Council of Schools TNSA State Convention NSNA National Convention

Student Convention

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

Student Rights and Responsibilities

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

Students have a right to a:

- sound education
- responsibility for having a creative educational opportunity;
- responsibility for having the highest quality practitioner-teacher;
- responsibility for achieving input into curriculum planning;
- responsibility for achieving self-directed learning;
- responsibility for achieving equal participation in all areas of clinical practice;
- responsibility for participating in interdisciplinary activities;
- due process
- responsibility for insuring peer review and self-evaluation.

Students have all the rights and privileges of internal governance.

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

- a right to and a responsibility for facilitating change in health care delivery through various channels;
- a right to and a responsibility for assembling and exploring fundamental and current professional issues and concerns;
- a right to and a responsibility for organizing in a flexible structure to encompass and represent the diversities within nursing and be representative of the fundamental and current professional issues and concerns;
- a right to and a responsibility for fostering a better correlation between nursing education and practice.

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

Reference(s):

Reviewed/Revised: 01/2018; 01/2019; 06/2020

Student Orientation

Department: Covenant School of Nursing

Approved By: Dean and Coordinators

Statement of Purpose:

The purpose of Student Orientation is to prepare the incoming student for the first week of classes.

Materials/Equipment:

Performed By: Student Activities Coordinator

Process:

Student Orientation will include information from the following Offices:

1. Business Office Coordinator 10 minutes
 - Student Records, Registrar, billing
 - *Promissory Note – form to sign
2. Student Activities Coordinator 1-hour total
 - Welcome to Orientation
 - CSON History
 - Student Government (Council and Representatives)
 - Student Welfare
 - Texas Student Nurse Association
 - Student Handbook
3. LCU 15 minutes
 - CSON and LCU Partnership
 - RN to BSN program
4. IM 1 Facilitator 1 hour
 - Program Overview
 - Grading Policy
 - Parking
 - Security Code- (will have for 1st day of school)
 - Attendance
 - Assigned Seating
 - Clinical Attire
 - Course Schedule
5. LRC and Financial Aid 45 minutes
 - LRC Rules
 - HESI
 - Exam Soft
 - Empower
6. Dean 20 minutes
 - Welcomes students and gives CSON history from California, etc.

7. Student Services Coordinator
 - Problems, issues with other students/ Nursing Instructors /staff, chain of command
 - Everbridge-mass communication system

Orientation is organized in the following manner:

1. Student Orientation date usually the Tuesday before an IM begins.
 - Student Activities Coordinator (SAC) emails 3 weeks in advance to accepted and alternate students the following information:
 - Orientation Flyer and Schedule
2. Two weeks before Orientation, accepted students ONLY will receive:
 - Uniform List
 - Certificate for Uniform
 - Parking Pass
3. The Student Orientation PowerPoint is placed on the LMS for those who cannot attend, but attendance is strongly recommended. (See Student Services Coordinator for content)
 - Employee Health
 - Covenant Health Safety
 - Practicing with LMS
 - HESI Tips
4. Vendors are contacted and invited to orientation as soon as the date is set 3 weeks prior to Student Orientation with a tentative schedule of events. The vendors include all of the following:
 - CH Talent Acquisition
 - Catholic Family Services
 - WIA
 - Healthstyles
 - LCU Admissions and Nursing Department
 - CSON Alumni
 - Pictures-Photographer
 - CSNA/CSON Campus Organizations
 - Others as needed
5. A continental breakfast is provided for participants and Nursing Instructors working the event. Use company card to purchase items.
6. All Student Orientation Paperwork will be sent to graphics 1-2 weeks prior to the event. Check with Coordinator for final approval on forms.
7. A sign-up list for assistance from Nursing Instructors is sent via email 4 weeks in advance and during Faculty Organization Meetings. Send reminder 1 week prior to the event.
8. All door prizes, if needed, are obtained at least one week prior to Student Orientation.

9. Arrange for CSNA and SGO students to hold sale for new students. T-shirts, fleecewear, stethoscopes and memberships are available for sale.

Orientation Checklist

1. Invites
2. Gift Cards- Give-aways
3. Registration
4. Continental Breakfast
5. Lunch- off campus
6. Computer Lab
7. Vendors:
 - Elseveir
 - CSON Alumni
 - CSNA (sell stethoscopes and t-shirts)
 - Covenant Health-Talent Acquisitions
 - Catholic Family Services
 - LCU
 - WIA
 - CH Healthstyles
 - Pictures in Atrium
8. Forms to Sign
9. Tuition and Fees Schedule- Tracy
10. Letter of Agreement- Claire

Scheduling for Day:

1. Activities Coordinator- Welcome and talk of school history, Student Activities
2. Student Services Coordinator
3. Business Office Coordinator- Overview of Office
4. LCU- Introduce Partnership
5. Covenant Security and Everbridge
6. Employee Health
7. Dean- Welcome to Covenant!

Group Presentation Computer Lab:

1. Lab- LRC Rules
2. LMS and HESI, Exam Soft
3. Empower - Sue

Preparation for Orientation

1. Send Admission Instructional Module 1 orientation flyer and CSNA pricing (as soon as date is set)
2. Print necessary forms for orientation (include gift certificates, patch certificates)
3. Send out email for Nursing Instructors to sign up 1 month out

Reference(s):

Reviewed/Revised: 06/2013, 11/2014, 09/2016, 12/2017; 01/2019; 06/2020

CSON Online Orientation

Department: Covenant School of Nursing

Approved by: Dean and Coordinators

Statement of Purpose:

Covenant School of Nursing (CSON) provides incoming students with orientation to web-based resources by enrolling the accepted applicants in an orientation program presented in an online format.

Materials/Equipment: Access to Edvance360, HESI

Performed By: Student Services Coordinator (or designated Nursing Instructors), Instructional Technology Tech

Guidelines

Students entering CSON will utilize online resources as a method of instruction and evaluation during the instructional modules. Students must be able to access these online resources on admission. The online orientation program is designed to introduce the student to the learning management platform (Edvance360, referred to as LMS), HESI resources, Covenant Health (CH) Safety Orientation and CH Employee Health overview. The online orientation provides activities that require students to use Edvance360 to review these resources.

Process

- Groups for each class will be set up separately for online orientation and identified with the start date of the group. This includes LVN-RN track students.
- Prior to opening the online orientation program to students, review online orientation materials including hyperlink verification to be sure all files in lessons launch correctly
- Send email invitation to create an account on Edvance 360 approximately 10 days before onsite orientation.
- Enroll new students in the online orientation program.
- Set course to open 1 week before onsite orientation.
- Inform students of online orientation responsibilities by emailing the students via the personal email address given to the admissions officer. Include the link to the "How to Sign up for the LMS" help video. Give them instructions on how to access the course and then the lessons tab once they have signed in to the LMS. Inform students that orientation must be completed prior to attending onsite orientation.
- Assist students who have access issues.
- Monitor emails and LMS reports for student problems and activity.
- The Student Services Coordinator will maintain documentation of online orientation completion for each cohort.

Reference(s):

Reviewed/Revised: 01/2018; 01/2019; 06/2020

Student Services

Department: Covenant School of Nursing
Approved by: CSON Faculty Organization

Statement of Purpose: To identify services available to students upon entering CSON program of studies.

Materials/Equipment: N/A

Performed By: Nursing Instructors, Coordinators, designated CH personnel

Guidelines

Additional services are available through Lubbock Christian University---speak to representative from Lubbock Christian University School of Nursing.

Process

Covenant Assistance Program (Counseling)

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

Employment

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

Guidance and Counseling Program

The Guidance and Counseling program is based on the recognition that each student has a unique personality and that all experiences in the school should contribute to personal growth and development as well as professional growth. A full-time Activities Coordinator is employed by the School of Nursing to assist the student in achieving these goals. Both planned and spontaneous conferences are available to the student. Academic guidance may be provided by Nursing Instructors to students.

Healthcare Guidelines

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

Covenant Health (CH) will not pay for any on-school related injury/illness, nor any illness that existed before the student was accepted in to Covenant School of Nursing (CSON). Note: CSON students are strongly recommended to procure their own personal health coverage insurance.

Students must report any injury/occupational exposure, no matter how slight, to their instructor and EHS immediately. Note: An EHS nurse is on-call 24 hours a day for all injuries/occupational exposures and may be paged at 740-6977 after 1700 and on weekends and holidays.

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

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

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

Student Health Records will be maintained in Employee Health Services. Upon graduation, students are responsible for obtaining immunization records from EHS, otherwise these records will be destroyed after six (6) months. If however, following graduation, students become CH employees, EHS will continue to maintain the records as part of their employee health record.

Identification Badges

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

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

Records

Student records are on file in the School of Nursing office. Access to these files is limited to school administrative staff and Nursing Instructors. All information is considered confidential and

all documents and forms are the property of the School of Nursing and will not be forwarded or returned. A student may request in writing an opportunity to inspect or review his/her student file. The school will not release personally identifiable record information to a third party. To protect student records, the School of Nursing adheres to The Family Educational Rights and Privacy Act of 1974, as amended, which limits the conditions by which information about students may be released. Graduate records of students and records of students withdrawing from the program prior to completion are maintained permanently in the School of Nursing. These records contain appropriate documents from the student file. Records of applicants not admitted to the school will be held for one year.

WEPA Printing Stations

There are 2 printing stations available for students in the student computer/copier room. Students may use debit/credit card for payment. Black and white copies are \$0.07 and color copies are \$0.25. See details on the WEPA machine.

Reference(s):

Reviewed/Revised: 01/2018

Simulation Glossary

Department: Covenant School of Nursing
Approved by: CSON Faculty Organization

Statement of Purpose:

CSON recognizes the need for a standardized language for simulation and has adopted the International Nursing Association for Clinical Simulation and Learning (INACSL) Standards of Best Practice: Simulation Glossary for this purpose.

Materials/Equipment: International Nursing Association for Clinical Simulation and Learning (INACSL) Standards of Best Practice: Simulation Glossary

Performed By: All Nursing Instructors

Guidelines

The INACSL Standards of Best Practice: Simulation Glossary will be used for communication regarding simulation.

Reference(s): International Nursing Association for Clinical Simulation and Learning (INACSL) Standards of Best Practice: Simulation Glossary

Reviewed/Revised: 01/2019

Definitions

Academic Conduct

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

Accountability

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

Administration

Any person employed by Covenant Health to perform managerial duties.

Aiding and Abetting

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

Behavioral Congruence

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

Cheating

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

Community

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

Contested Issue

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

Controlled substance

Any drug or substance that is not legally obtainable; or is legally obtainable but has not been legally obtained; or has been legally obtained but is being sold or distributed unlawfully.

Copyright violation

Violation of existing copyright laws.

Critical Incident

Any time a student demonstrates unsafe practices.

Declaratory Order

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

Disciplinary Action Panel

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

Disciplinary probation

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

Discrimination / Harassment

To act on the basis of prejudice.

Dismissal

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

Drug/Alcohol Abuse

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

Explicit

Fully and clearly defined or formulated

Expulsion

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

Fabrication

To devise or invent, to fake or forge.

Falsification and forgery

To alter fraudulently especially for purposes of deception.

Firearm violation

Violation of current federal and state firearm laws.

Flaming

Behavior and speech associated with electronic conversations fitting the definitions governing the contractual agreement between Covenant School of Nursing and Edvance 360 LMS (Learning Management System)

Grievance

Any act perceived as prejudicial or discriminatory against a student.

Implicit

Implied though not directly expressed

Investigation

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

Non-academic Conduct

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

Plagiarism

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

Sanctions

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

Sexual Misconduct

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

Suspension

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

Terms of Service Violation

Violation of terms of service agreements

Trolling

Behavior and speech associated with electronic conversations fitting the definitions governing the contractual agreement between Covenant School of Nursing and Edvance 360 LMS (Learning Management System)

Verbal Warning

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

Violence

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

Written reprimand

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

Reviewed/Revised 01/2010; 01/2018

Policy Template where Name Goes Here

Department: Covenant School of Nursing

Section:

Approved by:

Statement of Purpose:

Covenant School of Nursing (CSON) ...

Materials/Equipment

Performed By

Guidelines (e.g USE OF ALCOHOL OR ILLEGAL DRUGS)

This area may be a paragraph format with text or contain bullets and numbered lists.

- Bullet
- Bullet

Process

Covenant School of Nursing Nursing Instructors ...

Major Subheading (e.g. Pre-enrollment Testing)

All candidates ...

Major Subheading with bulleted lists (e.g. Reasonable Cause Testing)

Reasonable cause testing

a pattern of ...
information provided by ...

Minor Subheading with numbered lists (e.g. President's duties)

1. Presides at all meetings of the Student Government Organization.
2. Appoints special committees with the approval of the Student Council.

Reference(s): Covenant Health Drug/Alcohol Testing Policy #000.

Reviewed/Revised: Date DO NOT USE FORMATTED DATE THAT AUTOMATICALLY
UPDATES EACH TIME YOU OPEN THE DOCUMENT. USE TEXT ON