



**Lincoln University**  
LEARN. LIBERATE. LEAD.

**BACHELOR OF SCIENCE IN NURSING**

**NURSING STUDENT HANDBOOK**

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**2021-2022**

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Accredited by: Commission of  
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## **ABOUT THIS PUBLICATION**

This handbook is intended to supplement the Lincoln University Student Handbook. This handbook serves as the nursing student's statement of notice recognizing that conditions change. Lincoln University Department of Nursing reserves the right to modify, supplement, or eliminate any policy or provision in this handbook without notice, as it deems appropriate in its sole discretion. Advance notice may or may not be given when possible. This handbook is not intended to, nor shall it be construed to constitute a contract between students and Lincoln University's Nursing Department, or to represent any promise, guarantee, or assurance of any of the terms or conditions set forth herein.

# **THE NURSING PROGRAM ADDENDUM TO THE LINCOLN UNIVERSITY STUDENT HANDBOOK**

## **Message from the Director of Nursing**

The Department of Nursing Administration, Faculty, and Staff welcome you to Lincoln University's Pre-Licensure Nursing Program! Our nursing program exemplifies Lincoln University's long legacy of excellence in education. As a department we are excited to work with you and promote an environment in which you can attain that legacy of excellence.

Our Undergraduate Nursing degree program requires intense collaboration with your professors, clinical instructors and clinical sites to ensure that you are afforded the best opportunity possible for success. As a student nurse, you will be introduced and become involved with unique learning styles such as flipped classroom, simulation labs, agencies, hospitals and the community. You will gain the confidence, skills and knowledge required to become an excellent nurse

On completion of all program requirements, you will obtain a Bachelor of Science in Nursing (BSN) degree from Lincoln University. Following your graduation from the program you will need to meet eligibility to sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN®). This process typically happens between 30-60 days. The National Council Licensure Examination has one purpose: To determine if it is safe for new graduates to begin practice as an entry-level nurse.

Sincerely,

Vilma Davis PNP, BC, PhD  
Director & Chair  
Assistant Professor of Nursing  
Lincoln University

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## **ABOUT LINCOLN UNIVERSITY**

### **MISSION**

Lincoln University, the nation's first degree-granting Historically Black College and University (HBCU), educates and empowers students to lead their communities and change the world.

It does so by:

- Providing a rigorous liberal arts education featuring active and collaborative learning.
- Integrating academic and co-curricular programs with the University's distinctive legacy of global engagement, social responsibility and leadership development; and
- Cultivating the character, values, and standards of excellence needed to enable students to become responsible citizens of a global community.

### **VISION**

Lincoln University will be a national model for both 21st century liberal arts undergraduate education and innovative graduate and professional programs.

### **PHILOSOPHY**

From its beginnings, Lincoln University has placed great emphasis on a liberal arts education, one dedicated to students acquiring the knowledge and skills needed for success. But learning at Lincoln has not just been about mastering facts and figures. Rather, a Lincoln education stresses the acquisition of knowledge to develop free, independent and creative thinkers. Further, the educational goals have always favored the use of knowledge and intellectual skills toward leading change in the nation and beyond. This legacy represents the strength upon which the University can continue to build, especially since the educational process at Lincoln speaks well to contemporary calls for college graduates able to thrive in a rapidly changing world. "Reimagining the Legacy: Learn. Liberate. Lead." is designed to advance this glorious history in the context of the 21st century.

Particular attention will be paid to teaching innovations and more deliberate efforts to develop and hone important intellectual and interpersonal skills. Toward these ends, the plan has two broad aims: (1) to clearly operationalize the University's distinctive education model and (2) to identify the processes, policies and resources needed to realize the educational goal.

## **ABOUT THE NURSING PROGRAM**

### **HISTORY OF NURSING PROGRAM**

The program was approved by the PA BON in the spring of 2013 and was started in the fall of 2013 with five students, by Shelley A Johnson with 4 of the 5 students completing the program in 2015.

### **MISSION STATEMENT**

The Nursing Program's mission is to provide a student- centered learning environment that will foster the education nursing leaders for local, national, and global communities through research, scholarship, and practice reflecting values and standards of excellence

### **VISION STATEMENT**

The vision of the Nursing Program is to be a leader in nursing education preparing innovative clinicians to improve the health of diverse individuals and populations.

## PROGRAM GOALS AND OUTCOMES

The Nursing Pre-licensure BSN program is the program presently offered by the [Nursing Department](#) of the College of Science and Technology.

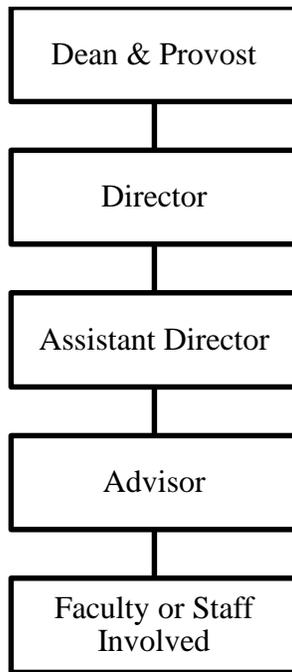
The Nursing Program seeks to:

- Provide high levels of liberal and professional educational experiences to a diverse nursing student population.
- Prepare graduates as innovative clinicians to serve local, national and global communities through research scholarship and practice.
- Develop nurse leaders who reflect the values and standards of excellence in our ever-evolving healthcare environment.

### OUTCOMES

- **Caring** – Students will demonstrate caring attitudes and behaviors as they carry out the work of professional nursing with the understanding of human development, the goal of preserving dignity, and aspirations of promoting health and wellness for individuals, patients, and themselves.
- **Knowledge** – Students will apply knowledge synthesized from nursing science to evidence-based nursing care delivery.
- **Effective thinking** – Students will use a variety of thinking methods such as critical thinking, conceptual thinking, implementation thinking, and innovative thinking, to make decisions, solve problems, evaluate information, create new processes, and plan strategies.
- **Communication** – Students will demonstrate effective communication skills in therapeutic interactions, inter-professional information sharing, and scholarly dissemination.
- **Technological Aptitude** – Students will competently use technology to access information necessary for identifying trends used in decision making, promoting quality improvement, and preserving safety, to provide patient care, collaborate with inter-professional teams, and to continuously advance the nursing profession.
- **Lifelong Learning** – Students will continue to advance their education to maintain knowledge and nursing skills necessary to provide quality patient care by engaging into systematic inquiry, investigation, and new knowledge generation.
- **Cultural Competence** – Students will demonstrate willingness to learn about other cultures and use the information to collaborate with patients to provide nursing care that meets individual's cultural and religious needs.
- **Leadership** – Students will apply knowledge of leadership theory and demonstrate leadership behaviors that complement particular situations.
- **Ethics** – Students will apply ethical standards of nursing in all situations with respect for the law, the profession, patients, and themselves.

### DEPARTMENT OF NURSING ORGANIZATIONAL STRUCTURE



Policy for Following the Communication Chain of Command:

- First, the student will approach the person involved and discuss the dispute or problem, with the goal being resolution or a mutually agreed upon plan or solution.
- The person involved may be a staff member, a student peer or an instructor.
- If it is a staff member or student peer, and no resolution or solution has been reached, the student will then make an appointment with his/her advisor to discuss the dispute or problem, again with the goal of reaching a resolution or a mutually agreed upon plan or solution.
- If no resolution or solution is reached by speaking with the advisor or instructor at this step, the student will make an appointment with the Course Coordinator and follow the same communication process.
- If the instructor or advisor and the course coordinator are the same individual, the student will next make an appointment with the Director. At this level, the student will discuss the dispute or problem with the Director, also with the goal being resolution or a mutually agreed upon plan or solution.
- If no resolution or solution is reached at this step, the student will make an appointment with the Dean of the University/ VP of Academic Affairs with the goal of reaching a resolution or a mutually agreed upon plan or solution.
- **In rare cases**, this communication may extend to the University Provost and/or the University President on recommendation of the director.

## NURSING PROGRAM REQUIREMENTS CURRICULUM

### Pre-Nursing Program/University Core Courses

| <b>Year 1– Semester 1</b>             | <b>CR</b> | <b>Year 1 – Semester 2</b>               | <b>CR</b> |
|---------------------------------------|-----------|--|-----------|
| FYE 101                               | 3         | English Comp 2 (ENG 102)                 | 3         |
| College Algebra (MAT 110)             | 3         | Intro to Art or Intro to Music           | 3         |
| English Comp 1 (ENG 101)              | 3         | **Chemistry for Health Science (CHE 120) | 4         |
| Dimensions of Wellness (HPR 101)      | 2         | Intro to Sociology (SOC 101)             | 3         |
| *Intro to Biology/Lab (BIO 105)       | 4         | Elementary Statistics (MAT 114)          | 3         |
|                                       | <b>15</b> |  | <b>16</b> |
|                                       |           |  |           |
| <b>Year 2 – Semester 1</b>            |           | <b>Year 2 – Semester 2</b>               |           |
| General Psychology (PSY 101)          | 3         | ***Computer Applications (CSC 151)       | 3         |
| Anatomy & Physiology I/Lab (BIO205)   | 4         | Anatomy & Physiology II/Lab (BIO206)     | 4         |
| Intro to Nutrition (HPR 350)          | 3         | Developmental Psychology (PSY 206)       | 3         |
| Microbiology for Healthcare (BIO 250) | 4         | World Literature (ENG 207)               | 3         |
| African-American Experience (SOS 151) | 3         | Intro to Philosophy or Religion          | 3         |
|                                       | <b>17</b> |  | <b>16</b> |
| <b>Pre-nursing Total = 64</b>         |           |  |           |

\*If this course is not taken at Lincoln University, you may need two semesters of Biology (Biology I & II)

\*\* If this course is not taken at Lincoln University, you may need two semesters of Chemistry (Chemistry I & II)

\*\*\*Students may take two semesters of a language in place of computer applications.

The Nursing pre-requisite courses may be taken out of sequence as long as they are done by the junior year.

**Meet with your nursing advisor to apply to the Nursing Program**

### Nursing Program Curriculum Requirements for Graduation

| <b>Year 3- Summer 2</b>                              | <b>CR</b> | <b>Year 3 – Semester 2 (SPRING)</b>                      | <b>CR</b>     |
|--|-----------|--|---------------|
| SMARTS   | 0         | Nursing Research - Hybrid (402)                          | 3             |
| <b>Year 3 Semester 1 (FALL)</b>                      |           | Adult Health I/Clinical (304)                            | 4             |
| Fundamentals of Nursing/Lab/Clinical (301)           | 4         | Mental Health Nursing/Clinical (306)                     | 4             |
| Nursing Pathophysiology (303)                        | 3         | *Elective (Optional)                                     | *3            |
| Health Assessment & Promotion/Lab (302)              | 4         |  |               |
| Pharmacology (310)                                   | 3         |  |               |
| Nursing Informatics & Tech (308)<br>(7 Week Hybrid)  | 3         |  |               |
|  | <b>17</b> |  | <b>11/*14</b> |
|  |           |  |               |
| <b>Year 4 – Semester 1</b>                           |           | <b>Year 4 – Semester 2</b>                               |               |
| Maternal/Childbearing/Nursing/Clinical (406)         | 4         | Population Health Nursing/Clinical (411)                 | 4             |
| Nursing Care of Children and Families/Clinical (408) | 4         | Capstone Senior Seminar/Clinical (414)                   | 4             |
| Adult Health Nursing II/Clinical (404)               | 4         | Nursing Leadership & Management (412)<br>(7 Week/Hybrid) | 3             |
| Healthcare Ethics (403) (7 Week/Hybrid)              | 3         | Healthcare Delivery Systems (405)<br>(7 week/Hybrid)     | 3             |
|  | <b>15</b> |  | <b>14</b>     |
| <b>Nursing Program Total = 57/*60</b>                |           |  |               |
| <b>BSN Total Credits = 121/*124</b>                  |           |  |               |

**Per University Policy, students must have at least 120 credits to graduate**

## ADMISSION REQUIREMENTS

- Completion of all required pre-nursing courses
- You must have a 3.3 GPA in your science and math courses and a 3.0 overall GPA
- Application to Lincoln University
- Application to the Nursing Program
- Passing score on the ATI TEAS (limited to 2 attempts per year)
- Clearance requirements for the clinical experiences via <https://www.Castlebranch.com>
- CPR certification for adult, infant and child and AED (American Heart Health Care Provider Only)
- Comprehensive criminal background check (annually)
- Child Abuse Clearance (annually)
- FBI clearance (annually)
- Current personal health insurance (annually)
- Malpractice insurance (annually)

### STUDENTS WITH AN ASSOCIATE'S DEGREE

Students that transfer to Lincoln University with an Associate's degree in a parallel degree program will have their general education/core curriculum courses considered complete. Students may have to complete additional coursework depending on the major and prerequisites required for major courses, as determined by the academic department.

### STUDENTS WITH A BACHELOR'S DEGREE

Students that transfer to Lincoln University with a Bachelor's degree will have their general education/core curriculum courses considered complete. Students may have to complete additional coursework depending on the major and prerequisites required for major courses, as determined by the academic department.

### OTHER REQUIREMENTS

Junior- and senior-level nursing students must take clinical courses in sequence as the courses are designed to continuously build on knowledge and clinical experience. Nursing students will have the option to take electives and to minor in other subject areas. **All students are expected to have their own reliable transportation, as travel to clinical rotations will be necessary. In addition, it is the student's responsibility to abide by all policies set forth in the Nursing Program Handbook.**

## **CONTINGENT ACCEPTANCE INTO THE NURSING PROGRAM**

Contingency admittance to the program may be allowed if 6 or less credits are needed to meet the full requirement to start the nursing program. These 6 credits, however, cannot be any science related courses. In addition, these courses need to be successfully completed before the program starts with a grade of “C” or higher. A “C” is denoted by 72-78.9.

If the needed courses will be taken outside of Lincoln university, they should be approved by the head of the department that usually provides this course at Lincoln. In addition, you are required to complete the SMARTS course (see below). If you are not successful in your needed courses, and did complete SMARTS, you will be required to retake SMARTS the next summer prior starting the nursing Program in the Fall.

### **Strategic Mapping to Attain Realistic Tools for Success (SMARTS)**

The SMARTS course is provided to students by the nursing department in the summer prior to the start of the Nursing Program. This course is required by all nursing students, prior to starting the program.

**PRE-LICENSURE NURSING PROGRAM POLICIES AND PROCEDURES**

**Essential Technical Standards for Safe Nursing Practice**

*Statement of Personal Attributes and Capabilities Necessary for Admission to, Progression Through, and Graduation from the Nursing Program at Lincoln University*

**Essential Technical Standards for Safe Nursing Practice**

|  |   |
|--|---|
| <p><b>MOTOR</b></p> <p>For admission and progression, an applicant to the BSN Program must have abilities and skills of five varieties and to the standards listed below and perform in a reasonably independent manner: Motor, sensory, interpersonal communication, mental /emotional, and critical thinking. Students are required to provide complete and accurate information on the health forms required at the time of admission and annually thereafter. In the event a student in the program demonstrates difficulty in meeting the technical standards, the student will be referred to the Academic Dean for evaluation and recommendation. Reasonable accommodations will be made on an individual basis; however, the student must be able to perform in an independent manner or academic dismissal may occur. Examples provided below do not comprise an exhaustive list.</p> | <p>A candidate must have adequate motor function to effectively work with nursing problems and issues and carry out related nursing care.</p> <p>Possesses four (4) functional limbs (normal or artificial) that allow the student to perform abilities sufficient to move from room to room and maneuver in small places and possesses gross and fine motor abilities sufficient to provide safe and effective nursing care. Possesses the ability to exert 20 - 50 lbs. of force occasionally; 10-25 lbs. of force frequently; and negligible to 10 lbs. of force constantly to move objects.</p> <p>Examples of nursing care include but are not limited to: ambulating and positioning patients; cardiopulmonary resuscitation; the administration of intravenous, intramuscular, subcutaneous and oral medications; the application of pressure to stop bleeding; the opening of an obstructed airway; and the provision of patient/client daily hygiene care.</p> |
| <p><b>SENSORY</b></p> <p>Visual/ Auditory /Tactile</p>   | <p>Possesses the ability to assess and/or evaluate patient responses and to perform nursing interventions safely and accurately. Has normal or corrected vision within the range of 20/20 - 20/80, be able to distinguish color shades. Examples include but not limited to: recognize changes in skin color or color of drainage; distinguish gradations on syringes when drawing up medications, observe patient responses, visualizes the appearance of surgical or traumatic wounds.</p> <p>Has normal or corrected hearing ability within the 0-45 decibel range. Examples include but not limited to: hearing alarms, emergency signals, cries for help, auscultator sounds.</p> <p>Possess at least one hand with the ability to perceive temperature changes and pulsations and to differentiate different structures and textures.</p>   |

|   |   |
|---|---|
| <p><b>INTERPERSONAL COMMUNICATION</b></p> | <p>Possesses communication abilities sufficient for appropriate and effective interaction with others in both oral and written form.</p> <p>Possesses interpersonal abilities sufficient to interact appropriately and effectively with individuals, families, and group from a variety of backgrounds.</p> <p>Examples include but not limited to: explain treatment procedures and/or initiates health teachings, documents nursing actions and patient responses establishes appropriate and professional rapport with patients and colleagues.</p>  |
| <p><b>CRITICAL THINKING</b></p>           | <p>Possesses critical thinking ability sufficient for clinical judgment.</p> <p>Applies principles of logical or scientific thinking to define problems, collect data establish facts, and draw valid conclusions.</p> <p>Interprets and implements a variety of technical instructions.</p> <p>Deals with several abstract and concrete variables. Examples include but not limited to: identifies cause and effect relationships; develops nursing care plans; demonstrates personal organization; practical application of fractions, percentages, ratio and proportion, and measurements.</p> |

## STUDENT RIGHTS

These standards represent the minimal procedural protection to be accorded to students charged with most disciplinary violations:

1. To know the nature of the charges.
2. To arrange for counsel of his/her academic advisor or other faculty member of his/her choice, throughout the proceedings.
3. To receive a reasonable time to prepare for a hearing.
4. To remain silent when his/her response might be self-incriminating.
5. To receive the decision in writing.
6. To appeal the decision.

There are written specific policies pertaining to students' rights and grievances, with procedures for implementation. The student shall refer to the *Lincoln University Student Handbook* for additional information.

## **ACADEMIC ADVISING**

Students enrolled in the nursing program will be assigned a faculty advisor to provide guidance throughout the student's academic nursing program. The student may contact their advisor at any point for advice regarding curriculum, procedures, and processes leading to graduation. The student, however, is responsible for following all guidelines, protocols, and abiding by all nursing curriculum and program requirements. Students **MUST** check their Lincoln University e-mail for messages. It is the student's responsibility to request guidance from their instructors and faculty advisors when they are having difficulty with curriculum and course materials. The student is responsible for fulfillment of all program requirements in time for graduation.

## **STUDENTS WITH SPECIAL LEARNING NEEDS**

Students with disabilities are encouraged to contact the:

LINCOLN UNIVERSITY OFFICE OF INSTITUTIONAL EQUITY

Disability Services Program

Wright Hall, RM 109

[disabilityservices@lincoln.edu](mailto:disabilityservices@lincoln.edu)

(484) 365-7245 (office)

(484) 365-7971 (fax)

Accommodations cannot be applied retroactively. Students should be ready to supply appropriate documentation with the application for disability accommodation. Lincoln University strives to provide the best learning environment to accommodate the special needs of students; however, it is crucial that students communicate their special needs early, clearly and appropriately.

## **BASIC COMPETENCIES FOR CLINICAL COURSEWORK IN THE DEPARTMENT OF NURSING**

Prior to enrolling in clinical courses, nursing students must demonstrate basic competencies in the following categories: observational, communicative, motor, intellectual and behavioral/social. Students are expected to demonstrate competence during the Fundamentals of Nursing practice skills lab sessions.

The Department of Nursing will consider candidates with any form of disability based on the analysis of individual circumstances. Individuals are encouraged to discuss disabilities with the Counseling Center, which is committed to providing reasonable accommodations to students with disabilities upon timely written notice and through established university policies and procedures.

- **Observational:** Potential students must be able to observe, describe, and critique demonstrations of physical and psychosocial nursing interventions. Potential students must be able to assess accurately the health status of patients, who have a variety of characteristics. Observation and assessment of patients require the functional use of the senses of vision, hearing, and touch.
- **Communicative:** Potential students must be able to communicate effectively and efficiently in oral and written forms with patients and with members of the health care team. Nursing communication emphasizes obtaining pertinent assessment data, patient teaching and the providing psychosocial support for patients and their families.
- **Motor:** Potential students must be able to perform palpation, auscultation, percussion and other diagnostic maneuvers in a proficient manner to obtain patient data. Potential students must be able to perform motor movements reasonably required to provide general care and emergency treatments to patients. Such actions require moderate motor strength, coordination of both gross and fine muscular movements, equilibrium and functional use of the senses of touch, vision, and hearing.
- **Intellectual:** Potential students must have the ability to measure, calculate reason, analyze, synthesize, apply, and evaluate complex information. Potential students must be always fully alert and attentive in clinical settings.
- **Behavioral/Social:** Potential students must possess a level of emotional health that allows full utilization of intellectual abilities, the exercise of good judgment, prompt completion of all responsibilities attendant to the nursing diagnosis and care of patients, and the development of mature, empathetic and effective nurse-patient relationships. Potential students must be able to function effectively under stress.

## PROGRESSION POLICY

In order to progress through the nursing program, students must meet all the stated academic requirements including successful completion of all general education core courses and nursing major pre-requisites. Students in the undergraduate nursing programs will not be permitted to continue in the nursing major nor enroll in additional nursing courses if they receive a grade of less than a 80 (B-) in any nursing course. Students must withdraw from the program and may return to repeat the course when it is offered again. Students may only repeat any nursing course once.

**For courses with a clinical component, the clinical practicum is graded either Satisfactory or Unsatisfactory. If a student earns an “Unsatisfactory” in any clinical practicum, he or she must retake the entire course (both the theoretical and clinical components).** The student with an “Unsatisfactory” clinical grade may not continue in the program until he or she retakes the entire course and earns a grade of 80 (B-) or better. Students may only repeat any nursing course once. Students must pass ALL critical clinical competencies identified for the course in order to pass the clinical component of the course. A student who receives a failing grade for the course has the right to initiate a grade appeal.

## WRITING PROFICIENCY PROGRAM

The Writing Proficiency Program (WPP) is administered by the Department of Languages and Literatures and the Faculty and Staff of Lincoln University and facilitated by Dr. Samaa Gamie.

<https://www.lincoln.edu/departments/writing-proficiency-program>

The WPP has three (3) goals:

- To create an environment at Lincoln University in which writing skills and writing instruction are given high priority.
- To ensure that Lincoln nursing students graduate with a high standard of competence, professionalism, and engagement while writing in English, as reflected in the course work throughout the disciplines.
- To provide Lincoln University students with the writing skills that will ensure the achievement of lifelong personal and professional goals.

### WPP Student Learning Outcomes

- Nursing students demonstrate writing competence in the production of writing pieces in their discipline in the writing intensive courses and in the WPP portfolio. The writing pieces must display effective use of grammar, punctuation, and coherent paragraphs.
- Nursing students must apply effective organization and structure and relevant evidence to support and develop their documents central ideas.

### WPP Graduation Requirement

The successful completion of the Writing Proficiency Program is a graduation requirement for Lincoln University students.

The WPP requirement for graduation consists of three steps:

- Passing the blue book requirement in ENG 101, which is the Writing Proficiency Exam
- Taking 4 writing intensive courses approved by the major department.
- Submitting a successful portfolio (consisting of 4 documents) that is approved and certified by the major department and the Chair. Nursing students who fail the portfolio requirement will be required to attend a prescribed number of writing workshop and submit a revised portfolio.

Once the nursing student successfully completes the WPP, they will be certified for graduation by the Registrar's Office.

### Writing Proficiency Program FAQs

<https://www.lincoln.edu/departments/writing-proficiency-program/writing-proficiency-program-faqs>

## **STUDENT CONDUCT POLICIES AND PROCEDURES**

### **COUNSELING AND GUIDANCE**

In accordance with BSN § 21.114 of the State Board of Nursing, Lincoln University's Center for Counseling is available to provide counseling services and/or referrals. Because the nursing profession requires one to give of him or herself emotionally, the Nursing Program Director may require nursing students to obtain counseling services while in the nursing program.

Students in the health professions are held to standards of conduct that may exceed those typically expected of University students. Adherence to the standards of acceptable conduct as outlined in the American Nurses Association Code of Ethics and the Pennsylvania Nurse Practice Act is required. The Nursing Department at Lincoln University reserves the right to dismiss a student from the program for ethical, legal, or professional conduct unsuited to the nursing profession.

Lincoln University reserves the right to dismiss a student whose behavior does not meet the University's standards of conduct (refer to Lincoln University Student Handbook).

Students will communicate and interact with others in a respectful, professional manner. Students are expected to respect one another and the faculty. Students understand that only one person speaks at a time during classroom and laboratory experiences. Students also understand that talking amongst one another during class or lab will not be tolerated. The student understands that foul language or sexually explicit language or comments will not be tolerated in the classroom, laboratory or clinical setting. The student will also agree to avoid the use of foul or sexually explicit language or comments in conversation or in the form of written communication (email).

Any student engaging in aggressive, disrespectful, unethical or sexual harassing behavior toward any person encountered through this course of study, including patients, peers, staff persons, visitors or faculty will be directed to leave. This behavior will also require a conference with faculty and the Director of Nursing.

## **FACULTY PROCESS FOR WITNESSING UNSAFE PRACTICE/UNSATISFACTORY BEHAVIOR**

1. If the clinical faculty believes a student is unsafe in clinical, the instructor must contact the Course Coordinator to report the situation.
2. The student must meet with the course coordinator or the Director of Nursing to review the incident in question. The student will present a written account of his/her perception of the incident at this meeting. Depending on the situation, the student may not be permitted to attend further clinical sessions until the issue has been reviewed and a decision made about continued participation in the clinical course.
3. Students will obtain a written warning by the Director of Nursing for any behaviors deemed inappropriate.
4. Students are only allowed 2 written warning notices by the Director of Nursing for inappropriate behavior for the duration of the program.
5. The Nursing Program Director may **dismiss a nursing student from the program after 2 written warnings.**

## **RESOURCES TO ENHANCE YOUR NCLEX SUCCESS**

### **ASSESSMENT TECHNOLOGY INSTITUTE (ATI) & KAPLAN**

#### **What is ATI?**

ATI stands for Assessment Technologies Institute, and ATI offers an Assessment-Driven Review (ADR) program designed to increase student pass rates on the nursing licensing exam and lower program attrition.

Lincoln University uses ATI as a comprehensive program from the junior year to graduation. Used as a comprehensive program, ATI tools can help students prepare more efficiently, as well as increase confidence and familiarity with content.

The ATI program includes books, Nurse Logic, Learning Systems, online practice and proctored testing over the major content areas in nursing. It also includes testing of indicators of academic success in nursing, critical thinking, and provides a comprehensive prediction of how well a student will perform on the NCLEX-RN® state board exam.

The ATI books are to supplement the course content and enhance student learning.

#### **Kaplan Comprehensive Content Review and Testing**

Kaplan testing is a competency assessment for preparation for the NCLEX-RN® and involves a series of tests to determine the learner's understanding of content. The testing identifies the learner's areas of weakness. Topics covered in the Kaplan tests are based on current NCLEX-RN® test plans.

#### **ATI and Kaplan/ NCLEX- RN Preparation Policy Purpose**

ATI and Kaplan are used to assist students in preparing for the NCLEX-RN® and to develop remediation strategies or focused reviews for students who do not demonstrate satisfactory performance on ATI and Kaplan-proctored assessments. Kaplan performance is calculated as part of the student's overall grade in each nursing course.

ATI's Capstone Review Course is a pre-graduation comprehensive content review program to prepare students for graduation and NCLEX-RN® readiness. ATI assists students preparing for the NCLEX-RN® and provides individualized remediation strategies based on identified weaknesses as evidenced by weekly ATI Capstone Content Review Assessments.

#### **ATI Policy for Testing and Remediation**

The Nursing Faculty at Lincoln University will integrate a variety of testing resources into the curriculum to assist students in acquiring and retaining critical nursing knowledge. The most common include ATI and Kaplan resources which helps promote student learning through auditory

and visual means. Through utilization of these resources, individual knowledge deficits are identified and remediated with the goal of content mastery student success. Testing, remediation and retesting in specified content areas encourage students to learn on a deep level. This assessment of strengths and weaknesses is conducted on various levels. Lincoln University's Nursing Program will use ATI's Online Capstone course and virtual reviews continue to strengthen application of nursing knowledge for NCLEX-RN® and professional success. The program uses aggregate student performance for curriculum evaluation. Any student enrolled in Lincoln University's nursing program understands and agrees for the program to use their grades, test results, and other academic data for evaluation and for research purposes.

It is mandatory that students complete all ATI assignments in order to progress in the curriculum. Please refer to each course's syllabus for specific ATI assignments. ATI remediation is a requirement for select ATI testing/assignments as outlined in each course syllabus. See each course syllabus for specific guidelines for related to remediation.

### **Course Level Testing**

Students take a proctored ATI or Kaplan assessment at the completion of each nursing course with a clinical component. These results are reviewed by the course coordinator. These exams are included in the student's final course grade.

### **ATI Testing for Competence in Major Nursing Courses**

Students in the undergraduate nursing major at Lincoln University are required to take ATI competency tests pertaining to each of the major courses/content areas throughout the curriculum. The ATI test(s) and products will be used throughout and towards the end of each nursing course. The tests may be scheduled outside of lecture class time and the student is required to attend.

### **What is a Proficiency Level?**

Expert professors from around the USA have agreed upon the ATI scores on each Content Mastery Test that relate to different levels of proficiency. Since these exams are fairly difficult, the use of a pure percent score would not work with our nursing grading scale. At Lincoln University, the proficiency level is a way to assign a course grade for test performance.

### **Remediation**

To remediate means to review an area that is not fully understood. The instructor will provide a description of the remediation plan for the material that applies to the course. Each nursing faculty will specify the remediation required for proficiency level. Remediation is mandatory but the requirements may vary depending on the course. Students will be given an incomplete or a 0 on the assignment if remediation requirements are not met in a timely manner as stated in course syllabi.

When completing remediation activity that is not proctored (i.e. on the internet at home or out of the classroom), be aware that the instructor has access to detailed information about the timing and

duration of remediation efforts. If remediation expectations are not met, the student may be required to come to campus to take another remediation test in a proctored environment. Remediation is intended to help the student recover important information that was missed on the initial test.

### **Entry and Exit Level Testing**

Students may be required to take the Kaplan subject-specific assessment testing at a time designated by the Director of Nursing throughout the program. Students are also required to pass the NCLEX-RN® Comprehensive Predictor exam at the end of the program. Determinations regarding *eligibility to take the NCLEX-RN® will be based on the student's record of participation in the remediation process in their final spring and summer semesters of their last year in the nursing program. Part of the Remediation plan for Lincoln University includes the Virtual ATI NCLEX Review course.*

Final determinations regarding NCLEX-RN® readiness will be made by the Director of Nursing in consultation with members of the curriculum committee and course coordinators. In addition, your performance with ATI and Kaplan will be factored in the decision making.

Students are required to take the ATI Capstone Review Course, the Virtual ATI, the ATI Live NCLEX Review, and the Kaplan live NCLEX review in preparation for the NCLEX-RN®. It is recommended that students complete the ATI Capstone Review course over the winter break of their senior year in the nursing program. The data from this course is incorporated in the NUR 414 Capstone Course. Students are also required to complete the ATI Comprehensive Predictor exam prior to and after the ATI Live Review. Specific assessment testing times will be designated by the Director of Nursing.

### **TUTORIALS**

ATI offers unique Tutorials that are designed to teach nursing students how to think like a nurse, how to take a nursing assessment, and how to make sound clinical decisions. Nurse Logic is an excellent way to learn the basics of how nurses think and make decisions. Learning System offers practice tests in specific nursing content areas that allow students to apply the valuable learning tools from Nurse Logic.

Features such as a Hint Button, a Talking Glossary, and a Critical Thinking Guide are embedded throughout the Learning System tests to help students gain an understanding of the content.

### **ASSESSMENTS**

There are practice assessments available for students as well as standardized proctored assessments that may be scheduled during courses. These assessments will help the student to identify what they know as well as areas requiring remediation called Topics to Review.

## **FOCUSED REVIEWS/ACTIVE LEARNING/REMEDICATION**

Active Learning/Remediation is a process of reviewing content in an area that was not learned or not fully understood (as determined on an ATI assessment). Remediation tools are intended to help the student review important information to be successful in courses and on the NCLEX®. The student's individual assessment report will contain a listing of the Topics to Review. It's highly recommended to remediate using the Focused Review after completion of any practice/proctored tests, which contains links to ATI eBooks, media clips, and active learning templates.

The instructor has online access to detailed information about the timing and duration of time spent in assessments, focused reviews, and tutorials by each student. Students can provide documentation that required ATI work was completed using the "My Transcript" feature under "My Results" of the ATI Student Home Page or by submitting written Remediation Templates as required.

**Because these exercises are for students individualized learning, it is difficult to give credit for each assignment because this would cause grade inflation to the students' overall course grade. Therefore, if a student fails to participate in these learning activities, points will be deducted because it shows they were not engaged in the learning process.**

## **KAPLAN**

This is a collection of short videos for use at the beginning of a nursing program or throughout as needed. The videos review basic study skills, time management, stress management, and nursing dosage and calculation.

## **SUMMARY OF RESOURCES**

The **Nursing School Success Study Skills Videos** series consists of the following:

- **Classes:** Learn how to make the most of attending classes using techniques such as active listening.
- **Taking Notes:** Find out how to take notes effectively.
- **Studying:** Learn how to study in the manner that works best for you.
- **Remembering:** Find out what you can do to improve your retention of information.
- **Time Management:** Learn how to make the best use of your time.
- **Stress Reduction:** Learn about ways you can work through stressful situations.
- **Preparing for the Exam:** Learn ways to help you get ready for success on exams.

The **Dosage and Calculation Workshop** contains video and audio instruction. It consists of three modules, each of which is 40 to 50 minutes long. It includes review of different methods of problem solving: Basic Math, Dimensional Analysis, and Ratio and Proportion.

## **FOCUS REVIEW TEST**

### **Overview and Purpose**

The Focused Review Tests are un-proctored practice tests that students access at any time during their enrollment in the Integrated Testing Program. These tests review basic nursing content according to the medical model and provide topical retesting opportunities. The tests are designed to coach students through the specific content.

**Session Seven** – Practice Test

**Session Eight** – Roadmap to NCLEX® success: how to engage in reflective thinking; how to personalize a study plan

## **KAPLAN - THE CHANNEL**

This resource will provide RN students with classroom lectures, activities, and test items to support their current learning. It will provide students with the salient content review they've requested from us. It is recommended that students use the Channel resources at multiple times during their nursing education. The content focus will help students currently enrolled in nursing programs. Specific topics will enhance their reading, lectures, clinical experiences. As students move toward NCLEX preparation they will be able to use the Channel for review of content plus test-taking strategies (like Select All That Apply items) as well as NCLEX preparation. Each week the channel will have a new live session, as well as recorded lessons for students to review on demand. To access the NCLEX Channel go to your student homepage and click on the "Channel" button at the top. You will be able to identify upcoming sessions as well as recording.

### Student Kaplan eBooks

#### The Basics Book (one version for RN and PN)

Students receive a Kaplan Basics Book when they start the Kaplan Integrated Testing Program. This 500+ page textbook reviews basic nursing content in an easy-to-understand outline format with tables and graphs. It helps students identify important concepts about specific nursing topics so their textbook reading is targeted and supported by more than just underlining. It also helps students prepare for nursing school tests and Integrated Tests, or to remediate knowledge deficits after testing. Students should use the index at the back of the book to look up a specific topic.

#### **Kaplan NCLEX® Content Review Guides**

These guides review frequently tested, minimum-competency content categorized by the NCLEX® ClientNeeds Categories. The guides also explain the proper utilization of the NCLEX® Prep Resources, offer guidance for study plans, and provide general information regarding the NCLEX® exam.

Accessing Premium Kaplan eBooks via iPad

#### RN – eBook Tips

If you have questions or any problems downloading or using the eBooks, please email Kaplan at [mobileapps@kaplan.com](mailto:mobileapps@kaplan.com).

## **OTHER RESOURCES**

### **Simulation Center Policy**

Each student, faculty and staff member is expected to follow these lab guidelines. Failure in adhering to this policy will result in forfeiture of all lab privileges. This policy will be enforced in the following labs: Computer, Nursing Skills and Simulation.

1. Place all personal belongings in provided storage area in each lab upon entering.
2. Signing in and out of each lab will be required.
3. No opened toe shoes are permitted in the Nursing Skills Labs or Simulation Lab with the exception of Computer Lab.
4. Proper hand hygiene should be practiced before entering and exiting each lab.
5. Sitting on the hospital beds is prohibited.
6. No food, gum or drinks of any kind will be permitted in any lab. Water will be allowed only at the table when not used for presentations.
7. All equipment and supplies are to be returned to appropriate locations before exiting the lab.
8. Leave the lab area clean and presentable before exiting the lab.
9. All labs will operate during regularly scheduled hours, which will be posted outside of each lab.
10. Any user will report conditions or events contrary to the Nursing Lab Policy immediately to the appropriate Lab Coordinator.

## **Lincoln University Department of Nursing Center for Academic Success**

### **BELIEF**

At the Lincoln University Department of Nursing, it our belief that a student-centered learning environment is promoted through a strong support network which is fundamental to the academic and professional success of our students.

### **APPROACH**

We offer a range of services:

- Individual and group tutoring to promote critical thinking and improve study/test taking skills
- Academic success workshops
- Designate to the faculty those students who are experiencing academic challenges for additional evaluation
- Provide mentoring to facilitate career transition
- Providing an atmosphere for stress management to balance personal & professional goals

### **DESIRED OUTCOME**

It is our goal that each nursing student will graduate with the knowledge and experience to provide high quality, holistic care to their patients.

Times of operation for the center will be determined by the tutor Mrs. Ashley Gitongu. Students are highly encouraged to utilize this resource as much as possible in general. Some students may be referred to the center on recommendation of a course faculty. If this is done, the student is required to attend set sessions until the tutor determines that they have shown improvement.

## **APPROPRIATE TECHNOLOGY USE IN THE CLASSROOM AND CLINICAL AREAS**

### **Email**

All nursing students are required to use Lincoln University email. This is the main communication method used between the Nursing Program, students, and faculty. **You must check your Lincoln University email.**

Throughout the program, we expect you to communicate with us as we must coordinate with multiple internal and external stakeholders. When we do not hear back from you promptly, it shows us you are not serious about your education and your future employment. Many times, employers ask for references from your faculty. Faculty will reflect on classroom and clinical behaviors of their students and will remember how well you performed inside and outside the classroom.

### **Student Response Time**

There is an expectation that all nursing students will respond promptly to the Director of Nursing, Diane Neikam, and/or Dana Wallace regarding any documentation they require from you. Therefore, have your email sent to your telephone with notifications or check your email at least every 2 hours.

If you know you have outstanding items and are not turning in documentation promptly, this could have an adverse effect on you. We will soon send our clinical sites your names and information so you can participate in your clinical experiences. Time is of the essence.

Electronic devices are not allowed during any exams unless approved by the nursing faculty at Lincoln University. Students should not be able to see, hear, or feel these devices during exams. Any calculators used on exams must be approved by your classroom faculty prior to student use. The clinical area is a teaching and learning environment for students. Therefore, Lincoln University's Nursing Program understands the value and benefits of using wireless, electronic, handheld devices in clinical as an up-to-date reference on nursing, medical, and pharmacological information. As the popularity of various electronic devices increases, so does the potential to misuse and abuse these items. Specific examples of technology often used by students in the classroom and clinical include, but are not limited to, the following list: "smart phones" stand alone mobile devices, laptops, iPads, iPods, or any personal electronic device that has the potential of audio, video, telegraphic, and photographic abilities. Your individual clinical instructor will advise you and approve "appropriate" cell phone usage during your clinical experience.

- Be mindful of the following Professional Responsibilities of Nursing Students:  
Answering your cell phone during the clinical day: Cell phone usage is limited to break time, lunch, or dinner.
- Conducting research on your electronic device in patient rooms: Always go to an area that is private.
- Answering cell phones in patient rooms and clinical floor: Keep all cell phones on silent or vibrate mode during class time and clinical experiences.  
Charging cell phones during the clinical day is not permitted.
- Taking pictures of patients, any body part of patients, or any part of a patient record, is not permitted and violates HIPAA (Health Insurance Portability and Accountability Act) regulations.

If you are in doubt or have questions regarding this policy, it is important to err on the side of caution and ask your clinical faculty member for clarification. All students are fully responsible for following all regulations of the HIPAA guidelines.

<http://www.hhs.gov/ocr/privacy/hipaa/understanding/summary/index.html>

Any inappropriate use of technology during clinical will be addressed immediately by your clinical instructor and may result in discipline by your faculty.

Failure to honor the basic ethical rights and confidentiality of the patient, client, resident, or agency may result in the immediate dismissal from the nursing program by the Director of Nursing.

## SOCIAL MEDIA POLICY

### **Purpose**

At Lincoln University, nursing students are preparing for professions which provide services to the public which also expects high standards of behavior.

### **Social Media Definition**

Social media are defined as mechanisms for communication designed for dissemination through social interaction, created using highly accessible and scalable publishing techniques. Social media is a group of internet-based applications built on the ideological and technological foundations of the web that allows the creation and exchange of user-generated content. Examples include but are not limited to; Facebook and other social networking sites, content communities such as YouTube, blogs such as Twitter, LinkedIn, collaborative projects such as Wikipedia blogs, podcasts, and virtual game worlds and virtual social worlds. Regardless of how these forms of media are used, nursing students and faculty are responsible for the content they post or promote.

Social media often spans traditional boundaries between professional and personal relationships and thus takes additional vigilance to ensure that one is protecting personal, professional, and Lincoln University's reputation. Lincoln University requires nursing students and faculty to follow these policies coinciding with the American Nurses Association's position on social media for nurses. This policy applies to nursing students and faculty engaging in internet conversations for school and non-school related purposes. Distribution of sensitive and confidential information is protected under HIPAA and FERPA whether discussed through traditional communication channels or social media.

### **Lincoln University's Expectation**

As nursing students and faculty, you represent Lincoln University's Nursing Program. We expect you to represent the university in a fair, accurate, and legal manner while protecting the brand and reputation of the institution in our community. When publishing information on social media sites, please remain cognizant that information may be public for viewing and can be traced back to you as an individual. Since social media typically enables two-way communications with an audience, you have less control over the materials posted and how others use it. As one person remarked, **“If you wouldn't put it on a flier, carve it into cement, or want it published on the front of the Wall Street Journal, don't broadcast it via social media channels.”**

### **Think Twice**

There is no such thing as a “private” social media site. Search engines can retrieve posts years after the publication date. Comments can be forwarded or copied by others. Archival systems save information, including deleted postings. If you feel angry or passionate about a subject, it's wise to delay posting until you are calm and clear-headed. Think twice before posting. If you are unsure

about posting something or responding to a comment, ask another person. If you feel you need to publish something which makes you even the slightest bit uncertain, review the suggestions in this policy and seek guidance.

Future employers hold students to a high standard of behavior and want them to behave like employees. By identifying yourself as a Lincoln University student through postings and personal web pages, you are connected to your student colleagues, clinical agencies, and even clients. Ensure that content associated with you is consistent with your professional goals. Employers are increasingly conducting web searches on job candidates before extending offers. Be sure that what you post today will not come back to haunt you.

### **Respect your audience when posting to any site**

Adhere to all applicable Lincoln University privacy and confidentiality policies.

You are legally liable for what you post on your site and the sites of others. Individual bloggers have been held liable for commentary deemed to be proprietary, copyrighted, defamatory, libelous or obscene (as defined by the courts).

Nursing students and faculty are legally responsible for individual postings and may be subject to liability if individual postings are found defamatory, harassing, or in violation of any other applicable law. We may also be liable if the student's postings include confidential or copyrighted information (music, videos, text, etc.).

Do not use ethnic slurs, personal insults, obscenity, pornographic images, or engage in any conduct that would not be acceptable in the professional workplace.

Monitor others' comments and postings on your social media site. You can set your site so that you can review and approve comments before they appear. This allows you to respond in a timely way to comments. It also allows you to delete spam comments and to block any individuals who repeatedly post offensive or frivolous comments.

### **Postings**

When posting, be mindful of the copyright and intellectual property right of others and Lincoln University. Respect copyright and fair use. For guidance, visit the Office of Communications and Public Relations at Lincoln University. It is not legal to use Lincoln University's marks, such as logos, and graphics, on personal social media sites. You cannot use Lincoln University's name to promote a product, cause, or political party or candidate.

Always protect confidential, sensitive, and proprietary information: Do not post confidential proprietary information about Lincoln University, staff, students, clinical facilities, patients/clients, or others with whom one has contact in the role of a Lincoln University student.

Students must obtain written permission from faculty and fellow students for audio or videotaping. Students must obtain permission to use videos, picture, or other types of media from professors or fellow students for personal or social media. At no time shall patients/clients be videotaped or photographed.

At all times, students and faculty should be aware of your association with Lincoln University in online social networks. If you identify yourself as a student, ensure your profile and related content is consistent with how you wish to present yourself to colleagues, patients/clients, and potential employers. Identify your views as your own. When posting your point of view, you should neither claim nor imply you are speaking on behalf of Lincoln University including the nursing program, unless you are authorized to do so in writing.

Students must comply with HIPAA guidelines at all times. Students must avoid posting identifiable information concerning patients/clients/clinical rotations in any online forum or website.

Ultimately, students and faculty are solely responsible for all postings. Be smart about protecting yourself, other's privacy, and confidential information of others.

### **Consequences for Non-Compliance**

Violations of patient/client privacy with an electronic device will be subject to HIPAA procedures/guidelines and consequences. Students or faculty posting on social media sites involving criminal activity, posting to damage someone's reputation, or with the intention to harm the rights of others may result in criminal prosecution or civil liability.

Students who share confidential or unprofessional information do so at the risk of disciplinary action including a course failure and/or dismissal from Lincoln University's Nursing Program.

### **Conclusion**

While this policy may be modified as new technologies and social networking tools emerge, the spirit of the policy will remain the protection of sensitive and confidential information.

You are responsible for regularly reviewing the terms of this policy.

## **MATH TEST POLICY**

Students are required to pass a comprehensive math test at the beginning of clinical courses in their junior and senior years with a passing score of 100%. Students are not permitted to administer medications without a passing math score. Medication administration is a required clinical competency and failure to administer medications may result in clinical failure resulting in failure in the nursing course.

## CLASS ATTENDANCE POLICY

Students are expected to attend all class sessions in its entirety. Nevertheless, it is recognized that class absences are occasionally necessary for extenuating professional or personal reasons.

Leaving class before it is finished may be considered an absence.

Three absences may result in an automatic failure in the course.

All absences must involve legitimate excuses, such as health problems or family emergencies. Documentation should be available for all absences and supplied when requested. Unless an emergency, students are encouraged to schedule medical procedures and doctor appointments outside of class time.

The student **must** inform the instructor via email or in person in advance of an anticipated absence. If, however, this is not possible, it is the responsibility of the student to communicate personally with the course instructor by e-mail no later than **twenty-four hours** after the absence has occurred.

### **Lateness will not be tolerated.**

Lateness is arriving ANYTIME after the class start time. The student may not be admitted to the class. See above for policy on absences. Three tardy arrivals may be counted as one absence.

If a student is late to class, they will not be able to make up a quiz, exam, or other material that they missed because they were late. It is the student's responsibility to obtain the class notes that they missed from a peer. Students are encouraged to be in class on time in support of learning in the classroom. **Children are not permitted in class or clinical.**

### **Test Absenteeism**

All students must take the required tests or exams at the designated date and time unless the instructor has granted permission for other arrangements. If the instructor has granted the student permission to miss a test, the student must take the test or exam before the results are given to the rest of the class. If the student is ill or cannot take the test at the designated time, the student must contact the instructor before the exam or the student will receive a grade of zero for the test or exam.

## **DISMISSAL**

Students may be dismissed from the program for failure to maintain the required cumulative grade-point averages and for misconduct. Examples of misconduct include cheating on a test, plagiarism, fighting in class, physical aggression against a student, faculty or staff, verbal and physical abuse of another including faculty, etc. Examples of misconduct on a clinical site include not following clinical personnel direction regarding patient care or conduct around a patient and their family, physical aggression and abuse, being found out of bounds, or leaving the site without permission.

There is no provision for readmission following dismissal for ethical or academic reasons once the appeal process has been exhausted. The Dean makes dismissal decisions when it is highly unlikely for the student, under present circumstances, to complete the requirements for graduation.

**Violation of integrity and honesty is a serious offense and considered sufficient basis to terminate enrollment. The student shall refer to the *Lincoln University Student Handbook* online for the Appeal of Dismissal process.**

## **LATE PAPERS**

Students who submit a late paper will be required to analyze or summarize a scholarly article related to their topic for each day that the paper is late with a limit of 7 days. There is a maximum amount of 7 additional scholarly summaries or critiques. After 7 late days, the student will receive no credit for the assignment. Extenuating circumstances will be reviewed by the Director of Nursing.

## **WRITTEN ASSIGNMENTS**

All written assignments (unless otherwise noted) are to be typed and presented in the style detailed in the: **American Psychological Association. (2020). *Publication Manual of the American Psychological Association*, (7th edition, second printing). Washington, DC: American Psychological Association**

## GRADING

The minimum passing grade for all nursing courses is a “B-.” Any student who receives a grade below “B-” in a nursing course must refer to the Progression and Readmission Policies stated in this handbook. Refer to the *Lincoln University Undergraduate Catalog* for the University’s Grade Change Policy and Grade Action Appeals Policy.

### Note:

No extra credit will be given to students in the Nursing Program. Please refer to our numerical grading scale below.

### Department of Nursing Grading Scale:

|              |              |
|--------------|--------------|
| 100-93 = A   | 78-79.9 = C+ |
| 90-92.9 = A- | 72-78.9 = C  |
| 88-89.9 = B+ | 70-71.9 = C- |
| 82-87.9 = B  | 67-69.9 = D+ |
| 80-81.9 = B- | 60-66.9 = D  |
|              | Below 60 = F |

**Highlighted grades below 80% (B-) will be considered failures.**

## MID-TERM/SEMESTER WARNINGS

Any student with a 75% grade point average at mid-term semester will receive a warning letter from his/her course faculty. Students who receive a warning must meet with the course faculty and develop an action plan to improve performance in the course.

## **RETURN TO THE NURSING PROGRAM AFTER WITHDRAWAL OR COURSE FAILURE**

A student who withdrew or failed to progress may apply for readmission through the Registrar's Office. The Department Chair must approve the Application for Readmission before a new registration will be accepted. Application will not be approved until the compliance plan is successfully completed. The student must resubmit all materials previously required in the initial admission process.

1. The returning student must meet with their academic advisor prior to their return to develop and sign a compliance plan. The returning student must complete all the compliance plan requirements before she/he can return to class and clinical. Failure to do so will result in denial of readmission application.
2. The returning student is responsible for all changes and additions in the new Student Handbook in effect for the group with which she/he registers.
3. The returning student is responsible for the full-time tuition rates, fees, and costs in effect for the cohort with which she/he registers.
4. The student is responsible for purchasing new uniforms should the design be different than when she/he was in the program.
5. The returning student must contact the Department of Nursing and resubmit all credentials (American Heart Association CPR card, malpractice insurance, physical exam, updated TB test, criminal background check, clear drug screen, child abuse clearance and FBI Clearance), and any other credentials that are required at the time of registration. Students are responsible for costs associated with requirements.
6. Upon returning to a clinical course after a withdrawal or a course failure, a student **MUST** make an appointment with the Skills Lab Coordinator to set up practice and test times. The appointment must be made within one week after signing the compliance plan. The coordinator will give the student a skills test that she/he must pass before she/he is permitted to register for class. The student may only retest two times and success in the skills test must be attained by the date agreed upon in the Returning Student Compliance Plan.
7. The returning student will be required to take a med-math examination and pass with a score of 100% prior to the completion of the Compliance Plan.
8. The returning student will be required to submit to a mandatory, comprehensive, and random drug and alcohol testing.

## **ACADEMIC DISHONESTY POLICY AND PROCEDURES**

The student is responsible to become familiar with acceptable standards for research and documentation and to abide by them. Academic dishonesty includes but is not limited to:

- a. Plagiarism or presenting words, pictures, ideas, or artwork, that are not your own, as if they were your own, in spoken, written, or visual form without permission from originator.
- b. Submitting a paper written by another student or another person as if it were your own.
- c. Submitting a paper written by you for another course or occasion without the explicit knowledge and consent of the instructor.
- d. Fabricating evidence or statistics that supposedly represent your original research.
- e. Cheating of any sort on tests, papers, projects, reports, and so forth. Each faculty member is required to send a record, together with all evidence of all suspected cases of academic dishonesty to the Department Director and Chair.
- f. Falsification of any materials submitted for admissions or grading purposes.
- g. The use of Turnitin© can prevent plagiarism the minimum acceptable level is 25% or less.

Each faculty member is required to send a record, together with all evidence of all cases of academic dishonesty to the Director of Nursing, who will forward the information to the appropriate faculty committee for adjudication.

### **Academic Penalties for Academic Dishonesty**

When academic honesty is violated, according to the definition adopted by the faculty and whatever additional definition the instructor has published to his/her students, the instructor may choose one of the following penalties according to his/her assessment of the severity of the infraction and any extenuating circumstances:

- a. Assign a grade of “F” or “zero” on the paper, project, or examination but allow re-submission, resulting in a maximum grade of “C.”
- b. Assign a grade of “F” or “zero” on the paper, project, or examination without the opportunity for resubmission.
- c. Assign a grade of “F” in the course.
- d. In all cases, the instructor will forward, in writing, evidence of the academic dishonesty and the academic penalty to the Faculty Representative to Administration.

### **Academic Warning and Dismissal Policy**

At the midpoint and end of each course, the academic and lab/clinical progress of each student is reviewed. *A student whose academic or lab/clinical performance is unsatisfactory will be counseled on the required standards at midpoint of the course.* The instructor and student should meet to develop a strategy to improve the student's performance. A letter of warning is sent to the students who do not meet the minimum standards and the student will be referred to the Center for Student success for tutoring.

### **Program Dismissal for Academic Reasons**

Students may only repeat any nursing course one time. **A student may only fail one course within the entire program.** A second failure will result in dismissal from the program. Failure is considered any grade below an 80 (B-).

## **EMPLOYMENT POLICY WHILE IN THE NURSING PROGRAM**

While employment during enrollment in the nursing program is discouraged, it is recognized that it may be necessary under extreme circumstances if the student has a significant financial hardship.

Since there are numerous sources for financial assistance, it is recommended that the student investigate his/her eligibility for assistance prior to his/her seeking any form of employment.

When employment is unavoidable, the student must realize that this schedule may seriously hamper his/her progress in the program.

To promote student and patient safety, it is strongly suggested that students do not work nightshift the night prior to coming to clinical.

Failure to comply with ATI's and Lincoln University's policies may result in a course failure. Nursing Faculty have the right to check ATI student engagement to determine if students are completing course work.

## **STUDENT ACADEMIC GRIEVANCE & COMPLAINT PROCEDURE**

Whenever a student has a grievance/complaint regarding a matter related to an academic or non-academic matter at Lincoln University, the following procedures shall apply when a student believes that a faculty member has infringed upon the student's rights as set forth in this policy. In cases in which the student is challenging an instructor's conduct of the course, classroom management style, or assignment of a grade received in connection with a course, the student shall follow the grade appeal procedure applicable to the school or college in which the course is offered.

1. The student shall first attempt resolution by seeking an appointment with the instructor in question. If, to the student, this does not seem a feasible course, or if a personal conversation with the instructor has been attempted, but a resolution satisfactory to the student's grievance is not obtained, the student may seek resolution through a written appeal to the instructor's Department Chair, who will attempt to resolve the matter between the student and the instructor. If the grievance or complaint is against the Department Chair, then proceed to number 3 below.
2. If a resolution satisfactory to the student is not obtained through appeal to the Department Chair, the student may seek resolution through a written appeal to the School Dean.
3. The Dean (or the Dean's designee) may attempt informal resolution through discussion with the student and faculty member. The Dean will consider the student's appeal and issue a written decision and remedy. Appropriate precautions should be taken to safeguard the confidentiality of the grievance proceedings, including information about the outcome.
4. Either party to a grievance appeal (whether instructor or student) may appeal the decision of the Dean in writing, within ten (10) days following notice of the Dean's decision. A written reply by the other party must be filed within ten (10) days after receipt of the appeal. The Dean's decision shall be stayed pending appeal. The Dean has discretion to determine the information and procedure that he/she will utilize in deciding each appeal. The decision of the Dean (in writing) shall be final.

**SAMPLE**

**Student Grievance & Formal Complaint Form**

The purpose of the formal complaint procedure is to provide a process for resolving student complaints related to academic or non-academic matters against faculty at Lincoln University. Whenever a student has a complaint, the following procedures shall apply when a student believes that a faculty member has infringed upon the student’s rights.

**Student Information**

Please provide your name, student ID number, telephone, and email address.

|           |  |           |  |
|-----------|--|-----------|--|
| Name      |  | Telephone |  |
| ID Number |  | Email     |  |

**Complaint Summary**

Provide a brief description of the complaint. Explain the matter in detail by including a complete summary of information in a signed, written statement attached to this form.

**Faculty Information**

Please provide the name, office location, telephone and email of the faculty member against whom this complaint is filed.

|        |  |           |  |
|--------|--|-----------|--|
| Name   |  | Telephone |  |
| Office |  | Email     |  |

1. Has the student attempted resolution by seeking an appointment with the instructor in question?

Yes \_\_\_\_ No \_\_\_\_

If yes, please provide date of level one meeting (meeting with instructor)

\_\_\_\_\_

Has a resolution satisfactory to the student been obtained?

Yes \_\_\_\_ No \_\_\_\_

2. Did the student seek a resolution through a written appeal to the instructor’s Department Chair?

Yes \_\_\_\_ No \_\_\_\_

If yes, please provide date of level two meeting (meeting with Dept. Chair)

\_\_\_\_\_

Has a resolution satisfactory to the student been obtained?

Yes \_\_\_\_ No \_\_\_\_

3. Did the student seek a resolution through written appeal to the College Dean?

Yes \_\_\_\_ No \_\_\_\_

If yes, please provide date of level three meeting (meeting with Dean of College)

\_\_\_\_\_

If yes, did the Dean issue a written decision and remedy?

Yes \_\_\_\_ No \_\_\_\_

(The decision of the College Dean shall be final.)

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student Signature

Date \_\_\_\_\_

| <b>For Office Use Only</b>             |  |
|--|--|
| Date Received in<br>Nursing Department |  |
| Personnel assigned to<br>manage case   |  |

## NURSING PROGRAM GRADUATION REQUIREMENTS

In order to be granted a Bachelor of Science in Nursing degree from Lincoln University, students must successfully complete all the requirements for the nursing program and for Lincoln University.

A student is eligible for graduation upon the satisfactory completion of the program and curriculum requirements of the specific program in which she/he is enrolled and having attained a cumulative grade point average of 3.0 upon completion of the program and all credits. It is the student's responsibility to complete all requirements for graduation. Additionally, students must fulfill the following in order to be eligible for graduation:

1. Complete all nursing courses with a grade of 80 (B-) or better.
2. Successfully complete course progression, as outlined in the curriculum plan.
3. Complete NCLEX-RN® curriculum requirements and ATI curriculum requirements in the final senior Capstone review course. Students are required to complete weekly modules at the beginning of their Senior Capstone Course with a nursing educator. Students will receive individualized homework assignments weekly and all homework assignments must be completed to continue to progress in the senior year. Students are expected to respond to the nursing educator in a timely manner so they can continue to reach specific milestones in the NCLEX prep process identified for Lincoln University's Nursing Program. The capstone modules prepare the student for the ATI Comprehensive Predictor Exam.

### KAPLAN

- Students are also required to pass the Kaplan Diagnostic, Readiness, Predictor and the Kaplan CAT exams after the Kaplan review course.
- Students are expected to pass the exam with a minimum score of a 61% on the Kaplan Predictor Exam to pass the NUR 414 Capstone Course.
- Each student may take this at a different time based on their individual needs and levels.
- All Kaplan work completed to be considered a Lincoln University graduate.

### ATI Comprehensive Predictor Exam

Lincoln University Nursing students will take the ATI Comprehensive Predictor Exam **before and after** the ATI "Live Review" in their spring semester of their senior year. This is a proctored exam and is offered in a secured testing environment. Strict testing policies are expected and are similar to the NCLEX exam. Therefore, senior nursing students should take these exams seriously.

- Students are expected to receive a minimum score of 80% (or the score equating to a 99% predictability of passing the NCLEX).

- This score is based on the national average and may change.
- If students obtain a 80% or better on this exam and complete at least **50% of VATI prior to the end of the spring semester**, they will have met the requirements of the Capstone Course and will obtain an “A” for the course.
- Students who obtain **below** an 80% on this exam after 2 attempts (pre and post the “ATI Live Review”) must continue to work to meet the learning outcomes of the senior Capstone Course. This is accomplished by working in VATI to earn the “Green Light”.
- Students will receive an “**Incomplete**” at the end of the spring semester in their Senior Capstone Course.
- Students are expected to meet the course learning outcomes **by completing 100% of Virtual ATI (VATI) and passing the VATI Predictor Exam to obtain the “Green Light” over the summer months.**



### **Virtual ATI**

- The goal of Lincoln’s University’s Nursing Program is to help students become Registered Nurses who are safe and competent in their practice. Therefore, **All** students will be enrolled in the Virtual ATI 30 days prior to graduation. **ALL** students are required to complete a **minimum of 50%** of Virtual ATI prior to April 30, of your senior year. After the course officially ends, nursing graduates (those who obtained the 80% on the Comprehensive predictor should still work to obtain the VATI “**Green Light**” to solidify what they learned in the program. This will only increase the chance of passing the NCLEX-RN®.)
  - Failure to reach the 80% benchmark for the Comprehensive Predictor Exam after the 2 attempts may result in failure of the course. Senior nursing students are **Required** to complete 100% of the VATI and receive the **Green Light** to obtain a passing Capstone Course grade.
  - After completing 100% of the VATI and the **Green Light**, students will receive their grade in the Capstone Course as the course objectives will have been completed.
  - The Capstone faculty will submit a final Capstone Course grade to the university registrar and as long as all other obligations of the university’s graduation policy have been met, the student qualifies for graduation.
  - If a senior nursing student fails to follow the aforementioned pathway, they will not receive a passing Capstone Course grade and are not allowed to graduate from Lincoln University.
4. Satisfy all financial obligations to the University.
  5. Return specified items and borrowed materials.

6. Complete an Exit Survey

7. Complete the Nursing Graduate information form for licensure.



## OBTAINING A REGISTERED NURSE LICENSE IN PENNSYLVANIA

### Lincoln University's NCLEX-RN® Pathway to Licensure

During the spring semester of the senior year, senior nursing students will receive information about how to apply to take the NCLEX Exam. The process includes applying to Pearson VUE as well as the PA State Board of Nursing. The PA State Board of Nursing requires all new graduate nurses to complete 3 hours of abuse training to obtain their nursing license in PA. Students typically complete this training in the last semester of their senior year. It is important for students to use the exact name as it appears on their government issued ID card that they will use on the day of the NCLEX-RN® to gain admission to the Pearson VUE Testing Center.

1. Students must submit their application online to the PA State Board of Nursing and pay their \$119.00 fee.  
(You are required to use the name as on the *Child Abuse Training* CEU, which is the same name on your government issued identification.)
2. Apply online to Pearson VUE and pay the nonrefundable \$200.00. (You will use the same name as on the *Child Abuse Training* and *Pearson VUE* which is the same as your government issued identification).
3. Upon completing **100% of VATI and the Green Light**, the Nursing Program Director will submit the Nursing Education Verification to the PA State Board of Nursing.
4. Upon receipt of these documents at *PASBON* and *Pearson VUE*, the nursing graduate will obtain their Authorization to Test or (ATT).
5. The graduate should schedule the NCLEX with Pearson VUE.
6. The graduate must obtain the **"Green Light"** prior to their test date. It is the advice of the Nursing Program Director for Lincoln University graduates to obtain the **"Green Light"** prior to sitting for the NCLEX-RN® because graduates have a 98% chance of passing the exam if taken **within 3 weeks of obtaining the "Green Light" (per ATI national outcomes data)**.
7. If the nursing graduate waits too long to sit for the NCLEX-RN® after receiving the **"Green Light"** from the VATI, there is a risk the **"Green Light"** will expire. The **"Green Light"** is only good for 3 weeks. Hence, nursing graduates are encouraged to test ASAP after receiving the **"Green Light"**.
8. If the graduate earns the **"Green Light"** and an unforeseen emergent event happens, they should work with their ATI Coach to obtain the **"Green Light"** again. This will give the graduate the best chance of passing the NCLEX-RN® because this ensures the most important nursing concepts are up to date so a graduate has the best possible chance to pass the NCLEX-RN®.
9. Graduates should work diligently in the VATI after graduation because VATI closes in 12 weeks after the first day of enrolling in the VATI. **(Take note, the VATI begins 30 days prior to graduation)**.
10. Lincoln University nursing graduates should also know that assessments are only good for 8 weeks in the VATI, therefore, if the student fails to complete the VATI assessments and homework in a timely manner, this will delay the **"Green Light"** because the ATI coach will send a retest notification.

11. If graduates take longer than 12 weeks in the VATI, Lincoln University graduates are responsible to pay ATI \$75.00 to keep their accounts open so they can complete the NCLEX-RN® prep and complete 100% of the modules.
  12. It is recommended that the senior nursing students complete the VATI and obtain the **"Green Light"** no later than **May 31<sup>st</sup> of your senior year**. This puts Lincoln University's nursing graduates in the best possible position to pass the NCLEX-RN®.
  13. Please note, the summer months are the busiest for Pearson VUE's testing centers. Therefore, nursing graduates may need to travel to a testing site outside their immediate radius to ensure they are able to test within 3 weeks.
- Lincoln University does not schedule the test for the graduate and is not responsible if a graduate cannot get a test date at their preferred testing site.



Students attest and agree to the following while using ATI and Kaplan products and other virtual product solutions:

**Work Integrity:** Complete all required quizzes and any other assessments using only their own work. Nursing students will not engage in any activities which would dishonestly improve results, or improve or hurt the results of other learners.

**Account Security:** Nursing students will keep my username and password secure. They will not share them or allow anyone else to access my accounts.

**Quiz Sharing:** Nursing students will not share their ATI and Kaplan questions or answers on any website, via email, photocopying, or by any other means.

**Recordkeeping:** Nursing students understand that ATI and Kaplan keeps account activity logs, including computer IP address, time spent in each content area, number of quiz attempts, and quiz scores.

Indications of inappropriate use will be investigated, and will be reported to Lincoln University.

## CLINICAL AND SIMULATION LAB POLICIES AND PROCEDURES

### EXPECTED CLINICAL BEHAVIOR

#### Clinical Attendance

Clinical experiences, conferences, seminars, and simulation days are essential and of such critical importance to the student's learning process in nursing, that attendance is **mandatory**. **Students are responsible to arrange their own transportation to all external clinical sites or field experiences.** If an emergency occurs and the student cannot attend the clinical experience, the student must contact the clinical instructor **at least one hour prior to the required clinical time.** Students are expected to arrive to the clinical site (lab or assigned facility) **fifteen minutes prior to the start of the shift** (or as designated by the instructor); and to leave the clinical site (lab or assigned facility) only when the instructor has given permission.

In the event clinical is cancelled due to inclement weather, etc., the clinical instructor may provide an alternative experience for that day. Faculty members may direct a student to leave the clinical area due to illness, injuries, lack of preparation for practice, inappropriate attire, suspected impairments, or any situation deemed unsafe or inappropriate to the clinical setting. Clinical make-up days may result in additional expense and time for the student. If it is not feasible for the student to make up the missed clinical time before the end of the term, the student may request an incomplete grade ("I"). **If a student is dismissed from the clinical area for reasons other than illness or injury, the faculty member is not obligated to schedule a make-up day for the student.** This absence will be reflected in the student's clinical evaluation and may result in placing the student in clinical jeopardy and/or clinical failure.

#### Consequence for Failing to Meet Clinical Attendance

Failure to meet the requirements for clinical attendance may result in an unsatisfactory evaluation. Missed clinical experiences will be handled individually and the student must makeup clinical. This will be at the discretion of the instructor and may involve evenings/weekend hours as designated by the clinical site availability.

**More than 2 unexcused clinical experiences are considered a failure.**

#### Clinical Lateness

**Clinical lateness will not be tolerated.** If a student is **more than 20 minutes** late to a clinical area, they may be sent home by the clinical faculty, and it will be considered an absence. Please refer to the Clinical Attendance and Absence policy listed above.

### **Employment Policy While in Nursing School**

While full-time employment during enrollment in the Nursing Program is discouraged, it is recognized that it may be necessary if the student is expected to meet his/her financial responsibilities. **To promote student and patient safety, it is strongly suggested that students DO NOT work night shift the night prior to coming to clinical.** When full-time employment is unavoidable, the student must realize that this schedule may seriously hamper his/her progress in the program. Since there are numerous sources for financial assistance, it is recommended that the student investigate his/her eligibility for assistance prior to his/her seeking any form of employment.

### **Clinical Section Assignments**

The Nursing Course Coordinator or the Director of Nursing assigns students to clinical sections. Changes in posted clinical assignments will be made only due to unforeseen, extenuating circumstances. Clinical section assignments are planned so that students have a wide range of experiences and exposure to a variety of faculty or facilities. Because experiential learning is valued in the nursing curriculum, students may participate in their clinical experiences during any day.

### **Parking at the Clinical Facilities**

Each clinical facility has different parking arrangements for students. Therefore, students may be required to pay parking fees at facilities when there is no free parking lot or off-street parking. It is the student's responsibility to pay all fees related to parking.

### **Preceptors - Nurse administrator, faculty, and staff requirements**

An individual who enhances faculty-directed clinical learning experiences by guiding selected clinical activities shall be designated as a clinical preceptor. A clinical preceptor shall hold a current license to practice professional nursing in the state of the clinical experience.

- Faculty shall have input into the selection of preceptors.
- Faculty shall retain responsibility for planning and evaluating student learning experiences when students are engaged in clinical activities with a preceptor.
- If a faculty member is not physically present in the area in which students are practicing, a faculty member shall be immediately available by telephone or other means of telecommunication when students are engaged in clinical activities with a preceptor.

*Source: Pennsylvania State Board of Nursing Administrative Code*

<http://www.pacode.com/secure/data/049/chapter21/chap21toc.html>

## CLINICAL AND SIMULATIONLAB EVALUATION POLICY

1. Nursing faculty has the responsibility for evaluating the clinical performance of all students in relation to course objectives. The nursing faculty has the authority to withdraw students from the clinical agency at any time, if behavior or nursing practice is considered unsafe/unsatisfactory or unethical/unprofessional.
2. The student must satisfactorily pass **all** skills necessary for meeting the course objectives associated with clinical courses. Sophomore, Junior, basic and accelerated students must complete skill checks on designated nursing procedures. The purpose of skill check is to assist the student in achieving and maintaining competency in performing basic clinical procedures. Evaluations of the skill checks are performed by Lincoln University nursing faculty. Failure to pass skill checks will result in dismissal from the Nursing Program. Once competency is achieved, the student may perform the skill in the clinical agency.

## HEALTH POLICY

Students must complete the Pre-Entrance Lincoln University Health Forms in compliance with admissions requirements and submission of documentation of health insurance upon entering the University.

Enrolled students who do not comply with immunization requirements and mandatory health documentation will be notified in writing by the Department of Nursing's Clinical Site Placement/Compliance Coordinator and/or Lincoln's director of student health services. Students who do not comply with mandatory health documentations will be immediately placed on academic hold. This results in the student being ineligible for Lincoln University benefits including future registration. **The student will not be allowed to attend current and future classes or clinical until documentation is complete.** Students not in compliance are responsible for the consequences of their removal from these clinical rotations (e.g., additional expense and time and/or course failure). Additionally, course coordinators will notify students who are ineligible to attend clinical rotations.

## **MANDATORY HEALTH DOCUMENTATION AND LEGAL CREDENTIALING POLICIES & PROCEDURES**

Castle Branch has been contracted by Lincoln University to assist students in obtaining and storing required background clearances and medical compliance information. Students will be accepted into the Nursing Program contingent on background clearances. Upon receiving a letter of acceptance, students are required to create a Castle Branch account and are responsible for maintaining up-to-date records.

### **Clearances Needed**

- PA Criminal History Report – This report will be run by Castle Branch/Certified Background and stored in your “my” CB account.
- Nationwide Healthcare Fraud and Abuse Scan – This report will be run by Castle Branch and stored in your “my” CB account.
- Fingerprinting – To secure this report, please follow directions emailed to you by Castle Branch. This report must be ordered through the Department of Human Services. Please note that you will be required to pay a separate fee for your fingerprints.
- PA Child Abuse Clearance – To secure this report, please follow the directions emailed to you by Castle Branch. Please note that you will be required to pay a separate fee for your Child Abuse Clearance.

Furthermore, students will be responsible for obtaining additional immunizations as required by the University, clinical facilities, and/or government regulations. Nursing students must submit and update the following information on a yearly basis and submit proof of recertification whenever expired:

1. CPR certification for adult, infant and child and AED (American Heart Healthcare Provider Only)
2. Comprehensive criminal background check (annually)
3. Child Abuse Clearance (annually)
4. FBI clearance (annually)
5. Current personal health insurance (annually)
6. Malpractice insurance (annually)

**Students are responsible for costs associated with requirements. It is the student’s responsibility to keep all documents in a safe place and know when they need yearly renewal.**

1. Tuberculosis testing yearly-repeated annually- QuantiFERON Gold.
2. Hepatitis B – Positive Titer
3. Influenza (annually)
4. Varicella (chicken pox) – Positive Titers
5. T-dap (Tetanus, Diphtheria, Acellular Pertussis) or DT received within the past 5 years.
6. Positive Titers for MMR (measles, mumps, rubella)
7. Covid-19 Vaccine
8. Student name should not appear on the Office of Inspector General List

**FAILURE TO MEET DEADLINES FOR SUBMISSION OF REQUIRED HEALTH INFORMATION, CPR CERTIFICATION, BACKGROUND CHECKS AND/OR PROOF OF HIPPA TRAINING WILL RESULT IN STUDENTS BEING ADMINISTRATIVELY DROPPED FROM CLINICAL AND ASSOCIATED THEORY COURSES.**

The Director of Nursing will contact students with an unfavorable criminal background check. It is the student's responsibility to contact the PA State Board of Nursing regarding licensure. Students with a disposition or any offenses on their criminal background check may not be able to participate in clinical rotations at affiliated health care institutions. If a student cannot participate in clinical rotations, said student will be unable to complete the nursing program.

**Note:**

1. The University reserves the right to refuse to register any student until he/she complies with all health requirements and provides the University with appropriate documentation.
2. The Department of Nursing reserves the right to refuse to allow any student to continue in clinical rotations until he/she complies with all health and legal document requirements and provides the Department of Nursing's Clinical Site Placement/Compliance Coordinator with appropriate documentation.

## **STUDENT DRUG, ALCOHOL, AND IMPAIRMENT POLICY**

The purpose of this policy is to maintain safety for clients receiving care from Lincoln University nursing students, other nursing students, and faculty and agency personnel. Included are statements to support this policy from the University Student Handbook, the Pennsylvania State Board of Nursing, the American Nurses Association (ANA) Code of Ethics, the International Council of Nurses Code of Ethics, and the National Student Nurses' Association. The following statements serve as guidelines when considering issues related to student impairment and the use of drugs and alcohol:

### **Lincoln University Student Handbook Drug and Alcohol Policy**

It is the policy of Lincoln University to maintain a drug and alcohol-free environment as stipulated in the University handbook.

### **From the Pennsylvania State Board of Nursing**

Section 21.11 (d) "The Board recognizes standards of practice and professional codes of behavior as developed by appropriate nursing associations as the criteria for assuring safe and effective practice".

Section 21.18 (a)(4) - "A registered nurse shall act to safeguard the patient from the incompetent, abusive or illegal practice of any individual". (ANA Code of Ethics, July, 2001)

### **The Professional Nursing Law**

Section 6 (c) of the Professional Nursing Law states: "(c) The Board shall not issue a license of certificate to an applicant who has been convicted of a felonious act prohibited by the act of April 14, 1972 (P. L. 233, No. 64), known as "The Controlled Substance, Drug, Device and Cosmetic Act," or convicted of a felony relating to a controlled substance in a court of law of the United States or any other state, territory or country unless:

- (1) at least ten (10) years have elapsed from the date of conviction;
- (2) the applicant satisfactorily demonstrated to the Board that he has made significant progress in personal rehabilitation since the conviction such that licensure of the applicant should not be expected to create a substantial risk of further criminal violations; and safety of patients or the public or a substantial risk of further criminal violations;
- and
- (3) the applicant otherwise satisfies the qualifications contained in or authorized by this act. As used in this subsection the term "convicted" shall include a judgment, an admission of guilt or a plea of nolo contendere. An applicant's statement on the application declaring the absence of a conviction shall be deemed satisfactory evidence of the absence of a conviction, unless the Board has some evidence to the contrary.

### **From the ANA Code of Ethics for Nurses (July, 2001)**

- (3) "The nurse promotes, advocates for, and strives to protect the health, safety and rights of the patient".
- (5) "The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence and to continue personal and professional growth."

### **From the International Council of Nurses Code of Ethics**

(4) "The nurse takes appropriate action to safeguard individuals when their care is endangered by a co-worker or any other person".

### **From the National Student Nurses' Association, Inc. Code of Academic and Clinical Conduct**

(15) "Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting that impair judgment".

(17) "Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues".

### **Random Drug and Alcohol Screening**

In addition to the state and local health official requirements listed in this handbook, students must also adhere to mandatory comprehensive random drug and alcohol urine testing.

A random test will be conducted at least yearly, when students return to the program from a leave of absence, and possibly more frequently. Students will be notified in person of the need to obtain a random drug and alcohol screening test within 48-72 hours.

#### **Note:**

1. Students will be handed an information sheet from the department of nursing approved drug screening provider with a telephone number to call to schedule an appointment at a local laboratory.
2. Students will be required to pay the testing fee.
3. The University may also "test for cause" if a student exhibits behaviors that may seem influenced by alcohol or a controlled substance. Students who do not comply with the random drug and alcohol screenings will be subject to dismissal from the Nursing Program.
4. The Department of Nursing at Lincoln University holds the highest standards for nursing students and therefore students are expected to refrain from substance use or abuse. Students who do not meet these standards may be dismissed from the program.

### **Student Impairment**

Impairment or unprofessional conduct is subject to disciplinary action up to and including dismissal from the program.

The student will not:

- Discriminate, while providing nursing services, based on age, marital status, sex, sexual preference, race, religion, diagnosis, socioeconomic status or disability.
- Knowingly permit another individual to use his/her license or temporary permit for any purpose or knowingly permit the unlicensed person under the registered nurse's jurisdiction or supervision to misrepresent that the individual is a licensed nurse.
- Misappropriate equipment, materials, property, drugs, or money from an employer or patient.

- Solicit, borrow, or misappropriate money, materials, or property from a patient or the patient's family.
- Leave a nursing assignment prior to the proper reporting and notification to the appropriate department head or personnel of such an action.

The student will:

- Be dismissed from class or a clinical facility if there is a reasonable suspicion of substance abuse and/or other causes of impairment.
- Be required by the Department of Nursing Chair and/or faculty, at the expense of the student, to take a drug and alcohol test if there is a reasonable suspicion of substance abuse and/or other causes of impairment.

**Note:**

- If observation of student impairment is made during class, faculty reserves the right to address the student in private and refer the student immediately to be tested.
- If observation of student impairment is made during a clinical rotation, faculty reserves the right to address the student in private and require the student to follow the contracting agency's policy and procedures for drug testing. If a student presents with positive results on a drug or alcohol screening, the student will not be allowed to complete the clinical course.

## CLINICAL AND SIMULATION CODE OF CONDUCT

Students who do not demonstrate safe clinical practice in the clinical area or in the Skills Lab are subject to immediate dismissal from the program. Safe clinical practice is defined as follows:

Performs nursing actions (procedures, medications, and other treatments), consistent with the following:

- Takes nursing actions to correct, minimize, and/or prevent risk to client.
- Avoids use of alcohol or other chemical substances producing impairment of clinical judgment or practice.

In keeping with section §21.18 of the Pennsylvania State Board of Nursing Rules and Standards of nursing conduct, a registered nurse shall:

1. Undertake a specific practice only if the registered nurse has the necessary knowledge, preparation, experience and competency to properly execute the practice.
2. Respect and consider, while providing nursing care, the individual's right to freedom from psychological and physical abuse.
3. Act to safeguard the patient from the incompetent, abusive, or illegal practice of any individual.
4. Safeguard the patient's dignity, the right to privacy, and the confidentiality of patient information. This standard does not prohibit or affect reporting responsibilities under 23 Pa.C.S. Chapter 63 (relating to the Child Protective Services Law), the Older Adults Protective Services Act (35 P. S. §10211-10224) and other statutes which may mandate reporting of this information.
5. Document and maintain accurate records.
6. A registered nurse may not:
  - a. Knowingly aid, abet, or assist another person to violate or circumvent a law or Board regulation.
  - b. Knowingly abandon a patient in need of nursing care. Abandonment is defined as the intentional deserting of a patient for whom the nurse is responsible.
  - c. Falsify or knowingly make incorrect entries into the patient's record or other related documents.
  - d. Engage in conduct defined as a sexual violation or sexual impropriety in the course of a professional relationship.
7. A registered nurse who fails to comply with an obligation or prohibition under this section is subject to disciplinary and corrective measures under section 14 of the act (63 P. S. §224).
8. The Board may, in addition to any other disciplinary or corrective measure set forth in this section, levy appropriate civil penalties as authorized by section 13(b) of the act (63 P. S. §223(b)) upon a nurse found to have engaged in conduct constituting a sexual impropriety or sexual violation.

As a professional discipline, issues of unsafe, unethical or unprofessional behavior are of utmost concern. Students may be removed from the clinical setting or dismissed from the program if such behavior occurs. Unsafe/unsatisfactory/unethical performance is defined as, but not limited to:

- a) Being unprepared for the clinical experience at any time (Inappropriate attire and lateness)
- b) Failure to meet required objectives
- c) Failure to submit required, updated criminal history information, health data, liability insurance on time when requested or other documents required by clinical agencies.
- d) Displaying suspicious behaviors which are indicative of a suspected impairment.
- e) Being a No call No show for clinical. Students must contact their clinical instructor if they have an emergent situation.
- f) Inability to get along with peers, faculty or staff in clinical and non-clinical situations related to all aspects of the nursing program
- g) Failure to stay for duration of assigned experience.
- h) Failure to adhere to the University Code of Conduct.

Examples of unsafe or unethical practice in the clinical area include but are not limited to:

- Negligence in patient care.
- Unprofessional behavior either at the laboratory or at the clinical agency.
- Substantiated act(s) of patient abuse, either physical or verbal.
- Ongoing unsatisfactory performance documented by the clinical instructor.
- Neglect of duty with actual cause or potential to cause patient harm.
- Fraudulent or egregious acts.
- Demonstrated and/or documented incompetence.
- Personal conduct that adversely affects the learning environment and/or the instructor's ability to perform his/her responsibilities.
- Exhibiting aggressive or intimidating behavior (e.g., profanities, threats, loud talking, rudeness, verbal coercion) toward or in the presence of faculty, staff, peers, patients/clients, or agency personnel.
- Falsifying a client's record. Reporting false information to faculty
- Violation of HIPPA regulations (i.e. breach of client's confidentiality).
- Failure to adhere to principles of safe nursing practice (i.e. safe medication administration).
- Inadequate preparation for clinical responsibilities.
- Inability to recognize limitations and/or failure to seek appropriate help in time sensitive situations.
- Dishonest communication with clients, families, faculty and/or agency staff.
- Denying responsibility for one's actions.
- Plagiarism of written assignments in clinical settings

Any student who experiences criminal charges while enrolled in the Department of Nursing is required to notify the Director of Nursing within ten (10) days of such charges that may affect his/her ability to function in the academic or lab setting. Criminal charges include but are not limited to misdemeanors, felonies and convictions, such as shoplifting, drug charges, driving under the influence (DUI), reckless driving and suspended license. These activities do not include legal matters regarding divorce, custody issues or parking tickets.

## OFFICIAL LINCOLN UNIVERSITY NURSING STUDENT UNIFORMS

The nursing student uniform conveys an image to the public. It is an important component of your role as a LU nursing student and influences the way patients, hospital staff, and fellow LU students perceive you. It also serves as a model for your appearance as a graduate nurse professional.

The uniform at LU should convey a neat and professional appearance. In addition to the guidelines listed here, students must comply with the uniform code of the agency to which they are assigned for clinical experience each semester. Uniforms are worn for protection of the patient and the student. Uniforms vary with the clinical setting. Students who appear for a **clinical and simulation lab** experiences without the **official uniform** will be dismissed from the clinical area with an unsatisfactory clinical grade for the day.

The nursing faculty may request that students wear their nursing uniforms in the simulation laboratory.

### Nursing Student Uniform

1. Pewter scrub tops (5) with Lincoln University embroidered on front.
2. Pewter cargo scrub pants (5)
3. Only plain white, tee shirts are permitted under the scrub shirt.
4. Pewter Nursing Jacket (1)

*As a part of the complete uniform:*

5. Picture ID name badge must be visible
6. ALL white socks or white support hose with white shoes  
OR  
All black socks or black support hose with black shoes. Support stockings are encouraged.
7. Leather, low-heeled, closed-toe nursing shoes or white or black (All leather) shoes/sneakers dedicated only to clinical (**no clogs**). **See next page.**
8. A wristwatch with a sweep second hand is required.
9. Bandage scissors
10. Hemostats
11. Stethoscope
12. Pens
13. A small pocket notebook is required to fit in your uniform jacket for clinical.

### Nursing Student Dress Code

An individual's standards of personal care and dress represent the person as both a professional and member of the Lincoln University Department of Nursing. Professional persons set examples for others and students are expected to be neat, clean, and well groomed. The following standards are to be maintained:

1. Based on the Centers for Disease Control guidelines, the fingernails of nursing faculty and students must adhere to hand hygiene policies. Nails are to be kept clean, short, and smooth to ensure patient and student safety. The length for fingernails should not extend beyond ¼".

2. Additionally, all chipped nail polish should be completely removed from fingernails. Should a student arrive on the clinical floor with chipped nail polish the student must immediately use polish remover before participating in the clinical experience. Wearing artificial nails is prohibited in the clinical setting, as they harbor and promote the spread of hospital-associated infections. (Refer to <http://www.cdc.gov/mmwr/PDF/rr/rr5116.pdf> - page 29).
3. Hair should be in a neat and professional style, which will not interfere with the administration of patient care. No large fancy barrettes or hair ornaments are permitted.
  - a. For compliance with our clinical facilities requests, hair must be pulled Back and Up away from the collar and secured with the following: barrettes, bobby pins or elastic hair bands. Long hair is prohibited in the clinical areas and all students will be required to pull their hair back in a bun/ponytail.
4. For asepsis and safety, jewelry is limited to only wedding bands, watches, and one set of post earrings to be worn on the earlobes. No other pierced jewelry may be worn at any clinical sites.

**Any visible piercing, such as nose and tongue jewelry, needs to be removed prior to entering the clinical area.**

#### **Preferred Lincoln University Unisex Shoes: Reebok Classics**

Shoes must provide good support. Clogs, high heels, and sandals are not permitted. Shoes and shoestrings must be clean and in good repair.



5. Uniforms must be loose enough to provide ease of movement in clinical activities.
6. Jeans may not be worn for any clinical experiences including times when obtaining information from an agency for clinical assignments.
7. If approved for specific clinical experiences in the community, street clothes worn in some of the clinical agencies shall be neat and professional.
8. Tattoos must be covered while at clinical sites. Lincoln University's policy prohibits tattoos or brands that might be considered offensive, regardless of where they appear on the body. Specifically, the regulations forbid:
  - a. **Extremist tattoos:** These are tattoos affiliated with, depicting, or symbolizing extremist philosophies, organizations, or activities. This includes tattoos that: feature philosophies, groups or activities that promote racial or gender intolerance; encourage discrimination based on numerous factors, including race, gender and religion; advocate violence or "other unlawful means of depriving individual rights under the U.S. Constitution, and Federal or State law."
  - b. **Indecent tattoos:** These include tattoos or brands that are "grossly offensive to modesty, decency, propriety, or professionalism."

- c. Sexist tattoos: These include tattoos and brands that "advocate a philosophy that degrades or demeans a person based on gender."
  - d. Racist tattoos: Tattoos or brands that "advocate a philosophy that degrades or demeans a person based on race, ethnicity, or national origin" are not allowed.
  - e. Tattoos and brands are not allowed on:
    - i. Your head
    - ii. Your face
    - iii. Your neck above the t-shirt line
    - iv. Inside your eyelids, mouth or ears
    - v. Your wrists
    - vi. Your hands
9. When wearing a Hajib, solid colors must be worn when wearing the Lincoln University nursing student uniform, ie. white, blue, black, cream, or tan.
  10. Students choosing to wear beards and/or mustaches may do so provided they are close cropped, clean and well-groomed at all times.
  11. For men and women, white or black leather nurses' shoes, white or black all leather sneakers (not canvas), and clogs with a heel strap are permitted. Crocs are not permitted. Shoes must be kept clean and in good condition.
  12. Full-length lab coats are not to be worn over the LU uniform in any healthcare facility.
  13. Artificial nails, nail polish, or nail glitter are NOT permitted.
  14. No artificial lashes are permitted for infection control reasons.
  15. Chewing gum is not permitted.
  16. Scented body products or perfume should not be used prior to a clinical experience.
  17. Specific guidelines are available for clinical settings where a uniform is not required.
  18. A photo ID is required at clinical facilities (LU ID card should be used).

**Each clinical instructor has the final authority on the appropriateness of student attire in each clinical setting. They are responsible for ensuring that each student exhibits a professional appearance to the public.**

### **Consequences**

If you are not adhering to the above uniform policy, you will be asked to leave the clinical area and the day will be counted as an absence.

**\*\*Reminder – Missed clinical days can result in a clinical failure. All missed clinical days must be made up at the student's expense.**

## **NURSING RECORDS MAINTENANCE PROCEDURES**

### **For Maintenance of Student Records**

In compliance with the Commonwealth of Pennsylvania State Board of Nursing, the following documents are maintained:

1. Permanent records, including both clinical and theoretical experience and achievement, shall be kept ad infinitum in the Department of Nursing.
2. Degree audits and official transcripts shall be kept in the Registrar's office.
3. Personal health data is kept and maintained by Lincoln University's Director of Student Wellness Services and Castle Branch during and following the completion of the program.
4. Student outcomes data are maintained by the Nursing Department.
5. Current written policies are maintained by Lincoln University and the Nursing Department.

### **Note:**

- Students have access to personal records as defined by Federal and State legislation.
- Where required by the Pennsylvania State Board of Nursing, hard copies of documents are kept in a fireproof locked cabinet.

## SAFE AND UNSAFE CLINICAL PRACTICE

Due to the nature and potential hazards associated with the nursing practice, students are required to adhere to Lincoln University's policies and procedures for safe clinical practice. Compliance with training in exposures to communicable diseases, exposure to blood borne pathogens, blood borne pathogen training, laboratory sharps policy and exposure control plan, and latex response plan are essential to the safety and well-being of students and all constituents who students come in contact with while in clinical rotation.

Clinical nursing involves physical exertion. All students who work in settings where patient care is provided are at increased risks for both exposure to and transmission of communicable diseases and blood borne pathogens. Therefore, specific procedures are needed to:

1. Protect patients and other health care providers with whom students work.
2. Decrease health risks to students.
3. Comply with Department of Nursing agency contracts, Lincoln University Health Center policies, Occupational Safety and Health Administration (OSHA) regulations, and Centers for Disease Control Guidelines.

In order for a student to be deemed unsafe to practice clinically, a decision must be made by the clinical instructor and the course coordinator or nurse administrator. Once the decision is made, it must be submitted to the Nursing Program Coordinator in writing on the Remediation form. **The Remediation form** must specify if a remediation plan, clinical/course failure (\*\*Clinical failure means automatic course failure) or recommendation for removal from the program is recommended for the student.

The executive committee must review recommendations made by faculty for student dismissal from the Nursing Program. Course faculty must submit all documentation leading up to the recommendation for student dismissal.

The executive committee will make the final decision on dismissing a student for unsatisfactory academic performance, unsafe clinical practice, non-return post leave of absence, and any other serious offense(s). All appropriate documentation, including personal accounts of the event, must be submitted by faculty/staff involved.

### **Exposures to Communicable Diseases**

Students with any contagious disease or skin lesions (staphylococcus or herpetic) will need to be evaluated by their health care professional or at the Lincoln University Student Health Center before attending clinical.

If a student contracts a communicable disease such as chicken pox, the student is to remain out of class/clinical. The student will be allowed to return to class/clinical with written authorization from their health care provider.

If exposed to any communicable disease, students involved in clinical practice will immediately report this exposure to their clinical faculty because of the potential hazard to the health of others and abide by the following procedures:

The supervising faculty member will report the incident to the Course Coordinator as soon as possible. The student will also submit a written report describing the exposure incident and subsequent actions taken. This report will be placed in the student's permanent file.

The faculty member will **immediately** report the incident to the infection control department and/or nursing administration of an involved clinical agency.

### **Exposures to Blood Borne Pathogens**

Students exposed to blood borne pathogens during skills lab practice or clinical rotation will report **immediately** to the Lincoln University Student Health Center (during normal hours of operation) or the local Hospital Emergency Department. The procedures listed below are mandatory:

- a. Students will **immediately** report blood borne pathogen exposure to their clinical faculty.
- b. The faculty member will immediately report the incident to the nursing administration and infection control department of an involved clinical agency for patient assessment to assist in determining the degree of risk in the exposure.

The supervising faculty member will report the incident to the Department of Nursing Chair and Course Coordinator and will submit a written report describing the exposure incident, including degree of risk and subsequent actions taken.

### **Nursing Clinical Resource Laboratory Sharps Policy and Exposure Control Plan**

The Occupational Safety and Health Administration (OSHA) has established rules and regulations to control the spread of blood borne pathogens. Lincoln University assures compliance with OSHA regulations.

There will be no parenteral or invasive procedures performed in the lab on one another; therefore, there is an extremely low risk of exposure to blood borne pathogens in this setting. (*Students are to refer to their program student handbook for details on exposure to blood borne pathogens in the clinical setting.*) The following policies and procedures are in place to promote a safe and effective learning environment:

1. Any parenteral and/or invasive procedures are performed only on mannequins or simulators.
2. Finger-sticks and needle sticks on one another are forbidden.
3. Syringes, needles, and any other sharps are disposed of in the red sharps container.
4. Students are not to use syringes and needles without an instructor or staff person present. If the stick is the result of inappropriate use, inattention, or horseplay, the student will be subject to disciplinary action. Should a student or faculty/staff member receive a needle stick

injury, an incident report will be written and submitted to the Chair of the Department. Appropriate first aid will be administered onsite. While there is a minimal risk of exposure to any blood-borne pathogens, follow-up with a healthcare provider may be warranted.

### **Latex Response Plan**

When working in the clinical setting or nursing skills labs, students may be exposed to latex and other allergens.

#### *Procedure:*

For students with known sensitivity/allergy to latex or any other environmental/chemical agents that you may be exposed to in the lab or clinical environment, it is recommended that you:

1. Obtain consultation from your healthcare provider about your sensitivity/allergy, risks and treatment.
2. Inform the Skills Lab Coordinator, course faculty, and your clinical instructor of your sensitivity.
3. Use latex-free glove. However, the lab environment and clinical settings are not latex free.
4. Provide a written plan, signed by your healthcare provider, detailing how to you handle your reaction (i.e. Epi-pen, Benadryl).

In case of a life-threatening reaction in a nursing lab, an ambulance will be summoned immediately. **(Campus Security phone number: 484-365-7211)**

1. Any faculty member or student may call campus police (**extension 7211**) on the phone in the lab, state that you have a life threatening “Latex emergency” and need an ambulance and that Epinephrine will be needed. State that you are in the **Ivory Nelson Center for the Sciences, Room 308**. If for some reason you call 911 first, you must **notify campus police, so they are aware of the emergency**.
2. No information may be released from a student’s record without written permission of the student. (Commonwealth of Pennsylvania §21.123 Access and 2.
3. Do not handle the victim with any latex products.
4. Student/faculty member will be transferred to a hospital in the community by ambulance. It is helpful for the ambulance personnel to know the victim’s allergies, current medications, and any medical conditions.

Faculty and staff with known sensitivities are to inform the Nursing Simulation & Skills Lab Coordinator and Director of the program as above. If a student or faculty member has a reaction requiring medical attention, an Anecdotal Report is to be completed and forwarded to the Simulation & Skills Lab Coordinator.





**ACKNOWLEDGEMENT OF RECEIPT OF THE NURSING PROGRAM STUDENT  
HANDBOOK**

The Nursing Program Student Handbook contains important information about the Nursing Program, and I understand that I should consult my professor(s) or Director regarding any questions not answered in the handbook.

Since the information and policies described herein are subject to change at any time, I acknowledge that revisions to the handbook may occur. All such changes will generally be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. The handbook addendums will supplement the current handbook when needed and may be sent via email in the form of a Google document. Students and faculty may suggest, create and help to modify changes to the Nursing Program Student Handbook. Only the Nursing Director has the ability to adopt any revisions to this handbook.

I have had an opportunity to read the handbook, and I understand that I may ask my professor(s) any questions I might have concerning the handbook. I accept the terms of the handbook and any revisions made to it. I further agree that if I remain with the Nursing Program following any modifications to the handbook, I thereby accept and agree to such changes. I further agree to allow Lincoln University the ability to conduct scholarly research and publish unidentifiable student data in academic journals and at conferences to support scholarly nursing education research ad infinitum. Therefore, this document may serve as my permission or consent to participate in research to further nursing education research.

I have received a copy of the Nursing Program Student Handbook. I understand that I am expected to read the entire handbook. Additionally, I will sign the two copies of this Acknowledgment of Receipt, retain one copy for myself, and return one copy to the Program Assistant listed below on the date specified. I understand that this form will be retained in my personnel file.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

**GENERAL PHOTOGRAPHY RELEASE**

I hereby authorize Lincoln University, hereafter referred to as “Company,” to publish photographs taken of me, and my name and likeness, for use in Lincoln University's print, online and video-based marketing materials, as well as other Company publications.

I hereby release and hold harmless Lincoln University from any reasonable expectation of privacy or confidentiality associated with the images specified above.

I further acknowledge that my participation is voluntary and that I will not receive financial compensation of any type associated with the taking or publication of these photographs or participation in company marketing materials or other Company publications. I acknowledge and agree that publication of said photos confers no rights of ownership or royalties whatsoever.

I hereby release Lincoln University, its contractors, its employees, and any third parties involved in the creation or publication of marketing materials, from liability for any claims by me or any third party in connection with my participation.

**Authorization**

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_