SCHOOL CATALOG

6140 Southwest 70th Street

South Miami, Florida, 33143

(305) 284 – 7723

Effective Date: April 1st, 2023

Welcome Message from the President

Welcome to Larkin School of Nursing and thank you for taking the time to learn about our educational opportunities. At Larkin School of nursing, we are committed to educating nurses who will provide the highest and safest quality of healthcare to all patients. Our vision of being recognized as a leader of excellence in healthcare education is propelled by our eagerness for our nurses to become champions in the arena of healthcare and drive decisions from the bedside to the government. Our graduates and future Registered Nurses will improve the practice of nursing by the implementation of evidence-based nursing, research, and empowerment. I welcome you to the nursing profession recognized by the Gallup's 2019 as the most-trusted profession in the United States.

Sincerely,

Dr. Nicholas D. Torres, DNP, APRN, FNP-C
President, Larkin School of Nursing

Welcome Message from the Dean

The current healthcare environment presents special challenges to the nursing profession. Complex social and economic factors play a role as we deliver care to patients with multiple medical problems from diverse cultural backgrounds. Patients and their families are well informed and have higher expectations. Nurses play a vital role in improving the quality of life of their patients in this challenging environment and must consistently deliver safe, high quality nursing care in a culturally sensitive way.

I invite you to explore the educational opportunities at Larkin School of Nursing and encourage you to learn more about the exciting career opportunities a degree in nursing can provide.

Sincerely,

Dr. Eduardo Ferraz Ramos, DNP, MSN-NI, RN
Dean, Larkin School of Nursing

DISCLAIMER

The contents of this Catalog are subject to change. Larkin School of Nursing reserves the right to add, cancel or change courses or programs, revise subject matter content, change requirements, modify, amend, or revoke any rules or regulations, or make any changes it deems necessary. The school also reserves the right to effect any other changes in the curriculum, administration, tuition and fees, academic standards, or any other phase of the school activity with a notice to the students. Transfer of credits from this institution is at the discretion of the receiving institution.

OWNERSHIP

Larkin Community Hospital, Inc. is a privately held, domestic corporation incorporated in the State of Florida to operate as Larkin School of Nursing, LLC. Larkin School of Nursing, LLC is wholly owned by Larkin Community Hospital, Inc. and is registered in Florida to operate as Larkin School of Nursing. License number L10000125684; filed December 07, 2010.

NON-DISCRIMNATION POLICY

Larkin School of Nursing is an equal opportunity institution, consistent with Federal Policy which states that no person shall, on grounds of race, religion, color, gender, sexual orientation, gender reassignment, genetic information, age, pregnancy and maternity, disability or national origin, political affiliation, marital status, or belief, be excluded from any training, or be subjected to discrimination in any hiring practice or activity of the School of Nursing.

Table of Content

General Information

Website	Administrative Office	Larkin School of Nursing
larkinschoolofnursing.com	5996 SW 70th Street	6140 SW 70th Street
	South Miami, Fl 33143	South Miami, Fl 33143

Corporate Officers

Founder	Jack Michel, MD
Secretary	George Michel, MD
CEO	Nicholas D. Torres, DNP, APRN, FNP-C

Administration

Campus President	Nicholas D. Torres, DNP, APRN, FNP-C
Chief Financial officer	Mark Early
Dean	Eduardo Ferraz Ramos, DNP, MSN-NI, RN
Admissions Coordinator	Shirley Malary
Bursar	Daniela Acosta
Office Manager	Kyanna Martinez
Student Services	Shirley Malary
Director of Library Services	Sharon Argov, PhD

Board of Directors

Mark Kent FACHE, FACMPE
Yoely Hernandez, BSN, RN
Jose Rey, MD
Scott Segal, MD
Miguel Oyarzun, MD
Ileana Rodriguez, CRS, CDPE
Marcos Junges, APRN
Alfonso Morales, MBA RN
Ania Gonzalez, RN
Danay Rodriguez-Arritola, MSN, RN
Nicholas D. Torres, DNP, APRN, FNP-C

Hours of Operation

Office Hours	Program Hours	Library Hours
Monday through Friday	Monday through Friday	Monday through Friday
9:00 A.M. – 5:30 P.M.	5:00 P.M – 9:30 P.M	9:00 A.M – 9:30 P.M
	Clinical Hours	
	Saturday through Sunday	
	7:00 A.M. – 7:00 P.M.	

Academic Calendar 2022 – 2023

Fall 2022	
Registration Opens	Tuesday, July 5
Nursing Student Orientation	Wednesday, August 24
Class Begins	Monday, August 29
Add/ Drop Period	Monday- Friday, August 29 - September 2
Labor Day (No School)	Monday, September 5
Last day to drop at 100% refund	Monday, September 5
Last day to drop with a W grade for 8-week course	Friday, September 23
Last day to drop with a W grade for 16-week course	Friday, October 21
Mid Term Evaluation for 8-week class	Monday - Friday, September 19-23
Midterm Evaluation due for 16-week class/clinicals	Monday & Friday, October 17-21
Thanksgiving (No school or clinicals)	Thursday - Sunday, November 24-27
Final Clinical Evaluation due	Saturday & Sunday, December 10-11
HESI Examination Week	Monday - Friday, December 12-16
Class Ends	Friday, December 16
Winter Break	Saturday – Sunday, December 17 - January 1, 2023
Spring 2023	
Registration Opens	Monday, November 7, 2022
Nursing Student Orientation	Monday, December 20, 2022
Class Begins	Monday, January 2
Add/Drop Period	Monday – Friday, January 2-6
Last day to drop at 100% refund	Monday, January 9
Last day to drop with a W grade for 8-week course	Friday, January 7
Last day to drop with a W grade for 16-week course	Friday, February 24
Martin Luther King Jr. Holiday (No School)	Monday, January 16
Mid Term Evaluation due for 8-week courses	Monday-Friday, January 23-27
Midterm Evaluation due for 16-week course/clinicals	Monday-Friday, February 20-24
Final Clinical Evaluation due	Saturday & Sunday, April -17
HESI Examination Week	Monday-Friday, April 17-21
Class Ends	Friday, April 21
Spring Break	Saturday - Sunday April 22-30
Summer 2023	
Registration Opens	Monday, March 6
Nursing Student Orientation	Tuesday, April 18
Class Begins	Monday, May 1
Add/Drop Period	Monday – Friday, May 1-5
Last day to drop at 100% refund	Monday, May 8
Last day to drop with a W grade for 8-week course	Friday, May 26
Last day to drop with a W grade for 16-week course	Friday, June 23
Memorial Day (No School)	Monday, May 29
Mid Term Evaluation due for 8-week courses	Monday – Friday, May 22 - 26
Midterm Evaluation due for 16-week course/clinicals	Monday – Friday, June 19 – 23
Independence Day (No school)	Tuesday, July 4
Final Clinical Evaluation due	Saturday & Sunday, August 12 - 13
HESI Examination Week	Monday – Friday, August 14 - 18
Class Ends	Friday, August 18
Summer Break	Saturday – Sunday, August 19 – September 3
Fall 2023	
Registration Opens	Wednesday, July 5
Nursing Student Orientation	Tuesday, August 22

Class Begins	Tuesday, September 5
Add/ Drop Period	Monday – Friday September 4-8
Labor Day (No School)	Monday, September 4
Last day to drop at 100% refund	Monday, September 11
Last day to drop with a W grade for 8-week course	Friday, September 29
Last day to drop with a W grade for 16-week course	Friday, October 27
Mid Term Evaluation for 8-week class	Monday – Friday, September 25-29
Midterm Evaluation due for 16-week class/clinicals	Monday – Friday, October 23-27
Thanksgiving (No school or clinicals)	Thursday – Sunday, November 23-26
Final Clinical Evaluation due	Saturday & Sunday, December 16-17
HESI Examination Week	Monday – Friday, December 18-22
Class Ends	Friday, December 22
Winter Break	Saturday – Sunday, December 23 – January 1, 2024

Admission Deadlines

Fall 2022: July 29[th.]
Spring 2022: December 2[nd.]
Summer 2023 – April 3[rd.]
Fall 2023 – July 28[th.]
The school reserves the right to extend application deadline(s).

Holidays

Larkin School of Nursing observes the following holidays:
New Year's Day (January 1st)
Martin Luther King Jr. (3rd Monday in January)
Memorial Day (4th Monday in May)
Juneteenth (June 19th)
Independence Day (July 4th)
Labor Day (1st Monday in September)
Thanksgiving Day (3rd Thursday of November)
Christmas Day (December 25th)

Affiliations

Agape Health Medical Group
Batista M.D. Gynecology & Obstetrics, Miami, Florida Catholic Hospice, Inc.
Community Health of South Florida, Inc
Larkin Community Hospital Behavioral Health Services, Hollywood, Florida Larkin Community Hospital, Palm Springs Campus, Hialeah, Florida
Larkin Community Hospital, South Miami, Florida Nicklaus Children's Hospital, Miami, Florida
Palmetto Operating LLC, Miami, Florida
PediKidz, Miami, Florida
South Point Plaza Rehabilitation Center

Articulation Agreement

Florida National University

The school catalog is the official document that describes the policies, academic programs, course descriptions, tuition and fees, student services, and general information and requirements for students attending Larkin School of Nursing. (In this catalog "you" means "the student.") You are held responsible for knowing and adhering to the policies and requirements that affect you. The official version of this catalog is the online version at larkinschoolofnursing.com. For questions concerning the catalog, course schedules or Admissions and Registration contact the Admission's Office at 305-284-7723.

History of the School

Larkin School of Nursing (LSN) was established in 2012. LSN is a private, post-secondary institution offering academic degrees. The following programs have been approved by the Commission for Independent Education (CIE): Associate of Science in Nursing, RN to BSN, and Master of Science in Nursing. Our commitment to South Florida is to meet the community's need for a post-secondary institution by providing programs that prepare professional nurses and support personnel to meet the healthcare needs of the community.

Larkin School of Nursing is affiliated with Larkin Community Hospital (LCH) and affiliate organizations. LCH is an acute care teaching hospital located in South Miami. The school is housed within the LCH campus.

Mission
To prepare competent and compassionate healthcare professionals through the provision of high-quality educational programs.

Vision
To be recognized as a leader of excellence in healthcare education.

Philosophy
Larkin School of Nursing provides high quality education programs to promote the growth and advancement of its students. We strive to offer our students quality academic and career education while providing personalized attention in a student-centered learning environment.

Larkin School of Nursing is committed to the development of programs that challenge the intellect of the student and develop critical thinking skills. We believe that faculty and administration share the responsibility for establishing, implementing, and evaluating its educational programs.

Values
Larkin School of Nursing is guided by a set of shared values. These values guide our strategic planning as well as all the actions of the Larkin School of Nursing. The Larkin School of Nursing core values are:

Leadership
Academic excellence
Respect
Knowledge inquiry
Integrity
Nursing excellence

Leadership – We are committed to preparing our graduates to function in leadership roles, to mentor and serve as role models to the future generation of nurses, and to address the political, social, ethical, economic, and policy issues that affect the design and delivery of health care in the state, the nation, and the world.

Academic Excellence – Academic excellence is at the center of everything we do at LSN. Academic excellence is achieved through a dedicated nursing faculty and their ongoing commitment to

teaching, learning, student success, and service to the community. We believe that with a student-centered approach to education, high expectations, academic rigor, and a supportive academic environment our graduates will apply the skills and knowledge beyond the classroom to challenge the status quo and make meaningful contributions to society.

Respect – The individuality, dignity, and basic human rights of all persons.

Knowledge and Inquiry – In the quest for knowledge, we encourage our students to ask questions, develop creative thinking skills, and develop a lifelong passion for learning.

Integrity – We adhere to moral and ethical standards in personal, professional, and organizational actions. Integrity will guide us to act in ways that instill confidence and trust and provides the foundation for responsible, honest conduct.

Nursing excellence – Faculty members work with students to facilitate the achievement of each student's educational goals, instilling a commitment to safe, ethical, and compassionate practice, professional development, and life-long learning.

Institutional Objectives

•   To provide nursing education programs designed to meet the needs and interests of the South Florida community
•   To foster an environment of academic freedom encouraging open exchange of ideas
•   To graduate students who perform on the NCLEX-RN or other state or nationally required examinations at or above the established pass rate for first time test takers
•   To graduate students who become employed in their chosen field
•   To graduate students who verbalize reasonable satisfaction with our programs
•   To graduate students who demonstrate satisfactory practice to their employers

Licensure and Accreditation Status

This institution is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888)-224-6684. The Associate of Science in Nursing degree is approved by the Florida Board of Nursing, License # NPRN705125.

This institution is accredited by Accrediting Bureau of Health Education Schools (ABHES.) Additional information regarding this institution may be obtained by contacting staff members at 7777 Leesburg Pike, Falls Church, VA 22043, phone number (703) 917-9503.

Effective July20, 2022, this nursing program is a candidate for initial accreditation by the Accreditation Commission for Education in Nursing. This candidacy status expires on July 20, 2024. Additional information can be requested to the phone number (404) 975-5000 or the website http://www.acenursing.com/candidates/candidacy.asp

Americans with Disability Act

Larkin School of Nursing complies with the Rehabilitation Act of 1973 (Section 504) requiring that no qualified handicapped person be excluded due to a disability from enrolling in a course of instruction. Students should disclose special needs to the admissions coordinator at the time of enrollment if they wish to avail themselves of special accommodations at any time special needs are

required.

For physically challenged students, Larkin School of Nursing has appropriate elevator service with ramps and parking to facilitate entrance to the building. Restrooms are equipped with wide doorways and bars to accommodate wheelchair accessibility.

DESCRIPTION OF FACILITY

Larkin School of Nursing is located at 6140 SW 70th Street, South Miami, Fla. 33143 approximately less than ¼ of a mile from US 1. The campus consists of 3 buildings that are within walking distance encompassing over 3000 square feet of classrooms, a computer laboratory, offices, student lounge and library. The Valencia building is located at 6001 S.W 70th Street, South Miami, Florida 33143 and consists of the nursing skills laboratory and classroom. The administrative building with additional classroom space is located at 5996 SW 70 Street, South Miami, Florida 33143. Larkin School of Nursing provides free parking and is located close to major public transportation. Equipment used at Larkin School of Nursing is comparable to industry standards and meets all program objectives.

ADMISSIONS

Admissions Policy

Larkin School of Nursing encourages all applicants to schedule a visit to tour the school and meet the staff and Dean and obtain information about the programs offered. Appointments can be made with the student services coordinator on 305-284-7723.

Larkin School of Nursing offers educational opportunities to anyone who has the interest, desire, and ability to pursue a career in healthcare, and meets admission requirements. A disability will not be used to deny a person admission to Larkin School of Nursing. Courses of study are offered at the associate, bachelor, and master's degree level. Larkin School of Nursing reserves the right to deny admission to any applicant, if the school, in its sole discretion, determines that the applicant does not have the ability to benefit from the school's instruction or that it is in the best interest of the school or the applicant to do so. In making its determination, the school may consider not only the applicant's academic record and qualifications, but also the applicant's character and personality.

The school reserves the right to discontinue the enrollment of any student whose personal actions are detrimental to the school community or are in violation of any applicable code of conduct. The admission of any student may be postponed or denied if the student has been convicted of, or is under investigation for, violation of local, state, or federal statute. Falsification of information on any admissions document may result in denial of admission or immediate dismissal from the school.

No individual shall be denied admission to our programs, be excluded from any clinical rotation, or be subjected to discrimination in practice, as well as activity of the school based on race, religion, color, gender, sexual orientation, genetic information, age, disability or national origin, political affiliation, marital status, or belief.

General Admission Requirements

Admission requirements will vary for each individual program. All applicants must meet the general admission requirements as well as the requirements of the specific program. Applicants must provide all required admissions documentation prior to executing the enrollment agreement and enrolling in class.

Admission to Larkin School of Nursing

All applicants must meet the following General Admission requirements:

1. Complete the Larkin School of Nursing admission's application
2. Pay $ 60 nonrefundable application fee
3. Submit proof of either
   a. Signed attestation of high school graduation (transcript or diploma)
   b. GED completion (GED applicants must submit official GED test score results or GED certificate)
   c. Proof of graduation from a foreign institution comparable to one in the United States
4. Submit sealed official transcript(s) of previous college level work directly to Larkin School of Nursing. Transfer of credit must be approved by the Dean. NOTE: See foreign transcripts instructions (section)
5. Submit a local, state, or federal government-issued photo identification and Social Security card.

Students will be notified of their admission status by mail within 4 weeks of submission.

Determining the Validity of High School Completion

The admissions coordinator will review all applicants' High School transcript and or diploma to verify validity as follows:

- If mailed or emailed directly from the school to Larkin School of Nursing and the transcript is from a high school with a state school id number and has the high school seal and signature.
- If provided from the student that the transcript is in an envelope sealed by the school which has not been opened and that the transcript has a state school id number as well as the high school seal and signature.
- If downloaded from an electronic provider such as Parchment that the cover page is included to demonstrate that the transcript is official. If there is reason to believe the transcript or diploma is not authentic further review may be necessary.

If a transcript is from a high school that lacks a state school id number or applicant provides a high school diploma, the admission's coordinator will contact the school to confirm that the high school is recognized or approved by the applicable governing or state authority and accrediting body (recognized by the U.S. Secretary of Education or by the Council on Higher Education Accreditation. If a diploma is determined invalid, a GED may be required for admission consideration.

The National Center for Education Statistics (NCES) database can be used to verify approval of a private or public high school.

Public schools

https://nces.ed.gov/ccd/schoolsearch/index.asp

Private schools

https://nces.ed.gov/surveys/pss/privateschoolsearch/

Enrollment Process

After an applicant has been approved for admission, the applicant:

- Review requirements for completion of the program
- Complete the enrollment agreement
- Complete the following documents:
    - Authorization for background check,
    - LSN disclosure,
    - CIE disclosure,
    - Code of conduct,
    - Receipt of school catalog,
    - Authorization to release information for placement,
    - Online testing standards.
- Review financial responsibilities and payment options with the Bursar

Program Specific Admission Requirements

Refer to the specific program for additional admission requirements

Foreign Transcripts

Transcripts that are not in English and degrees from institutions outside of the United States must be translated and evaluated by a member of the National Association of Credential Evaluation Services (NACES) or the Association of International Credentials Evaluators (AICE) to determine the equivalency of the degree awarded by institutions in the United States. A complete list of NACES member organizations may be found at www.naces.org. A complete list of AICE member organizations may be found at www.aice-eval.org.

CLEP Policy

Students who achieve a score of 50 or higher on College-Level Examination Program (CLEP) can earn credits and course exemption on the general education courses. Transcript of CLEP scores must be submitted directly to Larkin School of Nursing.

Credit for Experiential Learning

Experiential learning refers to the knowledge acquired through life or work experience and learning that took place outside of a college or university and did not earn academic degree credit. Larkin School of Nursing does not award credit for experiential learning.

Orientation

Orientation is held prior starting the school, it is intended to familiarize students with Larkin School of Nursing policies and procedures. Students will review the mission statement and rules and regulations of the school during this session. Academic standards and resources are discussed. All new and transferred students must attend the orientation session prior to the first day of class.

Registration

Upon admission to Larkin School of Nursing or one of its programs, students may register for courses.

Re-admission

Former students who wish to apply for readmission must complete a new enrollment agreement and will be charged tuition and fees according to the rates at the time of readmission. Students must follow the school's Satisfactory Academic Progress policy. A student is not considered readmitted if the student misses a semester due to a class or classes not being offered during that semester. A student requesting re-admission after withdrawing from LSN must update all clinical requirements related to health, immunizations, and background screening prior to re-entry.

Students who desire to be re-admitted must complete an admission's interview and a background check. The admission's interview and background check are required for readmission within a year from the withdraw date. Students are evaluated on a case-by-case basis. Students are required to pay a readmission fee of $150.00 prior to being readmitted to the school and be up to date with their financial obligations with Larkin School of Nursing.

Students that have not been in attendance for three or more semesters will be required to demonstrate competency in previous nursing coursework attempted at Larkin School of Nursing through proficiency testing prior to registration.

Students who experience a medical problem or pregnancy while in the nursing program must provide a statement from the health care provider indicating the student's ability to return to school prior to attending any clinical rotation.

Transfer of Course Credit

Larkin School of Nursing has articulation agreements with other institutions for the transfer of credits to other institutions. The transferability of credits earned at Larkin School of Nursing is at the discretion of the accepting institution. It is the students' responsibility to confirm whether another institution of the student's choice will accept credits earned at Larkin School of Nursing.

Larkin School of Nursing may accept credits earned for courses successfully completed at an accredited institution whose accrediting organization is recognized by the Council for Higher Education Accreditation (CHEA). Prior to granting transfer of credit for any course, Larkin School of Nursing reserves the right to test the applicant or request that they successfully pass an examination administered by a Larkin School of Nursing faculty member. Official transcripts from each institution attended must be submitted to the Office of Admission to complete a formal credit transfer evaluation. Preliminary evaluations can be performed on unofficial transcripts. Official transcripts must be received before the end of the first semester of enrollment. A final decision is made once official documents have been received and reviewed.

Credit for courses completed at another institution must be similar in content and duration to those offered in the program for which an applicant has applied. An applicant must have received a minimum grade of "C" or its equivalent for acceptance of transfer courses. The general education course(s) must have been completed within the last ten (10 years). Science courses must have been completed within the last five (5) years. Science courses completed over 5 years may be accepted if the applicant achieves a score of 65% or greater on the corresponding section of the HESI entrance exam. The registrar will review courses completed at other accredited institutions and make recommendations to the Dean for acceptance of transfer credits.

Transfer credits must be approved by the Dean prior to the first day of class. Upon approval of transfer credits by the Dean, the total program cost will be adjusted to reflect the transferred course credit(s). Once this process is complete, the applicant will receive notification of the number of credits accepted for transfer to Larkin School of Nursing. Transferring credits from another institution will be recorded as TR and will not be included in the GPA calculation.

Hepatitis B Vaccine

Larkin School of Nursing does not require, but strongly encourages its students to receive the Hepatitis B vaccine.

Background Screening

Graduate nurses applying for licensure by examination are subject to criminal background screening at initial licensure. LSN affiliates require a background screening before accepting students to complete a clinical rotation.

Depending on the program, applicants may be required to undergo a background screening during the admission process and after enrollment. A Level I background check is completed once the student completes an admission's application. A Level II screening is completed after admission and prior

enrollment in clinical rotations. Students are required to report felony or misdemeanor charges and convictions which occur during enrollment within 10 business days of occurrence to the Dean.

Please contact the Florida Board of Nursing at 850-245-4125 if you have questions regarding results of your background check and nursing licensure.

Immunization Status and Student Health Records

Students at the Larkin School of Nursing may be required to provide proof of vaccination and maintain their immunization status throughout some of the programs to ensure compliance with school and clinical rotation site requirements.

Larkin School of Nursing has adopted the CDC Healthcare Personnel Vaccination recommendations for students. CDC recommendations can be found online at http://www.immunize.org/catg.d/p2017.pdf.

All Associate of Science in Nursing students must provide proof of vaccination of the following upon acceptance to the program:

1. Influenza (October 1st – April 1st)
2. Measles, Mumps, Rubella (MMR)
3. Varicella
4. Tetanus/Diphtheria/Pertussis (Td/Tdap)
5. Covid-19 (as recommended by the CDC guidelines in effect at the time of the rotation or the rotating institution guidelines)
6. Other, as required or specified by clinical site.

Tuberculosis Screening

Students are required to undergo a Tuberculosis screening test. Students who have previously tested positive via PPD must provide proof of negative chest x-ray result within the last 6 months. Furthermore, the student will be required to complete an annual checklist to rule out possible exposure until their departure from the school. These requirements are subject to change depending upon current knowledge and practice relating to healthcare.

Student Records

Student records are maintained in a locked, water and fireproof cabinet while student is enrolled. After graduation, withdrawal or termination, student files are maintained in electronic format for five years. Electronic records are password protected.

The school maintains indefinitely a permanent official transcript for all current and formerly enrolled students.

Privacy of Student Records

Larkin School of Nursing is committed to the protection of students' rights and privacy of information. In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), Larkin School of Nursing provides students with access to their educational records. Students must make an appointment to review their records under supervision of a school official. Access to student records shall be restricted to government agencies governing, licensing and/or accrediting the programs. Information about a student will be provided only to potential employers and other academic institutions upon the written request of the student.

CAMPUS SAFETY AND SECURITY

Campus Safety

Larkin School of Nursing maintains well-lit buildings with appropriate well-lit parking areas. Larkin Community Hospital provides security to Larkin School of Nursing in the school grounds. Security personnel conducts periodic rounds during school operations. Any incidents or suspicious persons must be reported promptly to Security. It is important that school administration be notified of incidents that take place in the classroom or any other area of the school as soon as possible. Incident documentation and resolutions will be kept in school administration's office.

Emergency Evacuation Procedures

When an emergency exists requiring the evacuation of a building, all persons must immediately exit the building in an orderly manner. Contact Security by dialing (305) 284-7501 to report an emergency. If emergency personnel are required, call "9-1-1" immediately from an outside location away from the building; then remain clear of the building so that emergency personnel can safely approach the scene.

Interruption of Services

If the operation of the school is suspended at any time due to any "Act of God", strike, riot, or any other reason beyond the control of the school, refunds will be made according to the refund policy, or students have the option of resuming their course work later.

Lockdown

The purpose of a lockdown is to minimize accessibility to the school to reduce the risk of injury or danger to faculty, staff, students, or visitors. A lockdown will be implemented when requested by school security, city's policy department, the President. Lockdown procedures may be initiated immediately by the Dean, Assistant Dean, or a faculty member if delay in seeking direction from administration or security would result in significant risk to the school community. Incidents requiring a lockdown include person(s) armed with a firearm or weapon on school property, gunshots directed at or near the school, police incidents involving dangerous person(s) that area adjacent or close to the school. These examples are not absolute but reflect the type of situation that may require a lockdown.

Emergency Lockdown Procedure

1. Remain calm
2. Immediately cease all activity (teaching, group work, meetings, etc.)
3. Lock or barricade all doors where possible, use furniture or desks as cover.
4. If possible, cover any windows or opening that have a direct line of sight into a hallway
5. Shut the blinds or pull the shades down. Turn off the lights and try to give the impression that the room is empty
6. Stay low, away from windows and doors
7. Sit on the floor or crouch under or behind desks where possible
8. Pull all cell phones on vibrate or silent mode.
9. Be as quite as possible
10. DO NOT respond to anyone at the door until an all-clear message is received
11. If you are outside of school when a lockdown is announced, if safe run into the nearest building with hands raised above head and palms facing outward. If unsafe to run into a building, hide behind a large heavy object (vehicle or tree
12. Be aware of alternate exits if it becomes necessary to flee

13. Do not leave the building until told to do so by security or police personnel.

Communication

The President will designate a spokesperson who will communicate with staff, students, family members, and the media during and immediately post incident.

Training

Training on school safety procedures is provided to faculty and staff upon hire. Students are oriented to the school safety policies during initial orientation.

Fire Safety

In a fire, everyone should take note of exit signs and evacuate promptly by the nearest exit to the haven located across the school on 59th street, next to the ambulance entrance at Larkin Community Hospital. Do not use elevators. Exit signs denote the closest emergency exit. Faculty is responsible for ensuring the safe and prompt evacuation of all students in their class. Do not re-enter the building until directed by the school's administration. The Dean or designee will call 911 if emergency personnel is required, and notify security at 305-284-7501

Infection Control

To prevent the spread of infections, anyone encountering blood or other potentially infectious materials must follow standard precautions (hand hygiene, use of personal protective equipment, proper sharp disposal, and cough etiquette)

Pandemics

During a pandemic, Larkin School of Nursing will follow recommendations from the Florida Department of Health in Miami Dade County and the Centers for Disease Control.

Personal Property

Larkin School of Nursing is not responsible for any kind of loss, theft, destruction, or casualty of personal property of any kind owned by students, visitors, or others.

Lost and Found

The Security Office is responsible for lost and found property on the LSN campus. If you have lost or found an item, please contact Security at (305) 284-7501.

Parking Regulations

Parking and traffic regulations must be maintained for the protection of all. Parking facilities are available at the school for students to use.

1. Parking is permitted within designated parking areas. Student parking permits are not required.
2. Parking is not permitted on grass, unpaved areas or on sidewalks or in "no parking" areas.
3. Parking in HANDICAPPED parking spaces is reserved for vehicles displaying valid handicapped permit or license plates.

Violators are subject to fines and/or having their vehicle towed without warning or formal notification

Severe Weather

In South Florida weather conditions can change quickly. Larkin Community Hospital's Safety Officer alerts the school administration and staff of any weather disturbances.

If a sudden weather emergency has been reported in the area you should find a safe location away from doors and windows, get down on your knees and protect your head from potentially flying objects. If anyone is injured call 911. The Dean or designee will contact the engineering department if there is damage to the building from flying debris or water.

If a hurricane watch has been issued, the school will close until all clear announcement has been given by the Miami Dade County Office of Emergency Management (OEM) and it is safe to return to normal operations.

School Closures

Larkin School of Nursing reserves the right to close the school during severe weather or other emergencies for the safety of students and staff. Notice of closures may be posted on the Student Bulleting Board and/or Canvas, or a recorded phone announcement of closure or delayed opening will be available to students by calling the school's telephone number. If the school must cancel classes due to emergencies, the school will determine the date and time of any required make-up for courses and inform students as soon as possible. Make-up days will be posted on the student portal and/or student board.

Weapons on Campus

Possession of weapons including but not limited to firearms, knives or other weapons or explosives that may cause bodily harm on LSN property is prohibited.

For purposes of this policy, firearms and other weapons include, but are not limited to: handguns, rifles, rocket propelled projectiles, any instrument which expels a metal projectile such as a BB or pellet through the force of air pressure, paintball guns, air-soft guns, martial arts weapons, live ammunition, knives with fixed blades or blades over two inches in length, or any other object that is being used in a threatening manner and could cause physical harm.

Violation of this policy may result in

- expulsion or suspension for students
- disciplinary action up to including dismissal

Possession of Firearm by a Person with a Concealed Firearms Permit

The right granted by a state or county for a citizen (non-law enforcement) to carry a concealed firearm does not extend to private property (i.e., Larkin School of Nursing property). Possession of a firearm on LSN property by a person in possession of a valid concealed firearms permit is prohibited.

Refusal to Surrender a Firearm/Dangerous Weapon

If a student, employee, or visitor, refuses to voluntarily surrender a firearm or other dangerous weapon, the South Miami Police Department shall be notified immediately and requested to send a uniformed officer to the school to secure the weapon or firearm and remove the individual from the premises. Absent a life-threatening situation, employees should not attempt to physically disarm an uncooperative person.

Information Security - Password Policy

When a student is initially registered in the learning management system, the student receives an invitation with a link to join the course(s). The student is required to create an account with a unique login and password that provides access to the courses. If a student does not receive or misplaces this information, the student must contact the school to have the invitation resent to their email on file. Student access to the course management system is through Canvas and requires the use of this login and password. Data transmission of login information is secured using standard encryption technology.

Best practices related to setting up and maintaining the security of passwords.

A strong password should

- Be at least eight characters
- Contain both upper and lowercase alpha characters (e.g., A-Z, a-z),
- Have at least one numerical character (e.g., 0-9)
- Have at least one special character (e.g., ~@#$%^&)
- Password should not
- Spell a word or series of words that can be found in a standard dictionary
- Spell a word with a number added to the beginning and the end
- Be based on any personal information such as user id, family name, pet, birthday, etc.
- Recommendations for maintaining a strong password
- Do not share your password with anyone for any reason
- Change your password upon indication of compromise
- Do not write your password down or store it in an insecure manner

FINANCIAL SERVICES

General Information

The Financial Services Department provides support to students who need financial assistance to pay for tuition expenses at the school. The Financial Services Department has established procedures which assure fair and consistent treatment of all applicants.

The student has sole responsibility for the cost of their education and for obtaining financial assistance.

Larkin School of Nursing considers tuition and fees to be the total cost associated with attending the school. Each student is responsible for correctly completing all applications and processing paperwork. If the student does not receive financial assistance while in school, the student will be held responsible for all tuition and fees due to Larkin School of Nursing. Students should make an appointment with the Bursar to discuss their financial assistance needs and available financial assistance options.

Private Education Loans

Private education loans are available to all qualified students through Sallie Mae. Application is completed online through the lender's website.

Larkin Community Hospital offers an institutional loan to all LSN students. The student must make a down payment and minimum monthly payments as per financial agreement.

Students are encouraged to visit the following scholarship sites for additional financial assistance:
www.fastweb.com/college-scholarships

www.studentaid2.ed.gov/getmoney/scholarship

www.scholarships.com

Entrance and Exit Counseling

Each student who receives a student loan is required to complete entrance and exit counseling with the Bursar.

Loan Payment and Repayment Obligation

Students are responsible for repaying the full amount of student loans plus interest in a timely manner, less the amount of any refund.

CANCELLATION AND REFUND

Student's Right to Cancel

Applicants or students may cancel their enrollment at any time, in writing, before or during their enrollment. Cancellation shall occur when the student gives written notice to the Institution at the address shown on the top of the first page of the Enrollment Agreement. The written notice, if sent by mail, is effective when received at Larkin School of Nursing.

If the Student cancels within three (3) business days (excluding Saturdays, Sundays, and holidays) after signing the Enrollment Agreement and making initial payment all monies will be refunded. Cancellation after the third (3rd) business day, but before the first day of class, will result in a refund of all monies

paid, except for the registration fee. Refunds will be paid by the Institution within 30 days after receipt of the notice of cancellation.

Students who have not visited the Institution prior to enrollment will have the opportunity to cancel without penalty within three (3) days following either attendance at a regularly scheduled orientation or following a tour of the Institution.

Student's Right to Withdraw
- The Institution's policy for determining the student's withdrawal date is the earlier of:
- the date the student notifies the Institution of his or her withdrawal
- the last recorded date of class attendance if the student stops attending classes without notifying the Institution
- the date the student violates published Institution policy that provides for the student being withdrawn
- 10 business days following the last recorded date of attendance.

Refund Calculation
Should a student's enrollment be terminated or cancelled for any reason, all refunds will be made according to the following schedule.

A student who withdraws or drops a course within 7 days of the first day of class will receive a 100% refund. Students withdrawing after the 7th day will receive a pro-rated refund based on the following schedule:

Withdrawal Period (Calculated from the first day of class)	Percent of Refund (Based total credits per semester)
Days 1-7	100%
Days 8-14	50%
Days 15-31	25%
>32	No Refund

Reductions in indebtedness are made solely at the discretion of the school for withdrawals necessitated by conditions beyond a student's control, such as:

- Courses or programs are cancelled by the school.
- The student is called to military duty.
- The documented death of the student or member of his or her immediate family; parent, spouse, child, or sibling.
- Illness of the student of such severity or duration, as approved by the school and confirmed in writing by a physician.
- Exceptional circumstances with approval of the Dean or Assistant Dean.

Refunds or reductions in indebtedness are documented in the student record.

Tests, Supplies and Special Fees

Students are required to purchase and wear the school uniform with the Larkin School of Nursing logo to all laboratory and clinical rotations. School uniform can be purchased at Uniform Advantage located at 6210 South Dixie Highway, Miami, Florida 33143. The cost of the uniform with the school logo is approximately $ 55.00. Students are required to furnish their own personal supplies such as pencils, pens, erasers, notebooks, calculators, dictionaries, and a laptop or I pad.

Tuition

Tuition at Larkin School of nursing is based on the total number of credits taken per semester. All charges are applied to the students account at the time of registration. The cost per credit can be found in the tuition, fees, and other costs below.

Larkin School of Nursing reserves the right to make any changes in tuition and fees. Students will be informed of tuition and fee changes with reasonable advanced notice.

Tuition, Fees, and Other Costs (Degree Seeking Students)

The tuition fee schedule at Larkin School of Nursing has been calculated on a per credit basis and is subject to annual review and modification.

Initial Fees	ASN	BSN	MSN
Application Fee (one-time charge)[3]	$ 60	$ 60	$ 60
Entrance test fee[3]	$ 60	N/A	N/A
Books[1,4]	Included in tuition	$ 2,000	$ 1,500
Tuition, Books & Supplies			
Cost per credit	$ 350	$ 600	$ 650
ASN Total tuition (72 credits) [1, 2, 6]	$ 25,200	N/A	N/A
BSN Total Tuition (45 credits) [2, 6]		$ 27,000	
MSN Total Tuition (36 credits)[6]			$ 23,400
Other Fees			
School uniform and logo	$ 55	N/A	N/A
Late fee	$ 10	$ 10	$ 10
Re-admission fee	$ 150	$ 150	$ 150
Level II Clearance[3, 5]	$ 70	N/A	N/A
Transcript fee[3]	$ 5	$ 5	$ 5

[1] One (1) set of required textbooks is included in the total cost of the ASN program.

[2] Transferred credits cost will be deducted from the total cost of the program.

[3] Non-refundable fees.

[4] Textbooks are not included in the tuition for the RN to BSN & MSN programs. The cost provided is an estimate based on an average cost of $ 125 for a new textbook.

[5] Paid after completion of the Associate of Science in Nursing program.

[6] Does not include fees.

Late Payment

If a student fails to make any payment before 5:00 pm on the 10th of the month the student will be charged a late fee of $ 10.00.

Collections Policy

Current and former students with a past due balance will not be allowed to register, receive grades, academic transcripts, or diplomas until the balance on their student account is paid in full or up to date. If a student leaves or withdraws from Larkin School of Nursing (LSN) with an unpaid balance, the account becomes delinquent.

Larkin School of Nursing performs in house pre-collection outreach at 30, 60 and 90 days prior to assigning accounts to a collection agency. If the debt is still unpaid or an arrangement has not been made after this time, the account will be assigned to a collection agency for repayment of the entire debt. The student will be responsible for all collection, attorney, and other fees associated with efforts to collect on monies owed.

A student account may be referred to collections if it meets one or more of the following criteria:

1. Past Due balance not paid 90 days after bill date when all reasonable follow up efforts have been exhausted
   a. Phone calls
   b. Emails
   c. Mail
2. Student advised Larkin School of Nursing in writing that they have no intentions of paying the bill
3. Student communication via email, mail and or phone is unsuccessful

STUDENT SERVICES

The objective of the student services activities is to help students overcome external factors that may prevent a student from completing their degree, graduate, and obtain employment in their chosen field of study. Early intervention activities support students in maintaining satisfactory progress, achieving successful educational and student achievement outcomes (i.e., knowledge and skill attainment, retention, graduation, and employment), and making informed decisions concerning training and employment.

Student Services Offered

- Employment assistance
- Tutoring
- Advising
- Counseling referrals
- CPR and First Aid Classes
- Student complaint and grievance procedure
- Housing
- Study skills
- Registered Nurse license application assistance
- Default prevention plan
- Student orientation
- Student identification card

Advising and Counseling

Students may schedule an appointment with the Career and Student Services Coordinator to discuss students' academic needs, placement opportunities and other program related matters. Personal counseling is available to enhance personal development to all enrolled students. When requested or when appropriate referrals are made to appropriate community agencies.

Career Services - Employment Placement Services

LSN offer students career preparatory activities such as resume development, career fairs and professional networking. Larkin School of Nursing assists graduates find employment in their field of study through the Student and Career Services Coordinator. Larkin School of Nursing cannot guarantee salary or employment. However, Career Services will make every effort to assist our students in the job search.

Larkin School of Nursing complies with the Family Educational Rights and Privacy Act (FERPA). Students requesting career services assistance must provide a signed authorization allowing Larkin School of Nursing to send resumes to potential employers as part of a graduate's job search.

Housing

Larkin School of Nursing provides information to students in reference to reliable realtors and rental opportunities near campus. The school is located along major traffic arteries to allow easy commuting for students. Please contact the Student Services Department for more information.

Graduation Ceremony

Larkin School of Nursing commencement ceremonies may be held annually.

Graduation Requirements

Associate of Science and RN to BSN degree programs

- Candidates for graduation must meet the following requirements.
- Successfully complete the educational credit requirements for the program
- Achieve a minimum of a C or 77% on courses attempted.
- Have a cumulative grade point average (GPA) of 2.0
- Fulfill financial obligations to the school.

Master of Science program

Candidates for graduation must meet the following requirements.

- Achieve a minimum of a B or 85% on courses attempted.
- Fulfill financial obligations to the school.

Students must make an appointment with the student services to complete a graduation application. The student services staff will provide the student a form that requires clearance from the Registrar's office,

financial services office, and the Librarian. The form will be provided to the Dean of nursing for final clearance.

Additional Graduation Requirements

Associate of Science in Nursing

Students must achieve a score of 900 points or higher on all five categories of the nursing process on the HESI exit examination to graduate from LSN. Passing scores for the exit exam are determined by the School of Nursing and are subject to change. The cost for the HESI exit exam is included in the tuition.

Upon successful completion of the Larkin School of Nursing program, students will be awarded an Associate of Science in Nursing and will be eligible to apply for the National Council Licensure Examination for Registered Nurses (NCLEX-RN), to be licensed as a Registered Nurse in the state of Florida. Graduation from the Associate of Science in Nursing program does not guarantee eligibility to sit for state licensure examination. Graduates must be licensed as a Registered Nurse to practice nursing.

Graduation with Honors

Graduation with honors at Larkin School of Nursing is calculated based on credit attempted at Larkin School of Nursing only (excluding pass/fail courses). Graduation with honors applies to students who meet the requirements for graduation with an associate degree or a bachelor's degree, and whose cumulative grade point average meets the criteria described below.

- A student who earns a cumulative Larkin School of Nursing grade point average (GPA) of at least 3.900 will be graduated summa cum laude. Summa cum laude signifies the highest level of academic achievement. (Gold Graduation Cord)
- A student who earns a cumulative Larkin School of Nursing GPA of at least 3.700 but no higher than 3.89 will be graduated magna cum laude. Magna cum laude signifies a very high level of academic achievement. (Teal & White Graduation Cord)
- A student who earns a cumulative Larkin School of Nursing GPA of at least 3.50 grade but no higher than 3.69 will be graduated cum laude. Cum laude signifies a high level of academic achievement. (Teal Graduation Cord)

Commencement Ceremony

Information related to the commencement and pinning ceremony is available from the Office of Student Services.

ADMINISTRATIVE POLICIES & PROCEDURES

Cancellation of Classes

Larkin School of Nursing reserves the right to cancel classes and or programs for which there is insufficient enrollment, to make schedule changes, class location or instructor. In the event of cancellations, the school will notify each registrant via email and/or via phone. Cancellation may occur within the first week of class.

Cell Phone Use

Cell phone use is not permitted during class time, lab, or while on the clinical site.

Clock Hour of instruction

Clock hours of instruction consist of 50 minutes of instruction in a 60-minute period.

Out-of-Class Work

Out-of-class work or homework refers to learning tasks assigned to students to be completed outside of classroom or faculty instruction hours. An essential part of every program of study, out-of-class work enable students to master course objectives and leads toward the achievement of overall program objectives. Students are expected to complete approximately two hours of out-of-class work for each classroom or faculty instruction hour per week.

Common out-of-class work includes but is not limited to reading and writing assignments, mathematical problems, projects and case studies, worksheets, research work, journal entries, review of key concepts and principles, and other learning activities aimed at building and/or enhancing specific skills in a particular subject field. Out-of-class assignments are designed for various purposes such as reinforcing what students have already learned, preparing them for upcoming lessons, applying concepts and principles to new situations, or exercising their critical thinking and problem-solving skills in theoretical or practical cases.

Out-of-class non-graded assignments are specified in the topic outline section of the syllabus. Out-of-class graded assignments are specified in the learning management system.

Credit Hours

Larkin School of Nursing uses the semester credit hours.

Definition of Semester Credits

One semester credit hour is defined as

- 15 lecture clock hours of classroom or direct faculty instruction, plus out-of-class student work
- 30 laboratory clock hours of laboratory activities
- 45 externship clock hours of clinical/externship

Course Numbering System

Course numbers consists of an alpha prefix followed by an alphanumeric code.

Alpha Prefix:

- When a single word exists in the course title, the first four letters will be used as the prefix.
- For dual word titles, the first three letters of the first word and the first letter of the second word are used.
- In three-word titles, the first two letters of the first word and the first letter of each consecutive word are used.
- In multi-word titles, the first letter of each word is used for the first four words of the title.

Numeric Code:

- The first alphanumeric digit indicates class level as follows:
  - 1 = Freshman or First Year Course
  - 2 = sophomore or Second Year Course.
  - 3 or 4 = upper division
  - 5 and above = graduate
- The second numeral indicates preceding course with same alpha prefix.
- The third numeral indicates a sequence in courses.
  - If the course is standalone, then a zero (0) will be used to show that no prerequisite exists.
- The fourth digit will default to zero (0) unless the course is a lab, designated "L" or a Clinical, designated "C".

Letters of Recommendation

A student or graduate may request one or more letters of recommendation at no cost from a faculty member. Faculty members have the right to grant or deny the request. The student or graduate must contact the faculty member to request a letter of recommendation. All letters of recommendation will be addressed directly to a specific individual or a department agency.

Liability Insurance

Professional Liability Insurance coverage is required prior to participating in clinical rotations or externships. For more information, please contact the Student Services Department.

Student Identity

Verification of a student's identity begins at the time of admission. Identification is required to establish proof of identity. Acceptable items must be current and valid and contain the applicant's name and photograph that established the applicant's identity. Acceptable forms of identification include:

- State issued driver license
- Passport
- Military Id
- Resident alien card
- Alien registration card

Transcripts

A request for official school transcripts must be made in writing, signed by the student and the request given to the Registrar's office. After it has been determined by the bursar that the student does not have any financial obligation to the school or any other holds, the official transcript is prepared for the student with the Registrar's signature. Official transcripts are placed in an envelope, sealed, and either mailed or held for the student to pick or forwarded directly to other schools or other agencies at the request of the student. There is a $ 5 fee for each official transcript. Unofficial transcripts are provided to students free of charge upon student's request.

Processing the request will require a minimum of two (2) days' notice. The full address of the person/place to which the transcript is to be sent must be included. An official transcript of the school will

be forwarded directly to other schools, prospective employers, or to other agencies at the request of the student.

Official transcripts for all current and formerly enrolled students are held electronically in the student information system for life.

Dress Code

Proper professional dress and appearance create the first impression upon which an employer evaluates a candidate; therefore, professional dress and appearance are expected at the school. Students must adhere to the following dress code when in the clinical setting:

Larkin School of Nursing uniform must be always worn while in the clinical setting. The school uniform consists of white scrub pants and top. Students are required to purchase the school uniform with the Larkin School of Nursing logo. School uniform can be purchased at Uniform Advantage located at 6210 South Dixie Highway, Miami, Florida0 33143. The cost of the uniform with the school logo is approximately $ 55.00

- A solid white shirt or cotton turtleneck may be worn under the uniform top.
- White shoes and plain white stockings/socks.
- No open-toe or open-back shoes.
- An official Larkin School of Nursing identification badge will be always worn during clinicals
- A plain white sweater or white jacket may be worn.
- Fingernails must not extend beyond the fingertips, be clean and colorless. No artificial nails.
- Tattoos must be always covered.
- Makeup should be natural looking.
- A wedding band and small stud earrings may be worn. Other jewelry is not permitted.
- Long hair must be tied back
- Beards, goatees, and moustaches are discouraged as they interfere with personal protective equipment
- Proper hygiene is required.
- Heavy perfume and colognes are not permitted.
- Chewing gum is prohibited.
- Caps are not to be worn

Faculty members have the right to enforce the uniform policy. If the faculty member finds any part of the uniform unacceptable, the nursing student may be asked to leave the clinical area. Clinical agencies also have the right to refuse the placement of a student who is inappropriately attired or who exhibits inappropriate behavior.

Complains and disciplinary actions are carefully considered and investigated by School administration. The health and safety of our students and patients is our primary concern

RULES & REGULATIONS

Falsification of Records and Official Documents

Falsifying information or forging signatures on official academic documents such as drop/add forms, incomplete forms, petition letters, or any other official school document, will result in disciplinary action.

Harassment

Larkin School of Nursing supports a policy against harassment. Students, faculty, and administrative staff must work together in an atmosphere free of all forms of harassment, exploitation and/or intimidation.

Hazing

Hazing is prohibited by the Larkin School of Nursing (LSN) code of conduct. Hazing is defined as an action or situation created on or off campus which recklessly or intentionally harms, damages, or endangers the mental or physical health or safety of a student for the purposes, including, but not limited to, initiation or admission into or affiliation with any organization operating within the LSN. Hazing includes but is not limited to:

- pressuring or coercing a student into violating school rules or local, state, or federal law,
- any brutality of a physical nature or forced/encouraged physical activity that could adversely affect the physical or mental health or safety of the student,
- any activity that would subject the student to extreme mental stress or could adversely affect the dignity of the student,
- or any other activity which is inconsistent with the regulations and policies of the Larkin School of Nursing

Individuals found in violation of this anti-hazing policy may be subject to the following sanctions:

- Verbal warning
- Appropriate educational tools (reflection papers, counseling, letters of apology)
- Probation
- Suspension
- Dismissal from school

STUDENT CONDUCT, RIGHTS AND RESPONSIBILITIES

Student Code of Conduct

Larkin School of Nursing believes that learning can best be achieved in a peaceful and harmonious environment that promotes the free flow of ideas without coercion or intimidation. LSN advocates for the dignity and worth of every individual. The Student Code of Conduct is an integral part of the LSN mission which emphasizes the delivery of high-quality education. Students are expected to act according to the standards of personal and academic integrity described in this catalog, and respect and obey all regulations and policies of the school and all local, state and federal laws

Nursing Student Code of Conduct Acknowledgement Form

As a student at Larkin School of Nursing, I recognize that I am in a profession where I am responsible for the lives of others. With that responsibility comes accountability for my actions. As stated in the 2008 ANA Code of Ethics for Nurses (p. 143), I agree that:

"The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems".

Therefore, I will work to safeguard the health and well-being of clients who have placed their trust in me and will advocate for the clients' best interests. I commit myself to the highest standards of honesty, academic, personal, and professional integrity, accountability, and confidentiality, in all my written work, spoken words, actions and interactions with clients, families, peers, and faculty. I commit to work together with my peers and to support one another in the pursuit of excellence in our nursing education and to report unethical behavior. I recognize that these responsibilities do not end with graduation but are a lifelong endeavor.

Violations of the Code of Conduct

Any of the following actions constitute conduct for which a student may be subject to disciplinary action.

1. Academic dishonesty such as plagiarism and cheating.
2. Abusive conduct that creates an environment that disrupts learning or school operations including verbal, mental and physical abuse, intimidation, harassment, or humiliation. The frequency and severity of the conduct are used in determining whether the conduct is abusive.
3. Disruption or obstruction of school activities including teaching, meetings, and public events.
4. Dishonesty including the provision of false information or omission of relevant information to the school; altering or misusing a school document; using or possessing false documents or records.
5. Violation of the password policy (e.g., sharing password with others)
6. Alcohol and drug violations including the possession, use, distribution or selling of alcohol and/or drug paraphernalia in violation of school policies. Drug violations include the use or possession of prescription drugs other than by the person prescribed or for a purpose other than what was prescribed.
7. Ethical or professional code violations, violations of the licensure board rules and regulations as applicable to the student(s)
8. Arson or the willful setting fire to or burning of a structure or its contents or the property of another.
9. Failure to comply with a school employee who is performing his or her duties.
10. Failure to comply with a school sanction in a satisfactory manner.
11. Hazing
12. Stalking. Following or harassing another person causes the person to feel intimidated, harassed or threatened.
13. Willful destruction or misuse of school property or property belonging to others.
14. Sexual misconduct that violates school policy
15. Retaliation. Taking adverse action against a person who violated school policy or reported a crime.
16. Weapons violation
17. Violation of local, state, or federal law.
18. Theft
19. Threatening or causing physical harm to students, faculty, staff or others on campus of while students are engaged in off-site learning experiences.
20. Disregard of code of conduct, clinical sites, school and/or program policies

Clinical Misconduct

Dishonesty in the clinical setting which includes but is not limited to misrepresenting completion of clinical hours or assignments, falsification of patient records, fabrication of patient experiences, failure to report omission of, or error in, assessment, treatment, or medication, and appropriation/stealing from the facility, will result in disciplinary action. Students are expected to conduct themselves according to the three major areas of moral integrity, academic honesty, respect for the law and respect for the people.

Students who plagiarize, cheat and/or harass an instructor or peer may be charged with academic misconduct and may include dismissal from the Larkin School of Nursing.

Academic Dishonesty

Academic dishonesty results in a loss of trust and hinders the ability of the school to fairly evaluate student's academic achievements. Larkin School of Nursing takes academic dishonesty very seriously.

Academic dishonesty includes:

1. Plagiarism: presenting words or ideas of another person as one's own without crediting the source
2. Cheating: having access to and/or using aids or devices such as wireless communication devices not allowed during examinations, tests, quizzes, or other evaluations; consulting with another person or using unauthorized materials during an examination; copying answers from someone else's exam or paper
3. Submitting the assignment for evaluation in two different courses
4. Obtaining a test, quiz or exam without faculty's knowledge or authorization for personal gain, use or sharing with other students.
5. Misrepresentation of personal identity or performance: Includes but is not limited to submitting stolen or purchased assignments, having someone impersonate the individual in person, writing or electronically.
6. Submission of false information
7. Contributing to academic misconduct

Plagiarism

Plagiarism is the deliberate use and appropriation of another's work without any indication of the source and the passing of such work as the student's own. Students who are using another person's ideas or writhing must document their sources. Direct quotes must be consistent with American Psychological Association (APA) format. Any student who fails to give credit for ideas or material taken from another is guilty of plagiarism. Actively plagiarizing or helping another plagiarize is grounds for dismissal from the program for academic misconduct. All computers, copy machines, and printers display a Copyright Policy Statement.

Failure to adhere to the Code of conduct may result in disciplinary action including but not limited to

- Verbal or written warning
- Probation
- Suspension
- Dismissal from the program
- Failing grade

Student Rights

All Larkin School of Nursing students have the right to:

- Know when they will receive their financial assistance.
- A copy of the documents describing the school licensing.
- Information about Larkin School of Nursing programs, its instructional, laboratory and other physical facilities and its faculty.

- Information relating to job placements rates.
- Information concerning the cost of attendance.
- Information on the refund policy for students who withdraw.
- Information on how the school determines whether a student is making satisfactory progress and, if not, the nature of the procedures.
- Information concerning special facilities and services that are available under the American with Disabilities Act.
- Information as to what financial assistance is available.
- Information concerning how their financial assistance eligibility is determined.
- Information on how much financial assistance, as determined by the school, has been met.
- Information concerning the amount of financial assistance awarded to the student.
- Information concerning the interest rate on loan, the total amount which must be repaid, the length of time to repay, when repayment must begin, and what cancellation or postponement provisions apply.
- Know who their academic advisor is.
- Information concerning the school's academic and administrative policies.
- Fair, equal and non-discriminatory treatment from all school personnel.
- Access to their student records.
- Freedom of academic expression.

Student Responsibilities

It is the responsibility of each Larkin School of Nursing student to:

- Abide by the Larkin School of Nursing student code of conduct.
- Read, understand, and keep copies of all forms they are given.
- Review enrollment.
- Know and meet all deadlines for applying or reapplying for financial assistance.
- Provide all documentation, corrections, and/or new information requested to the Financial Assistance Department
- Notify the school of any information that has changed since their initial application for financial assistance.
- Repay all loans.
- Understand the school refund policy which is stated under the Refund Policy section of this catalog.
- Read the contents of the Application for Admission carefully.
- Purchase or otherwise furnish books and supplies.
- Maintain school property in a manner that does not deface, destroy, or harm it.
- Return library books in a timely manner and pay any assessed fines.
- Obtain required educational and financial clearances prior to graduation.
- Comply with all parking regulations.
- Report felony or misdemeanor charges and convictions which occur during enrollment within 10 business day of occurrence to the Dean.

Student Grievance

A student who feels they have not been treated fairly under Larkin School of Nursing policy has the right to file a written complaint within 10 calendar days of an incident. A complaint must be submitted to the Student Services Coordinator.

- Complaints must be dated and submitted in person, by U.S. Mail, or fax.
- Within 5 business days after receipt of complaint, the Dean will inform the complainant regarding the institutional response to the complaint.
- Refer to the grievance procedure.

Grievance Procedures

Larkin School of Nursing believes that every student has the right to due process where a student can be heard. If administration takes disciplinary measures against a student, the student may appeal the decision to the Grievance Committee within 5 calendar days of the initial institutional response to the student complaint. This committee consists of three non-biased participants. The grievance committee meets as needed.

Students are encouraged to resolve the problems through normal administrative channels. A petition for grievance hearing must be made in writing and submitted to the Student Services Coordinator. The Assistant Dean of Nursing is the facilitator/moderator of the grievance hearing and a non-voting member. The Committee will hear evidence, ask questions, review policies and will render advisory ruling upon the approval of the President, which will become binding upon the administration as well as the student who filed the grievance.

A student not satisfied with outcome of their grievance may appeal to the Commission for Independent Education (CIE) at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888) 224-6684

ACADEMIC POLICIES

Academic Advisement

The faculty and administration at LSN attend to each student's academic needs in a professional and caring manner. An appointment can be scheduled for a meeting with an academic advisor by contacting the Student Services Department.

Attendance

Students are expected to attend all lecture, laboratory, and clinical experiences. Larkin School of Nursing believes that absences inhibit the knowledge and experience gained during group presentations and class discussions. Absence interferes with a student's ability to learn from this class sharing experience. Students are expected to read and adhere to the course syllabus regarding clinical and class attendance. Excessive absence or habitual tardiness may hinder the student's ability to achieve the course learning objectives and affect the course final grade.

If a student needs to be absent because of an emergency, it is the student's responsibility to plan with the instructor to complete missed work. It is up to the faculty to allow students to make up missed work or refer the student to the Dean in case of excessive absences.

Online Course Attendance

Regular attendance, student participation and engagement are important contributors of student success in online courses. Students are required to complete all assignments by the due date, and to actively participate in class discussions. In addition to posting a response to the weekly topic for discussion presented, students are expected to respond to at least two other students and to comments and/or questions from the instructor and/or other students. Students are expected to log on weekly as directed by the instructor and outlined in the course syllabus.

Attendance is taken based on the weekly submission of assignments by due date.

Absences
Excused Absences

There shall be no grade penalty for a student who is absent from academic activities because of religious holiday observations in his/her own faith, the student's serious illness, death in the immediate family, court appearance of the student, subpoena by law enforcement agency, mandatory court appearance, or attendance to statutory governmental responsibilities.

Unexcused Absences

A faculty member may impose a grade penalty for unexcused absences as described in the syllabus. Unexcused absences do not require that the teacher provide make-up work for the student.

Make-up Policy

Student responsibilities. The student shall:

- Request the make-up assignments for all excused absences/tardiness from the instructors upon return to school or class within three days.
- It should be noted that all classwork, due to the nature of instruction, is not readily subject to make-up work.
- Complete the make-up assignments for classes missed within five days or as per course syllabus
- Failure to make up all assignments will result in a lower assessment of the student's academic and/or effort grade.

Average Class Size

Larkin School of Nursing provides small classes and individualized attention. Although the class size may vary, Larkin School of Nursing strives to monitor the class size. The maximum number of students in typical classroom/laboratory setting is 20. Nursing class size in clinical rotations may vary, however the maximum is 12 students per faculty member. Each clinical facility determines the maximum class size per faculty member that it is willing to accept.

Course Schedule

Larkin School of Nursing reserves the right to determine when each course is offered, to decide the number of credits a student may carry, and to make changes in programs or classes to better fit changing

career requirements or student goals, objectives, and needs. Class size may vary depending upon the course.

Classes may be scheduled between 7:00 am and 11:00 pm., Monday through Friday, and 7:00 am and 7:00 pm on Saturday and Sunday. Some courses require clinical hours at hospitals and skilled nursing facilities which operate 24- hours each day, seven days a week. The scheduling of clinical hours for some classes may be at times other than normal Larkin School of Nursing hours, including late evenings, nights, early morning, and weekends. The assignment of externship and clinical hours is non-negotiable by students.

Classroom Conduct and Responsibility

As a matter of common courtesy, students should not enter a classroom late; carry on conversations, even whispered ones; or take class time with questions of sole personal interest. Taping class lectures is at the discretion of each faculty member. The student must request permission before taping any classroom activity. Audible beepers and portable telephones must be turned off during class periods.

Children and pets (except service animals) are not permitted in class. Food and drinks are not permitted in the classrooms or the laboratory areas. Students are expected to assist in keeping the School of Nursing classrooms, laboratory, and student lounge areas in a presentable condition always.

Course Requirements

Students are expected to adhere to the stated course requirements outlined in the course syllabus by faculty, including due dates for assignments and the specified grading system. Unless prior arrangements have been made with the faculty member, work that is submitted late may be downgraded one FULL letter grade for each day the paper/project is late until grade of "F" is reached. Students are expected to be prepared for all classes and to participate in them.

Students should not ask faculty member to change the course requirements by requesting special treatment such as "extra credit" work to raise a grade or ask for extensions of due times for papers. These requests are unfair to other students and the faculty member.

Written Assignments

All written work is to be submitted on or before the published due dates unless the student has received prior approval from the faculty member. Word processors are available for student use in the computer laboratories. Formal written papers (term or scholarly papers) shall follow the guidelines set forth in the American Psychological Association's (APA) Publications Manual latest edition.

Disclosure of Confidential Information

Students are personally accountable for the way in which patient information and other confidential information in clinical facilities is utilized. Confidential information is never to be discussed with anyone other than those directly involved in the care of the patient. Violation of this policy is a serious offense which violates the code of conduct. Failure to comply with this policy will result in disciplinary action including dismissal.

Guest Lectures

Larkin School of Nursing enhances the student's education by inviting speakers from the business and professional field. Guest lecturers will address students on a variety of subject matters.

Library

Larkin School of Nursing library provides a well-appointed learning environment including collections of materials, study space, and computers to access all information available. Larkin School of Nursing provides access to scholarly journals, subject specific self-help resources, and textbooks.

Leave of Absence

The school recognizes that personal situations may arise which may require an extended period to resolve. It would not be advantageous to the student to maintain continuous enrollment when conflicting pressures prevent regular attendance. A student must submit a Request for Leave of Absence form, available in the office of the Registrar with appropriate documentation. The Leave of Absence must be approved by the Dean of Nursing and other school officials as designated on the request form. The Dean of Nursing will notify the student whether the Leave of Absence is approved. Only one Leave of Absence will be approved in a twelve (12) month period. A Leave of Absence, instead of a formal withdrawal, indicates that the student sincerely intends to resume his/her education at a specified time.

Criteria for Leave of Absence:

    a.   No leave of absence may exceed one (1) semester.
    b.   A student must have completed one (1) semester.

Exceptions will be made for medical emergencies. Acceptable leave of absences are jury duty, military duty or circumstances covered under the Family Medical and Leave Act of 1993 (FMLA). These circumstances are birth of a child, adoption, and care for spouse, and/or serious health conditions.

Students taking an approved leave of absence are responsible for monthly payments due. If student fails to return to the school at the end of the approved leave of absence, then the student is withdrawn from Larkin School of Nursing and will be charged a re-entry fee when he/she re-enrolls.

If a student does not return to school at the expiration of an approved leave of absence, the student's last day of attendance is the date the student began the leave of absence, and charges and refund calculations are applied. All refund and cancellation policies are applied based on a student's last day of attendance.

Add – Drop Courses

Students may officially drop a course during the add/drop period (first 7 days of each semester) without punitive grades or financial obligations for the classes dropped. The last day of physical attendance (LDA) determines whether grades are recorded for the semester. The last day of attendance is based on the length of the course (See table below). If the LDA is within the time frames specified below, a grade of "W" is given. The grade of "W" has no effect on the student's cumulative grade point average or successful completion of courses. If the LDA occurs after the time frames listed below, the student will receive a final letter grade of WF in the course. The grade of "WF" is added to hours attempted within the specified maximum time frame. The WF will affect the student's cumulative grade point average.

Length of the Course	Last Day of Attendance	Grade
	1-7 days	Not recorded
8 weeks	4th week	W
12 weeks	6th week	W
16 weeks	8th week	W

Withdrawal from Larkin School of Nursing

Students may be withdrawn from the school due to disciplinary and/or academic reasons (involuntary withdrawal). Students may voluntarily withdraw from the school for personal reasons (voluntary withdrawal). A student must officially withdraw from the school. A student who wishes to withdraw is required to inform the institution in writing of his/her intention to withdraw. Such request must be presented in writing (mail, email or fax) or in person. Withdrawal forms can be obtained from the Registrar's Office.

Academic Re-Admission Policy

A student must apply for re-admission to the Larkin School of Nursing after a voluntary/involuntary withdrawal. This policy also applies to students who have been on an approved leave of absence that extended beyond the date granted which results in automatic withdrawal. The re-admission policy is as follows:

1. Student must obtain permission from the Dean to re-enroll in classes.
2. Students must obtain the Financial Services Department signature on the re-entry documents indicating all financial obligations to the school have been met. If a student has been out of the school for more than thirty (30) days, a re-admission fee of $150.00 will be assessed.
3. Students re-admitted are subject to tuition charges and fees in effect at the time of registration.
4. After obtaining required signatures a re-entering student must return all required documents to the admissions coordinator to be enrolled for classes.
5. Students applying for re-admission to the school after an involuntary withdrawal will be placed on probation for one (1) semester. If there are no violations of student rules and regulations during this period, the student will be removed from probation at the conclusion of the probationary period.

Academic Load

To be considered full-time, students must carry a minimum of ten (10) to twelve (12) credit hours per semester.

Transfer Courses

The grade earned in courses taken at another institution that are being transferred in for required courses at Larkin School of Nursing will be reflected in the LSN student's transcript. Grades of transferred courses have no effect on the student's overall grade point average or successful completion of courses.

Testing

It is a Larkin School of Nursing policy that each student completes the required examinations according to the syllabus of the course to receive a grade. All examinations are announced in advance so students may be prepared. Any examination not completed by the deadline set by the instructor may result in an automatic failure for that examination, unless specific arrangements are made with the instructor. Final examinations are normally scheduled during regular classroom hours during the last week of scheduled classes.

GRADING POLICIES AND PROCEDURE

Grading

Students are awarded letter grades for work undertaken at Larkin School of Nursing. Academic work is evaluated, and grades are assigned at the end of each term to indicate a student's level of performance. The criterion upon which a Grades are based on the quality of a student's work as shown by written tests, lab assignments, class projects, homework, and other assignments. No points will be awarded for attendance and/or class participation. Grades and reports of a student's progress may be mailed, given directly to a student, or viewed in Canvas at the end of each term. A failing grade is used in computation of both qualitative and quantitative academic progress.

Grading Scale			
Average	Grade	Grade Point Value	Interpretation
93-100%	A	4.0	Pass
91-92%	A-	3.7	Pass
89-90%	B+	3.3	Pass
85-88%	B	3.0	Pass
83-84%	B-	2.7	Pass
81-82%	C+	2.3	Pass
77-80%	C	2.0	Pass
75-76%	C-	1.7	Fail
73-74%	D+	1.3	Fail
69-72%	D	1.0	Fail
67-68%	D-	0.7	Fail
0-66%	F	0.00	Fail
	UF*	Not computed	Unsatisfactory - Fail
	WF	Computed	Fail
	I*	Not computed	Incomplete
	SP*	Not computed	Satisfactory - Pass
	W*	Not computed	Withdraw (Prior 50% completion)
	TR*	Not computed	Transfer Credit

*Grades not included in the GPA calculation

FORGIVENESS POLICY

LSN forgiveness policy permits students to repeat a course in which a grade of C- or below is obtained, and have the repeated grade computed in his/her GPA in place of the original grade, providing the repeated grade is higher than the first grade. If a student needs to repeat a course, the student is

responsible for the cost of each repeated course which is calculated based on the number of semester credit hours times the cost per credit. Refer to "Tuition, Fees, and Other Costs (Degree Seeking Students) on this catalog for the cost per credit to determine the cost of the course(s) to be repeated.

PROGRESSION THROUGH THE NURSING PROGRAM

To satisfactorily complete the nursing program, student must pass all courses with a grade of C (77%) or higher. A student may fail the same course or a combination of courses a maximum of two (2) times. A student who fails this policy will be dismissed from the program.

A student must demonstrate required theoretical and clinical nursing competencies each semester before they can progress to more advanced nursing courses.

Students must achieve the established passing grade on the HESI exams offered in selected nursing courses.

SATISFACTORY ACADEMIC PROGRESS

Students at Larkin School of Nursing are expected to maintain satisfactory academic progress and to make ongoing progress toward graduation. Factors that may influence satisfactory progress and that may result in extended time are:

deviation from the catalog requirements in the number of hours taken per semester.

- withdrawal from classes
- repeated courses
- grades of "Incomplete"
- probation or suspension
- grade appeal process

There are two standards that must be met: a qualitative standard and a quantitative standard. When determining SAP, the Qualitative and the Quantitative standards are determined independently from each other, and a student may be placed on academic warning, academic probation, or academic suspension for not achieving the appropriate cumulative grade point average for the semester or not completing 66.7% of credits attempted.

The required cumulative grade point average for the various programs is:

- Associate of Science = 2.0
- RN to BSN = 2.0
- Master of Science = 3.0

Qualitative Standard

The qualitative standard to make satisfactory academic progress requires that a student meet the following criteria:

- Demonstrate a minimum overall cumulative grade point average (CGPA) of 2.0 at the end of the

undergraduate student's first semester of enrollment, and at the end of each subsequent semester thereafter.

- A student who does not achieve a CGPA of 2.0 at the end of the first semester or any semester, thereafter, will be placed on academic probation the following semester. A student who does not achieve a 2.0 GPA or greater in a semester while on academic probation will be placed on academic suspension and will not be able to register for one semester. A student on suspension who does not achieve a 2.0 CGPA by the end of the semester is dismissed from Larkin School of Nursing. A student may continue academic probation if he/she meets the minimum standards for each semester. A student on academic probation who brings his/her GPA to 2.0 is removed from probation. A student who has been academically dismissed has 1 year before they can re-apply to Larkin School of Nursing

GPA calculation

There are three components required to calculate a GPA: the grade points assigned to a specific grade (refer to grading scale on this catalog), the course credit hours, and the total grade points that result by multiplying hours by grade points assigned to a grade. Finally divide the total grade points by the overall credit hours.

GPA = Grade points/attempted credit hours Example

	Attempted Credit Hours	Grade	Grade Points
	3	A (4.0)	3 x 4 = 12
	3	B (3.0)	3 x 3 = 9
Total	6		21
GPA = 21/6 = 3.5			

Quantitative Standard

The quantitative standard requires students to complete their program of study within 150% of the normal timeframe allotted for completion of the program. The normal timeframe is measured in credit hours attempted (rather than semesters).

To ensure completion of a program within the maximum timeframe, Larkin School of Nursing requires students to successfully complete 66.7% of the credits attempted after completing their first semester at Larkin School of Nursing and thereafter. If a student withdraws from a course, the credit hours of that course are included in determining the quantitative standard of satisfactory academic progress. All students must maintain a minimum of 66.7% of credit hours attempted to graduate within 150% of the normal timeframe.

The time frames are as follows for the following credit programs:

- Associate degree in Nursing (72 credits) = 108 maximum attempted credit hours
- RN to BSN (45) = 67.5 maximum attempted credit hours
- Master's Degree (36) = 54 maximum attempted credit hours

A student who does not achieve a cumulative completion rate of 66.7% at the end of the first semester or any semester, thereafter, will be placed on an academic probation for the next semester. A student who does not complete 66.7% of credit hours attempted in a semester while on academic probation will be place on academic suspension and will not be able to register for one semester. A student on suspension who does not complete 66.7% of the credit hours attempted by the end of the semester is dismissed from Larkin School of Nursing. A student may continue academic probation if he/she meets the minimum standards for each semester. A student on academic probation who completes 66.7% of credit hours attempted is removed from probation. A student who has been academically dismissed has one year before they can re-apply to Larkin School of Nursing.

Academic Warning

The faculty will complete a midterm academic evaluation for all students. A student will receive an academic warning notification at the midterm if the student is not meeting the satisfactory academic progress standards outlined above. Students are encouraged to submit a remediation plan to their instructor. The remediation plan will detail what the student plans to successfully do to meet the satisfactory academic progress standards.

Academic Probation

A student who does not achieve a cumulative grade point average of 2.0 and/or does not achieve a cumulative completion rate of 66.7% at the end of the semester, will be placed on an academic probation for one semester. A student on academic probation who meets satisfactory academic progress will be removed from academic probation at the end of the semester. Academic probation may affect term, cumulative GPA, and course-completion percentage.

While on academic probation, a student not earning a 2.0 cumulative GPA or better by the end of the semester or the required 66.7% of credits attempted will be placed on academic suspension.

Academic Suspension

A student will be suspended for not meeting the Quantitative and/or Qualitative academic standards outlined above after their semester of probation. Students may not re-enter into the school for a period of one full semester (16 weeks).

To return to LSN, all suspended students must seek reinstatement from the Admissions Coordinator, Registrar, and the Dean of Nursing. The Dean may specify enrollment stipulations at the time of reinstatement. The student will return to LSN on probationary status for one semester. After the probationary period, failure to achieve minimum academic standards will result in the student being dismissed from LSN with no further opportunity to enroll at the undergraduate level for one year. At that time, a student academic records are evaluated to determine if it is possible for a 2.0 GPA to be achieved and if the program can be completed within the maximum 150% timeframe. If both these standards can be achieved, a student can be readmitted on academic probation.

Students placed on Academic Warning, Probation, or Suspension will be notified by the Dean of Nursing. It is possible for a student to be academically dismissed without first being placed on probation. Academic probation will affect term, cumulative GPA, and course-completion percentage.

A student who is readmitted after being on Academic Suspension or Academic Dismissal will be on academic probation until the student has achieved a 2.0 CPA and/or the required 66.77% completion rate at the end of the returning semester.

Academic Dismissal

A student on probation will be dismissed if:

- The student's cumulative GPA remains below 2
- Student has failed two nursing courses

Dismissal is for a period of one year. Returning students must apply for readmission and be up to date on their financial obligations with the school. Students may appeal the dismissal.

Incomplete Grade

Incomplete courses are denoted as follows: **I**

Incomplete courses are considered when calculating the Percentage Completion Rate portion of the SAP policy.

The grade "I" is given when a student fails to complete course requirements because of extreme and unforeseen extenuating circumstances that may have affected academic performance. The "I" must be approved by the instructor teaching the course.

The student has up to one semester from the end of the semester to complete the work. If the work is not completed, the student may receive an "F" for the course. The final grade/credits attempted will be included in the maximum time frame for program completion and term and cumulative GPA. All change of grades and incomplete grades must be completed by the end of drop/add week.

Repeating a Course

A course in which a satisfactory letter grade of "A"," B", & "C" has been earned may not be repeated. All credits attempted are considered when calculating quantitative Satisfactory Academic Progress status.

Repeated courses will count toward term/semester and cumulative Grade Point Average SAP policy requirements Repeated courses will count toward Percentage of Completion SAP policy requirements

Repeated courses will count toward Maximum Time Frame SAP policy requirements

Transfer Credit

Transfer credits are denoted as follows: **TR**

Transfer credits are not considered in calculating term/semester or cumulative GPA Transfer credits are not considered in determining Percentage of Completion requirements.

Withdrawals

- **W** denotes a Withdrawal that occurred during the drop period (prior 50% completion of course)
- **W** does not affect term/semester GPA

- **W** does not affect cumulative GPA
- Withdrawals after 50% completion of the course affect GPA
- **WF** denotes a Withdrawal that occurred after the drop period (after 50% completion of course)
- **WF** affect term and cumulative GPA.

Withdrawal for Non-Attendance

The school administration may withdraw a student from the program due to excessive absences (defined as being absent from school for 14 consecutive calendar days or more excluding holidays). Attempts will be made to contact the student to determine the student's intent to return to school. If a student is withdrawn from the program, a letter will be sent to the student and a copy will be placed in the student's permanent academic file.

Additional Degree Program

Students who graduate from one program, and wish to earn another degree, diploma, or certificate from Larkin School of Nursing will be allowed to complete a new program within a new 150 percent time frame.

Earning Additional Credentials

When students seek additional credentials, SAP requirements will be determined based on the program requirements.

- Courses applied toward completion of earning additional credentials will be denoted as transfer courses,
- Courses applied toward completion of earning additional credentials are not considered when calculating term/semester GPA.
- Courses applied toward completion of earning additional credentials are not considered in determining term/semester Percentage of Completion requirements.
- The Maximum Time Frame requirement of the SAP policy will be adjusted for each course applied toward completion of earning additional credentials by: (a) subtracting the total transferred credits/hours from the assessment term/semester or the program, and (b) recalculating the Maximum Time Frame

Appealing a Determination of Unsatisfactory Academic Progress

A student may appeal within 5 calendar days of the initial complaint. Larkin School of Nursing determination of unsatisfactory academic progress in writing to the Dean. The student's appeal must provide details concerning the circumstances affecting the student's academic progress (such as serious illness or injury befalling the student, the death of a close relative of the student or any other special circumstances) that may influence the school's decision to terminate or not to readmit the student into his or her program of study at LSN.

The Dean will consider the appeal to determine whether the special circumstances explained in the student's written appeal are mitigating circumstances that will allow the student to remain enrolled in or readmitted to his or her program of study at the school despite the student's failure to conform to the requirements of Satisfactory Academic Progress. The determination of the student's appeal will be made

at the discretion of the Dean in conformity to the principles and standards described in this catalog and will be final and binding on the student. If the Dean decides in favor of the student's appeal, the student will be placed on academic probation during the student's next semester of attendance in a program of study at the school. Appeal response time is within 30 calendar days from initial complaint. Academic probation may affect term, cumulative GPA, and course-completion percentage.

SUSPECTED DRUG USE/INTOXICATION POLICY

Larkin School of Nursing follows federal government regulations for a Drug Free Workplace for both students and employees. Any student or employee caught in possession, use or distribution of any illegal substance or paraphernalia has violated the student code of conduct. The student may be dismissed and/or referred to an appropriate agency.

Students are prohibited from reporting to lectures, laboratory or clinical under the influence of alcohol, illegal substance or any substance not prescribed specifically for the student. The following behaviors may be indicative of a student under the influence of alcohol or any controlled substance:

- Bizarre or unusual behavior
- Physical signs/symptoms of impairment (ex. track marks, bloodshot eyes, unsteady gait, slurring, poor coordination)
- Direct observation of drug use
- Evidence of drug tampering, drug diversion, or misappropriation during clinicals
- Frequent errors
- Unexplained mood change
- Smell of alcohol or breath mints
- Disheveled appearance or poor hygiene
- Blatant impairment of judgment
- Chronic absenteeism and tardiness
- Unexplained absence from nursing unit during clinical rotations
- Observation of poor judgment or careless acts which caused or had the potential to cause patient injury, jeopardize the safety of self or others, or resulted in damage to equipment.
- Alterations in student clinical and/or didactic performance that may not be attributed to other causes.

The faculty or a staff member who suspects possible substance abuse by a student must report the suspicious behavior to the Dean. A student who suspects possible substance abuse by another student has the responsibility to report this information to a faculty or Dean. The identity of the student making the report will be kept confidential to the extent possible and consistent with the need to investigate the report and subject to legal requirements.

Larkin School of Nursing reserves the right to require a student to show proof of a drug-free condition, including drug testing whenever there is suspicion or reason to believe that a student is impaired due to illegal drug or alcohol use, or the use or misuse of prescribed or over-the-counter medications. Student who refuses to submit to drug testing or refuses to authorize the release of test results to Larkin School of Nursing can be sanctioned up to and including dismissal from the school.

Testing procedure

1.   Student will be tested for the use of controlled substances at a facility approved by the school

2.   The student must follow the testing facility procedures for the collection of samples (urine, blood, saliva, hair or combination may be used during testing)

3.   The testing facility will provide the final report to the Dean with consent of the student to release the results to the school

Students suspected of use of controlled substance and/or impairment will be excused from class/clinical assignments until the results of the screening tests have been finalized. Evidence documenting the use or suspected use of a controlled substance and/or impairment of the student will be evaluated by the Dean to determine next steps including a leave of absence or dismissal from the program. The student may petition for reinstatement through the student complaint and grievance procedure.

Treatment and Counseling Services

Students who test positive for drug use or are concerned that they may have a substance or alcohol abuse problem are encouraged to seek appropriate assessment, treatment, and counseling from qualified health care professionals.

CLINICAL POLICIES AND PROCEDURES

The policies in this section pertain to programs and to all students enrolled in those programs where the program requirements include a clinical rotation or an externship. In this policy where the term "externship" is used, it is used as the generic term and is intended to cover all two of these types of academic experiences.

Students may be required to do an externship to complete a course assignment. Clinical experiences in nursing occur within specific nursing courses throughout the curriculum. Please refer to the course syllabi for clinical policies and guidelines pertaining to nursing program clinicals. All nursing clinicals are selected and assigned by nursing faculty prior to the beginning of each course. Students are notified prior to the start of each term where and when they will be assigned for the coming term. Nursing students sign a memo of understanding during the admission process indicating they understand clinical assignment may be within a 25-mile radius of the campus. Nursing clinicals may be scheduled any time during the day (morning, evening, or nights) and weekends.

Nature of Clinical Rotation

Programs offered by the school are intended to prepare students for a specific career or profession. Therefore, the externship component of those courses is integral to academic requirements for preparation for the chosen career or profession. The externship closely reflects the student's future working responsibilities. Therefore, a student is required to demonstrate dependability, punctuality, and accountability, which are essential and measurable professional qualities. While at the externship site, the student's status is that of student at the institution. The student is not an employee at the site. Students receiving education at clinical/externship sites may not be permitted to be paid for their time onsite.

Students must be prepared to travel to their externship assignments. The school will attempt to assign sites that are convenient for the student; however, this may not always be possible. The student is responsible for any fees or expenses associated with the clinical rotation/externship (ex. travel expenses).

Accidents/Injuries

If an accident or injury occurs while the student is in the clinical area, the student is responsible for following up on the necessary medical care. Faculty is to follow the clinical agency's policy for employees/student injuries, such as

an incident report, emergency room treatment, etc. The Dean at LSN must be notified and a memo regarding the injury and its disposition should be documented in the student's record within 24 hours.

Clinical Assignments

Assignment of students to clinical facilities is made in collaboration with a designated faculty member and the Dean. The appropriate faculty member notifies the agencies regarding the clinical courses to be taught and the names of the instructors for each section.

The clinical facility is provided with the:

- Verification of student's immunization, malpractice insurance, other appropriate student information
- Clinical rotation objectives

Clinical Evaluation

Clinical performance is evaluated during each clinical nursing course by the course faculty. Clinical evaluation tools are designed to address specific course expectations and objectives.

- Typical clinical expectations include, but are not limited to:
- Safe, effective, ethical performance of nursing task.
- Problem solving.
- Use of appropriate judgment.
- Appropriate communication and interaction with others.
- The ability to apply knowledge.

Clinical Rotation Data Collection

Nursing students will collect client data as assigned by their instructor prior to their rotation. Student will adhere to the following guidelines while in the healthcare facility:

- Students will always abide by the established dress code.
- Upon arrival, students will identify themselves to the nurse in charge and explain their reason for reviewing the chart.
- Students will limit their data collection to those clients to whom they have been assigned.
- Students are prohibited from providing care or talking with clients on data collection days. Client care may only be provided during clinical class days when faculty is on site.

- Students will follow HIPPA guidelines.

Chart Documentation
All student charting entries must be co-signed by the supervising faculty instructor or the responsible RN.

CPR Certification
All students must have a current CPR certification, "Health Care Provider", from the American Heart Association before entering the clinical areas. LSN personnel may schedule a CPR certification class for students at no cost to the student. However, if a certification class cannot be scheduled (or a student cannot attend the class), the student is responsible for obtaining Health Care Provider CPR certification in the community and for the cost associated with the certification. CPR certification renewals are the responsibility of the student and should be completed every two years.

Equipment
All students are required to carry bandage, scissors, a personal stethoscope, a penlight, and a watch with a second hand during their clinical rotations.

Identification Name Badge
The LSN identification name badge must be worn by all students in any clinical experience. If a student does not display a name badge on the LSN uniform, the student may be asked to leave the clinical area. Students who are participating in experiences where the uniform is not worn must identify themselves immediately as a LSN nursing student to other professional working in the area.

Illness
If a student needs health care and/or is at risk to others, the faculty member must determine appropriate action based on the individual circumstances and act as needed. Students who are ill and unable to be in the clinical site on the assigned day are expected to contact their clinical faculty member prior to the assigned time of reporting. The student is then expected to meet with the preceptor or faculty member to plan an appropriate make up assignment

Keys
Students are occasionally offered or request unit key. If the student accepts or utilizes keys, the student is completely responsible for returning the keys to the appropriate person before leaving the unit. If the student takes unit keys off the unit or out the hospital, the student will be required to return the keys immediately (including driving back to the facility).

Orientation to the Clinical Site
Students will attend orientation to the clinical site as per the clinical site policies and procedures.

Photography

Students are forbidden to take photographs while on the clinical setting. This policy includes all cameras and cellular phones.

Professional Behavior and Language in the Clinical Setting

Nursing students are expected to respect the rights of others regardless of their race, religion, color, gender, sexual orientation, genetic information, age, disability or national origin, political affiliation, marital status, or beliefs, in both laboratory and clinical settings. Students are expected to:

- Adhere to established laboratory and clinical deadlines.
- Have no unexplained laboratory and/or clinical absences.
- Exhibit promptness when attending classroom, laboratory, and clinical experiences.
- Remain for the entire laboratory clinical learning experience, unless excused.
- Adhere to policies and procedures related to the assigned clinical agency.
- Promptly and properly identify oneself and role during clinical experiences.
- Adhere to the uniform and dress policies found in the student policies/procedures manual.

Attendance

1. The student must complete 100% of the hours specified in the program outline for externship.
2. The instructor will record attendance. A student who does not report attendance risks being in violation of the attendance policy. Violation of the attendance policy could cause the student to be dismissed from the school.
3. Students are strongly discouraged from being absent during the externship. Students must inform the instructor of an emergency requiring the student to be absent. Approval will be given only for extraordinary circumstance such as a death in the immediate family, jury duty, military duty, or similar.
4. Students must not be late or tardy to their site. A student who is likely to be late must inform the instructor as soon as it is safe and feasible to do so.
5. Make-up hours for lateness or absences are difficult to schedule. Make-up hours must be arranged with the externship instructor. Students should understand that make-up hours may not be contiguous to their scheduled end date.

Tardy Policy for the Clinical Setting

Students are to be at their clinical site and prepared to begin their rotation at the time designated in their clinical syllabus. Two occurrences of tardy arrival equal one unexcused absence. The student may be dismissed from the clinical site for tardiness, at the instructor's discretion. Factors to be considered in this decision include:

1. Whether the student called prior to the established start time.
2. Whether the tardy was due to unavoidable vs. avoidable circumstances (e.g., road blockage vs. oversleeping);
3. The impact on the clinical site itself: will the late arrival cause a disruption to the function of the unit?

All tardy arrivals must be documented on the clinical evaluation tool with the disposition (dismissal from the site, grade decrease, or other action) documented. If the student is sent home, the student will receive an unexcused absence.

Safety, confidentiality, and professionalism

Students are expected to observe and comply with all site and institutional requirements for safety and preservation of confidentiality. Students are expected to demonstrate professionalism in their interaction with all members of staff and members of the public at the site where they are assigned. Such professionalism includes appropriateness of communications. Students may be required to sign a statement acknowledging confidentiality of patient information and the applicability of HIPPA laws.

Dress code, behavior, conduct, and rights and responsibilities.

At all times the school's policies and code of conduct including all student responsibilities are in force. These policies include the dress code policy, the drug and alcohol policy, anti-smoking policy, video and audio recording policy, and dismissal policy.

In addition, each site will advise the student during his or her site orientation of site-specific policies that the student is also required to observe. Violations of the site's policies are a violation of the school's policies and discipline will be administered accordingly, up to an including dismissal from the program.

Grading, student performance evaluation

To receive a grade for the course, the instructor must turn in an evaluation of the student's performance during the time of assignment to the site.

The grade cannot be turned in until all the required hours have been completed. The instructor will assign the grade based on firsthand observation and input from the site personnel.

The student is required to fill out a survey evaluating the extern site and experience.

Program Specific Requirements

There is a wide and extensive array of program specific conditions that a student must meet both to be eligible to attend education at an externship site and during the education experience itself. These conditions are often mandated by state regulators or accreditors. The school also specifies conditions to maintain uniformity of high standards such that the institution's credentials. These may include vaccinations, immunizations, background checks, drug tests, and other kinds of requirements. Students are informed of these requirements at the time of enrollment. Evidence of compliance is typically requested and must be presented when requested. The Dean and externship instructor will meet with students to remind them of such requirements.

The school is required to conduct a federal and/or state background check on the student. As part of that background check, the school will request records about any prior criminal or drug related offenses.

There is a wide array of site-specific requirements, the most common of which is finger printing or conducting a background check.

Additional Sources of information

All students whose programs of study include an externship component are required to attend mandatory orientation held at the institution at least a week prior to their first day on an externship site.

Additional information can also be obtained from the Dean or the program's externship instructor.

Clinical Probation

Clinical probation is based on the performance of the student in relationship to course objectives and expected behaviors and attitudes that are consistent with those of professional nurses. In addition, to persistent behavior or behaviors related to unprofessional conduct, the student enrolled in a clinical nursing course may be placed on clinical probation for one more of the following:

- Negligence in patient care
- Endangering the safety of a patient
- Initiating clinical experiences without a contract.
- Initiating interventions or actions without appropriate supervision or approval of the supervisor.
- Inconsistently completing clinical assignments.
- Substantiated act or acts of patient abuse, either physical or verbal.
- Unsatisfactory performance as judged by the clinical instructor.
- Repeat lack of preparation for the clinical setting.
- Demonstrating practices that are inconsistent with professional standards or codes of ethics.
- Falsification of patient information

The faculty member will notify the Dean of any student who is placed on clinical probation. In addition, the faculty member will meet with the student and document the areas of weakness as the basis for clinical probation.

The student is expected to complete the requirements of the probation by the end of the course. If the student demonstrates satisfactory progress in improving performance and meets the course objectives, the faculty will remove the probationary status at the end of the course. Failure to meet the requirements of the probation will result in clinical failure.

Any student who places a patient at risk for experiencing physical and/or psychological distress, or whose pattern of behaviors exhibits an unacceptable risk to the patient will be dismissed from the program.

Evaluations

Course and Faculty Evaluations are conducted at the end of every grading period. Students are asked to critique various aspects of their training. Student comments on course content and instructor effectiveness assists the school in making changes and modifications to improve the quality of programs, instruction, and student services.

DISTANCE EDUCATION

Larkin School of Nursing is licensed by the Commission for Independent Education to offer RN to BSN and a Master of Science in Nursing via distance education. Distance education provides students with alternative learning opportunities and the flexibility to complete assignments on time.

Course Delivery Structure

Larkin School of Nursing follows the 16-week semester system. Some courses can be completed in an 8-week session, while other courses are delivered over a 16-weeks session. Students can take one to three courses each semester.

Online classes can be delivered asynchronous, meaning that students and instructor do not have to be logged into the classroom at any given time, or a synchronous where students and instructor log in at specific scheduled times.

Distance education students participate in course activities online by completing required reading assignments, participating in online discussion boards, submitting online assignments, completing tests online, and watching class presentations via video delivered by a computer. Class presentations can take place via recorded audio or video files (asynchronous) or as the session is being taught (synchronous).

Qualities of Successful Distance Education Learners

Distance education learners must feel comfortable in a learning environment that places emphasis on individuals taking responsibility for their learning process. While the online classroom includes interaction between the student and instructor and among students as it would in the traditional on-ground classroom, these interactions are not immediate as in a traditional on-ground classrooms, therefore students must feel comfortable waiting for a response to a question or clarification of information from faculty.

The following are qualities of successful distance education learners:

- Independent learners
- Motivation
- Goal oriented.
- Self-disciplined
- Have basic computer skills.
- Feels comfortable in cyberspace.
- Proficient communicator
- Effective time management skills
- Meet deadlines.

Technology Requirements and Skills

Larkin School of Nursing delivers online courses using the Canvas Learning Management System (LMS). Distance students need access to a computer with internet access, web camera and microphone. See computer requirements below.

- Required Basic Technical Knowledge and Skills
- Accessing the internet using a computer browser (aka getting online)
- Using an internet browser
- Downloading, saving, opening, and printing material found online.
- Ability to run an antivirus application to ensure files are virus free.
- Composing email/course messages and attaching documents
- Posting to a discussion forum
- Submitting to a drop box or assignment

- Writing and editing with word processor, such as MS Word
- Take online examinations.
- Using web conferencing tools such as Zoom Learning new computer skills.
- Conducting internet searches
- Navigating through the school library's search tool to locate appropriate resources.
- Citing sources in academic submissions using appropriate APA style

Distance Education Courses

Distance education students participate in course activities online by completing required reading assignments, participating in online discussion boards, submitting online assignments, completing tests online, and watching class presentations via video delivered by a computer. Class presentations can take place via recorded audio or video files (asynchronous) or as the session is being taught (synchronous).

Larkin School of Nursing delivers online courses using the Canvas Learning Management System (LMS).

Larkin School of Nursing is highly committed to your success as a student. As a forward-thinking institution, we rely heavily on technology, which is why it is so important that you have the right equipment for your student endeavors. Larkin School of Nursing requires that all students own a laptop/computer and that you have a high-speed Internet connection. Although it is suggested that students obtain the highest quality products available to them, the following are the minimum technology requirements for the programs offered by Larkin School of Nursing.

Hardware

	Minimum	Recommended
Operating System (PC)	Microsoft Windows 10	Microsoft Windows 11
Operating System (Mac)	Mac OS X 11 (Big Sur)	Mac OS X 12 (Monterey)
Processor	Intel: i5 Processor AMD: Ryzen 3	Intel: i7 Processor AMD: Ryzen 5
Graphics	Intel HD 6000 Integrated video card that supports 1024 x 768	Intel Iris 540 / GeForce GTX 960/Radeon RX 470 or higher that supports 1920 x 1080
Hard Drive	250 GB standard hard drive	512 GB solid state hard drive or greater
Memory	8 GB random access memory (RAM)	16 GB RAM or greater
Networking	Integrated Gigabit Ethernet & Wi-Fi ac/a/n	Integrated Gigabit Ethernet & Wi-Fi ac/a/n
Devices	720p Webcam and Microphone	1080 (HD) Webcam USB Headset with microphone

Internet Connection	LAN, cable or DSL connection of 5 Mb down/2.5 Mb up	LAN, cable or DSL connection of 10 Mb down/5 Mb up

It is important to ensure that your Windows and/or macOS critical updates remain current. As Microsoft and Apple find weaknesses in their operating systems, updates can be downloaded and posted. These updates can be set to occur automatically. Your Windows and/or macOS updates should be checked on a weekly basis.

How to update Windows OS: https://support.microsoft.com/en-us/help/4027667/windows-10-update.

How to update macOS: https://support.apple.com/en-us/HT201541

Internet access is required to participate in online components of your courses at Larkin School of Nursing. If you connect to the internet through your workplace, you may need to ensure that appropriate plug-ins and access rights are available to you. Check with your employer's IT department to ensure that you may access course materials from your workplace's network.

- **Supported Internet Browsers**
  - o Mozilla Firefox – Version 94 or newer
  - o Google Chrome – Version 96 or newer
  - o Microsoft Edge – Version 95 or newer
  - o Apple Safari – Version 15 or newer
- **Browser Settings**
  - o Java Script must be enabled. For help, visit: https://www.wikihow.com/Enable-JavaScript
  - o Cookies must be enabled. For help, visit: https://www.whatismybrowser.com/guides/how-to-enable-cookies/
  - o Pop-up windows must be enabled. For help, visit https://support.vhlcentral.com/hc/en-us/articles/216615857-A-Master-Guide-How-to-adjust-Pop-up-Blocker-on-Your-Web-Browser
- Email software
- Document building software such as Microsoft Office (especially Word, Excel, and Power Point)
- A supported browser – Google Chrome or Mozilla Firefox browsers are recommended.

The Canvas Guide provides additional information. The Canvas Guide can be retrieved from Home - Instructure Community (canvaslms.com)

UNDERGRADUATE PROGRAMS

ASSOCIATE OF SCIENCE DEGREE IN NURSING (ASN)

Program Description

The Associate of Science in Nursing (ASN) prepares the student to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Successful completion of the exam and subsequent licensure allows the student to enter the workforce as a Registered Nurse. The nursing courses can be completed in four semesters (16 months). All ASN nursing courses are delivered in the traditional face to face format. The program includes classroom and laboratory experiences that are supplemented with

supervised clinical practice experience in acute care, long-term care, and community settings. The program includes theoretical instruction and clinical experience in medical, surgical, obstetric, pediatric, geriatric, and psychiatric nursing.

Required courses provide instruction in personal, family, and community health concepts; human growth and development throughout the life span; body structure and function; nutrition; mental health concepts; pharmacology and administration of medications; interpersonal relationship and leadership skills and the legal aspects of practice, professional role, and function; and health teaching and counseling skills.

Program Objectives

The student learning objectives are based on the Quality and Safety Education for Nurses (QSEN) competencies. On completion of the associate of science in nursing program the graduate will:

- Provide safe and coordinated patient-centered care which represents the patient or designee's preferences, values, and needs
- Plan and implement strategies that minimize risk of harm to self, patient, and providers
- Develop optimal relationships within nursing and inter-disciplinary health care professional teams through effective communication and collaboration to plan and deliver safe and coordinated patient-centered care.
- Integrate evidence-based practice to inform practice and make clinical judgments which promote and maintain safe, coordinated patient-centered care
- Use informatics and technology to communicate, document care, minimize error, and support decision making in the provision of safe and coordinated patient-centered nursing care
- Demonstrate professional behaviors that reflect a commitment to patient advocacy, ethical and legal standards of practice, continuous quality improvement, efficient management of resources, and a commitment to lifelong learning

Admission Procedure - Associate of Science in Nursing - Additional Admission Requirements.

Applicants for the Associate of Science in Nursing must meet the following requirements.

1. Meet the general admission requirements
2. Submit to a 10-panel drug screen test
3. Submit for a background check level 2
4. Submit for a criminal and sex offender background check
5. Submit for the OIG exclusion list check
6. Submit a signed statement of general health and obtain a current history and physical examination stating the student is in good health and free of communicable diseases.
7. Submit Immunizations records (Hepatitis B, Measles, Mumps, Rubella, Tuberculosis, Varicella).
8. Submit to a tuberculosis screening test
9. Satisfactory completion of the general education and science requirements with a C or better (77% or higher). (See transfer of course credit for general education and science courses completion time limits)
10. HESI Admissions Test. Pass the HESI Admissions test with a score of 65% or higher
11. Complete a panel interview with satisfactory ratings

The applicant should note that a history of criminal convictions may prevent the student from attending or completing the clinical requirements of the program or may prevent his or her nursing licensure by the state Board of Nursing. If there are any questions regarding this process, the applicant should make an appointment with the Dean of Nursing.

Health Education Systems Incorporated (HESI) Entrance Exam – For Associate of Science in Nursing Applicants

The HESI entrance exam is administered Monday thru Friday 9:00 am to 3:00pm at the LSN testing center. Applicants for the Associate of Science in Nursing must complete the HESI entrance exam after completion of all general education and science courses. Applicants must achieve a score of 65% or higher for admission to the associate degree in nursing. If the applicant fails one or more of the test sections, he/she will be allowed to retake the section(s) failed a second time. If the applicant fails a second time, the applicant will not be accepted into the Associate of Science in Nursing Program. The HESI entrance exam fee is non-refundable. LSN will evaluate HESI exam results completed within the last 6 months.

Note: Larkin School of Nursing will accept credits earned in general education and science courses for transfer into the Associate of Science in nursing degree.

Students will be notified of their admission status by mail within 72 hours after submission of required admission's documentation and completion of interview.

Required General Education and Science Courses

*General education courses

Course Code		Semester	Course Name	Credits
ALGE	1000	1	Algebra	3
ANAP	1000		Anatomy and Physiology I	3
ENGC	1000		English Composition*	3
HUGD	1000		Human Growth and Development*	3
ANAP	1210	2	Anatomy and Physiology II	3
CRTE	1000		Critical Thinking and Ethics*	3
FUSC	1000		Fundamentals of Speech Communication*	3
MICR	1000		Microbiology	3
Total Credits				24

Required Nursing Courses – Associate of Science in Nursing

Course Code		Semester	Course Name	Credits
FONP	1000	1	Foundations of Nursing Practice	5
FONP	100C		Foundations of Nursing Practice Clinical	2
FONP	100L		Foundations of Nursing Practice Lab	1
CLCN	100L		Clinical Calculations for Nursing Lab	1
COMH	2000		Community Health	1
COMH	200C		Community Health Clinical	1
HEAA	2000	2	Health Alterations I	6
HEAA	200C		Health Alterations I Clinical	3
HEAA	200L		Health Alterations I Lab	1
NCPC	2000		Nursing Care of the Psychiatric Client	2
NCPC	200C		Nursing Care of the Psychiatric Client Clinical	1
HEAA	2100	3	Health Alterations II	5
HEAA	210C		Health Alterations II Clinical	2
NCCW	2000		Nursing Care of Childbearing Women and Families	2
NCCW	200C		Nursing Care of Childbearing Women and Families Clinical	1
NCPP	2000		Nursing Care of the Pediatric Patient	2
NCPP	200C		Nursing Care of the Pediatric Patient Clinical	1
NURL	2000	4	Nursing Leadership	1
HEAA	2200		Health Alterations III	5
HEAA	220C		Health Alterations III Clinical	3
NCLP	200L		NCLEX Preparation Lab	2
Total Credits				48

To receive the Associate of Science in nursing degree students must successfully complete at least 72 semester credit hours of study. The 72 semester hours must include a minimum of 15 semester hours of general education courses, 9 semester hours of science courses, and 48 semester hours of required nursing courses. Refer to other sessions of this catalog for additional requirements.

Standardized Examination Requirements & Guidelines (Computer – Based Clinical Examinations)

Larkin School of Nursing utilizes the HESI RN Specialty Exams, to assist students in preparing for the NCLEX-RN exam. Through practice and proctored examinations, students can assess their own knowledge and receive feedback and direction for content review throughout the program of study. The proctored exams are administered in specific courses in the Associate of Science in nursing degree.

HESI Exit Examination Requirements

The HESI exit exam will be given in NCLEX Preparation Lab on week 15 of the semester. The student must achieve a score of 900 or higher in all 5 sections on the HESI exit examination to pass the NCLEX Preparation Lab.

State Board of Nursing Licensure Application

Graduates of the Associate of Science Degree in Nursing who wish to practice as registered nurses must meet the educational requirements specified by the Florida Board of Nursing, Nurse Practice Act, and apply to the Board of Nursing to take the National Council Licensure Examination (NCLEX-RN). Upon passing the examination (unless denied pursuant to F.S. 464.018), the person shall be entitled to licensure as a registered professional nurse.

For further information refer to the Florida Board of Nursing, Nurse Practice Act Chapter 64B9 of the Florida Administrative Code.

To apply for licensure with the Florida Board of Nursing and register to take the NCLEX-RN, students must have successfully completed the course work in nursing and required general education and science courses. Application takes place at the conclusion of the final semester of studies.

NCLEX Application Procedure

Larkin School of Nursing will assist students in completing and submitting their application to the Board of Nursing. LSN will provide the student with the application. LSN will submit the completed application, fingerprints and required fees to the State Board of Nursing.

RN to BSN PROGRAM

Program Description

Larkin School of Nursing RN to BSN Program (RN to BSN) is designed to further develop skills, reasoning, and attributes of the registered nurse wishing to pursue a BSN. The program provides a practical pathway for working RNs to complete the BSN and position themselves for advancement in the nursing profession. The program consists of 15 upper division General Education Course Credits, 30 Nursing Curriculum Course Credits, and the transfer of up to 90 credits from the associate of science in nursing degree and previous college work. The nursing courses can be completed in four (4) semesters.

The RN to BSN program provides the associate degree prepared registered nurse (RN) the opportunity to earn their Bachelor of Science in nursing degree (B.S.N) to enhance and advance the student's professional career.

The program is fully delivered online. However, the Capstone course will require the students to spend 45 hours of side-by-side preceptorship with an RN preceptor. Students are required to have a computer with internet connection that meets the specifications listen under "Distance Education Courses" in this catalog. The ability of a student to succeed in a distance education course depends on his or her ability to understand both the course structure and the associated technology. Self-motivation and self-discipline, good writing.

Program Objective

The purpose of the BSN program is to prepare the graduate to:

1. Synthesize and apply knowledge from nursing theory, practice, research and the arts and sciences to professional nursing practice.
2. Apply leadership skills to effectively implement patient safety and quality improvement initiatives within the context of the inter-professional team
3. Integrate evidence, clinical judgment, inter-professional perspectives, and patient preferences in planning, implementing, and evaluating outcomes of care.
4. Use information systems to document interventions, assist in communication, and support safe nursing practice
5. Demonstrate basic knowledge of healthcare policy, finance, and regulatory environments, including local, state, national, and global healthcare trends.
6. Use inter and intra-professional communication and collaborative skills to deliver evidence-based, patient-centered care
7. Collaborate with other healthcare professionals and patients to provide culturally appropriate health promotion and disease and injury prevention interventions.
8. Demonstrate the professional standards and values central to nursing practice.

Admission Procedure

Applicants for the RN to BSN must meet the following requirements.

1. Meet the general admission requirements.
2. Have an active license as a registered nurse (RN) license in Florida.
3. Have earned an associate degree in nursing.
4. Graduates of foreign programs where English is not the primary language may be required to complete the TOEFL exam. Larkin School of Nursing requires a score of 500 or higher on the paper-based test, and 70 or higher on the internet-based test (iBT). Test must have been taken within the past three years. Scores should be submitted to Larkin School of Nursing. The TOEFL requirement may be waived for applicants with a minimum of 21 college-level academic credits earned from an institution in which English is the basis of instruction and classroom interaction.
5. Submit sealed official transcript(s) of previous college level work directly to Larkin School of Nursing. NOTE: See foreign transcripts instructions under Admissions
6. Complete a program application for the BSN.
7. Complete authorization for graduate employment verification
8. Have a minimum 2.5 cumulative GPA.

Students will be notified of their admission status by mail within 72 hours after submission of required admission's documentation and completion of interview.

Applicants must complete the required courses listed below or equivalent before receiving formal admission to the program.

Refer to hardware and computer skills required for online learning under the Distance Education section of this catalog.

Upper Division General Education Requirements for the RN to BSN degree

Course Code		Course	Required Credits
NUTR	3000	Nutrition	3
PSYC	3000	Psychology	3
SOCE	3000	The Social Environment	3
SOCI	3000	Sociology	3
STAT	3000	Statistics	3
Total			**15**

Required Core Nursing Courses

Course Code		Course Name	Credits
TRPN	3000	Transition to Professional Nursing	3
PATH	3000	Pathophysiology	4
NUIT	3000	Nursing Informatics and Technology	2
ACHA	3000	Advanced Concepts of Health Assessment	3
TRAN	3000	Transcultural Nursing	2
NREP	3000	Nursing Research and Evidence-Based Practice	3
GLOH	4000	Global Health	3
LEAM	4000	Leadership and Management	3
HEAP	4000	Health Care Policy	3
CPNP	4000	Capstone for Professional Nursing Practice	4
Total credit hours			**30**

To receive the RN to BSN (Bachelor of Science in Nursing) degree students must have earned a minimum of 120 semester credit hours. Up to ninety semester credit hours from previous college level courses may be transferred towards the RN to BSN degree. The ninety semester credit hours must include a minimum of 36 semester credit hours of general education courses, 6 semester credit hours of anatomy and physiology or its equivalent, 3 credit hours of microbiology, and 45 semester credit hours of nursing courses to include theoretical and clinical instruction in medical, surgical, obstetric, pediatric, geriatric, and psychiatric nursing.

COURSE DESCRIPTIONS – UNDERGRADUATE

General Education Courses

- **ALGE 1000 (3 credit hours) Algebra**
  - This course presents the fundamentals concepts of algebra to students as they learn how to solve polynomials by factoring or grouping, linear equations and inequalities, graph linear equations in two variables, work with rational expressions and exponents, quadratic equations, and functions as well as exponential and logarithmic functions.
  - Pre-requisites: None Co-requisites: None

- **CHEM 1000 (3 credit hours) Chemistry**

- o This course introduces the student to the basic principles of general chemistry. Topics include chemical bonding, chemical reactions, stoichiometry, concentration of solutions and chemical nomenclature (3 cr. lecture)
  - o Pre-requisites: None
  - o Co-requisites: None

- **CRTE 1000 (3 credit hours) Critical Thinking and Ethics**
  - o This course will assist the nursing student to develop critical thinking and problem-solving skills in order to deliver safe and effective patient care. Students will learn about major ethical theories and will use the critical thinking process to evaluate standards and issues in regard to such topics as: assisted death, end of life care and patient rights. Pre-requisites: None
  - o Co-requisites: None

- **ENGC 1000 (3 credit hours) English Composition**
  - o This course will provide the students with the writing skills needed to accomplish essay work at the expected collegiate level, to find ideas through free writing and brainstorming, organizing ideas, getting the readers' attention, and thesis statement.
  - o Pre-requisites: None
  - o Co-requisites: None

- **ENGC 1100 (3 credit hours) English Composition 2**
  - o This course is a continuation of English Composition 1000. The course will prepare students to compose persuasive and informative essays. The course emphasizes written analytical interpretations which include recognition of the traditional techniques, forms and rhetorical devices used by writers of literature.
  - o Pre-requisite ENGC 1000
  - o Co-requisites: None

- **FUSC 1000 (3 credit hours) Fundamentals of Speech Communication**
  - o This course will provide the student with the skills necessary for effective and professional oral communication. The student will gain oral communication skills that will allow the student to communicate better in various settings, such as professional, personal, and educational environments. Through a variety of experiences that develop basic concepts of the oral communication process the student will learn proper speech preparation and delivery.
  - o Pre-requisites: None
  - o Co-requisites: None

- **HUGD 1000 (3 credit hours) Human Growth and Development**
  - o This course presents a variety of theoretical viewpoints to provide students with a well-balanced view of the human developmental process. Current studies and research provide students with an understanding of the principal topics of psychology as well as the physical aspects of development and their social implications.
  - o Pre-requisites: None
  - o Co-requisites: None

- **HUMA 1000 (3 credit hours) Humanities**
  - This course provides a basic introduction to the humanities using an integrated approach. The course is based on the central concepts and the fundamental nature of philosophy, architecture, music, religion, and art.
  - Pre-requisites: None
  - Co-requisites: None

- **NUTR 3000 (3 credit hours) Nutrition**
  - The objective of this course is to study human nutrition, highlighting the nutrients, food sources, and their pertinence and use in the body for development and health throughout life. Contemporary nutrition issues are also reviewed in this course.
  - Pre-requisites: None
  - Co-requisites: None

- **PSYC 3000 (3 credit hours) Psychology**
  - This course will approach theories and concepts in subjects such as personality, intelligence, learning, motivation, emotions, and mental illness. It will outline the field of psychology depicting the biological and environmental bases of behavior.
  - Pre-requisites: None
  - Co-requisites: None

- **SOCE 3000 (3 credit hours) The Social Environment**
  - This course uses a multidisciplinary approach to the study of the Social Sciences. Topics include the cultural, political, socio-economic, and global dimensions of society.
  - Pre-requisites: None
  - Co-requisites: None

- **SOCI 3000 (3 credit hours) Sociology**
  - This course introduces the study of social interrelationships and human group organization. Attention is given to the foundations of society, culture, group organization, social differentiation, and the methods of sociological study.
  - Pre-requisites: None
  - Co-requisites: None

- **STAT 3000 (3 credit hours) Statistics**
  - This course provides statistical concepts to nursing students. The course is designed to prepare students to evaluate research articles. The course will cover descriptive statistics and probability.
  - Pre-requisites: None
  - Co-requisites: None

Science Courses
- **ANAP 1000 (3 credit hours) Anatomy and Physiology I**
  - This course will introduce the student to human physiology and functional anatomy, with an emphasis on correct use of anatomical terminology. An organ system approach will be used to assist the student to understand the correlation between anatomical structure,

function, and clinical application. The student will learn about the essential principles of human anatomy and physiology, including basic chemistry, cell and tissue studies, and an overview of all the body systems.
- o Pre-requisites: None
- o Co-requisites: None

- **ANAP 1210 (3 credit hours) Anatomy and Physiology II**
  - o This course will introduce the student to human physiology and functional anatomy, with emphasis on correct use of anatomical terminology. An organ system approach will be used to assist the student to understand the correlation between anatomical structure, function, and clinical application. The student will learn about the essential principles of human anatomy and physiology, including basic chemistry, cell and tissue studies, and an overview of all the body systems.
  - o Pre-requisite ANAP 1000
  - o Co-requisites: None

- **MICR 1000 (3 credit hours) Microbiology**
  - o This course will provide the student with the basic concepts of microbiology with an emphasis on microbial pathogenesis, immunity and infection prevention and control. Important microorganisms including bacteria, fungi, viruses, rickettsia, and protozoa and the diseases they produce will be studied. Fundamental skills in aseptic technique, microscopy, pure culture study, and the isolation and identification of pathogenic microorganisms will be discussed.
  - o Pre-requisites: None
  - o Co-requisites: None

Undergraduate Nursing Courses
- **ACHA 3000 (3 credit hours) Advanced Concepts of Health Assessment**
  - o This course emphasizes the knowledge, skills, and competencies necessary to complete a health assessment for clients across the life span. The student presents and analyzes the concepts of health assessment methodology which include interviewing, history taking, and physical assessment. Students will be expected to utilize assessment skills in identifying pertinent data as it relates to evidence-based health promotion and health education strategies.
  - o Pre-requisites: TRPN 3000 Co-requisites: None

- **CLCN 100L Clinical Calculations for Nursing (Lab) Credit Hours: 1**
  - o This course will teach the students to calculate pharmacological dosages for safe medication administration. Accurate calculation of oral, parenteral dosages and intravenous drip rates will be discussed as well as interpretation of information from a medication label to calculate appropriate medication dosages.
  - o Prerequisites: ALGE1000, ANAP1000, ANAP1210, ENGC1000, HUGD1000, CRTE1000, FUSC1000, MICR1000
  - o Co-requisites: None

- **COMH 2000 Community Health Credit Hours: 1**
  - o This course is designed to provide students the opportunity to assist diverse populations

in the community to achieve optimum health. Theoretical concepts of health promotion, risk reduction, and disease prevention are emphasized. Healthy People 2020 serve as a guide for the identification of at-risk groups throughout the lifespan.
- o Prerequisites: FONP1000 FONP100C FONP100L
- o Co-requisites: COMH 200C

- **COMH 200C Community Health (Clinical) Credit Hours: 1**
  - o Clinical learning experience in community health nursing. Focus on health promotion, risk reduction, and disease prevention, and health teaching and counseling specific to the population being served.
  - o Prerequisites: FONP1000 FONP100C FONP100L
  - o Co-requisites: COMH 2000

- **CPNP 4000 (4 credit hours) Capstone for Professional Nursing Practice**
  - o The capstone course is a 90 contact hour, 4 credit coarse , 45 hours of lecture with a 45 hours clinical practicum which provides the opportunity for students to synthesize the concepts of professional nursing knowledge acquired in the RN- BSN curriculum. The capstone evidence based project utilizes previous knowledge of leadership, change process, evidence- based practice, information technology, quality improvement, ethical/legal issues and nursing roles. The course requires a clinical preceptorship practicum working side-by-side with an RN preceptor for 45 hours.
  - o Pre-requisites: TRPN3000, PATH3000, NUIT3000, ACHA3000, TRAN3000, NREP3000, GLOH4000, LEAM4000, HEAP4000
  - o Co-requisites: None

- **FONP 1000 Foundations of Nursing Practice Credit Hours: 5**
  - o This course provides students with the foundation for nursing practice and the nurse's role in helping clients meet basic physiological and psychosocial human needs. Topics include the nursing process, health promotion and assistance with daily living activities, communication and interpersonal relationship skills, the legal aspects of nursing practice, asepsis, health teaching, and the various roles of the nurse as a member of the healthcare team.
  - o Prerequisites: ALGE1000, ANAP1000, ANAP1210, ENGC1000, HUGD1000, CRTE1000, FUSC1000, MICR1000
  - o Co-requisites: FONP 100C, FONP 100L

- **FONP 100C Foundations of Nursing Practice (Clinical) Credit Hours: 2**
  - o The clinical experience provides students with practical experience in application of the principles and skills taught in the theory portion of Foundations of Nursing Practice (FONP 1000) course.
  - o Prerequisites: ALGE1000, ANAP1000, ANAP1210, ENGC1000, HUGD1000, CRTE1000, FUSC1000, MICR1000
  - o Co-requisites: FONP 1000, FONP 100L

- **FONP 100L Foundations of Nursing Practice (Laboratory) Credit Hours: 1**
  - o The laboratory experience provides students with practical experience in application of the principles and skills taught in the theory portion of Foundations of Nursing Practice

(FONP 1000) course.
- o Prerequisites: ALGE1000, ANAP1000, ANAP1210, ENGC1000, HUGD1000, CRTE1000, FUSC1000, MICR1000
- o Co-requisites: FONP 1000, FONP 100C

- **GLOH 4000 (3 credit hours) Global Health**
  - o The course uses a multidisciplinary perspective to explore global issues affecting personal, community, and international health and development using approaches from health promotion, population health, and primary health care to help frame analyses. Topics include identification & discussion of lifespan issues that affect global health care and comparing the concepts of vulnerability and resilience from the standpoint of cultural factors that affect health status and health care with diverse populations.
  - o Pre-requisites: TRPN3000
  - o Co-requisites: None

- **HEAA 2000 Health Alterations I Credit Hours: Lecture 6**
  - o This course uses the nursing process as a framework for management and care of the adult client and family from early adulthood through geriatrics with gastrointestinal, musculoskeletal, endocrine, immune, and urinary disorders. Concepts of pathophysiology, assessment, pharmacology, preventive health care, critical thinking, and the Quality and Safety Education for Nurses (QSEN) competencies are integrated throughout the course.
  - o Prerequisites: CLCN 100L, FONP 1000, FONP 100C, FONP 100L
  - o Co-requisites: HEAA 200C HEAA200L

- **HEAA 200C Health Alterations I (Clinical) Credit Hours: 3**
  - o The clinical experience provides students practical experience in application of the principles taught in the theory portion of this course.
  - o Prerequisites: CLCN 100L, FONP 1000, FONP 100C, FONP 100L
  - o Co-requisites: HEAA 2000, HEAA200L

- **HEAA 200L Health Alterations I (Lab) Credit Hours: 1**
  - o The laboratory experience provides students the opportunity to practice skills related to adult health nursing.
  - o Prerequisites: CLCN 100L, FONP 1000, FONP 100C, FONP 100L
  - o Co-requisites: HEAA 2000, HEAA 200C

- **HEAA 2100 Health Alterations II Credit Hours: 5**
  - o This course uses the nursing process as a framework for management and care of the adult client and family from early adulthood through geriatrics with fluid and electrolyte imbalance, infectious diseases, and integument, and neurologic disorders. Concepts of pathophysiology, assessment, pharmacology, preventive health care, critical thinking, and the Quality and Safety Education for Nurses (QSEN) competencies are integrated throughout the course.
  - o Prerequisites: HEAA 2000, HEAA 200C, HEAA 200L
  - o Co-requisites: HEAA210C

- **HEAA 210C Health Alterations II Clinical Credit Hours: 2**
  - The clinical experience will offer students with practical experience in application of the principles taught in the theory portion of this course.
  - Prerequisites: HEAA 2000, HEAA 200C, HEAA 200L
  - Co-requisites: HEAA 2100

- **HEAA 2200 Health Alterations III Credit Hours: 5**
  - This course uses the nursing process as a framework for management and care of the adult client and family from early adulthood through geriatrics with respiratory, cardiovascular, and hematologic disorders. Concepts of pathophysiology, assessment, pharmacology, preventive health care, critical thinking, and the Quality and Safety Education for Nurses (QSEN) competencies are integrated throughout the course.
  - Prerequisites: HEAA 2100, HEAA 210C
  - Co-requisites: HEAA 220C

- **HEAA 220C Health Alterations III (Clinical) Credit Hours: 3**
  - The clinical experience will offer students with practical experience in application of the principles taught in the theory portion of this course.
  - Prerequisites: HEAA 2100, HEAA210C
  - Co-requisites: HEAA 2000

- **HEAP 4000 (3 credit hours) Health Care Policy**
  - This course focuses on health policy, finance and regulatory environments that affect consumers of health care and nursing practice. The regulation and organization of the health care system and the policy-making process are explored, and the legal, political, economic, social, cultural, and environmental influences are analyzed.
  - Pre-requisites: None
  - Co-requisites: None

- **LEAM 4000 (3 credit hours) Leadership and Management**
  - This course examines the role of the professional nurse as a leader in the profession and health care delivery. Current theories of management, leadership and change will be examined.
  - Pre-requisites: TRPN3000
  - Co-requisites: None

- **NLCP 200L NCLEX Preparation Credit Hours: 2**
  - This course provides a review of the concepts required for licensure examination and entry into the practice of professional nursing. The NCLEX-RN test plan, assessment of knowledge deficits, and development of individual study plans based on results of previous specialty end of course exams will be utilized. The application of NCLEX principles and concepts will be utilized preparing the student for success on NCLEX. Students must achieve the minimum passing score on the program exit exam as a requirement for graduation.
  - Prerequisites: FONP1000, FONP100C, FONP100L, CLCN100L, HEAA2000, HEAA200C, HEAA200L, NCPC2000, NCPC200C, HEAA2100, HEAA210C, NCCW2000, NCCW200C, NCPP2000, NCPP200C, NURL2000, HEAA2200,

HEAA220C, NCLP200L, COMH2000, COMH200C
- o Co-requisites: None

- **NCPC 2000 Nursing Care of the Psychiatric Client Credit Hours: 2**
  - o This course provides the student with the basic theory of psychiatric nursing. A focus on the nurse's role in providing effective care and treatment planning for patients with special, psychiatric needs is covered as well as techniques for de-escalation and treatment of the psychiatric patient. Counseling skills, medication management, adherence to schedules and participation in group activities and therapy will be discussed.
  - o Pre-requisite: FONP 1000, FONP 100C, FONP 100L
  - o Co-requisite: NCPC 200C

- **NCPC 200C Nursing Care of the Psychiatric Client (Clinical) Credit Hours: 1**
  - o This course provides the student with the opportunity to practice in the health care setting directly with the behavioral health population. The skills and concepts learned will be applied through direct care in an in-patient setting. The student will provide patients and their families with preventive care techniques and maintenance of mental health.
  - o Pre-requisite: FONP 1000, FONP 100C, FONP 100L
  - o Co-requisite: NCPC 2000

- **NREP 3000 (3 credit hours)**
  - o Nursing Research and Evidence-Based Practice
  - o This course introduces the principles and methods of nursing research and application of research evidence to practice.
  - o Pre-requisites: TRPN3000
  - o Co-requisites: None

- **NUIT 3000 (2 credit hours)**
  - o Nursing Informatics and Technology
  - o This course will provide an overview of nursing informatics. Attention will be given to the impact of informatics on patient safety, quality, legal and ethical issues associated with the use of nursing informatics, as well as exploring nursing informatics theory.
  - o Pre-requisites: TRPN3000
  - o Co-requisites: None

- **NURL 2000 Nursing Leadership Credit Hours: 1**
  - o This course provides the student with the theoretical and clinical skills required to become a registered nurse. The students will learn skills that will emphasize the use of delegation and supervision in the work environment.
  - o Pre-requisites: FONP 1000, FONP 100C, FONP 100L
  - o Co-requisite: None.

- **NCCW 2000 Nursing Care of Childbearing Women and Families Credit Hours: 2**
  - o This course will prepare the student to care for women, newborns, and the childbearing family. Focus will be placed on knowledge that will be necessary for students to be able to promote, maintain, and restore the adaptation of well and high-risk clients related to

the childbearing experience. Content includes internal and external variables affecting the health of the family during the antepartum, intrapartum, and postpartum phases of childbearing and neonatal period.
  - o Pre-requisites: FONP 1000, FONP 100C, FONP 100L
  - o Co-requisite: NCCW 200C

- **NCCW 200C Nursing Care of Childbearing Women and Families (Clinical) Credit Hours: 1**
  - o This course provides the student with the opportunity to practice in the health care setting. The skills and concepts learned will be applied through direct care in an in-patient setting to pre-, intra-, and post-partum obstetrical clients.
  - o Pre-requisites: FONP 1000, FONP 100C, FONP 100L
  - o Co-requisite: NCCW 2000

- **NCPP 2000 Nursing Care of the Pediatric Patient Credit Hours: 2**
  - o This course provides the student with knowledge that is essential for the professional nursing care of children from infancy through adolescence. Students examine the physical, nutritional, developmental, psychological, cognitive, psychosocial, educational, and spiritual needs of children and adolescents adapting to common and complex environmental variables that affect health. Students explore the roles of the professional nurse as caregiver, educator, advocate, and collaborator in providing nursing care to children and adolescents in a variety of settings.
  - o Pre-requisites: FONP 1000, FONP 100C, FONP 100L
  - o Co-requisite: NCPP 200C

- **NCPP 200C Nursing Care of the Pediatric Patient (Clinical) Credit Hours: 1**
  - o This course provides the student with the opportunity to practice in the health care setting. The student will apply the skills learned on clients in select pediatric clinical settings through direct patient care.
  - o Pre-requisites: FONP 1000, FONP 100C, FONP 100L
  - o Co-requisite: NCPP 2000

- **PATH 3000 (4 credit hours) Pathophysiology**
  - o This course prepares the student to approach complex situations systematically. Emphasis will be placed on the integration and application of pathophysiological concepts to the holistic human in times of physical stress. This course utilizes the nursing process as the basis for examining persons with pathologies requiring multiple dimensions of nursing care.
  - o Pre-requisites: TRPN3000
  - o Co-requisites: None

- **TRAN 3000 (2 credit hours) Transcultural Nursing**
  - o This course introduces transcultural theories, concepts, and principles that help to explain the health care needs and responses of individuals and groups within the context of their culture and subcultures. An emphasis is placed on performing a culturally competent assessment.
  - o Pre-requisites: TRPN3000

- o Co-requisites: None

- **TRPN 3000 (3 credit hours) Transition to Professional Nursing**
    - o This course focuses on the role transition into baccalaureate nursing. Students will explore the history of nursing, society's views of the nursing profession over time, and the impact of ethical and legal principles guiding the nursing profession.
    - o Pre-requisites: NUTR3000, PSYC3000, SOCE3000, SOCI3000, STAT3000
    - o Co-requisites: None

GRADUATE PROGRAM

MASTER OF SCIENCE IN NURSING (MSN)

Program Description

The Master of Science in Nursing (MSN) prepare students for advance practice in nursing leadership and nursing education. The program consists of 24 semester credit hours of core requirements plus the specialization courses. Students must maintain a minimum cumulative grade point average of 3.0. The program is fully delivered online. However, the Capstone course requires a clinical practicum with a RN preceptor working side-by-side for 45 hours in both the Leadership option and the educational option. The course is a 3 credit, 75-hour capstone course with 2 credits of lecture and one credit of practicum.

To receive the Master of Science in Nursing, students must have earned a minimum of 36 semester credit hours. The program can be completed in six semesters.

Program Objectives

Upon completion of the program the graduate will be able to:

1. Integrate nursing and related sciences into the delivery of advanced nursing care to diverse populations.
2. Integrate theory, evidence, clinical judgment, research, and interprofessional perspectives using translational processes to improve practice and associated health outcomes for patient aggregates.
3. Evaluate outcome data using current communication technologies, information systems, and statistical principles to develop strategies to reduce risks and improve health outcomes.
4. Interpret research, bringing the nursing perspective, for policy makers and stakeholders.
5. Advocate for the value and role of the professional nurse as member and leader of interprofessional healthcare teams.
6. Integrate clinical prevention and population health concepts in the development of culturally relevant and linguistically appropriate health education, communication strategies, and interventions.

Additional Admission Requirements

1. Meet the general admission requirements.
2. Complete program application for the MSN.
3. BSN from an accredited program. Applicants from non-accredited programs will be considered on an individual basis.
4. Graduates of foreign BSN program where English is not the primary language may be required to complete TOEFL exam. Larkin School of Nursing requires a score of 500 or higher on the paper-based test, and 70 or higher on the internet-based test (iBT). Test must have been taken within the past three years. Scores should be submitted to Larkin School of Nursing. The TOEFL requirement may be waived for applicants with a minimum of 21 college-level academic credits earned from an institution in which English is the basis of instruction and classroom interaction.
5. Have an active RN license.
6. Meet the general admission requirements.
7. Have a minimum grade point average of "B" or 3.0 on a 4.0 scale
8. Submit a statement of purpose indicating career plans after completion of the MSN.

Refer to hardware and computer skills required for online learning under the Distance Education section of this catalog.

Core Course Requirements

Course Code		Course Title	Credit Hours
ADVP	5000	Advanced Pharmacology	3
ADVP	5100	Advanced Pathophysiology	3
ADHA	5200	Advanced Health Assessment	3
NREB	5510	Nursing Research and Evidence-Based Practice	3
NURT	5400	Nursing Theory	3
HEPA	5300	Health Policy and Advocacy	3
POPH	5520	Population Health	3
HCIT	5500	Healthcare Informatics and Technology	3
Total Core Semester Credit Hours			**24**

Nursing Education Concentration

The nursing education track prepares graduates to function as nurse educators in a variety of educational settings and provide leadership in curriculum development and evaluation. The program provides theory and practice, which builds upon the knowledge and experiences students bring to the curriculum. The program facilitates the further development of skills in the art of teaching nursing. The nursing education track offers the choice of focusing on adult education (staff development and/or continuing education in a healthcare agency) or higher education (teaching nursing students in a degree-granting institution). The program requires 24 semester credit hours of core courses plus 12 semester credit hours of nursing education specialization courses.

Nursing Education Concentration - Student Learning Outcomes

1. Integrate advanced knowledge and experience in a broadly-based clinical practice area into the educator role.

2. Develop, implement, revise, and evaluate nursing curricula and nursing programs.
3. Apply theories of education and related sciences as a basis for education
4. Utilize a variety of teaching strategies and educational resources to facilitate learning in the classroom and clinical areas.

Nursing Education Concentration Required Courses

Course Code		Course Title	Credit Hours
CUDN	6000	Curriculum Development in Nursing	3
MEEO	6010	Measuring Educational Outcomes in Nursing	3
NETT	6020	Nursing Education Theories and Teaching Strategies	3
NUEP	6030	Nursing Education Practicum	3
Total Nurse Educator Concentration Semester Credit Hours			**12**

Nursing Leadership Concentration

The Nursing Leadership concentration prepares graduates for advanced leadership roles. Emphasis is placed on leadership, health policy, safety, healthcare finance and operations management skills to allow graduates to assume leadership positions in quality, safety, management, and nurse executive roles to shape policies, influence patient outcomes, and deliver evidence-based nursing care.

Leadership Concentration - Student Learning Outcomes

1. Apply leadership skills and decision making solve complex organizational problems.
2. Create vision to guide strategic direction and decision making.
3. Utilize financial information to make decisions and advocate for resources.
4. Use appropriate quality improvement methods and healthcare technologies to integrate, coordinate, and improve care.

Nursing Leadership Concentration Required Courses

Course Code		Course Title	Credit Hours
HQSM	6010	Healthcare Quality and Safety Management	3
OLNP	6000	Organizational Leadership and Nursing Practice: Role Development	3
FMHD	6020	Financial Management in Healthcare Delivery	3
NLCP	6030	Nursing Leadership Capstone Project	3
Total Leadership Concentration Semester Credit Hours			**12**

GRADUATE COURSE DESCRIPTION

- **ADHA 5200 (3 credit hours) Advanced Health Assessment**
  - This course will focus on concepts related to physical assessment necessary to practice in an advanced nursing role with direct patient care.
  - Pre-requisites: None
  - Co-requisites: None

- **ADVP 5000 (3 credit hours) Advanced Pharmacology**

- o This course will focus on concepts related to advanced pharmacology necessary to practice in an advanced nursing role with direct patient care.
  - o Pre-requisites: None
  - o Co-requisites: None

- **ADVP 5100 (3 credit hours) Advanced Pathophysiology**
  - o Advanced theories and concepts of normal and abnormal pathophysiological responses of the body are presented in this course. Pathological alterations in health at the cellular and systems level, across the lifespan, are emphasized. Focus is placed on theories, principles, and current research of pathophysiology applicable to advanced nursing clinical practice. Students are expected to demonstrate the ability to integrate and synthesize knowledge through written assignments and engaged learning activities in classroom and online environments.
  - o Pre-requisites: None
  - o Co-requisites: None

- **CUDN 6000 (3 credit hours) Curriculum Development in Nursing**
  - o The course focuses on the process of curriculum development. The course applies concepts basic to the educational process in Nursing Practice. Emphasis is on the science of teaching/learning that includes theories and characteristics of active learning, whole brain learning and engaged learning. The art of teaching includes theories of curriculum design and process, creation of functional objectives and effective instructional methods. The technology of education includes implementation of clinical teaching, evaluation of educational resources and the measurement of educational outcomes.
  - o Pre-requisites: ADVP5000, ADVP5100, ADHA5200, NREB5510, NURT5400, HEPA5300, POPH5520, HCIT5500
  - o Co-requisites: None

- **FMHD 6020 (3 credit hours) Financial Management in Healthcare Delivery**
  - o This course is designed to help the student understand the basic concepts of finance and financial management and become knowledgeable of how organizations organize and report financial data and use that data to make decisions. The course will focus initially on the conceptual framework of basic accounting techniques such as the preparation of financial reports, annual and capital budgeting, cost accounting and analysis of financial statements. The course is also designed to provide you with a working knowledge of reimbursement systems, vocabulary, and concepts in financial management and strategy that will help you be prepared to plan, create, implement, and monitor strategic initiatives within your organization. Finally, successful completion of this course should equip you with the tools necessary to be able to effectively communicate with the finance professionals in your organization regarding financial decisions being made in your organization.
  - o Pre-requisites: ADVP5000, ADVP5100, ADHA5200, NREB5510, NURT5400, HEPA5300, POPH5520, HCIT5500
  - o Co-requisites: None

- **HCIT 5500 (3 credit hours) Healthcare Informatics and Technology**
  - o This introductory graduate level survey course provides an overview to Health Information and Technology. The course focuses on the application of health information

technology for healthcare delivery, education, and research as well as the multidisciplinary nature of informatics.
- o Pre-requisites: None
- o Co-requisites: None

- **HEPA 5300 (3 credit hours) Health Policy and Advocacy**
  - o This course is designed to help students develop the capacity to shape systems level health policy. Concepts and issues related to health policy making and political processes are explored for their impact on specific spheres of advanced nursing practice in contemporary health care systems. Legislative/regulatory and health care delivery/financing issues are examined in relation to the nurse leader's role in health policy development and the impact these issues have on the health care system.
  - o Pre-requisites: None
  - o Co-requisites: None

- **HQSM 6010 (3 credit hours) Healthcare Quality and Safety Management**
  - o This course provides a background in the science of healthcare quality management to extend the student's knowledge and skills in the areas of quality and safety management. The course introduces the essential competencies required by nurses to improve practice and health care delivery. Students will learn to develop and plan for execution of quality improvement plans and will use a quality indicator assessment program, such as AHRQ or NDNQI. These will be used as the framework to develop a paper that identifies quality indicators, their measurements and nursing interventions to improve the quality measurement. Valued-based purchasing will be defined and interventions to assure quality and cost containment will be discussed.
  - o Pre-requisites: ADVP5000, ADVP5100, ADHA5200, NREB5510, NURT5400, HEPA5300, POPH5520, HCIT5500
  - o Co-requisites: None

- **MEEO 6010 (3 credit hours) Measuring Educational Outcomes**
  - o The course examines the theory of educational measurement. Assessment and evaluation models and frameworks are explored for their application to the evaluation, assessment, and quality improvement processes of curriculum implementation. Students will critique and analyze methods for measuring outcomes in nursing education. The student will learn strategies for evaluating the effectiveness of tests, written assignments, and performance in clinical practice.
  - o Pre-requisites: ADVP5000, ADVP5100, ADHA5200, NREB5510, NURT5400, HEPA5300, POPH5520, HCIT5500
  - o Co-requisites: None

- **NETT 6020 (3 credit hours) Nursing Education Theories and Teaching Strategies**
  - o Students will explore and analyze teaching strategies employed to engage the learner. Among the topics to be discussed include simulation in nursing education and the use of technology in the classroom and in clinical practice. Special attention will focus on creating learner-centered environments in nursing education and in clinical practice.
  - o Pre-requisites: ADVP5000, ADVP5100, ADHA5200, NREB5510, NURT5400, HEPA5300, POPH5520, HCIT5500
  - o Co-requisites: None

- **NLCP 6030 (3 credit hours) Nursing Leadership Capstone Project**
  - The capstone project is a culminating experience designed to provide the student with an opportunity to apply knowledge and skills acquired throughout the program and develop a poster project . Additionally, a clinical practicum with an RN preceptor working sided by side for 45 hours is required to complete this course.
  - Pre-requisites: HQSM 6010, OLNP 6000, FMHD 6020
  - Co-requisites: None

- **NREB 5510 (3 credit hours) Nursing Research and Evidence-Based Practice**
  - Course Description: This course introduces the students to the knowledge and skills required to develop research questions, conduct structured a literature search, to evaluate research findings and conclusions. Prerequisite: Science Development, Research Study Design and Statistics
  - Pre-requisites: None
  - Co- requisites: None

- **NUEP 6030 (3 credit hours) Nursing Education Practicum**
  - This course provides the opportunity for students to analyze, synthesize, and utilize concepts from all prior courses in the education environment. Content regarding professional role development, advanced practice roles and relationships, and regulatory requirements for advanced practice are included. Effective participation in multidisciplinary, partnership and team relationships are an expected outcome. Professional advocacy, assertiveness and leadership in the specialty role are necessary for successful completion. Additionally, a clinical practicum with an RN preceptor working side by side for 45 hours is required to complete this course.
  - Pre-requisites: CUDN6000, MEEO6010, NETT6020
  - Co-requisites: None

- **NURT 5400 (3 credit hours) Nursing Theory**
  - This course examines theories from nursing and other disciplines applicable to advanced nursing practice, education, and research. Course will focus on the analysis, evaluation, and application of selected theories to advanced nursing practice.
  - Pre-requisites: None
  - Co- requisites: None

- **OLNP 6000 (3 credit hours) Organizational Leadership and Nursing Practice: Role Development**
  - This course explores the elements of advanced nursing practice and the role and relationship of nurse leaders to the nursing practice environment and healthcare organizations. Strategies to promote change, implement a vision and introduce innovation within an organization are discussed. The course explores the legal, socio-political, regulatory, and organizational factors that influence nursing practice. Principles of leadership are emphasized, including ethics, negotiation, motivation of others, advocacy, problem-solving, diversity management, interdisciplinary and multi-agency partnerships, improvements to care management, skills development, and knowledge.
  - Pre-requisites: ADVP5000, ADVP5100, ADHA5200, NREB5510, NURT5400,

HEPA5300, POPH5520, HCIT5500
- o Co-requisites: None

- **POPH 5520 (3 credit hours) Population Health and Public Policy**
    - o This course uses nursing theory, theories of health promotion, public health theory and epidemiology to allow students to identify health concerns and promote health and wellness, and design treatment and evaluate outcomes for vulnerable populations. Environmental health, emerging infectious diseases, vulnerable population, chronic illness, and global health care will be explored.
    - o Pre-requisites: None
    - o Co-requisites: None

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Acknowledgement of
Nursing School Catalog

I, _____acknowledge that I have received the
School Catalog. By signing below, I agree to abide by all school standards and rules. I understand
that these standards will be subject to change, and I will be bound to said changes.