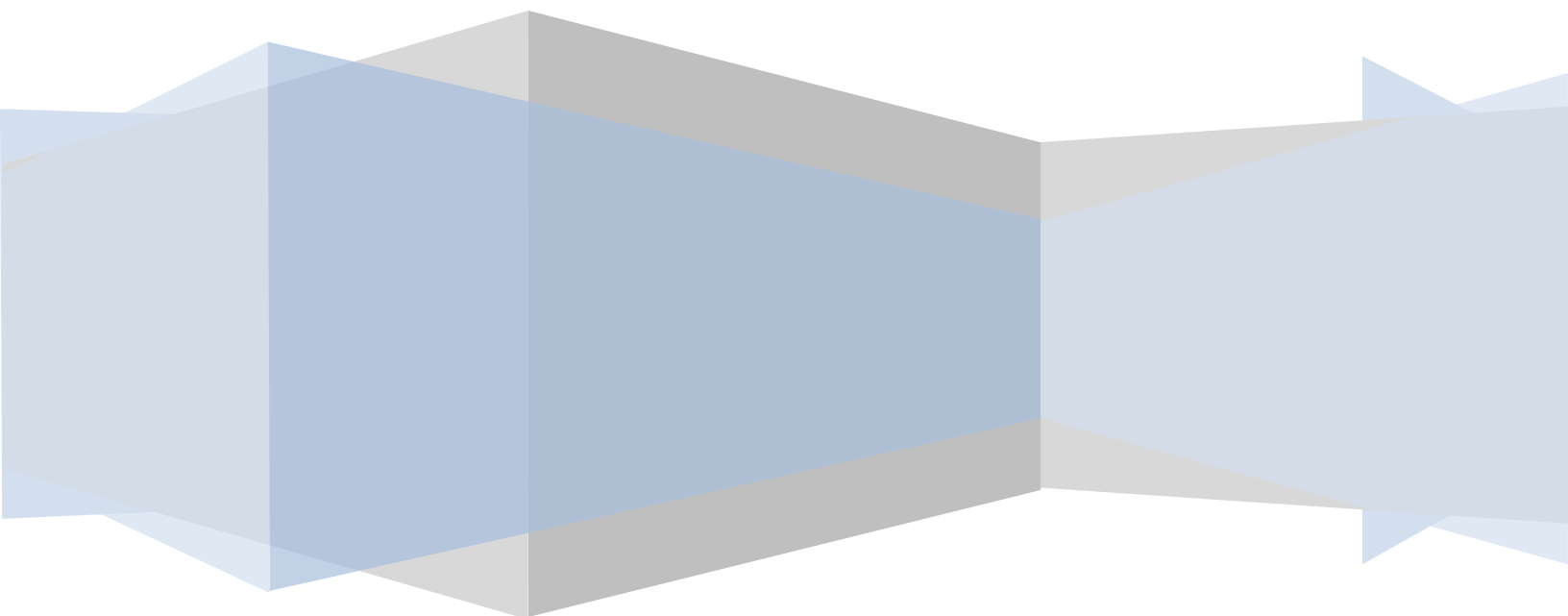


Covenant School of Nursing Student Handbook

2023 – 2024



COVENANT SCHOOL OF NURSING

1919 Frankford Ave.

Lubbock, Texas 79407

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www.covenanthealth.org/CSO

This Student Handbook is for informational purposes and does not create a contract, nor does it constitute a guarantee of continued enrollment. Covenant School of Nursing continuously attempts to improve the program and reserves the right to modify admission criteria, course content, and policies as deemed necessary.

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Section 1: Mission, Core Values, History and Philosophy Mission Statement and Core Values of Covenant

Mission Statement and Core Values of Covenant Health
Covenant Health History
Corporate Officers and Board of Directors
Covenant School of Nursing Mission Statement
History of Covenant School of Nursing
Program Description
Accreditation
School of Nursing Program Outcomes
Professional Nursing Pledge

Covenant Mission, Vision, Values and Direction

Mission:

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

Covenant Health Values:

Compassion

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

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

Dignity

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

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

Justice

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

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

Excellence

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

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

Integrity

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

We hold ourselves accountable to do the right things for the right reasons. We speak the truth with courage and respect. We pursue authenticity with humility and simplicity. Vision Health for a Better World Promise "Know me, care for me, ease my way." 10 Covenant Health History Organization Covenant School of Nursing (CSON) is organized under Covenant Health. Covenant

Vision

Health for a Better World

Promise

"Know me, care for me, ease my way"

Covenant Health History

Organization

Covenant School of Nursing (CSON) is organized under Covenant Health. Covenant Health is a private, not-for-profit healthcare agency accredited by The Joint Commission and is a member

of Providence/St. Joseph Health System. Covenant Health has facilities to care for medical, surgical, obstetrical, pediatric, emergency, and geriatric patients.

Covenant Health

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

Covenant Health consists of 4 facilities, plus a network of 14 leased and managed community hospitals, including Covenant Hospital Levelland, Covenant Hospital Plainview, Covenant Hospital Hobbs, 20 Healthcare Centers and Family Healthcare Centers. The cornerstone facilities are located in Lubbock, Texas: Covenant Medical Center (CMC), Covenant Children's Hospital (CCH), Covenant Specialty Hospital (CSH), and the Grace Surgical Hospital that house a number of specialty treatment centers, including:

- Covenant Heart and Vascular Institute
- Covenant NeuroScience Institute
- Joe Arrington Cancer Research and Treatment Center
- Covenant Sleep Center

History of Covenant School of Nursing

Covenant School of Nursing, a member of Covenant Health System, was founded on January 25, 1918, under the name of Lubbock Sanatorium Training School. As the hospital expanded and became recognized for its specialists in the various fields of medicine, the name was changed to Lubbock General Hospital School of Nursing.

In 1945, a memorial foundation took over the management of the Hospital and School of Nursing, changing the name to Lubbock Memorial Hospital and School of Nursing. The name Methodist Hospital School of Nursing was adopted in 1954 when the Northwest Texas conference of the Methodist Church assumed ownership and operation of both the Hospital and School of Nursing. In 1960, a new student nurses' residence was completed.

For the following eleven years, the residence was known as Jackson Hall. In 1971, the first two floors were remodeled to provide classroom, laboratory and office space to house the expanding School of Nursing. Dormitory facilities were closed in June, 1974. On June 9, 1998 with the merger of Methodist Hospital and St. Mary of the Plains Hospital, the School of Nursing became a member of Covenant Health System.

The School of Nursing is accredited by the National League of Nursing accrediting Commission and approved by Texas Board of Nursing. The School of Nursing curriculum maintains high standards for nursing education throughout the program and provides challenges and maximum learning experience for the nursing student.

Corporate Officers:

Walt Cathey, Regional Chief Executive, Covenant Health
Chris Lancaster, CEO Covenant Medical Center
Dyanna Kerr, CFO Covenant Health System

Program Description

The School of Nursing offers a program leading to a diploma in nursing and eligibility to apply to write the state licensure examination for registered nurses. Licensure in the state is dependent on successful completion of the National Council Licensure Examination (NCLEX-RN).

Prior to enrollment in the School of Nursing, the student is required to complete specific prerequisite general education courses which provide a foundation of knowledge for the nursing courses. These courses are taken at an accredited college or university of the student's choice and require at least one year. The Admission Officer and/or Recruiter are available to advise students regarding course selection during this time.

The nursing program consists of sixty-four weeks of nursing courses offered in the School of Nursing. These courses are planned and structured to assist the student in the acquisition of theoretical knowledge for the application of principles to nursing practice. Clinical assignments are correlated with theory to facilitate learning.

In response to 2007 Sunset Bill (HB2426) for the Texas Board of Nursing (BON) beginning in 2015, graduation from a diploma program of study leading to initial RN licensure must entitle the graduate to an academic degree; the Covenant School of Nursing and Lubbock Christian University Department of Nursing have entered into a partnership. These two programs are the first to form a partnership of this type in the state of Texas. Both organizations would like to stress the word "Partnership". This is not a merger because both entities will retain their own identity. This partnership supports the Regionalization Efforts for the Strategic Plan for the State of Texas to Meet the Nursing Workforce Needs of 2013. Also this partnership offers students educational progression in a timely manner with a logical transition to advance practice roles if the student so desires. We are forming a united front to benefit future nursing students. The Texas Board of Nursing has commended us for our innovative approach to helping students achieve a higher level of education. We are dedicated to providing future nurses the best education and real-world experience they can receive.

This partnership begins when the student enters Covenant School of Nursing. Upon acceptance, students complete the 64 weeks program and are then eligible to take the Texas Board of Nursing Licensure Exam. This readies the student to begin Lubbock Christian University School of Nursing to obtain their Bachelor Degree in Nursing (BSN). This process takes approximately 2 semesters and once the student successfully completes LCU's requirements they are awarded their degree.

Accreditation

Governing Body:
Covenant Health (CH) Lubbock, Texas

State Accrediting Agency:
Texas Board of Nursing (Texas BON)
333 Guadalupe St., Suite #3-460

Austin, Tx 78701
(512) 305-7400

National Accrediting Agency:
Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
(404).975.5000 F(404).975.5020

CSON End-of-Program Student Learning Outcomes

Graduates of Covenant School of Nursing will be competent to function as beginning nurse generalists who have the knowledge, skill, and ability to:

Assessment and intervention: Provide competent nursing interventions based on assessment of patient and family needs, evidenced based-practice, application of the nursing process to meet the needs of the whole person.

Communication: Communicate effectively with individuals across the lifespan, families, and members of the health care team.

Critical thinking: Function as a nurse generalist who is competent in making clinical decisions and independent judgments based on reliable patient-related data and evidenced-based practice.

Human caring and relationship: Integrate concepts of caring and professional standards into nursing practice.

Management: Coordinate resources to promote optimal levels of health for patients, families, and the community.

Leadership: Collaborate effectively with interprofessional caregivers to promote optimal levels of health for patients, families, and the community.

Teaching: Teach concepts of health promotion, maintenance, and restoration to patients, families, members of the health care team and the community.

Knowledge integration: Integrate concepts from biological, sociological, and psychological sciences to provide competent evidence-based nursing care for patients across the lifespan and health-illness continuum.

Professional Nursing Pledge

In the full knowledge of the responsibilities I am undertaking, I promise to care for my clients with all the knowledge, skills and understanding I possess, without regard to race, color, creed,

politics, social status, sparing no effort to conserve meaningful life, to alleviate suffering, and to promote health.

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

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

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

Section 2: Admission and Matriculation

Pre-nursing Status
Application Requirements
LVN-to-RN Track
Admission Requirements
Application Process

Admission and Matriculation

Pre-nursing status

The process toward completion of the diploma program begins prior to actually entering the School of Nursing. After completion of high school or a General Education Development (GED) certificate, the pre-nursing student is required to complete eight specific college level courses at a regionally accredited college or university of choice. If the school is accredited outside of the Southern Association of Colleges and Schools (SACS), then a course description review must be completed by the Admissions Officer and/or Admissions Committee. Courses will be transferred upon review of course descriptions and an hour analysis. These academic pre-requisite courses include the following:

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

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

Time Frame

If the pre-nursing student attends classes' full time, the expected completion time for these courses is two semesters. The order in which the pre-requisite courses are taken is significant since colleges require completion of certain courses before enrollment in others. All pre-requisite college courses must be completed prior to enrollment in the nursing curriculum at the School of Nursing.

Grade Requirements

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

Credit by Examination

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

English I

English II

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

Application Requirements

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

General Application Requirements

To be eligible for admission, an applicant must be able to read and write English, and the student must meet the following application requirements:

Application Submission Deadlines

CSON accepts applications for fall and spring classes. Applications are only processed during the designated application period. The application period for fall admission is January–March. The application period for spring admission is June–August. The LVN-RN application period is June–August for Spring admission.

Application Materials to Include:

Completed online application

All applicants must complete an online application. Online applications are available at <https://covn.empower-xl.com>. If you have healthcare certificates or military experience, please provide a copy of the certificate or DD214 for military experience with your application packet.

Application Fee

An application fee of \$50 must be turned in along with your application. The application fee must be paid by check, credit/debit card, or money order. Cash is not accepted for this fee—no exceptions. There is a \$30.00 Non-Sufficient fund charge.

Application Checklist

The application checklist must be submitted with your application packet.

Acknowledgment Form

The acknowledgment form must be submitted with the application packet.

Resume/CV

CSON does not require a separate resume for the traditional program. The applicant must include work history and education on the application. The LVN-RN applicants must complete the Healthcare experience form.

High school diploma or GED verification

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

Official unopened college/university transcript

“Official” sealed transcripts from all colleges and universities attended to date must be submitted with the Application for Admission. They must be submitted with all application documentation by the application deadline. If a student applies before all prerequisites are completed, all final

official transcripts that reflect any outstanding course work are due prior to the first day of classes by the date stated in the admission packet.

Pre-entrance Examination

CSON utilizes the HESI Admission Assessment as part of the admission process. The exam is offered on several dates during each application period and can be retaken once per application cycle at this testing site. Candidates must score a minimum score of 60 for science, 65 for Math, and a 70 for English to apply. The exam will also include other categories including Learning Style, Personality Profile and Critical Thinking Ability. The scores are valid for one year and all scores submitted with the application packet must be valid on the last day of the application period. The HESI registration and payment must be submitted via the online registration. Prior to the scheduled exam, an applicant may reschedule an exam date. There is a \$25.00 fee to reschedule an exam date. HESI study guides are available (while supplies last) for a \$25.00 rental fee. Information about the pre-entrance exam is available on the website. Each applicant must pass the pre-entrance examination by the deadline date. More information about this exam can be found online at pre-entrance examination as part of the admission process.

<http://covenanthealth.org/cson>

The LVN-RN applicant must take the HESI fundamentals exam and pass with a score of 850 or greater.

*The LVN applicant will not be required to take the HESI Admission Assessment exam also.

Immunization Verification

You must provide proof of Hepatitis B Vaccine (series of 3 injections). All Covenant School of Nursing students must be fully vaccinated with the COVID vaccine: one dose of Johnson & Johnson or two-dose Pfizer or Moderna vaccine regimen or submit a medical or religious exemption request to Covenant Health. Please have the Immunization Verification Form completed by a physician or healthcare provider. It is required to be submitted with your application packet.

Proof of Permanent Residency

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

Letter of Standing

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

Letter of Eligibility

CSON requires a letter of eligibility from the Texas Board of Nursing if a petition for Declaratory Order is required related to any criminal charges or convictions including misdemeanors (with the exception of simple moving violations). Contact the Board of Nursing for details about submitting a declaratory order to obtain your Letter of Eligibility <http://www.bon.state.tx.us/>

Background Checks

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

Pre-requisite Courses

All prerequisite courses are required to be completed prior to enrollment in CSON. Covenant School of Nursing will give consideration of credit from other institutions accredited by an agency recognized by the United States Department of Education or the Council for Higher Education Accreditation for "prerequisite courses only." The approved courses will not count as clock hours earned.

Additional Application Information:

All application materials must be submitted together in one packet to successfully complete your application. Incomplete applications will not be accepted.

Transfer Students

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

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

Licensed Vocational Nursing (LVN) to RN Track

LVN's may request transfer hours for completion of their LVN education towards the Registered Nursing Program. The applicant must take the HESI fundamentals of Nursing exam and pass with a score of 850 or greater. The transfer of hours reduces the time from the Registered Nursing Program of 64 weeks to a shorter 27 weeks. The LVN applicant must meet all application and admission requirements for the Registered Nursing Program, have a current LVN license in the state of Texas, and have at least six months of experience practicing as a LVN within the last 3 years routinely performing basic nursing skills.

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

Admission Requirements

Admission Status

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

Enrollment Agreement

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

Health Requirements

All accepted students will schedule an appointment with Caregiver Health Services at Covenant Health. The following requirements must be met prior to beginning the program.

- Document a medical history
- Required immunizations – must be complete prior to submitting an application
- Complete a color blind test
- Undergo a respirator FIT test
- Receive a Ggold TB test @ Caregiver health.
- Physical Demand Analysis
- Complete an attestation regarding use of illegal substances. If the candidate utilizes an illegal substance, they will be denied admission to Covenant School of Nursing and will not be eligible to reapply for 2 years.
- Other items needed to complete the student health file
- All of these items must be completed by the date specified in the admission packet.
- IMPORTANT NOTICE TO APPLICANTS: please be aware that all of our students are required to be fully vaccinated (one dose of Johnson & Johnson or two-dose Pfizer or Moderna vaccine) for COVID or have an approved medical or religious exemption request to Covenant Health and have begun the HEP B series before the start of school or have a titer proving immunity to Hepatitis B and have the Bacterial Meningitis vaccine if you are 22 years of age or younger. THIS IS A NON-NEGOTIABLE REQUIREMENT.

CPR Certification

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

Final Admission Status

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

Financial Aid

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

June 1st for the August RN Program and July 1st for the October RN Program; November 1st for the January LVN-RN Program and the January RN Program; February 1st for the March RN Program

FAFSA Verification

Each year at least 30% of financial aid recipients are randomly selected for verification by the U.S. Department of Education. If a student is selected for federal verification, they will be asked to complete a Verification Worksheet (provided by the Financial Aid Office) and must provide additional information before financial aid can be disbursed to the student account. This documentation may include but is not limited to federal income tax transcript, income tax return, and W-2 forms (student's, spouse and/or parents/guardians), proof of untaxed income, housing allowances, etc. Students will be notified in writing of all documents required to fulfill this federal requirement. If after review by the Financial Aid Office, there are any changes to the financial aid package the student will be notified in writing.

Accommodations

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

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

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

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

Application Process

Covenant School of Nursing does not discriminate on the basis of race, religion, national origin, sex, age, marital status, or disability. The School of Nursing is an Equal Access/Equal Opportunity School.

Application Submission

The applicant must submit the application materials together within the application period (January 1st – March 1st for the Fall classes and June 1st – August 15th for the Spring class). Items turned in separately will not be accepted. The LVN-RN application period is June 1st – August 15th for Spring. The application materials include:

Online application for admission

Application Checklist

Acknowledgment Form

\$50 application fee (credit/debit card, check, money order)

official **unopened** high school transcript or GED verification

official **unopened** college/university transcripts

passing entrance exam scores

Immunization Verification Form

Letter of standing from any school of nursing or allied health program you attended but did not successfully complete (must be mailed directly to the school).

Non-USA citizens must provide proof of Permanent Resident alien status.

Documents involving an applicant's criminal record may be required. These records may affect the student's eligibility to perform certain phases of clinical work at the hospital (and other clinical sites) and/or prohibit the student from licensure as a Registered Nurse. Contact the Admissions Officer for additional information, if applicable.

Transcripts

Official transcripts from high school and **ALL** colleges and universities attended to date must be submitted with the Application for Admission to the School of Nursing. Official transcripts must have an original signature and school seal on them. They must be submitted with all application documentation by the deadline specified in the admission packet. Final official transcripts reflecting any outstanding course work are due prior to the first day of classes. The final transcript may not be dated any earlier than May for the fall semester or December for the spring semester of the year the applicant is applying for.

Admission Status

The applicant will receive an email letter regarding admission status of either accepted admission or alternate admission. After the application deadline, the Admissions Committee of the School of Nursing will consider all qualified applicants whose application files are up to date. Selected applicants are then emailed a letter of accepted, alternate, or declined admission. Upon receipt, further instructions are provided. Accepted and alternates will be required to sign an enrollment agreement as well as pay a \$100 deposit. This deposit will later apply toward the total cost of the final semester tuition.

Section 3 Academic Requirements

Academic Requirements
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Academic Requirements

Scholastic requirements/Grading system

Scholastic ratings are determined by a combination of theory, application of theory in the clinical setting, examination grades, and other required assignments. The average of all major exams must be a 75 to pass the course. After determining the average on all major examinations, other required assignment grades will then be averaged and added to the final grade. There will be no rounding of grades ending in a decimal.

A = 90 - 100 B = 80 - 89.9 C = 75 - 79.9 Failure = 74.9 and below

Students have access to their grades through the Learning Management System, edvance360.

Progression

Students must complete each course with a minimum grade of 75 (C) to progress to the next instructional module and;

Required assignments are expected to be submitted by the assigned date and time, and meet the required grade or level of achievement (if applicable). Satisfactory completion of the assignments will be required before the student is enrolled in the next Instructional Module. Failure to complete **ALL** of the assignments prior to the submission of final will result in Instructional Module *failure*.

Student Retention

Students scoring low on the HESI admission assessment exam are considered "at risk". These students will be identified and encouraged to meet with their level committee liaison member in order to address individual learning styles, assist with test taking strategies, and develop critical thinking skills. The committee's goal is to implement teaching and learning strategies to assist students to achieve academic persistence and success.

Scholastic Warning

Any student in danger of failing in either classroom or clinical performance will receive counseling and a letter of concern requiring faculty and student signatures. Each student is responsible for knowing whether he/she has passed the minimum requirements and whether he/she is eligible to continue in the School of Nursing.

Nationally Standardized Assessments Policy

Covenant School of Nursing (CSON) has chosen to use Elsevier's Health Education Systems Incorporated (HESI) as the provider for nationally standardized assessments. This Policy & Procedure provides students and faculty of Covenant School of Nursing with guidelines for utilization of the HESI products and resources.

	Exit (RN and PN)		MEDSURG, FUND, PSYC, MAT, PEDI, MAT/PEDI, CRITCARE*, PHARM, GERI		NUT, PATHO*, HLTHASMT*, MGMT, COMM, MGMT/COMM	
	Scored Item Count	Pilot Item Count	Scored Item Count	Pilot Item Count	Scored Item Count	Pilot Item Count
HESI Legacy Item Types	80	12	42	7	46	8
NGN Items in Unfolding Cases	18	6	6	6	0	0
NGN Standalone Items	2	2	2	2	4	2
Column Total	100	20	50	15	50	10

*There are not PN specialty exams with these names: CRITCARE, PATHO, HLTHASMT

HESI information as of *Jan. 2023

* The exit exam will have 120 questions and includes 92 traditional items and 28 NGN items (4 unfolding cases and 4 stand-alone).

Guidelines:

- Various RN Specialty Exams (proctored assessments) and the HESI RN Exit Exam are administered to students at set intervals. The RN Specialty Exams provide essential data regarding a student's mastery of concepts in relation to specific nursing content areas. The HESI RN Exit Exam is used as a final preparatory assessment for the NCLEX.
- The proctored HESI RN Specialty Exam outcomes will be used in final Instructional Module grade calculations if the student qualifies for progression by achieving a 75% average on unit exams in IMs 3, 4, 5, 6, 7, 8 and the LVN-RN Track. Each RN Specialty Exam and each version of the Exit Exam accounts for 5% of the IM grade.
- The expected level of achievement for the HESI RN Specialty Exams is a HESI score of 850, which is the "the score HESI describes as 'acceptable performance'" (HESI, 2014, p.1).
- If the student achieves less than 850 on a HESI RN Specialty Exam completion of assigned remediation packets and case studies are recommended. Remediation packets may be assigned in subsequent instructional modules.

Process:

The Curriculum Committee is responsible for the alignment of HESI resources in the

CSON curriculum and for monitoring the implementation of HESI resources. Instructional module Nursing Instructors are responsible for assigning resource materials for student use.

The schedule for the administration of initial HESI RN Specialty Exams and HESI RN Exit Exam in the RN curriculum is as follows:

• Instructional Module 3	• HESI Fundamental V1
• Instructional Module 4	• HESI Fundamentals V2
• Instructional Module 5	• HESI Pediatrics
• Instructional Module 6	• HESI Psychiatric/Mental Health • HESI Maternity Nursing
• Instructional Module 7	• HESI Medical-Surgical • HESI Pharmacology
• Instructional Module 8	• HESI Management/Community Health • HESI RN Exit Exam (v1/v2, if needed)

The schedule for initial administration of Proctored CMS assessment in the CSON LVN-RN is as follows:

Nursing 1300 and 1301	<ul style="list-style-type: none"> • HESI Pharmacology • HESI RN Exit Exam (v1) • HESI Medical-Surgical • HESI Maternity Nursing • HESI Pediatrics • HESI Management/Community Health • HESI Psychiatric/Mental Health • HESI RN Exit Exam (v2)
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The HESI RN Specialty Exam provides statistically developed proficiency levels reflective of the student's score on the assessment. Points are awarded based on the student's proficiency level as follows:

- Students earning a HESI score of 850 or above will earn a 100% in the gradebook
- The HESI Conversion Score will be placed in the gradebook for students earning a HESI score of 849 or less.
- Example: (Conversion Scores vary based on exam-type and student performance)

Sample	HESI Score	Conversion score	Gradebook Score
Student 1	1030	92.35	100%

Student 2	876	80.66	100%
Student 3	839	74.88	74.88%
Student 4	703	63.25	63.25%

- A student who is readmitted into a module after course failure or withdrawal is required to retake the HESI as part of the instructional module grade. The score achieved in the current class is entered into the gradebook. (For example, Student A achieved a 900 on a HESI but fails the instructional module. The student is readmitted and takes the x-HESI again with the new cohort. The student scores a 795. The most recent conversion score would be placed in the gradebook.

Reference: Health Education Systems Incorporated. (2014). HESI Research Summary:



Academic Dean's List Honor Roll

Covenant School of Nursing (CSON) is committed to offering students the best chance at success. Federal regulations require all schools participating in state and federal financial aid, Title IV, HEA programs to monitor Satisfactory Academic Progress (SAP). CSON developed policies to determine the academic standings that students are expected to meet. Each student's SAP is monitored on an ongoing basis in order to continue enrollment in CSON. The Dean's List Honor Roll is intended to recognize students whose performance is distinguished.

A Student who earns a grade of an A at the completion of an instructional module is eligible for inclusion in the Dean's List Honor Roll. The Student Retention and Progression Committee (SRPC) will determine the students who are eligible to be included on the Dean's List. The SRPC will also notify the Student Activities Coordinator (SAC) of the qualifying students. The SAC will make an announcement via CSON weekly student announcements as well as the Covenant Health newsletter to include a brief summary of the purpose of the Dean's List, the students who qualified and the course they completed.

Academic Failure/Dismissal

Dismissal

The student may be dismissed for any acts of academic or clinical misconduct, including but not limited to:

- Unprofessional conduct (as outlined in Honor Code and Code of Ethics Policy)
- Failure to support the School of Nursing philosophy
- Falsification of information on any form or record
- Absences greater than the allotted absences (see Attendance Policy)
- Involuntary Termination of employment from Covenant Health Systems

The student must return the following items to the school Business Office Coordinator within 20 days of the last date attended in order to officially be dismissed:

Completed Exit Interview form
School of Nursing Identification Badge

Withdrawal

A student is free to withdraw from the School of Nursing at any time. To leave the school, the student should first report to the Instructional module Facilitator. The student then requests an Exit Interview Form and Application for Readmission from the Business Office Coordinator (See Readmission Section below.) The Exit Interview Form lists several individuals the student must personally meet with to discuss the reasons for withdrawing from school and to get their signatures. These individuals include the following: Instructional Module Facilitator, Student Services Coordinator, Dean, Financial Aid Officer, Admissions Officer, and Chairperson of the Admissions Committee. It is the student's responsibility to meet with each of these individuals. The student must return the following items to the Business Office Coordinator:

Completed Exit Interview Form
School of Nursing Identification Badge

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

- Date student provides official notification of intent to withdraw, in writing or orally.
- The date the student began the withdrawal from CSNAH records.
- A student is allowed to rescind their notification in writing and continue the program if they have not been absent more than the attendance policy allows. If the student subsequently drops, the student's withdrawal date is the original date of notification of intent to withdraw.

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

- Determine the last date of attendance as of the last recorded date of academic attendance.
- Print student ledger sheet from Empower SIS
- Two policies must be evaluated, and calculations performed if necessary: Return to Title IV, HEA Funds and CSNAH Institutional Refund Policy
- The grade record will be updated to reflect his/her final grade.
- The Financial Aid Officer will provide the student with an email or a verbal explanation of the Title IV, HEA requirements.

- The amount of Title IV assistance the student has earned. This amount is based upon the length of time the student was enrolled in the program based on scheduled attendance and the amount of funds the student received.
- Any refunds that will be made to the Title IV, HEA Federal program on the student's behalf because of exiting the program. If a student's scheduled attendance is more than 60% of the payment period, he/she is considered to have earned 100% of the Federal funds received for the payment period. In this case, no funds need to be returned to the Federal funds.
- Advise the student of the amount of unearned Federal funds and tuition and fees that the student must return, if applicable.
- Inform the student to check Empower SIS for ledger sheet noting outstanding balance due to the school and the available methods of payment. A copy of the CSON Exit Interview form or CSOR Withdrawal Record and Refund form, R2T4 Worksheet, calendar, and final ledger sheet will be kept in the financial aid file.
- In the event a student decides to rescind his or her official notification to withdraw and has not been absent more than the attendance policy allows; the student must provide a signed and dated written statement that he/she is continuing his or her program of study and intends to complete the payment period. Title IV, HEA assistance will continue as originally planned. If the student subsequently fails to attend date is the original date of notification of intent to withdraw.

Unofficial Withdrawal

- If the school unofficially withdraws a student from school, the School Course Facilitator and/or Dean/Director must complete the CSON Exit Interview Form or CSOR Withdrawal Record and Refund form using the last date of attendance as the drop date.
- Any student that does not provide official notification of his or her intent to withdraw and is absent for more than 5 consecutive calendar days, fails to maintain satisfactory academic progress, fails to comply with the school attendance and /or conduct policy, does not meet financial obligations to the school, or violates conditions mentioned in the CSNAH contractual agreement, will be subject to termination and considered to have unofficially withdrawn. Within one week of the students last date of academic attendance, the following procedures will take place:
 - The Student Services Coordinator, Course Facilitator and/or Dean/Director will make three attempts to notify the student regarding his or her enrollment status.
 - Determine and record the student's last date of attendance as the last recorded date of academic attendance on the attendance record. The student's withdrawal date is determined as the date the day after 5 consecutive calendar days of absence.
 - Notify the student in writing of their failure to contact the school and attendance status resulting in the current termination of enrollment.

- CSNAH Financial Aid Officer calculates the amount of Federal funds the student has earned, and, if any, the amount of Federal funds for which the school is responsible. R2T4
- Calculate the refund requirement (see school refund calculation)
- CSNAH Financial Aid Officer will return to the Federal fund programs any unearned portion of Title IV funds for which the school is responsible within 45 days of the date the withdrawal determination was made, and record ledger sheet.

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

- The amount of Title IV aid the student has earned based upon the length of time the student was enrolled and scheduled to attend in the program and the amount of aid the student received.
- Advise the student in writing of the amount of unearned Title IV aid and tuition and fees that he/she must return, if applicable.
- Inform the student to check Empower SIS for ledger sheet noting outstanding balance due to the school and the available methods of payment. A copy of the CSON Exit Interview form or CSOR Withdrawal Record and Refund form, R2T4 Worksheet, calendar, and final ledger sheet will be kept in the financial aid file.

Leave of Absence

A leave of absence (LOA) is considered to be a temporary interruption in a student's nursing education for a specified period of time, rather than a withdrawal from the program. Students may be granted only one LOA not lasting for more than 180 days in a calendar year and the student must be passing. The LOA request must be submitted in writing and approved (unless an emergency situation exists) by the Admissions Committee prior to the beginning of the specified period of the LOA. Students returning from a LOA will resume their enrollment at the beginning of the instructional module the LOA was granted for. Students wishing to proceed with a request for a LOA will complete a Leave of Absence Request Form obtained from the Student Services Coordinator. The Admissions Committee Chair will present the Student's request to the committee for review and will notify the student of the Committee's decision prior to the beginning of the specified period of the LOA.

A medical LOA can be granted to a student who is failing if the student provides appropriate documentation from their medical provider. A medical LOA can be granted only if the student has a medical condition warranting the necessity of a LOA. Once the medical LOA document is completed by the student's medical provider, the Student Services Coordinator can approve the medical LOA.

Readmission

Readmission to the School of Nursing is not automatic or assured. Students seeking readmission to the school must meet all current admission criteria and procedures. All previous debts to the school must be paid in full before readmission will be considered. A student may be readmitted only one time following withdrawal due to academic or clinical failure. Readmission is based upon space availability and is not guaranteed or assured.

The student who is readmitted within one calendar year following withdrawal/dismissal may continue in the program where he/she left off. If the readmission date is more than one calendar year after leaving school, the student must return as a beginning student and repeat all Instructional Modules.

Number of Readmissions

A student will be granted only one readmission following an academic failure. Should the student fail an Instructional Module following readmission, he or she will be ineligible for a sub-sequent readmission to the School of Nursing. However, a student with one or more failures at CSON after two years from the official withdrawal date may be readmitted without penalty from previous failures. The student will not be granted any credit for previous Instructional Modules completed at the School of Nursing.

LVN-to-RN students who do not pass the LVN-RN Instructional Module have 2 options:

1. The LVN-RN student may repeat the LVN-RN Instructional Module the next time it is offered. If they do not pass the second attempt, they will be dismissed from the program and may not be readmitted for two years.
2. The student may enter the program in Instructional Module 1 upon space availability.

A student failing at the time of withdrawal from CSON, but who withdraws from the School before the last exam or the grace period of the instructional module, will not have that withdrawal count as a failure one time only.

Financial Responsibility

The student is required to pay any money owed to the school before readmission approval will be granted. The student must have clearance through the Business Office Coordinator before a final readmission decision will be made by the Admissions Committee.

Application for Readmission

A student requesting readmission, after withdrawing for any reason must complete the Application for readmission.

Procedures for use of the Application for Readmission

- Secure the form from the Business office Coordinator.
- Complete and return the form to the Business office Coordinator and secure signature, verifying that the student does not owe any money to the school
- Submit for approval by the Admissions Committee

- Receive a Letter of Acceptance from the Chairman of the Admissions Committee and an email from the admissions officer.
- Receive an email regarding CPR certification
- Contact Caregiver Health Services to ensure student file is up to date

Failure Exclusions

A student failing at the time of withdrawal from CSON, but who withdraws from school by the grace period of the instructional module, will not have that withdrawal count as a failure one time only.

A student, who fails the LVN-RN Instructional Module, can re-enter the traditional curriculum without penalty. If the student fails the LVN-RN Instructional Module a second time, they will not be eligible for readmission for a period of two years.

Time Limitations

Readmission requirements vary based on the length of time lapsed from the date last attended to the returning date at CSON.

All Instructional Modules

1. Less than one year - readmission granted at the discretion of the Admissions Committee
2. More than one year - No prior credit earned at CSON will be applied

Miscellaneous

Admission Requirements

1. The returning student must meet all current regular admission requirements at the time of readmission.
2. Returning students will contact the Admissions Officer to apply for readmission.
3. The returning student is subject to the nursing curriculum in place at the time of readmission to the school.

Special Requirements

1. The returning student must notify the retention committee within the first week of school to receive an evaluation.
2. Any other requirements specified in the Letter of Acceptance or enrollment agreement.

Space Availability

Readmission is not automatic or assured and is based on space availability.

Graduation/Licensure

Graduation requirements

To be eligible for graduation, students must:

Satisfactorily complete all of the requirements of the School of Nursing curriculum and pass exit exams.

Fulfill all financial obligations to the school prior to graduation day.

A diploma is awarded to all nursing students at the completion of their course of study.

Graduate Honor Awards

The graduating student with the highest scholastic average, which includes college prerequisite courses and nursing school grades, is recognized as the school Valedictorian and is presented a monetary award.

The graduating student with the second highest scholastic average, which includes college prerequisite courses and nursing school grades, is recognized as the school Salutatorian and is presented a monetary award.

The graduating students with an overall 3.5 or above grade point average including college prerequisites and nursing school grades will be presented with Honor Cords to wear at graduation.

National Council Licensure Examination (NCLEX)

A student who has completed the requirements for graduation of the School of Nursing, with the approval of the Texas Board of Nursing, is eligible to write the National Council Licensure Examination for licensure as a registered nurse (R.N.). These examinations are given at a time and place designated by the National Council of State Boards of Nursing, Inc. The graduate who becomes licensed as a registered nurse in Texas is eligible to practice nursing in the State of Texas. (See "National Council for Licensure Examination".) The graduate nurse who wishes to practice in another state is eligible to apply to that state for licensure.

Attendance

To achieve the educational goals of the designated program of study, consistent attendance and punctual arrival for all learning experiences is an expectation.

Purpose: Regular attendance and punctual arrival to theory and clinical is required for the student to gain the skills and knowledge necessary to practice as a beginning nurse generalist. Students should read and become familiar with the information regarding **Satisfactory Academic Progress** located in the Student Handbook. Students are strongly encouraged to guard against excessive tardiness/absences. Students are responsible for monitoring personal attendance through the student information system (Empower).

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

Definitions:

Theory: Theory includes all classroom instruction/activities.

Clinical: Clinical includes all of the following experiences but not limited to: skills lab, deliberate practice, clinical competency exams, simulation, clinical preps, acute care and community experiences, pre and post clinical conferences.

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

- Absence from theory or clinical for less than 30 minutes equals a tardy.
- If the student arrives on time for theory or clinical but leaves less than 30 minutes early it will be counted as a tardy.

- If multiple classes are scheduled in a day, students may potentially receive more than one tardy in a day.
- Three (3) tardies in theory and/or clinical equals one (1) absence.

Absence: Students who are not present in theory or clinical for more than 30 minutes after the theory or clinical experience was scheduled to start will be counted as absent.

- If the student arrives on time for theory or clinical but leaves more than 30 minutes early it will be counted as an absence. If the student leaves in the middle of class/clinicals and is gone for more than 30 minutes, the student will be counted absent for the day.

Clinical No Show: Failure to notify the appropriate individual via cell phone call or text message within 2 hours past start time of clinical will result in a Clinical No Show.

- One (1) occurrence in the entire program will result in a Written Corrective Action
- Two (2) occurrences in the entire program will result in 2 days of Suspension.
- Three (3) occurrences in the entire program will result in dismissal from the program.

Guidelines:

1. Students are allowed three (3) absences in each instructional module.
2. A student may miss only one (1) clinical day. If a student misses another clinical day, the student must do clinical make-up. Any subsequent clinical absences will result in failure of course even if their total absences do not exceed three (3).
3. Three tardies equals an absence.
4. Approved Covenant School of Nursing Activity: Students must receive prior approval by the CSON Dean or Student Activities Coordinator to attend any school related activity that would necessitate absence from a scheduled theory or clinical experience. If a student attends a school supported activity (CSNA state or national convention) and misses clinical or class time, these absences will not count in the 3 days of absences.

5. Inclement Weather refers to any weather that could be dangerous for the student to travel. Examples include but are not limited to ice, snow, or floods.

Students, Instructors and staff are expected to arrive on time and be prepared for class or clinicals according to instructional module schedules.

In the event of inclement weather, CSON will follow Lubbock Independent School District (LISD) policies.

- If LISD delays school or converts to asynchronous learning on a theory day, CSON will delay theory classes for the same amount of time as LISD. CSON works off an 0830 – start time. A specific delayed start time will not be stated in mass communications. Students will receive communication from module faculty regarding their specific start time.
- If LISD cancels school or converts to asynchronous learning on a CSON theory day, each instructional module will decide how and when the theory content will be made up. Options may include but are not limited to, virtual/asynchronous learning or the use of designated weather make-up days. Live TEAMS classes should be used for instruction or debrief as needed and can last no more than one hour. Students will not be penalized if unable to attend TEAMS meetings when school is cancelled.

- If LISD delays, cancels school, or converts to asynchronous learning on a CSON clinical days, students may be provided asynchronous Texas Board of Nursing/other accrediting body approved simulated clinical activities for that day. Clinical days may be replaced with asynchronous learning for up to 25% of the total clinical days scheduled per module in the event of school cancelation/delay related to weather before replacement bedside hours are required. If clinical absence due to cancelation/delay exceeds 25% of total scheduled clinical days per module faculty must utilize the weather day or other available days to schedule replacement bedside clinical hours. If a clinical day is replaced with asynchronous learning, a weather make-up day cannot also be scheduled. Live TEAMS classes should be used for instruction or debrief as needed and can last no more than one hour. Students will not be penalized if unable to attend TEAMS meetings when school is cancelled.
- If LISD delays school on a CSON clinical days each instructional module will decide when and if clinical will be held.
- If LISD delays school on a CSON SIM day, simulation activities will begin on a delayed schedule to be communicated by the instructional module. SIM activities should not be scheduled to extend past 1700 unless originally scheduled as such.
- If LISD dismisses school due to inclement weather after CSON staff and students have arrived in any setting (theory, clinical, or SIM), CSON will dismiss school accordingly.
- The student can determine LISD weather protocol by watching the news the day before or the day of inclement weather. The Dean/Director or Student Services Coordinator will notify instructors and students of the delay or cancelation of classes via the Mass communication system, Everbridge. The course facilitators of each Instructional Module will also notify students of the procedure to follow for course requirements via the learning management system (LMS).

Addendum for the IM8 and LVN-RN students:

- The IM8 and the LVN-RN students' must complete their clinical hours face-to-face to meet the objectives of the course and to ensure that the students can function as a RN when they complete IM8 and the LVN-RN 1301 course.
- If roads are bad in AM but clear up for the afternoon or night clinicals, allow the students to attend their scheduled clinical.
- If a student lives in another town, is doing clinicals there and the roads are good in that town, allow the student to attend their clinicals.
- Policy will apply to the weekends as well because LISD will not cancel or postpone school.

***Self-Determination:**

- No student will attempt to attend class and no employee will report to work if, by their opinion or by the warning of law enforcement officials, travel conditions in their area are unsafe (or if other circumstances would place their lives/health in jeopardy). Absences are given to accommodate for situations like these.

3. **Exam and Quiz Absence:** CSON recognizes that there may be times when student attendance for a scheduled exam/quiz is not possible due to planned or unplanned circumstances.

Exam and Quiz Make-Up Requirements and Penalties:

- No exams and quizzes can be taken early.
 - Missed proctored exams and quizzes must be taken on the first available day upon returning. Day of return to school is marked by attendance to any scheduled school event during that calendar day.
 - Students may miss one (1) exam without a point deduction but will receive an absence. Any subsequent exams (including standardized exams) missed during the same module will receive a 5-point deduction and no absence. If the student also misses any activity on the same day, they will receive an absence for the class/clinical/simulation portion of the day.
 - Students who are absent for a scheduled exam or quiz due to court subpoenaed appearance (not including jury duty); death of a family member or deployment of a spouse, parent, child, grandchild, or sibling to a war zone will not have points deducted.
 - If the student arrives after the start of a proctored exam or quiz, the student will be admitted to the proctored exam or quiz, will receive a tardy and will not be allowed additional time for the proctored exam or quiz.
 - Make-up proctored exams and quizzes will be administered Monday through Friday. Accommodations will be made on a case-by-case basis. Scheduling will be coordinated between the student, faculty, and computer lab availability.
4. **Leave of Absence:** A leave of absence (LOA) is a temporary interruption in a student's education and must be approved by the Admissions Committee. Examples include maternity leave, unexpected health issues, family emergencies, etc. (*Refer to the CSON Leave of Absence procedure*)
- If a student's absences exceed the allowed 3 days within an instructional module, the student may apply for an official **Leave of Absence**. Failure to apply for an official Leave of Absence after missing more than 3 days within the instructional module will result in failure of the Instructional module.
 - Medical Release: If a student is hospitalized or has a surgical procedure, please refer to the illness policy.

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

Behavioral Congruence

Covenant School of Nursing expects student behavior to be congruent with the Mission, Philosophy, Values, Standards of Conduct and Honor Code of Covenant School of Nursing. Covenant School of Nursing fosters a learning environment that attracts, retains, and develops values-based students who translate the values into action, strive for excellence while serving people with dignity, and work for justice within our communities.

Mission

In keeping with the Mission of Covenant Health, as expressions of God's healing love, the Mission of the School of Nursing is to provide a quality nursing education founded on evidence-based practices, integration of nursing skills, and concepts of caring for the whole person. We are steadfast in serving all with competent beginning nurse generalists.

Philosophy

The Faculty of the School of Nursing believes:

Nursing is a discipline dedicated to the promotion of optimum health for the individual, the family and the community. Nursing requires the integration of knowledge and skills from biological, psychological and sociological sciences with evidence-based nursing practice and concepts of caring for the individual as a whole person. The patient's needs and care requirements are best met by an analysis of client needs through the use of the nursing process of assessment, analysis, planning, implementation and evaluation. The nurse collaborates with the patient, the family and healthcare team to formulate a plan of care to meet the needs across the lifespan and health-illness continuum.

Covenant School of Nursing provides a correlation between scientific concepts and evidence-based nursing practice. Our curriculum facilitates the student's development of cognitive, psychomotor, and affective abilities to function as a nurse generalist capable of critical thinking, independent judgment, and self-direction. The School of Nursing promotes learning through a curriculum based on Lenburg's Competency Outcomes and a variety of learning experiences which progress from simple to complex.

Standards

The Standards of Behavior and Conduct are a set of guidelines all students must commit to. The standards set the tone for the learning environment students work in and live by every day. The standards include all aspects of students' educational experience including:

Accountability: I am accountable for my actions.

Adaptability: I am adaptable and supportive in efforts to make CSON a better place.

Communication: I communicate in a clear, honest and respectful manner.

Community: I am committed to improving the health of the community

Continuous Improvement: I strive for continuous improvement in my performance.

Continuous Learning: I continuously learn new skills and gain knowledge.

Interpersonal Effectiveness: I create and sustain positive and interpersonal relationships

Stewardship: I will be a good steward of our resources.

Teamwork: I will be a team player and seek out opportunities to collaborate with others.

Honor Code

Covenant School of Nursing students are expected to conduct themselves in accordance with the high ethical standards expected of registered nurses and in a manner consistent with the ANA Code of Ethics. Honesty and integrity are expected from all students from admission through graduation. Dishonesty undermines the goals of nursing education and professional development. Because nursing students may, after graduation, be licensed to practice professional nursing and are required to assume responsibility for the life and welfare of other human beings, every nursing student is expected to demonstrate competence and patterns of behavior which are consistent with professional standards, and which are deserving of the

public's trust. Students and faculty accept responsibility for acting in an ethical manner. Together they create an atmosphere conducive to professional integrity.

Students and faculty are expected to report to the Dean (or the designee) the conduct that violates the standards of professional honesty and integrity. It is the intent of this policy to support an atmosphere of integrity within the Covenant School of Nursing.

It is the responsibility of each student to support this atmosphere both individually and collectively. We expect nursing students to enter the program knowing what is right and what is wrong. Nursing students are expected to do what is right when it comes to matters of integrity, honesty, and ethical conduct. Further we expect nursing students to move beyond thinking only of their own situations to thinking of what is right for their peers, their patients, and ultimately the nursing profession.

A violation of the Honor Code may lead to disciplinary action up to and including dismissal or expulsion.

Written Assessments (Exams)

Covenant School of Nursing (CSON) uses computer-assisted assessments as an evaluation of student learning. ExamSoft computer software is utilized to assist in the delivery of most instructional module assessments (exams). The following guidelines apply to all assessments delivered by CSON using ExamSoft. The term 'assessment' is synonymous with 'exam'.

PROCESS:

These guidelines apply to assessments given in any location associated with CSON. These guidelines do not apply in the event of technical difficulties related to the assessment program or equipment that are not within the student's control. Video surveillance is active in the computer testing areas.

Administration of the Assessment

- 1. The student new to the program will be oriented to the use of ExamSoft including the opportunity to complete a mock assessment using the software.
- 2. No personal items, including but not limited to, cell phones, computer watches, purses/bags, or drinks will be allowed in the testing area. The student may have car keys on a small key ring and earplugs at the testing station. If a student is found to have any other personal items at the computer testing station, the student may be dismissed from the testing area and will receive a zero.
- 3. Coats and jackets are allowed, but hoods must remain off the head. No hats or head covers are allowed during testing. Exceptions for cultural or religious practices will be considered on an individual basis.
- 4. The student should leave personal possessions in a secure place.

CSON is not responsible for lost or stolen items.

- 5. Any time the Instructional Technology Tech (ITT) has to retrieve a student's login information, a 1 (one) point deduction will be taken from the student's exam grade.
- 6. The student will be assigned a specific computer testing station for the duration of the instructional module. Should the student sit at a testing station not assigned to him/her, and assessment data is lost, the student will receive a zero (0) for that assessment.
- 7. Reasonable accommodations will be made for the student with properly documented special testing needs. The documentation must be submitted to the Student Retention Coordinator before accommodations will be made. The student will be assigned to an appropriate testing area for the remainder of the instructional module.
- 8. One sheet of paper and a pencil will be placed at each computer for student use. The student must write his/her name and station number on all provided paper. If more paper is needed during the assessment, the student will give the first sheet of paper to the proctor before receiving a new sheet. All paper and the pencil must be returned to the proctor before exiting the testing area.
- 9. Assessments are timed. The instruction page of assessments delivered by ExamSoft will indicate the amount of time the assessment is open. Once the time limit is reached, the software will close the exam and the student cannot continue the exam. The student will upload the exam to obtain a grade. The student with special testing accommodations that requires extended time will be provided with additional time.
- 10. See the Attendance Policy for information concerning tardy or absence for assessments.
- 11. If the student arrives **after** the start of an exam, the student will be admitted to the exam and will receive a tardy. The student will NOT be given additional time to take the exam. The student must upload their exam at the end of the **scheduled testing period**.

Assessment Review

- 1. Students are allowed to review their exam immediately following the assessment. The student will follow on-screen instructions to access the review. No assessment reviews will be scheduled at a later date.
- 2. The assessment review is highly recommended but not required. If the student chooses not to complete the assessment review, the student must follow on-screen instructions to submit the assessment for scoring.
- 3. Final assessments are considered to be summative evaluations and will NOT be made available for student review.
- 4. Copies of an assessment will NOT be provided under any circumstance.

Closure of the Assessment

1. The student must properly close and submit the assessment data following completion, review, or timing out of an assessment. Specific instructions for properly closing the assessment

and submitting the student data are presented during new student orientation and are posted at each computer testing station.

- a) During the **initial eight (8) weeks** of enrollment the student is granted one
(1) penalty free occurrence of not properly uploading their exam.
 - b) After the first 8 weeks, if the student exits the testing area without properly uploading their exam he/she will receive a five (5) point deduction on the exam.
2. Any concerns regarding closure of an assessment must be brought to the attention of the IIT or proctor **before** leaving the testing area.

Dosage Calculation Exams

Dosage Calculation continues to be a very important skill needed for patient safety. Proctored dosage calculation testing will be used to evaluate student proficiency in calculations.

- Instructional Modules 1, 3, 5, 7, and 8 students will complete a proctored dosage calculation examination(s) to evaluate proficiency in nursing calculations based on the module content area.
- LVN-RN Track students will complete multiple dosage calculation examinations to evaluate proficiency in nursing calculations based on specialty areas.
- Each exam will consist of 20 questions created by the IM faculty.
 - Dosage calculation questions have numerical answer(s).
 - Drug names (as opposed to “a medication” or “Drug X”) can be used.
 - Questions will be FITB or MC.
- The score on the first attempt will be recorded as the grade of record.
- The dosage calculation faculty are responsible for remediation monitoring and tracking proficiency
- A score less than 85% requires remediation in IMs 1, 3, 5, & 7.
- Remediation is determined by the faculty and individualized to meet the needs of the student.
- A score less than 85% requires remediation with re-testing in IM8 and the LVN-RN Track.
- Subsequent versions needed in IM8 and the LVN-RN Track include similar or the same question template with the use of different numbers.

Clarification of Exam Questions or Concepts

CSON encourages students to review exam rationales following an exam. CSON welcomes inquisitiveness and supports students wanting to provide evidence to support a different exam answer.

Student initiates communication via email and nursing instructor

Process

1. Questions related to a course quiz or exam, including additional support information, **must** be submitted via email to the instructional module instructors within two hours

of the completion of the exam (i.e exam is from 1300-1430, emails are due by 1630). Final module exam questions must be submitted within one hour of completion of the exam.

2. IF any clarification(s) response(s) is/are needed, faculty will share the additional information with the entire class during a subsequent class or via email after grades have been posted.

Note: Questions or information on scratch paper are not substitutes for required email.

Competency Performance Examinations

Student conduct during Performance Assessments (PAs) and Competency Performance Examinations (CPEs), both Mock and Real is expected to be as follows:

- 1. The student will receive an electronic copy of the Universal Competencies and a copy of the required skills and selected skills.
- 2. The student will respect the dignity and privacy needs of the manikin as they would an actual patient.
- 3. The student will conscientiously implement the critical elements of all professional nursing skills.
- 4. The student will present a professional attitude, demeanor, and attire at all times during simulated care.
- 5. The student will treat Performance Assessments and mock Competency Performance Examinations as they would any other required examination and not as a practice session.
- 6. The student will understand the Clinical Examiner who oversees all aspects of the examination and assessment process is my advocate. The student may ask questions for clarification concerning general examination procedures prior to a graded exam.
- 7. If the student's actions jeopardize patient safety, the student will be stopped by the Clinical Examiner.
- 8. If the student exceeds the allotted time, the student will be stopped by the Clinical Examiner.

Section 4: Curricula

Prerequisite Courses

Prerequisite Course Descriptions

Covenant School of Nursing Course Numbering

Covenant School of Nursing Course Descriptions

Textbook Requirements

Lubbock Christian University Partnership

Lubbock Christian University Articulation Degree Plan

CSON Prerequisite Courses

Academic Prerequisites	
Course Title	Semester Hours
<i>English 1</i>	3
<i>English 2</i>	3
<i>Chemistry</i>	4* <i>Must have a lab</i>
<i>Anatomy & Physiology 1</i>	4* <i>Must have a lab</i>
<i>Anatomy & Physiology 2</i>	4* <i>Must have a lab</i>
<i>Microbiology</i>	4* <i>Must have a lab</i>
<i>Human Growth & Development</i>	3
<i>Human Nutrition</i>	3-4
Total Prerequisites	28-29

CSON Prerequisites Course Descriptions

Prerequisites:

English I: A study of the writing process that requires students to write extensively in a variety of modes and styles, including personal, academic, and research essays. Includes an application of research techniques and critical thinking

English II: A critical examination of a variety of literary forms and a careful examination of the writing process, culminating in a research paper.

General Chemistry: An introduction to chemistry. Includes gas laws, bonding theory, atomic structure, solutions, acid-base and redox reactions.

Inorganic Chemistry: The study of chemistry especially relating to the properties and behavior of inorganic compounds. The course should cover all chemical compounds except the myriad organic compounds.

Anatomy and Physiology I (or just Anatomy): Structure and function of cells, tissues, and the general body plan; the integument, skeletal, and muscular systems.

Anatomy and Physiology II (or just Physiology): A continuation Anatomy and Physiology I. Structure and function of the endocrine, circulatory, respiratory, digestive, excretory, and nervous systems, as well as a study of fluid, electrolyte and Ph balance of the body.

Microbiology: Characteristics of microorganisms, their culture, uses, control and immunological aspects in industrial, domestic, and medical areas. Concurrent registration in the complementary laboratory course is required.

Human Growth and Development (Lifespan): The physical and psychological development of the individual from birth through the death/dying process.

Nutrition (Science of, or Personal): Study of nutrients, their functions and food sources, recommended daily allowances, deficiency and toxicity symptoms, and sound principles for nutrition throughout the life cycle.

Covenant School of Nursing Course Numbering

Nursing Coursework

Instructional module Title and Number	Weeks	Credit
Nursing 1101 Health Promotion and Wellness	8	7
Nursing 1102 Professional Nursing Skills	8	6
Nursing 1103 Nursing Care of the Adult I	8	6
Nursing 1104 Nursing Care of the Adult 2	8	6
Nursing 1205 Pediatric and Pediatric Psychiatric Nursing Concepts	8	6
Nursing 1206 Childbearing Family and Acute Psychiatric Nursing Concepts	8	7
Nursing 1207 Care of the Patient with Complex Needs	8	6
Nursing 1208 Capstone	8	6
Traditional Pre-licensure Program Totals	64	50
LVN-RN Advanced Credit Track	Weeks	Credit
Nursing 1300 Professional Nursing Care	14	12
Nursing 1301 Professional Nursing Care Clinical	13	12
LVN-RN Track Totals	27	24

Covenant School of Nursing Instructional Module Descriptions

Instructional Module 1: Nursing 1101 Fundamental Nursing Concepts I

This instructional module introduces classic nursing principles that underpin future clinical practice. Fundamental nursing concepts include, but are not limited to, caring in nursing practice, assessment, communication, nursing process, hygiene, and universal competencies. General pathophysiology concepts are introduced for selected health impairments. An introduction to pharmacology and medication administration, including dosage calculations, is also included. Laboratory and clinical experiences support student learning and the achievement of instructional module student learning outcomes. Upon completion of this material, students should be able to identify basic abnormalities in patient assessment findings, to apply legal and ethical standards of care in medication administration and safely calculate medication dosage and provide safe patient care based on the concepts presented.

Instructional Module 2: Nursing 1102 Professional Nursing Skills

This instructional module is dedicated to the acquisition of professional nursing skills required to safely provide nursing interventions in clinical patient care. Students will be introduced to evidence-based practices for interventions related to such things as focused assessment, medical asepsis, oxygenation, airway management, phlebotomy, and enteral and parenteral medication administration. Documentation and communication are reinforced. Upon completion of this instructional module, students should be able to safely provide basic nursing interventions in clinical patient care with supervision of faculty and licensed nurses.

Instructional Module 3: Nursing 1103 Nursing Care of the Adult I

This instructional module introduces the student to concepts of care for patients with acute and chronic alterations in oxygenation, circulation, and gastrointestinal function. Diabetes care, an introduction to peri-operative nursing, and end-of-life care, grief, and loss are also introduced in this module. Clinical experiences include caring for adult and geriatric patients in acute care settings as well as peri-operative clinical experience. Students will gain in-depth information about the pathophysiological processes associated with common disease processes. Students will be introduced to medications common to health issues emphasized in the instructional module. Upon completion of this instructional module students should be able to plan and perform basic patient care for the adult or geriatric patient with faculty support.

Instructional Module 4: Nursing 1104 Nursing Care of the Adult II

This instructional module continues the study of health conditions including neurological, musculoskeletal, endocrine, immunity, tissue integrity, sensory perception, and genitourinary disorders. Fluid & electrolytes and healthcare trends (i.e. DRGs, accreditation, etc.) are also introduced. Students will be introduced to medications common to health issues emphasized in the nursing instructional module. Students will gain in-depth information about the pathophysiological processes associated with common disease processes. Medication math review continues. Clinical experiences include caring for adult and geriatric patients in acute and simulated care settings highlighting concepts of delegation and prioritization. Upon

completion of this instructional module, students should be able to plan and implement basic nursing care with faculty support.

Instructional Module 5: Nursing 1205 Pediatric and Pediatric Psychiatric Nursing Concepts

This module introduces care issues specific to the pediatric patient and family. Included in this module are mental health conditions common to pediatric and teen-age patients. Clinical experiences will include acute care facilities, community settings and mental health rehabilitation settings. Upon completion of this module, students should be able to recognize care issues of this population and intervene at a fundamental level with faculty support.

Instructional Module 6: Nursing 1206 Childbearing Family and Acute Psychiatric Nursing Concepts

This module is divided into two sections: concepts of obstetrical nursing and concepts of care of chronic and acute mental health patients. Family dynamics is included within the concepts. Students will be introduced to fundamental concepts of care for these populations. Clinical experiences will include acute care facilities, community settings and mental health rehabilitation settings. Upon completion of this module, students should be able to recognize care issues of this population and intervene at a fundamental level with faculty support.

Instructional Module 7: Nursing 1207 Care of the Patient with Complex Needs

This module focuses on patients across the lifespan experiencing complex health issues. Concepts related to critical care environments including safety, communication, emergent care, disaster planning, and assistive equipment are introduced. Complex pharmacology, medication administration and pathophysiology are combined with healthcare issues experienced by this population. Clinical experiences include critical care units, perioperative units, acute and community emergency departments. Upon completion of this module, students should be able to recognize emergent situations and intervene at a fundamental level with faculty support.

Instructional Module 8: Nursing 1208 Capstone

This module is designed to bring all the program concepts together. Students will participate in activities directed at connecting previous learning to real world experiences. Students will participate in preparation for licensure and employment. Clinical experience will be fully precepted with emphasis on transition to practice. Upon completion of this module, students should be prepared to successfully complete the NCLEX-RN® and be able to function as beginning nurse generalists.

Instructional Module Descriptions for the LVN-RN Track

Instructional Module 1: Nursing 1300: Professional Nursing Care

This 14-week integrated theory instructional module is designed for the student with LVN licensure and nursing practice experience. Building on prior educational experience, this instructional module expands on the concepts of care for patients across the lifespan experiencing acute and chronic alterations in health. End of life and grief and loss are addressed. Mental health issues (including acute psychiatric disorders) across the lifespan are addressed. Development of professional role, ethical decision making, health maintenance and

patient education is included within the content. Pharmacology, medication administration and pathophysiology are reviewed within the context of healthcare topics. Nursing skills will be reviewed and validated during the instructional module. Upon completion of this instructional module, the student should be able to plan and evaluate basic nursing care with faculty support.

Instructional Module 2: Nursing 1301: Professional Nursing Care Clinical

This 13-week clinical instructional module begins after successful completion of Nursing 1300: Professional Nursing Care (integrated theory IM). The emphasis of this instructional module is the clinical care of the adult/geriatric patient, acute mental health patient, childbearing family and the pediatric patient. The student will provide nursing care in various clinical settings under the supervision of a Registered Nurse preceptor with oversight and direction from CSON faculty.

Electronic Device

Students will be required to have a personal electronic device. The following specification are required for the device to be compatible with the Learning Management System, ExamSoft, and HESI Resources.

- **PC:** Operating System: 32-bit and 64-bit Versions of Windows 10. (**Alternate versions** of Windows 10, such as Windows RT and Windows 10 S, are NOT supported at this time).
- Only genuine, U.S.-English versions of Windows Operating Systems are supported. CPU: 2.0 ghz Intel i3 processor or higher, Windows: Chrome (latest version) and/or Firefox (latest version); Microsoft Edge (latest version)
- {Mac OS 11.3 and higher (Big Sur)}, {Mac OS 10.15 and higher (Catalina)}, {Mac OS 12 (Monterey)}
- Only genuine versions of Mac Operating Systems are supported. CPU: Intel processor or M1 processor. Devices using Apple's M1 processor and Apple Rosetta 2 are supported Mac: Safari 11 (or latest version)
- RAM: 4GB or higher of available space
- Hard Drive: 4GB or higher available space
- Microsoft Office 2010 or higher (Office 365 recommended)
- Adobe Reader
- Adobe Flash enabled
- JavaScript enabled

ExamSoft does not support Tablet devices other than Surface Pro. Surface laptops that come with non-detachable keyboards are permitted. Non-Pro Surface devices are not supported for ANY institution.

Textbook Requirements

(This text will need to be purchased prior to Instructional Module 1) Instructional Module 1 & Instructional Module 2

Burchum, J. & Rosenthal, L. (2021). *Lehne's pharmacology for nursing care* (11th ed.). Elsevier. ISBN-13: 978-0323825221

Text may be purchased new or used. This text will be required throughout the program

Lewis, S. L., Bucher, L. Heitkemper, M. M., Harding, M. M., Kwong, J. & Roberts, D. (2022). *Medical surgical nursing* (12th ed.). Elsevier. ISBN-13: 978-0323789615

Text may be purchased new or used or as a rental. This text will be required throughout the program.

Potter, P. A., Perry, A. G., Stockert, P. & Hall, A. (2023). *Fundamentals of nursing* (11th ed). Elsevier. ISBN-13: 978-0323810340

Text may be purchased new or used or as a rental. This text will be used primarily in Instructional Modules 1 and 2 and serve as a resource in all modules.

(This text will need to be purchased prior to Instructional Module 3) Instructional Module 3 and beyond

Swearingen, P. L. and Wright, J. (2020). *All-in-one nursing care planning resource* (5th ed.). Elsevier. ISBN: 978-0323532006

Text may be purchased new or used. This text will be used throughout the program.

Huber, D.L.(2022). *Leadership and nursing care management* (7th edition) Elseveir. ISBN 978-0-378-697118 (Text will need to be purchased prior to Instructional Module 4) Instructional Module 4 and Instructional Module 7

Text may be purchased new or used or as a rental.

**DO NOT PURCHASE THESE TEXTS BELOW UNTIL NEARING THE END OF INSTRUCTIONAL
MODULE 4 (Text &/or editions subject to change)**

Instructional Module 5

Hockenberry, M., Wilson, D. , & Rodgers, C. C. (2022). *Wong's essentials of pediatric nursing* (11th ed.). Elsevier: Publisher. ISBN-13: 978-0323624190

Text may be purchased new or used, or as rental.

Instructional Module 6

Varcarolis, E. M. (2022). *Essentials of psychiatric mental health* (5th ed.). Elsevier. ISBN-978-0323810302

Text may be purchased new or used, or as rental.

Murray, S. , McKinney, E., Holub, K. and Jones, R. (2023). *Foundations of maternal-newborn and women's health nursing* (8th ed.). Elsevier. ISBN: 978-0323827386

Text may be purchased new or used, or as rental.

It is recommended that students do not purchase textbooks until just before the Instructional Module the textbook is required for.

Lubbock Christian University Partnership

Background:

In 2007 the Texas legislature passed HB2426 requiring all diploma school graduates to be eligible for a degree from an institution of higher learning by the year 2014. The bill was signed into law and subsequently entered into the Texas Nurse Practice Act Section 301.157 (a-1). Effective January 2012, Covenant School of Nursing entered into a Partnership agreement with the Department of Nursing of Lubbock Christian University for the purpose of fulfillment of the intent of the law for all Covenant graduates to be eligible for a degree from an institution of higher learning which in this instance is Lubbock Christian University.

The Partnership Program agreement provides the Covenant School of Nursing graduate the ability to seamlessly matriculate to Lubbock Christian University Department of Nursing for completion of the RN-BSN courses and be eligible for the granting of a Bachelor of Science degree in Nursing upon completion of the university degree requirements.

Benefits of Partnership

- Yields a highly marketable, clinically well trained BSN nurse
- Forty two hours of University credit awarded for Covenant program completion
- Seamless transition from Covenant School of Nursing to Lubbock Christian University
- Education costs are comparable to other BSN programs
- Financial assistance available during 4 year program
- Students are working full time as registered nurses while completing RN-BSN courses
- Tuition reimbursement at some local hospitals are immediately available for full time RN's
- Scholarships are available for qualified applicants



**LUBBOCK
CHRISTIAN
UNIVERSITY**

LCU ARTICULATION TO RN-BSN DEGREE

Dept.	#	BSN Core Courses
UNI	3000	LCU Partnership Student-maintains LCU student services
BIB	3310	Christian Life or BIB 3300 Romans
BIO	3301	Genetics or Pathophysiology
MATH	3303	Psychological Statistics or SWK3310 Statistics
PSYCH	1300	Psychology – General
HIST	2301	History of U.S. I or HIS 2302 History of U.S.II
GOV	4352	Special Topics: Public Policy and Health Care
		ELECTIVE
		RN-BSN Classes – 29 hours
NUR	3200	Intro to BSN *taken entering semester
NUR	3214	History, Theory, and Therapies
NUR	3314	Trends and Issues
NUR	4311	Nursing Research
NUR	4314	Leadership and Management I
NUR	4316	Leadership and Management II
NUR	4303	Community Health I
NUR	4305	Community Health II
NUR	3199	Independent Study
NUR	4318	Professional Role Development *taken last semester
		NURSING ELECTIVE CHOICES
NUR	3313	Cultural Diversity or
NUR	3314	Cultural Diversity
NUR	4320	Comparative Health Systems-Trip abroad
NUR	4399	Independent Study: Evidence Based Practice
NUR	4452	Spirituality in Nursing

Section 5: Non-Academic Policies

Boundaries with Faculty and Staff
Cell Phone Usage
Confidentiality
Copyright Violation
Critical Incidents
Discrimination / Harassment
Dress Code
Drug-Free School Zone
Internet Usage
Social Media
Terms of Service Agreement
Violence
Weapon Possession

Boundaries with Faculty and Staff

Department: Nursing Students

Approved by: Faculty Organization

Statement of Purpose:

To define proper, professional communication boundaries with faculty and staff by students in regards to clinical and non-clinical matters

GUIDELINES

- All contact with faculty and staff should be professional.
- Professionalism implies that a person is conscientious in actions, knowledgeable in the subject, and responsible to self and others.
- The student shall refrain from inappropriate communication with faculty or staff member, including, but not limited to, electronic communication such as cell phone, text messaging, email, instant messaging, blogging, or other social network communication.
- Routine communication should occur during regular business hours. In emergency situations such as illness, evening clinical concerns, inability to complete a "Ticket to Class" that is due the following day, students should contact faculty via email and/or text. Emails or texts sent outside of normal business hours may have a delayed response.

PROCESS:

Covenant School of Nursing students should refer to the following for each instance. Abuse of boundaries process will result in disciplinary action up to and including dismissal/expulsion.

Non-clinical situations

Non-clinical situations refer to any matters other than designated clinical times.

- Preferred method of contact is email
- Communication should be limited to school/business hours Monday-Friday 8:00 a.m.-5:00 p.m.
- Texting should be reserved for genuine emergencies (e.g. tardiness, absence, car accident, illness, funeral)
- Students should realize that a perceived emergency regarding exams, studying, course material does not constitute an emergency.
- Clarifying information and question emails will be answered on the next business day.
- Responses to students regarding non-clinical issues will be done by email and sent to all students

Clinical situations

Clinical situations refer to any matters regarding clinical preparation, clinical rotations in hospital, and community site rotations.

- Each individual instructor will inform students as to appropriate phone, email, and text message time frames and content.

Cell Phone Usage

Cellphones that are internet-capable may be used in the classroom or clinical setting for the purpose of retrieving course or patient-care related information.

Classroom Setting:

Cellphones will be kept on vibrate/silence at all times during class.

Because cellphone vibration on a desktop is disruptive, cellphones must be kept in pockets and not on desks.

Bright screens are disruptive to others. Screens should be placed on dim lighting during class time.

Texting/socializing is inappropriate during class time. If texting/ socializing occurs and is disruptive to faculty or students, privileges of cellular phone usage of any kind will be revoked.

Answering cellphones during class is prohibited. If the student must leave class to answer a phone call and is disruptive to the classroom setting, disciplinary action will be taken.

Community Setting:

Cellphones can be kept in pockets only if set on vibrate/silence.

Cellphones can be used to access educational resources for care of the patient only.

Cellphones can only be used for socializing in a break room or private area during designated times.

Cellphones cannot be used for socializing in the following situations:

In patient rooms

At the nurse's station

In hallways

In any area of the community setting that does not allow for private conversations to occur

Cellular Telephone Use continued:

Abuse of cellular phone usage will result in disciplinary action up to and including dismissal/expulsion. This policy includes any device that is internet capable.

Confidentiality

Covenant School of Nursing (CSON) is committed to assuring that confidential information is handled in an appropriate manner, and according to established policies. Confidential information includes but is not limited to school/student sensitive data, patient health information, and computer passwords.

Process:

- It is the responsibility of each student to hold strictly confidential all sensitive information to which they have access. Each student is to read and sign the Confidentiality Agreement upon admission.
- Computers must be logged off when unattended.
- Documents must be appropriately secured, covered and away from the view of others at all times
- Confidential information should only be discussed in private areas away from those who do not have the need to know.
- Students must not read or disclose to anyone, either directly or indirectly, information obtained through student status regarding Covenant Health (CH) patients, physicians, personnel, payroll, or related information except as required to perform a specific job/task.
- Students are not allowed to make copies of permanent records containing confidential information for use outside of the hospital.
- Any infraction of this policy is cause for serious disciplinary action up to and including dismissal or expulsion.

STUDENT CONFIDENTIALITY AGREEMENT

As a student of Covenant School of Nursing (CSON), you will have access to confidential, sensitive, or proprietary information relating to the business of Covenant Health (CH), its affiliated hospital and facilities, and patient identifiable health information. Federal and State laws, including HIPAA and other policies and procedures created internally, protect the privacy and security of this Patient Health Information (PHI), including the fact that an individual was a patient at CH. Unauthorized use or disclosure of this information is illegal and could cause CH and/or yourself to sustain significant and irreparable damage. This includes oral, written, or electronic uses and disclosures. Below are some guidelines that you must be familiar with regarding the use of a patient's PHI.

1. You may use PHI as necessary to carry out your duties as a student.
2. You may discuss PHI with other health caregivers/students within CH for the direct treatment of the patient. Do not send information as a text message.
3. You may **NOT** photocopy or otherwise permit PHI to be duplicated in any way.
4. You may **NOT** photograph patients.
5. You must access only the minimum amount of PHI necessary to care for a

- patient or to carry out an assignment.
6. You may NOT record PHI (such as patient names, dates of birth, addresses, phone numbers, Social Security numbers, etc.) on any assignments you may need to turn in to your instructor or forms you may need to take with you.
 7. You may only access the PHI of patients for whom you are assigned to.
 8. You must be aware of your surroundings when discussing PHI. As an example, it is inappropriate to discuss PHI in elevators, bathrooms, the cafeteria, and any other place your discussion may be overheard.
 9. When disposing of any documents with PHI, do NOT place them in the trash can. Instead, the documents should be discarded in the proper containers marked for shredding.
 10. Do not place any photographs or information about your patients on any form of social media.

Simulation Activities

1. Do not share simulation education activities, events, procedures, and information obtained prior to an educational activity (prebrief, pre-assigned work, and briefing), information obtained during an educational activity (observer notes, etc.), and information obtained during debriefing and thereafter.
2. You must maintain strict confidentiality about any observations, discussions, or comments related to the performance of simulation activities.
3. You acknowledge that all simulation educational activities may be recorded by CSON Simulation Staff and may be used for educational purposes only.
4. You acknowledge that no audio, video, or still photography may be recorded without the consent of the Simulation Coordinator.

Acknowledgment:

In the event of a breach by a student of any covenant contained in this agreement, the student may be subject to disciplinary action, up to and including immediate dismissal. The covenants contained herein shall survive the termination of the relationship between CH and Student.

I have read and I understand the information in this document. I realize that there are penalties for which I may be subject, including criminal, for the unauthorized use and disclosure of PHI. I agree to abide by the guidelines described above when performing my duties at Covenant Health.

Copyright Violation

Covenant School of Nursing abides by the laws of the United States and international laws recognized by the government of the United States. The purpose of this policy is to ensure the student body adheres to the laws governing copyright issues.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov , especially their FAQ's at www.copyright.gov/help/faq .

Process:

Students enrolled in the School of Nursing will comply with copyright and other laws pertaining to protection of written and intellectual properties of third parties.

As students of Covenant Health School of Nursing, students must not infringe the intellectual property of others in any way. The unauthorized reproduction, distribution, modification, or posting of copyrighted work is a violation of copyright law.

Students who violate copyright laws are subject to civil and criminal liability, including possible fines and jail time, and are subject to disciplinary action measures from CSON.

- Student postings shall respect copyright, trademark and fair use laws.
- Posting of an instructor's lecture materials in any format is prohibited. Distribution of any lecture recordings via social media for the purposes of public listening or viewing is prohibited.
- The posting or distribution of any copyrighted material that you do not have legal authorization to use is prohibited.
- Use of materials obtained from the Internet may be copyright protected. Students are cautioned to consult with faculty or Covenant Health librarian for assistance in determining if the "Fair Use" exemption applies to the materials.
- Covenant School of Nursing have the right, in their sole discretion, to determine whether content is in violation of the rights of others.

Discrimination / Harassment

Covenant school of Nursing supports a policy of non-discrimination in the student environment. CSON's position on incivility, bullying, sexual harassment and other forms of harassment in the school environment is zero tolerance. It is the policy of Covenant School of Nursing (CSON), in accordance with local, state and federal law, to provide equal student opportunity without regard to race, color, religion, sex, national origin, age, pregnancy, disability, sexual orientation, or veteran status. This policy applies to all terms and conditions of enrollment, including but not limited to, admission, progression, leave of absence, and graduation.

Definition

Incivility: rude speech or behavior; rudeness, impoliteness, vulgarity, lack of respect, bad manners; may be a precursor to bullying

Bullying: repeated, unwanted harmful actions that humiliate, offend and cause distress in the recipient. Bullying actions include those that harm, undermine and degrade. Actions may include, but are not limited to, hostile remarks, verbal attacks, threats, taunts, intimidation and withholding of support. Bullying requires 3 things: imbalance of power or dominance behavior; causes the victim harm either physically or psychologically, and it is repeated over time.

Sexual Harassment/misconduct: As defined in the EEOC guidelines, is any unwelcome sexual advance; request for sexual favors; or any other verbal, written, or physical conduct of a sexual or otherwise offensive nature where:

- Submission to such conduct is made either explicitly or implicitly a term or condition of enrollment;
- Submission to or rejection of such conduct by an individual is used as the basis for enrollment decisions affecting the individual; or,
- Such conduct has the purpose and/or effect of unreasonably creating an intimidating, hostile, or offensive learning environment.

Examples of harassing behavior, both sexual and other, constituting prohibited conduct includes, but is not limited to, the following:

- Unwelcome sexual flirtations, advances, or propositions;
- Verbal abuse of a sexual nature, sexually related comments and joking, graphic or degrading comments about a person's physical appearance or body;
- Uninvited and unwelcome physical contact or touching, such as patting, pinching, brushing against another's body, impeding, blocking, or other physical interference with a person's normal work or movement;
- Verbal harassment regarding a person's sex, age, race, color, national origin, religion, sexual orientation, or disability, such as but not limited to epithets, slurs, derogatory comments, negative stereotyping, gestures, jokes, or forms of address;
- Threatening, intimidating, or hostile acts that relate to a person's sex, age, race, color, national origin, religion, sexual orientation, or disability;
- Visual forms of harassment including written or graphic material that denigrates or shows hostility or aversion toward a person or group because of sex, age, race, color, national origin, religion, sexual

orientation, or disability, such as derogatory posters, sexually oriented cartoons, pictures, drawings, or the display of sexually suggestive objects or pictures on the premises;

- Undesirable student assignments due to a person's sex, age, race, color, national origin, religion, sexual orientation, or disability.

Process

Any student who believes he or she has been treated in an unlawful discriminatory manner in the learning environment has a duty to promptly report the matter to the Instructor, Student Services Coordinator, Dean, Human Resources (HR) generalist or a member of the management team, who is then to notify the HR Director of Employee Relations immediately.

Investigation

On receiving a complaint, the Instructor, Student Services Coordinator, Dean and Human Resources will undertake an investigation, which should be confidential to the extent reasonable and practical under the circumstances.

Disciplinary Action

Should the investigation determine an individual(s) did participate in harassing or inappropriate behavior, depending on the severity of the conduct, history of similar behavior, impact on CSON and its students, disciplinary action up to and including dismissal or expulsion, will be taken against the offending student(s).

Disciplinary action will be taken against administration, faculty and staff who know of, but fail to address incidents of harassing or inappropriate behavior.

If a careful investigation determines a complaint is falsified, disciplinary action will be taken against the individual who filed the complaint or gave false information.

Non-Retaliatory Action

CSON expressly forbids any form of retaliatory action against any individual for filing a complaint in good faith or assisting in a complaint investigation.

CSON further prohibits any form of retaliation against any employee or student for (i) refusing to participate in an activity that would result in a violation of state or federal law/regulation, or a violation or non-compliance with a state or federal law/regulation, or (ii) having previously exercised his/her rights, as described herein, in their former employment and or enrollment. If a student believes that he/she is being retaliated against, he/she should report such conduct immediately to his/her direct supervisor or to the Human Resources Department.

In addition, if he/she believes that he/she has been retaliated against for (i) refusing to participate in an activity that would result in a violation of state or federal law/regulation, or a violation or non-compliance with a state or federal law/regulation, or (ii) having previously exercised his/her rights, as described herein, in their former enrollment, he/she may contact the Texas Attorney General's Office. In accordance with this policy,

CSON will take appropriate disciplinary action for any such retaliation, up to and including dismissal or expulsion.

Dress Code

Students are expected to dress discreetly and be neat, clean and well-groomed at all times. It is the responsibility of the school faculty, staff, and administrative personnel to monitor students' dress and professional appearance on campus and in clinical areas and to enforce the dress code as outlined below. Students who fail to comply with the dress code will be sent home from the campus or clinical setting and are subject to disciplinary action.

Campus Attire

- Shirts and blouses must be two (2) finger width or greater on shoulder.
- Dresses, skirts, and shorts (male or female) must be no shorter than Mid-high.
- Pants
 - If leggings/jeggings are worn, the shirt length must cover the entire buttocks.
 - No pajamas or fleece nightwear.
 - No logos on clothing across the buttocks.
- Undergarments, cleavage (front and back), and skin of the lower back and abdomen must be covered at all times.
- All clothing must be free from slanderous, offensive, and/or unprofessional logos.
- Body and hair (including facial), must be neat, clean, and well-groomed.
- Head coverings (caps, hats, hoodies, etc.) are allowed in the classroom unless the view of others is obstructed. Head coverings are NOT allowed during examinations.
- Students must wear their identification badge at all times on the upper chest.

Clinical Attire

Purpose: Basic Standards of Dress Code

1. All students will dress discreetly with special attention to cleanliness, neatness and professionalism.
2. All students will pay particular attention to grooming, hair, odors and jewelry for the protection of the patient's comfort, infection control and possible injury to the patient.

Practice:

Covenant School of Nursing exercises legitimate concern for the image created by the appearance of its students. Therefore, students should pride themselves in presenting a professional appearance. All students are expected to be neat, clean and well groomed. Gum chewing, eating or drinking is not permitted outside of the break rooms in clinical areas.

A. Appearance

1. Hair Care:

- Hair will be maintained in a professional hair style.
- Hair, which is a length that falls forward when bending over patients, should be pulled back and secured or worn up.
- Scrunchies, headbands, or head coverings (scrub caps) may be worn in any colors or patterns as long as it is clean, not wrinkled and with no

offensive or inappropriate designs on it.

1. Facial Hair:

- Beards and/or mustaches will be allowed only if kept neatly trimmed at all times.
- Students requiring fit-testing must be shaved in a manner that will not interfere with the fit of the respirator (mask).

2. Shoes

- In order to ensure the safety of students, shoes are to be worn at all times.
- Shoes should be clean and well kept.
- Socks or hose must be worn with shoes.
- In patient care areas, close-toed shoes will be worn.
- Non slip shoes are recommended.
- Crocks can be worn if they are white or match the color scrubs (navy) you are wearing. They should not have holes across the top as this is dangerous should you have a needle drop or body fluid spill. Back strap of shoe needs to be engaged at all times.

3. Uniform:

- The student uniform is worn only when the student is in an assigned clinical area. A clinical area is defined as Hospitals, Sim Labs or community sites.
- Uniforms must be clean and free of wrinkles at all times.
- Student Uniforms: Ceil Blue Top with Navy pants and a Ceil Blue Scrub Jacket
- Uniforms must fit appropriately and not be too tight or revealing. Pant length should be off the ground. Scrubs need to be altered as to not drag under the backs of your shoes. (Infection Control issue)
- Students may not wear the student uniform or scrub jacket with the school logo when working outside employment unless students are in intern role.
- Black, white, navy, or gray short sleeve or long sleeve T-shirts may be worn under uniforms, as long as the T-shirt does not show below the hem of the scrub top.
- Scrubs in capri length or sweat/knit/denim fabric are not acceptable.
- Students may wear ceil blue scrub jackets over their uniforms. The jacket must be longer than the uniform top over which they are worn.

4. Jewelry/Piercings/Tattoos:

- Facial piercings must be limited to one small, unobtrusive stud piercing. Hoop/ring or bar piercings not allowed on face due to safety concerns.
- Earrings that do not interfere with patient or caregiver safety are allowed. Ear gauges are required to be filled and of a natural flesh color.
- Tattoos that consist of nudity, profanity, violence; are perceived as hostile or offensive on the basis of race, sex, religion, ethnicity, or other characteristics or attributes that are not in keeping with our Values, Mission and professional work environment must be covered. Any tattoo

that provokes, alarms, offends, or disparages must be covered. Facial tattoos must be covered. Tattoos must not hinder infection prevention.

B. Identification Badges:

- a. Students are to wear their identification badge with the photo facing outward and visible. The badge must be worn on the upper part of the chest.
- b. Students are not allowed to deface or attach anything to their badges that is not hospital related or approved.

C. Fingernail Hygiene:

- a. Students will not wear artificial nails, fingernail overlays, or nail extenders.
- b. Natural nail tips should not be more than ¼" long and not extend beyond the fingertips.
- c. Nail polish may be worn as long as it is not chipped; may not wear shellac, gel, or powder dip polish; if you are assigned to the OR, NICU, and other speciality units, you may not wear any nail polish.

D. Cosmetics:

- a. Makeup should be used moderately and in good taste.
- b. Because our patients are ill and highly sensitive to odors, perfume or scented beauty products are not appropriate.

EXCEPTIONS:

Due to the nature of some clinical areas (i.e., Psychiatric clinical areas), these guidelines may be altered to promote student/instructor safety. Alterations may also be necessary to meet the requests of host agencies/offices when students are doing community clinical in upper level instructional modules. Students will be advised of any alteration in dress code by the instructor prior to the assigned clinical date.

COMPLIANCE:

Students failing to observe the dress code for the campus and clinical settings should be expected to be approached by faculty, staff, or administrative personnel regarding their appearance. Students failing to comply with the dress code while on campus or in the clinical setting will be subject to disciplinary action that may result in a tardy and/or an absence as outlined in the school attendance policy.

Drug-Free School Zone

Covenant School of Nursing (CSON) is committed to provide a safe and healthy environment and prohibits the use of or being under the influence of alcohol or any illegal substance at any of CSON's clinical sites, classroom setting, and/or community. CSON discourages the use of drugs and the abuse of alcohol in the students' personal lives. CSON shall provide notice of its substance abuse and testing policy to all students. Any violation of this policy will result in corrective action up to and including dismissal or expulsion.

USE OF ALCOHOL OR ILLEGAL DRUGS

- No student may report to CSON's clinical sites, classroom settings and/or its communities after consumption of alcoholic beverages or use of illegal drugs.
- The possession, manufacture, use, sale, purchase or distribution of alcohol or illegal drugs is prohibited in CSON's clinical sites, classroom settings and/or its communities.

PROCEDURE FOR ENFORCEMENT OF DRUG AND ALCOHOL POLICY

Covenant School of Nursing students are subject to Pre-Enrollment and Post-Accident or Reasonable Cause Drug/Alcohol testing. Refusal to provide the sample, sign the consent forms or accept treatment is grounds for denial of admission to CSON, dismissal or expulsion.

Before an alcohol or illegal drug testing may be administered, current students will be provided with a Briefing Sheet on Drug/Alcohol Testing and asked to sign a Drug/Alcohol Screen Consent Form authorizing the test and permitting release of test results to CH personnel having a need to know. The consent shall include an acknowledgment that the individual in question was aware of the organization's alcohol, illegal drug testing policy (forms provided by Employee Health Office).

Students must report any conviction under a criminal drug statute for violations occurring on or off CSON's premises. A report must be made within five (5) days after the conviction. The Board of Nursing must be notified by the student by completing a declaratory order.

Pre-enrollment Testing

All candidates are required to complete a pre-enrollment attestation regarding the use of alcohol/illegal drugs. If the candidate is utilizing an illegal substance, the candidate will be denied admission to CSON for at least 2 years.

Covenant Health System Pre-employment Testing

Any student who chooses to apply for a job at Covenant Health while enrolled as a student at CSON is required to complete a pre-employment attestation regarding the use of alcohol/illegal drugs. If the candidate is utilizing an illegal substance the candidate will be denied employment by Covenant Health System for 2 years.

Post-Accident Testing

Any student involved in a student-related accident that results in injury to that individual or others, material damage to CHS property greater than \$100, or unwitnessed injury may be required to undergo alcohol/drug testing (i.e., breath alcohol test, urine testing). If the accident results in serious injury to the student and the usual testing process cannot be conducted, a forensic blood test will be performed. In either event, a confirmed positive test for alcohol and/or illegal drugs will result in immediate dismissal or expulsion.

Reasonable Cause Testing

Reasonable cause testing will be performed when it is suspected that a student is impaired by alcohol or drugs at CSON's clinical sites, classroom settings and/or its communities. Reasonable cause testing will include both blood and/or urine tests. In the event of a positive

result from reasonable cause testing, the student will be subject to immediate dismissal or expulsion.

Circumstances which constitute a basis for determining “reasonable cause/suspicion” may include, but are not limited to:

- a pattern of abnormal or erratic behavior;
- information provided by reliable and credible sources;
- a clinical-related accident;
- direct observation of alcohol or drug abuse;
- the presence of physical symptoms of alcohol or drug abuse
- (e.g., alcohol breath, slurred speech, poor coordination and/or reflexes, glassy or blood-shot eyes);
- students who, due to the nature of their work, have access to controlled substances may be tested following incidents of controlled substance medication charting errors, tampered vials, or missing narcotics.

Confidentiality

All information regarding a student’s alcohol/drug testing is confidential and will only be made available to those with a need to know. Test results may also be released to any judicial or administrative proceeding. Positive test results will not be released to Human Resources until they have been reviewed and confirmed by the Medical Review Officer.

Covenant Counseling Center

The Covenant Counseling Center is available to provide information about and assistance with obtaining treatment for any type of substance abuse which might adversely affect the student’s health, safety, and/or academic progress.

Supervisory staff and/or instructors have the option to refer students, as appropriate, for services as part of disciplinary action and/or dismissal or expulsion. In such cases it will be the responsibility of the student to comply with the referral for diagnosis of their problem(s) and to cooperate and follow the recommendations of the diagnostician and/or counseling agent. Students will be held personally liable for all expenses incurred that are not covered by their insurance policy. When a timely request for assistance is received, the individual may be eligible for a leave of absence in accordance with existing CSON policies. In addition, the student must agree to submit to random alcohol/drug testing for the remainder of enrollment. Non-compliance with any of the treatment modalities or follow-up random testing will result in dismissal or expulsion.

Self-identified substance abusers who voluntarily seek help through the Covenant Counseling Center may do so without reprisal or corrective action. However, this must be done prior to any selection, request or requirement to submit to alcohol/drug testing. When a violation of this policy has already occurred, a student’s request for assistance will not waive dismissal or expulsion.

Internet Usage

Internet access is provided to students on the school campus and within its communities to facilitate learning. This policy is designed to govern the use of the Internet by students during current enrollment.

Process:

1. Network systems and services shall be used in ways consistent with overall hospital policy and within the framework of Covenant School of Nursing values.
2. Network systems and services will be used for mission-related purposes, including the carrying out of day to day educational demands of the student while in the school or at any of its communities
3. Network systems and services shall not be used in a way that is disruptive to the operation of the school or any of its communities or in a manner that is offensive to others.
4. The use of network systems for transmission of information disparaging to others based on race, origin, sex, sexual orientation, age, disability, religion, or political causes, or outside organizations, or personal gain (as in the use of "chain letters") is prohibited. Use of network systems in this manner shall result in disciplinary action, up to and including immediate dismissal or expulsion.
5. Students shall adhere to confidentiality rules as established in the signed Confidentiality agreements.
6. Confidentiality of electronic communications services cannot be guaranteed. All communications are assumed to be unsecured. Use the postcard rule: "Don't send anything you wouldn't put on a postcard."
7. Confidential information shall not be transmitted or forwarded to outside companies or individuals not authorized to receive such information, nor to users anywhere who have no reason to possess such information.
8. Healthcare information which identifies the patient, physician, student, or employee shall not be transmitted via the Internet.
9. Students shall make no attempt to gain access to any e-mail messages not addressed to them. Disciplinary processes related to privacy and confidentiality shall apply, up to and including dismissal or expulsion.
10. Use of network systems is a privilege which may be revoked at any time for inappropriate use or misconduct.
11. Monitoring will occur when there is evidence a user is involved in activities that are prohibited by law, that violate hospital policies, that may jeopardize the integrity or viability of the hospital's network systems, or that violate this policy.

12. The following guidelines apply to general Internet access:
- a. Users may use the Internet for professional healthcare activities, school activities, and career development. Users may use the Internet to connect to resources that provide information relating to career and education activities, and participate in reading electronic mail discussion groups on professional or educational topics.
 - b. Users shall conform to the standards of conduct and specific rules of etiquette when accessing the Internet. Users shall use their access to the Internet in a responsible and informed way, conforming to network etiquette and courtesies. Use of the Internet encompasses many different interconnected networks and computer systems. Many of the systems are provided free of charge by universities, public service organizations, and companies, and each system has its own rules and limitations. Specific inappropriate conduct includes but is not limited to:
 - 1) Use of the Internet for unlawful activities;
 - 2) Use of the Internet for commercial activities not related to the organization;
 - 3) Activities that interfere with the ability of other users to effectively use the network;
 - 4) Violations of computer system security;
 - 5) Any communication which violates any applicable laws and regulations;
 - 6) Violation of copyright law.
 - c. Users may download files from the Internet if not otherwise prohibited. These files must be scanned for a virus using an antivirus program provided by IS.
 - d. Covenant Health utilizes Surf Control software to facilitate the regulation of Internet Usage. Surf Control is used to block websites that are designated inappropriate based on the criteria set forth in this policy. Surf Control activity reports are generated on a periodic basis and reported to the ISPC.
13. The following guidelines apply to using email:
- a. No spamming or sending of bulk email.
 - b. File attachments sent via the Internet should be smaller than 5MB to comply with size limitations on other systems (Exception for the School of Nursing includes files sent to Scholar 360 recipients. Scholar 360 has a file size limitation of 3 gigabytes).

- c. The use of broadcast mail (sending the same note to groups of employees or students) will be selectively used for compelling mission-related or business reasons only.
14. The following guidelines apply to use of the Internet:
- a. Internet sites providing sexually explicit content shall not be visited.
 - b. Be judicious when it is necessary to fill out an on-line form, i.e., to register to use a specific web site.
 - c. Use of the World Wide Web should be limited to mission-related, educational or business reasons and should not disrupt the learning environment.
 - d. Illegal copies of software shall not be obtained.
 - e. Licensed software shall not be distributed to others.
15. Suspected violations of this policy will be investigated and subject to disciplinary action up to and including dismissal or expulsion.

Reference(s): Human Resources Policies & Procedures, Information Services Policies and Procedures

JC Standard: IM.02.01.01, IM.02.02.01, IM.02.02.03, IM.04.01.01

Comments: In collaboration with Management of Information Functional Subcommittee, Management

Information Systems, Executive Management Team, Chief Information Officer, Medical Records,

Social Media Policy

Relevant Target: Faculty and students of Covenant School of Nursing

Approved by: Faculty Organization

Statement of Purpose:

To define unacceptable usage of social media and networking outlets to assure that Covenant School of Nursing and Allied Health (CSNAH), Covenant Health (CH) and others are not put at risk.

Definition:

Various forms of electronic communication (as Web sites for social networking and microblogging) through which users create online communities to share information, ideas, personal messages, and other content (as videos) (Merriam Webster Dictionary)

Policy

Personal web sites and web logs have become prevalent methods of self-expression in our culture. CSNAH respects the right of their students to use these mediums during their personal time. This policy applies to all students who make web postings that may affect CSNAH, Covenant Health, its affiliates, employees, physicians, vendors, patients, donors, competitors and the general public. Any student who makes anonymous web postings is also responsible for complying with this policy.

Web posting include personal web sites, web logs ("blogs"), multi-media and social networking websites including, but not limited to, Facebook, YouTube, LinkedIn, Snap Chat, Instagram, WeChat and Twitter, and Wikis such as Wikipedia, Google Plus, Learning Management System (LMS) and any other sites or medium where text, photographs, links and other information or documentation can be posted.

Guidelines

The guidelines are threefold: (1) to explain CSNAH general guidelines regarding social media usage; (2) to define the appropriate usage of CSNAH-authorized internal social media tools that intended to be used as school related resources and hosted by CSNAH or accessed through the Internet; (3) and to define the appropriate external usage of social media tools for students.

1. All students are personally responsible for their web postings and solely liable for web postings that are defamatory, invade privacy, are harassing, retaliatory and/or violate any other local, state or federal laws.
2. Web postings by any students shall not violate any of the policies set forth in this policy. Students are expected to uphold Covenant School of Nursing's Values, Mission, Standards of Behavior and Conduct, Code of Conduct, Honor Code and refrain from making defamatory or damaging statements about CSNAH, Covenant Health or its affiliates, employees, former employees, physicians, vendors, patients, donors, competitors or any member of the general public.
3. Students shall not make purely personal web postings (such as posts to Facebook regarding personal issues) during class or clinical hours.
4. Students are prohibited from disclosing, in any format, any information (including, without limitation, patient health information, marketing information and strategies, donor information, employee information, strategic development information, etc.) that is confidential, sensitive, privileged or proprietary to CSNAH, Covenant Health or its affiliates, employees, former employees, physicians, vendors, patients, donors, competitors or any member of the general public.
5. Students who make web postings that in any way relate to CSNAH, Covenant Health or its affiliates must include a disclaimer to readers/viewers stating that the views expressed are the

student's alone and that such views do not necessarily reflect the views of Covenant Health or its affiliates.

6. Student web postings may not include any CSNAH, Covenant Health or its affiliates' logos or trademarks, and must respect copyright, privacy, fair use, financial disclosure, and other applicable laws.

7. Students shall not cite reference or post pictures of CSNAH, Covenant Health employees, vendors, patients, donors, physicians, competitors or the general public within CH facilities without the express, written approval from the Vice President of Human Resources or Compliance Officer. Students should not take any photos with any camera device of any patients in any clinical area. This includes any patient scenarios or skills practice or checkoffs while in the simulation Center.

8. If a member of the news media contacts a student regarding -any-students' postings concerning or in any way relating to CSNAH, Covenant Health or its affiliates, the student must refer the media to the Marketing and Communication Department.

9. Students shall not allow web postings to interfere with class or clinicals.

10. CH's Marketing and Communication Department is the only staff authorized to create accounts on external social media Websites and applications with reference to CH or any of its ministries.

Any violation of this policy may result in disciplinary action, up to and including dismissal or expulsion from CSNAH and/or its affiliates. The above policy should not be interpreted to restrict or interfere with any employee's federal or state labor law rights, free speech, or any whistleblower protections under federal or state law. Also, the policy is intended not to detract from Covenant's mission, vision, and values of the organization.

CSON Online Orientation

Department: Covenant School of Nursing

Approved by:

Statement of Purpose:

Covenant School of Nursing (CSON) provides incoming students with orientation to web-based resources by enrolling the accepted applicants in an orientation program presented in an online format.

Materials/Equipment: Learning Resource Center, Edvance 360, HESI

Performed By: Student Services Coordinator, Instructional Technology Tech, Faculty

Guidelines

Students entering CSON will utilize online resources as a method of instruction and evaluation during the instructional modules. Students must be able to access these online resources on admission. The online orientation program is designed to introduce the student to the learning management platform (Edvance 360, referred to as LMS), HESI resources, Covenant Health (CH) Safety Orientation and CH Caregiver Health overview. The online orientation provides activities that require students to use Edvance 360 to review these resources.

Process

- Groups for each class will be set up separately for online orientation and identified with the start date of the group. This includes LVN-RN track students.
- Review online orientation materials including hyperlink verification to be sure all files in lessons launch correctly.
- Send email invitation to create an account on Edvance 360 approximately 10 days before onsite orientation.
- Enroll new students in the online orientation program.
- Set course to open at least one (1) week before onsite orientation.
- Inform students of online orientation responsibilities by emailing the students via the personal email address given to the admissions officer. Include the link to the "How to Sign up for the LMS" help video. The Instructional Technology technician will send instructions to the students on how to set-up their accounts on the LMS. Inform students that orientation must be completed prior to attending onsite orientation.
- Assist students who have access issues.
- Monitor emails and LMS reports for student problems and activity.
- Document online orientation completion and maintain file copy

Terms of Service Agreement

Covenant School of Nursing will provide an ethical and lawful online environment in which its students can complete assigned online coursework and/or establish online student communities

for social networking and/or organizing student body events. The online environment is hereafter referred to as the LMS (Learning Management System).

Process:

Covenant School of Nursing students will abide by the conditions cited below and defined as “Terms of Service for use of the LMS of Covenant Health Schools.”

Students will acknowledge agreement to abide by these terms by signing a copy of the terms and retaining a copy for future reference.

The terms are as follows:

98B Terms of Service for use of the LMS of Covenant Health Schools

Welcome to the LMS (Learning Management System) serving Covenant Health schools, specifically, Covenant Schools of Nursing and Radiology. Please review these Terms of Service.

In order to be a member of the Covenant Health schools’ LMS, you must read and accept all of the terms of this agreement and the privacy policy. You may not use Covenant Health System schools’ LMS if you do not agree to be bound by these terms of service.

You understand that Covenant Health schools can change the terms of service or the privacy policy by posting changes to this website. Your ongoing use the Covenant Health schools’ LMS indicates you accept any changes to the Terms of Service Agreement. We reserve the right to change or terminate the Covenant Health schools’ LMS for any reason, and without notice, without liability to you, any other Member, or any third party.

Service and Registration:

This Service and affiliate services are provided by Covenant Health schools. You understand and agree to the following:

1. You must use a valid e-mail address and create a username during the registration process.
2. You are responsible for all uses of your account. You must keep your password confidential. We may refuse, at our sole discretion, to allow you to register a username that is trademarked, inappropriate, or impersonates another individual.
3. You agree to let Covenant Health schools LMS administrator know immediately of any unauthorized use of your account.
4. You are 18 years or older. By registering for the Covenant Health schools’ LMS, you are indicating you have the capacity to understand these Terms of Service. Covenant Health System schools will not be held liable for any loss or damage for noncompliance.
5. You understand and agree that Covenant Health schools, do not control, verify or endorse links, communities, forums, chat, events, or messages, unless explicitly stated. Any links that take users out of the Covenant Health schools’ LMS are not under the control of Covenant Health schools, so Covenant Health schools are not responsible for any of the content, functions, services, or links of third party sites.

6. When registering with the Covenant Health schools' LMS, you must provide, and maintain, accurate, current, and complete information about yourself.
7. Covenant Health schools reserve the right to refuse the Service to any user.

User Behavior:

You are fully responsible for your behavior on Covenant Health schools' LMS, which includes the way you utilize any aspect of the Covenant Health schools' LMS service.

1. You are completely and solely responsible for the content you post on Covenant Health schools' LMS, which includes, but is not limited to, photos, messages, chat, personal profiles, community posts, broadcasts, blogs, events, audio and video clips. Unauthorized or illegal content includes, but is not limited to:
 - (a) display of sexually explicit material.
 - (b) display of abusive, harmful, racially or religiously offensive or bigoted, obscene, or libelous material.
 - (c) use of flaming or trolling.
 - (d) display of material that encourages criminal behavior that violates any local, state, national, or international law or regulation.
 - (e) use of the Service for unauthorized advertising, which includes MLM/pyramid schemes, spam, chain letters, sweepstakes or contests.
 - (f) use of the LMS to solicit or distribute literature or to conduct personal business or business on behalf of other non-ministry organizations.
 - (g) transmission of viruses, worms, or Trojan horses to destroy or limit any functionality of the software or hardware of Covenant Health schools' LMS and its users.
 - (h) display of information about another person without their express consent, or the posting of any copyrighted material that you do not have legal authorization to use. Covenant Health schools have the right, in their sole discretion, to determine whether content is unauthorized, offensive, harmful, illegal, or in violation of the rights of others.
 - (i) misuse, misappropriation, or disclosure of confidential health information covered under the Health Insurance Portability and Accountability Act (HIPAA), directly or indirectly, to any person, or use such information in any way, either during the course of your clinical experiences.
 - (j) misuse, misappropriation, or disclosure of confidential, sensitive, or proprietary information relating to the business of Covenant Health, its affiliated hospital and facilities, and identifiable information regarding patients.

- (k) posting or display of buttons, lanyards, avatars, or other insignia that are offensive or derogatory in style or message to others using the LMS.
- 2. You agree and understand that Covenant Health schools can delete any content that is offensive, illegal, harmful, or in violation of the rights of other.
- 3. You understand and agree that you can only use the Covenant Health schools' LMS for academic use. You cannot use Covenant Health schools' LMS for any commercial or business purposes.
- 4. Any member who demonstrably harasses or abuses another member will be removed from the Covenant Health schools' LMS.
- 5. Other unauthorized or illegal behaviors include, but are not limited to:
 - (a) display of false information about yourself or anyone else
 - (b) changing, in any manner at all, or reverse engineering any aspect of the Covenant Health schools' LMS. You may not attempt to derive source code from the Covenant Health schools' LMS service.
 - (c) use of any search/retrieval application (e.g., robot, spider) to index any aspect of the Covenant Health schools' LMS.
 - (d) posting of information that implicitly or explicitly implies that it is endorsed by Covenant Health schools' LMS.
- 6. The solicitation and distribution restrictions do not apply to fundraising, health education, and other activities which are sponsored by the ministry and relate to its mission; occasional charitable activities sponsored by the ministry and meeting specifically established criteria; or blood drives; or student events, functions or activities sponsored by the ministry as a benefit for its employees, patients, students, visitors or volunteers.
- 7. Students may post personal or non-ministry related materials only in communities or the student's individual home page within the LMS.

Copyright Infringement:

Covenant Health schools respect copyright and other laws. Covenant Health schools require all users to comply with copyright and other laws. Covenant Health schools' LMS does NOT provide you with file-sharing ability to enable you to violate the copyright of third parties.

As a member of one of the Covenant Health schools, Nursing or Radiology, you agree that you must not use the Covenant Health schools' LMS to infringe the intellectual property of others in any way. The unauthorized reproduction, distribution, modification, or posting of copyrighted work is a violation of copyright law.

You are responsible for your behavior on the Covenant Health schools' LMS and for making sure your behavior does not violate any copyright laws. If you violate copyright laws, then you may be exposed to civil and criminal liability, including possible fines and jail time.

Privacy Policy:

Privacy within the LMS is governed by the policies of the Schools utilizing this LMS and by all laws governing privacy rights of students.

Disclaimer of Warranties:

Covenant Health schools and their affiliates, partners, and consultants, disclaim any and all responsibility or liability for the content, completeness, accuracy, legality, reliability, or availability of information or materials displayed on Covenant Health schools' LMS. You agree the use of the Service and anything thing you download from Covenant Health schools' site is at your sole risk, discretion, and responsibility. You will be wholly responsible for any damage to your computer system that results from your use of the Service or the downloading of information. Covenant Health schools disclaim any and all responsibility and liability for the conduct of any member. Covenant Health schools will not be held liable for any interactions you have with other individuals or organizations through the LMS. You agree that Covenant Health schools are not responsible for any damage or loss that occurs as a result of such interactions and Covenant Health schools have no obligation to become involved in any such disputes; further, you release Covenant Health schools from damages of any kind that arise from such disputes. Covenant Health schools offer all of the LMS services on an "as is" basis, with no warranties whatsoever. Covenant Health schools expressly disclaim to the fullest extent permitted by law all express, implied, and statutory warranties, including, without limitation, the warranties of merchantability, fitness for a particular purpose, and non-infringement of proprietary rights.

Indemnity:

You agree, at your expense, to indemnify, defend and hold Covenant Health schools harmless from and against any loss, cost, damages, liability and/or expense arising out of or relating to (a) third party claims, actions or allegations of infringement based on information, data or content you submitted in connection with the service, (b) any fraud or manipulation, or other breach of this agreement by you, or (c) third party claims, actions or allegations brought against Covenant Health schools arising out of your use of the service or software.

Limitation of Liability:

In no event, situation, or circumstance will Covenant Health schools be liable to you or any third party for any indirect, incidental, special, exemplary, or consequential damages arising or resulting from your use of Covenant Health schools' LMS, whether or not Covenant Health schools have been advised of the possibility of such damages. This includes, but is not limited to damages from uploaded or downloaded third-party content and damages from the interruption or termination of Covenant Health schools' LMS services. Some jurisdictions do not allow the limitation of exclusion of limitation of incidental or consequential damages, so the above limitations and exclusions may not apply to you. In no event, situation, or circumstance

will Covenant Health schools be liable to you for an amount exceeding five hundred dollars (\$500.00).

Termination:

Covenant Health schools' LMS can refuse membership to anyone at its sole discretion. In addition, Covenant Health schools' LMS can terminate the membership and delete any related information of any member at any time for any reason. If Covenant Health schools' LMS terminates your membership, then you can no longer use the Covenant Health schools' LMS service or the services of any of its affiliates.

Other Terms:

This Terms of Service Agreement is governed in all respects by the laws of the State of Texas, USA, and any disputes arising hereunder shall be submitted to state and federal courts in Lubbock, TX and you agree to and consent to the exclusive jurisdiction of such courts. If any aspect of this agreement is deemed invalid, then the remaining provisions shall still be enforced. You may not transfer this Agreement and any attempt to the contrary is void. Covenant Health schools' LMS is not responsible for any delay or failure in performance resulting directly or indirectly from causes beyond Covenant Health schools' reasonable control. Any correspondence about this Agreement will be sent to you via the email that you provided during registration.

International Use:

If you are not a resident of the United States of America, then you agree to follow all applicable laws and local rules regarding the transmission of data from the United States or the country in which you live.

We hope that you enjoy your use of Covenant Schools of Nursing LMS. These Terms of Service are necessary and allow us to offer this Service to you – our valued user. Official correspondence must be sent through postal mail to:

Covenant School of Nursing
C/O Financial Aid / Educational Resource Coordinator
1919 Frankford Ave.
Lubbock, TX 79407

This Terms of Service represents the complete, entire, and exclusive understanding and agreement between you and Covenant School of Nursing. It supersedes all prior, written or oral, understandings or agreements.

Section 6: Student Activities and Services

Student Activities and Services

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CSNA

TNSA

NSNA

Student Activities and Services

Activity Calendar

During the academic year there are many activities in which students and faculty members are encouraged to participate. Many of these are planned by student organizations. Notices of all activities are posted on the Activity Calendar at least one week in advance of the event.

School Calendar and Enrollment Dates

Academic Calendar 2023—2024

August 8, 2023	Orientation
August 14, 2023	Module begins
September 4, 2023	Labor Day (School closed)
October 10, 2023	Orientation
October 11, 2023	Module ends
October 12 - 13, 2023	Fall Break (School closed)
October 16, 2023	Module begins
October 12 – 14, 2023	TNSA State Convention Austin, Texas
November 20 - 24, 2023	Thanksgiving Holiday (School closed 23 – 24)
December 15, 2023	Module ends
December 15, 2023	Graduation
December 19, 2023	Orientation RN and LVN-RN
December 22, 2023 - January 8, 2024	Christmas Break Faculty/Staff (School Closed)
December 18, 2023 - January 8, 2024	Christmas Break Students
January 8, 2024	Module begins
January 10, 2024	Module begins LVN-RN
January 15, 2024	Martin Luther King Day (School Closed)
March 1, 2024	Module ends
March 1, 2024	Graduation
March 5, 2024	Orientation
March 11 – 15, 2024	Spring Break (School Closed)
March 18, 2024	Module begins
March 29, 2024	Good Friday (School Closed)
April 3-7, 2024	National Convention Orlando, Florida
April 19, 2024	End of LVN-RN module
April 22, 2024	Module begins 2 nd LVN-RN
May 10, 2024	Module ends
May 10, 2024	Graduation
May 10, 2024 – August 9, 2024	Summer Break
May 27, 2024	Memorial Day (School closed)
July 4, 2024	July 4 th (School closed)
July 19, 2024	Graduation LVN-RN
August 6, 2024	Orientation
August 12, 2024	Module begins

Welcome Party

Each new class is welcomed to the School of Nursing with a social gathering the first week of school given by CSNA to introduce them to campus life.

Vacation

There is fourteen weeks starting the second week of May through the second week in August when students will not have classes at Covenant School of Nursing.

Holidays

The School of Nursing acknowledges seven holidays each year:

New Year's Day, Spring Break (1 week), Memorial Day, Independence Day, Labor Day, Thanksgiving (1 week), Christmas (3 weeks)

Class Schedules

Schedule of CSON Class/Clinical Hours

The following is a SAMPLE of course/clinical times. Schedules will vary depending on multiple factors.

All Modules

Week 1

Classroom: Monday, Tuesday, Wednesday, Thursday	8:30-4:30
Online Activities: Friday	No set hours

Week 2-7

Classroom: Monday	8:30-4:30
Thursday	8:30-4:30
Clinicals: Tuesday, Wednesday:	6:00am-4:30pm (Hours will vary)
Online Activities: Friday	No set hours

Week 8

Classroom: Monday	8:30-4:30
Thursday	8:30-4:30
Last Exam: Thursday	Time will vary
Clinical Makeup	TBD
Weather Day make-up	TBD

Office Hours

School Year Hours: (The third week in August – the first week in May)

Administrative staff

Monday - Thursday	8:00am - 1:00pm & 2:00pm - 5:00pm
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Friday	8:00am - 12:00pm
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Faculty	Hours will vary
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Summer Hours: (The second week in May – the third week in August)
Monday - Thursday 8:00am - 1:00pm & 2:00pm - 5:00pm
Friday 8:00am – 12:00pm

Student Convention

Students are given educational leave to attend the Council of Schools, Texas Nursing Student's Association convention and the National Student Nurses' Association convention. The student attending cannot have a scholastic warning of any kind, must have a GPA at 75 average or better, be in good standing, and has turned in all required work before leaving, and met Chapter requirements.

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Covenant Student Organizations

Students are given opportunities to participate in social, philanthropic and governance activities while in school. Whether being an active member or a leadership role is your desire, opportunities exist. Students may serve as a representative on the Student Welfare Committee. Students may participate in a pre-professional organization if desired as a member or an elected officer. *

*annual fees apply

Class Organization

Each class Organization is an important part of traditional student activities, providing opportunities to develop and promote professional endeavors. The organization consists of a minimum of two Student Representatives who are elected by their peers at the beginning of each Instructional Module. Representatives may serve until graduation, unless needing to vacate the position. Students must maintain a grade average of 75 or above and be in good standing to hold office and commit to attending at least 80% of Student Welfare meetings.

Class Representatives Duties

1. Makes weekly announcements to class.
2. Serves on Student Welfare committee.
3. Communicates class concerns to the Student Welfare Committee.
4. Communicates Faculty's decisions and recommendations to the class.
5. Call a class meeting if necessary (scheduled with Student Activities Coordinator one week prior to posting the date and time of the meeting).
6. Serves as a member of the Grievance Hearing Panel when necessary.

Student Welfare Committee

This committee serves as liaison between the Student body and the Faculty to oversee the student program, providing opportunities for student representation in governance. The committee is a powerful and proactive group that listens to student concerns, issues or suggestions. Members include the Student Activities Coordinator, and the elected student Class Representatives. The committee is scheduled to meet one Thursday of the month from 12:00-1:00 pm.

Functions of the Committee

1. Provide opportunities for student input into school governance.
2. Provides curriculum suggestions.
3. Provide student constituents for grievances.
4. Advise and support the CSON Student Association (TNSA Affiliate).
5. Complete designated responsibilities assigned to the committee by the Systematic Plan for Evaluation based on current ACEN and other regulatory agency standards and criteria.

Student Representatives to the Faculty Organization

Officers who may attend the faculty organization meetings are the President of the Student Association, or a Class Representative from the Student Welfare Committee. In the event one of the officers is unable to attend, they may delegate another officer to attend in their place. The Officers have a voice and voting privileges, except in matters which would involve breach of confidentiality.

Pre-Professional Student Associations

All students of Covenant School of Nursing may become members of the Student Association, the Texas Nursing Student Association and the National Student Nurses Association. Annual dues are \$47 for new members and \$50 for renewals. Membership fees for two years, \$90

Purposes and Functions

The purposes of the Covenant Student Nurses Association (CSNA):

To assume responsibility for contributing to nursing education in order to provide for the highest quality health care.

To provide programs representative of functional and current professional interest and concerns.

To aid in the development of the whole person and his /her responsibility for the health care of people in all walks of life.

The functions of the CSNA shall include the following:

To have direct input into standards of nursing education and influence the education process

To influence health care, nursing education and practice through legislative activities as appropriate

To promote and encourage participation in community affairs and activities toward improved health care and the resolution of related social issues

To represent nursing students to the consumer, to institutions, and other organizations

To promote and encourage student participation in interdisciplinary activities

To promote and encourage recruitment efforts: participation in student activities and educational opportunities regardless of person's race, religion, sex, national origin, age, and marital status or disability

To promote and encourage collaborative relationships with the National Student Nurses Association, American Nurses Association, the National League of Nursing, the International Council of Nurses, Texas Nurses Association, Texas League for Nursing, as well as other nursing and related health organizations.

CSNA Board and Duties

Students may be elected as CSNA board members (officers) offering leadership and encouragement to the local Chapter. The Officers are elected each September, can serve for a period of one year, and are responsible for transacting business of the chapter between the Executive meetings and reporting the transactions at the next scheduled General meeting. Students may be assigned as needed for the following co-chair positions: Projects, Fundraising, Historian and Communications, if desired until an election. **Students must be a current member, maintain an average grade of 75 or greater, and met Chapter requirements, and be in good standing to hold office or travel to conventions.**

A. President (IM 3-6)

1. Preside at all meetings of the organization.
2. Appoint special committees with the approval of the members.
3. Serve as ex-officio member of all committees.
4. Represent the organization in matters relating to the organization and perform all other duties pertaining to the office.
5. Votes only in case of a tie.

B. Vice President (IM 3-6)

1. Assume the duties of the president in the absence or disability of the president.
2. Officially keep the points current of all CSNA members upon completion of activities.
3. Coordinate with President securing monthly guest speaker.
4. Perform other duties as assigned by the president.
5. Act as President Elect

C. Secretary-Treasurer (IM 3-6)

1. Assume the duties of the president in the absence or disability of the president or Vice-President.
2. Prepare the minutes of all business meetings of CSNA and send to membership.
3. Perform other duties as assigned by the president.
4. Presents for approval of expenditures allocated by organization for purchases or trips. (No funds will be disbursed without prior approval.)
5. Officially documents qualifications for stoles.

D. Projects Chairperson (and co-chair)

1. Initiate and formulate events and activities for purposes of providing community service events for members.
2. Review and assess outcomes of community service events with members.

E. Historian (and co-chair)

1. Take photographs and keep current events documented for the school year.
2. Compile Scrapbook for state and the school.
3. Make an orientation presentation.

F. Fundraising (and co-chair)

1. Initiate and formulate events and activities for purposes of raising money for the organization.
2. Review and access outcome of fund-raiser with members.

G. Communications Chair

1. Coordinate with board members regarding CSNA events to be posted.
2. Post and publicized all approved events.

H. LCU Representatives (if applicable)

1. Must attend most CSNA meetings
2. Report to all CSNA associate members about opportunities, events, and anything discussed in general meetings.

Local Chapter of the Texas Nursing Students Association

The Texas Nursing Students Association (TNSA) is governed by a Board of Directors elected by the membership at the Annual Meeting. Other meetings of the Association are scheduled as the Board designates. It is necessary to attend these meetings in order to be an active member. It is each student's privilege and responsibility to take an active part in the pre-professional nursing organization. By being an active member of the Association, the student has opportunities to participate in community activities toward improved health care, as well as participating in fund raising activities to send delegates to the TNSA and NSNA conventions. Students who wish to be delegates to either of these conventions may do so by participating in community service projects and fund-raising activities to qualify. TNSA meets annually in a city designated by the TNSA Board of Directors. Students who serve as delegates to the NSNA convention are exposed to the national liaison of nursing schools from every state and get to vote on issues of concern to the nursing profession. Being a member of National Student Nurses' Association (NSNA), students are provided national levels of connections and mentoring in shaping your future profession.

The number of delegates who may attend TNSA and NSNA conventions from each school is determined by the number of members at a school. Another determining factor is the student's grades and the Chapters' financial means.

These are the annual events attended by Covenant Student Nurses Association representatives:

Council of Schools TNSA State Convention NSNA National Convention

Student Rights and Responsibilities

The National Student Nurses' Association formulated the following Student Bill of Rights in 1975 and amended it in 1988. This document was adopted by the Covenant School of Nursing Student Association with approval of the faculty.

Students have a right to a sound education:

- a right to and a responsibility for having a creative educational opportunity;
- a right to and a responsibility for having the highest quality practitioner-teacher;
- a right to and a responsibility for achieving input into curriculum planning;
- a right to and a responsibility for achieving self-directed learning;

- a right to and a responsibility for achieving equal participation in all areas of clinical practice;
- a right to and a responsibility for participating in interdisciplinary activities;

Students have a right to due process;

- a right to and a responsibility for insuring peer review and self-evaluation.

Students have all the rights and privileges of internal governance.

Students have a right to and a responsibility to organize and participate in an organization directed toward achieving professional goals;

- a right to and a responsibility for facilitating change in health care delivery through various channels;
- a right to and a responsibility for assembling and exploring fundamental and current professional issues and concerns;
- a right to and a responsibility for organizing in a flexible structure to encompass and represent the diversities within nursing and be representative of the fundamental and current professional issues and concerns;
- a right to and a responsibility for fostering a better correlation between nursing education and practice.

Students may exercise the right to inquire about and recommend improvement in policies, regulations and procedures affecting the welfare of students, through appropriate channels such as the Student Welfare Committee of the faculty organization. The Student Welfare Committee is composed of Class Representatives and faculty members. It serves as a mediation board for resolving minor problems and complaints and communicates student recommendations to the faculty.

Student Services

Student Guidance/Advisement Activities

The Guidance and Counseling program is based on the recognition that each student has a unique personality and that all experiences in the school should contribute to personal growth and development as well as professional growth. A full-time Activities Coordinator is employed by the School of Nursing to assist the student in achieving these goals. Both planned and spontaneous conferences are available to the student. Academic guidance may be provided by faculty to students. A student Retention Specialist is also provided for students.

Covenant Counseling for Students

In addition to the guidance provided by School faculty, students who have special needs may be referred to the Covenant Counseling Center. This program is provided to students as a free service. When additional counseling or treatment is needed, the counseling center will refer students to the most appropriate community-based resource for assistance.

Health Care Guidelines

Pre-Entrance Requirements

A medical history is obtained and a health status assessment performed once the student is accepted and reports to Caregiver Health Services.

The following immunizations are required and the Immunization Verification Form must be completed before the school term begins.

- Adult Tetanus-Diphtheria Vaccine - unless current within the last ten (10) years and will be current throughout nursing school.
- Measles, Mumps, and Rubella (MMR) – Documentation of 2 prior MMR vaccines or proof of immunity with titers. Vaccines must be 28 days apart.
- Hepatitis B Vaccine – complete the Hepatitis B series of 3 injections prior to the start of school or submit results of the Hepatitis B titer.
- Varicella – must have two doses of the Varicella Vaccine or submit results of the Varicella titer
- Bacterial Meningitis - for students who are 22 years old or younger.
- Respiratory Mask Fit Test will be performed prior to the beginning of the school term and/or semester.
- COVID- must be fully vaccinated (one dose of Johnson & Johnson or two-dose Pfizer or Moderna vaccine) for COVID or sign a letter of declination.

Tuberculosis Screening and QuantiFERON Gold testing will be done by Caregiver Health. Instructional Module 4 students must have an Annual Health Update, including Tuberculosis Screening Questionnaire, prior to beginning their 2nd/final school year.

Covenant Health (CH) will not pay for any on-school related injury/illness, nor any illness that existed before the student was accepted in to Covenant School of Nursing (CSON). Note: CSON students are strongly recommended to procure their own personal health coverage insurance.

Caregiver Health Services has the primary responsibility for coordinating medical treatment and follow-up for any clinical/school related injury or occupational exposure. Students must report any exposure to blood and body fluids, no matter how slight, to their instructor and Caregiver Health Services immediately. The office number is: 806-725-0629. Note: Caregiver Health Services has a nurse on-call 24 hours a day for all injuries/occupational exposures and may be paged at 806-740-6977 after 1700 and on weekends and holidays.

Caregiver Health Services will provide First Aid treatment and/or over-the-counter medications for temporary relief of minor illnesses.

Student Health Records will be maintained in Caregiver Health Services. Upon graduation, students are responsible for obtaining immunization records from Caregiver Health Services.

Additional Student Services

Identification Badges

All students are required to wear identification badges at all times. Students must wear their identification badges at chest level with the name and photo visible at all times. The badge enables ready identification by patients, visitors, physicians and other personnel. The badge must not be defaced or adorned. Lost badges must be replaced within 5 days with a replacement fee of \$10. In the event of withdrawal from school, the badge must be turned in to the Business Office Coordinator of CSON.

A student wearing their own identification badge will receive clearance to enter classrooms for learning, taking a course examination or national standardized test. A student not wearing their own identification badge is asked to either leave the campus and retrieve the badge or obtain a new one. In the event a student arrives to take an exam without their ID badge, the student can be admitted to the exam with a Driver's License photo ID.

Child Care Center

The Covenant Child Care Center offers an exemplary facility for its employees. Nursing students are given an equal opportunity to use this Center for their children, as space permits. The Center is open from 6 a.m. to 6 p.m. Monday through Friday. Applications and payment schedules are available at the Center.

Employment

Nursing students may seek employment with Covenant Health if desired. It is the responsibility of the student to schedule employment so that it does not conflict with school responsibilities. The faculty reserves the right to counsel a student when employment interferes with academic performance and achievement. Nursing students are given priority in securing positions for which they may qualify at Covenant Health. Application is made with Talent Acquisition at Covenant Medical Center. If a student has called in absent, it is expected he/she would refrain from employment activities on that day.

Facilities Available

Classrooms

There are eight large classrooms with seating capacity of 40-50 students. Each classroom has Wifi capability allowing students to use their own laptop during lectures. The school building is open Monday- Friday between the hours of 6:45am and 6:00pm. Students may study in the building until 9:00pm as long as they have their badge on them. The School of Nursing is closed on holidays.

Learning Resource Center

There are two computer labs with a total of 100 computers for testing purposes. Students may also use the lab computers for researching a subject on the internet. There are private testing rooms available for testing accommodations.

WEPA Printing Stations

There are 2 printing stations available for students to use to make copies. One is in the student computer/copier room at the School of Nursing and the other is outside the Medical library. The student may use their debit/credit card for payment. Black and white copies are \$0.07 and color copies are \$0.25. See details on the WEPA machine.

Simulation Center

The CSON/Helen DeVitt Jones Simulation Center is located on the 5th floor of the Covenant Children's Hospital and is available to all students for their learning needs. The Simulation Center has 4 large mid fidelity patient rooms for skills acquisition, 3 high fidelity patient rooms, and 3 debriefing rooms. Each of the patient rooms has been designed to accurately simulate the hospital environment. Each high-fidelity room has the capability for audio and video recording. Each debriefing room is equipped for remote viewing and video replay of high-fidelity simulations on 65-inch video monitors. Instructors may choose to utilize audiovisual recordings of the simulation for use by the instructor during the debriefing period to enhance student learning. The Simulation Center provides space for Instructor supervised learning activities as well as providing time and space for students to schedule independent practice times. Various task trainers are available, as well as, several human patient simulators, including six Laerdal Nurse Anne Simulators with SimPad Plus® technology, two Gaumard one year old pediatric simulators, one Gaumard Torie® newborn simulator, one Gaumard Victoria® birthing simulator, and one Gaumard 5-year-old pediatric simulator are utilized to simulate various patient care situations throughout the lifespan and are available for use in any area of the Simulation Center. All simulation areas are supplied with appropriate patient care equipment and supplies to recreate a realistic clinical environment.

The Simulation Center is available to enhance the student experience at Covenant School of Nursing and provide a state-of-the-art environment for active learning.

Study Areas

The Atrium area or an empty classroom may be used as study areas.

Student Housing

CSON does not have any authorized campus housing. However, students who would like to live on the LCU campus may do so. Contact LCU campus housing.

Eating Areas

Many students bring lunches and use refrigerators and microwave ovens which are located in the atrium. Items placed in refrigerators must be marked with name and date. Items dated longer than 3 days will be thrown out. ALL items will be thrown out on Fridays after 10 am. Soft drinks and snacks are available in vending machines. Students may take drinks into the classrooms if the drink has a screw-on lid.

Smoking Areas

It is the policy of Covenant Health to provide a healthful, safe working environment. The use of tobacco products is prohibited inside all CH-owned and leased facilities. Smoking is permitted only in designated areas and 20 feet from an entrance. There is no smoking allowed anywhere on the LCU campus.

Alcohol

The possession or usage of alcohol is prohibited on all CH-owned and leased facilities.

Library

The Covenant Medical Library is located in the Covenant Children's Hospital on the 5th floor. The Library is open Monday – Friday 8:00-5:00. The Covenant Medical Library provides various resources for CSON students; most of the Library's resources are online, including journals and eBooks. These resources can be accessed both on-campus and remotely. There is a Reference Cart with books that correlate to your textbooks, though not always the same edition. These are reference books and may not be checked out. Students may check out print books, which have a loan period of two weeks with one two-week renewal per item per module. If the item(s) are not returned to the Medical Library after four successive overdue notices, the student will be responsible for the cost of the materials plus a \$5.00 processing fee for each item. If all items are not returned by the end of the instructional module during which they were checked out, the student will not receive a grade for that instructional module until the books are returned or paid for at the rate of the cost of the item plus a \$5.00 processing fee. There is free printing at the library for any Library Resources. If you are printing any other items such as slides or notes from class, there is a Wepa machine you can print from.

Bike Racks

Bike racks are provided for students riding bikes. It is advised that all bikes be locked. CSON or LCU are not responsible for lost or stolen bikes.

Covenant Lifestyle Centre

The Covenant LifeStyle Centre in 2018 had a 7- million-dollar remodel of the entire facility including the addition of 5,000 square foot to the existing building. The addition is the Performance Zone, which includes a large turf area for additional utilization for high intensity work outs. Besides the remodeling of the facility, \$600,000 of new equipment was added to existing equipment. Once you become a member of the LSC you have access to the entire facility, which includes all the group exercise classes for both land and water. Memberships for Covenant caregivers and students is \$30 per month which includes a parking pass for the east garage.

We are located on top of the East Parking garage at Covenant Medical Center. For more information or a tour of the facility stop by at any time or call 725-4386.

Hours:

Monday – Thursday – 5:30 am until 9:00 pm

Friday – 5:30 am until 8:00 pm

Saturday – 8:00 am until 3:00 pm

Sunday – 1:00 pm until 6:00 pm

Section 7: Tuition/Financial Aid

Financial Aid Policy
Notice of Availability of Institutional and Financial Aid Information
Contact Information for Assistance in Obtaining Institutional or Financial Aid Information
Basic Student Financial Aid Information
Need-based and Non-need based Financial Assistance
Title IV, HEA Programs Available at CSON
Why Should I Take out Federal Student Loans Instead of a Private Loan?
Veterans Benefits/Other Funding Sources
Various Scholarships
Terms and Conditions for Title IV, HEA Loans
How is Financial Need Determined?
How and When Financial Aid can be Disbursed
Rights and Responsibilities of Students Receiving Federal Student Aid
Satisfactory Academic Progress
School Terms for Loans
Sample Loan Repayment Schedule
Necessity for Repaying Loans
Terms and Conditions of Employment that is part of Financial Aid Package
Exit Counseling for Student Borrowers
National Student Loan Data System
Additional Title IV, HEA Funding Information
Tuition AND Fees
CSON Refund Policy/Schedule

Financial Aid

Financial Aid Policy:

The objective of the student financial aid program at Covenant School of Nursing (CSON) is to provide assistance to students who, without such assistance, would not be able to pursue higher education. No student or prospective student shall be excluded from participation in or denied the benefits of any financial aid program at CSON on the grounds of race, color, national origin, religion, or sex. Awards from financial aid programs funded by the federal government are administered according to the laws and guidelines governing those programs.

Notice of Availability of Institutional and Financial Aid Information

Student applicants may view accreditation, eligibility, and certification documents upon request. Accreditation and state license information may be viewed in the CSON administration offices. Department of Education eligibility and certification letters may be viewed upon request to the Dean/Directors of CSON. The information included within this publication is available to students and the general public via on-line or by requesting a printed version of this information. To request a paper copy of this information, please see the Contact Information for Assistance in Obtaining Institutional or Financial Aid Information in the section immediately following.

Covenant School of Nursing
OPE ID: 00661200
1919 Frankford Ave.
Lubbock, TX 79407
www.covenanthealth.org/cson

Contact Information for Assistance in Obtaining Institutional or Financial Aid Information

Covenant School of Nursing has designated individuals to assist prospective and enrolled students in obtaining the institutional or financial aid information required to be disclosed.

Program	Institutional Information	Financial Aid
School of Nursing	Business Office Coordinator 1919 Frankford Ave. Lubbock, TX 79407 (P) 806.725.8901 (F) 806.793.0720 (E) Veronica.York@stjoe.org	Financial Aid Officer 1919 Frankford Ave. Lubbock, TX 79407 (P) 806.725.8903 (F) 806.793.0720 (E) shendrix@covhs.org

Basic Student Financial Aid Information

Covenant School of Nursing (CSON) offers a quality education at a surprisingly affordable cost. However, many qualified students will need financial assistance in the form of Federal Student Aid in order to attend our program. The objective of the student financial aid program at CSON is to provide assistance to students who, without such assistance, would not be able to pursue higher education.

Need-based and Non-need based Financial Assistance

Financial assistance at CSON includes Federal Pell Grant, William D. Ford Federal Direct Loan (subsidized and unsubsidized), William D. Ford Federal Direct Loan for Parents (PLUS) for dependent students, Federal Supplemental Educational Grant (FSEOG), Veteran's benefits and various scholarships. Assistance is awarded on the basis of documented financial need to eligible students who are making satisfactory academic progress toward a diploma. Need is defined as the difference between the anticipated Cost of Attendance (COA) at CSON and the Estimated Family Contribution decided by the Free Application for Federal Student Aid (FAFSA). No student or prospective student shall be excluded from participation in or denied the benefits of any financial aid program at CSON on the grounds of race, color, national origin, religion, or sex. Awards from financial aid programs funded by the federal government are administered according to the laws and guidelines governing those programs.

Title IV, HEA Programs Available at CSON

Federal Pell Grant

A Federal Pell Grant, unlike a loan, does not have to be repaid by the student to the Federal Government unless you withdraw from school prior to the planned program completion date. Federal Pell Grants are awarded to undergraduate students who have not earned a bachelor's or a professional degree. You are not eligible to receive a Federal Pell Grant if you are incarcerated in a federal or state penal institution or are subject to an involuntary civil commitment upon completion of a period of incarceration for a forcible or non-forcible sexual offense. Federal Pell Grants are the foundation of federal student financial assistance to which aid from other federal and nonfederal sources might be added. Unlike loans, grants are not repaid unless, for example, you withdraw from school prior to the planned program completion date. All federal grants are awarded to students with financial need. The amount of your Federal Pell Grant depends on your cost of attendance, expected family contribution, enrollment status (full or part time) and whether you attend for a full academic year or less. For more information regarding Federal Pell Grants go to <http://studentaid.ed.gov/types/grants-scholarships/pell>

The U.S. Department of Education has two Federal Student Loan Programs:

William D. Ford Federal Direct Loan Program:

This Direct loan program is the largest federal student loan program. Under this program, the U.S. Department of Education is your lender. There are three types of Direct Loan Programs available to CSON: Direct Subsidized Loans are loans made to eligible undergraduate students who demonstrate financial need to help cover school expenses. The U.S. Department of

Education pays the interest while the student is in school at least part-time and for the first six months after the student leaves.

- Direct Unsubsidized Loans are loans made to eligible undergraduate, graduate and professional students, but in this case, the student does not have to demonstrate financial need to be eligible for the loan. The U.S. Department does not pay interest on subsidized loans. A student is responsible for paying the interest that accrues on the loan from the time the loan is disbursed until it's paid in full. The interest rate can be paid while attending school, during a period of deferment or forbearance or it can be accrued and the interest added to the principle amount of the loan.
- Direct PLUS Loans are loans made to graduate or professional students and parents of dependent undergraduate students to help pay for education expenses not covered by other financial aid. The terms and conditions of this type of loan include a requirement that the applicant not have an adverse credit history, a repayment period that begins on the date of the last disbursement of the loan and a fixed interest rate of 6.41 percent.
- For more information regarding Direct Federal Loan Programs visit
- <https://studentaid.gov/understand-aid/types/loans>

Federal Supplemental Educational Opportunity Grant:

The Federal Supplemental Educational Opportunity Grant, more commonly known by its acronym FSEOG, is a federal assistance grant reserved for college students with the greatest need for financial aid to attend school. To be eligible for this grant, applicants must meet all of the following criteria:

- Be a United States citizen or eligible non-citizen
- Not have a bachelor's degree
- Not be in default of any federal student loan
- Not have a Federal Pell Grant overpayment
- Must fill out a Free Application for Federal Student Aid (FAFSA)
- The maximum FSEOG a student can receive is \$4000/year and the amount applicants are eligible for is at the discretion of CSON financial aid officer. For more information regarding Federal Supplemental Educational Opportunity Grants visit <https://studentaid.gov/understand-aid/types/grants/fseog>

Why Should I Take out Federal Student Loans Instead of a Private Loan?

Federal student loans are an investment in your future. You should not be afraid to take out federal student loans, but you should be smart about it. Federal student loans offer many benefits compared to other options you may consider when paying for college:

- The interest rate on Federal student loans is almost always lower than that on private loans—and much lower than that on a credit card!
- You do not need a credit check or a cosigner to get most federal student loans.
- You do not have to begin repaying your federal student loans until after you leave school or drop below half time.
- If you demonstrate financial need, you can qualify to have the government pay your interest while you are in school.
- Federal student loans offer flexible repayment plans and options to postpone your loan payments if you are having trouble making payments.
- If you work in certain jobs, you may be eligible to have a portion of your federal student loans forgiven if you meet certain conditions.

Veterans Benefits/Other Funding Sources

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

Various Scholarships

Various Donor scholarships are awarded to eligible students and are based on documented financial need and other qualifications required by the donors of the scholarship funds. CSON students are notified of scholarship application and eligibility deadlines throughout the academic year by the Financial Aid Officer.

Terms and Conditions for Title IV, HEA Loans

General Eligibility

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

- Demonstrate a financial need
- Qualify to obtain a college or career school education, either by having a high school diploma or General Educational Development (GED) certificate, or by completing a high school education in a homeschool setting approved under state law.
- Be enrolled or accepted for enrollment as a regular student in an eligible degree or certificate program.

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

In addition, you must meet one of the following:

- Be a U.S. CITIZEN or U.S. NATIONAL. You are a U.S. citizen if you were born in the United States or certain U.S. territories, if you were born abroad to parents who are U.S. citizens, or if you have obtained citizenship status through naturalization. If you were born in American Samoa or Swains Island, then you are a U.S. national.
- Have a GREEN CARD. You are eligible if you have a Form I-551, I-151, or I-551C, also known as a green card, showing you are a U.S. permanent resident.
- Have an ARRIVAL-DEPARTURE RECORD. You're Arrival-Departure Record (I-94) from U.S. Citizenship and Immigration Services must show one of the following:
 - Refugee
 - Asylum Granted
 - Cuban-Haitian Entrant (Status Pending)
 - Conditional Entrant (valid only if issued before April 1, 1980)
 - Parolee
- Have BATTERED IMMIGRANT STATUS. You are designated as a "battered immigrant-qualified alien" if you are a victim of abuse by your citizen or permanent resident spouse, or you are the child of a person designated as such under the Violence Against Women Act.
- Have a T-VISA. You are eligible if you have a T-visa or a parent with a T-1 visa.

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

Drug-Related Convictions

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

Conviction for Possession or Sale of Illegal Drugs

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

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

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

- Be administered or recognized by a federally or state-licensed hospital, health clinic or medical doctor.

Civil Commitment for Sexual Offenses

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

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

Student Eligibility Verification

The Admission Officer will review all applicants for eligibility to attend CSON. A portion of this review is also part of the student eligibility verification for financial aid.

- All applicants must provide proof of a high school diploma, GED or high school education in a homeschool setting approved under state law.
- All applicants must possess a valid Social Security number.
- All applicants must provide proof of permanent residence, if applicable.
- All Tentative and Alternate accepted applicants must complete an FBI background check thru the Texas Board of Nursing (TBON) and be cleared prior to starting school. Those applicants with offenses will be required to complete a Declaratory Order and receive a letter from the TBON allowing them to sit for NCLEX examination upon graduation.

The Financial Aid Officer (FAO) will review all ISIR's for verification of eligibility. The FAO will review all ISIR's for:

- proof of a high school diploma, GED or high school education in a homeschool setting approved under state law.
- valid Social Security number
- citizenship or permanent residency
- FSA Loan and Pell eligibility limits for the academic year and undergraduate limits thru NSLDS and COD
- Resolve issues reported on the front page of the ISIR such as Selective Services registration, SULA, etc.

Upon completion of this review the FAO will initial and date the front page of the ISIR.

How is Financial Need Determined?

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

Need Analysis

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

Calculating the SAI

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

<https://fsapartners.ed.gov/sites/default/files/attachments/2020-08/2122EFCFormulaGuide.pdf>

Cost of Attendance

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

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

Financial Aid Package

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

How Much Federal Pell Grant Funding can a Student Get?

To determine the amount of a student's Federal Pell Grant, the Financial Aid Officer consults a table that indicates Pell awards based on the COA, EFC and other factors. The lower the EFC, the higher the grant award is.

How Much Federal Campus-based Aid (FSEOG) and Subsidized Loan Money can a Student Get?

When awarding campus-based aid or subsidized loans, the Financial Aid Officer will consider other aid available to the student in addition to the EFC to determine need.

How Much Money can a Student Get in Direct Unsubsidized Loans?

Whatever the student receives in Direct Subsidized Loan funds will be subtracted from the maximum amount for the Direct Unsubsidized loan so that the student will not receive more than the maximum amount allowed of the Direct Loans combined.

Because Direct Unsubsidized Loans are not need based, the Financial Aid Officer will apply the following principles to determine a student's eligibility:

- The amount of the loan may not exceed the difference between the student's COA and all other aid the student is receiving, including aid from private and other nonfederal sources.
- The school must consider the student's eligibility for other aid before determining a loan amount.

How to Apply for Federal Student Aid

The student who completes the FAFSA and whose social security number, name and date of birth are confirmed will be offered an opportunity to create a FSA ID (username and password) which will be used to:

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

Note: If you're a dependent student, one of your parents whose information is reported on the FAFSA form will also need an FSA ID so that he or she can sign your application electronically.

Applications for federal aid programs are made by completing a Free Application for Federal Student Aid (FAFSA). Completing and submitting the FAFSA is free and easier than ever and it gives you access to the largest source of financial aid to pay for college or career school. You will need to use the CSON School Code #014107 when completing your FAFSA. The FAFSA can be located online at the following address: <https://studentaid.ed.gov> or check out the new myStudentAid app for iOS and Android. If you have any difficulty accessing or understanding the FAFSA, you may make an appointment with the Financial Aid Officer for assistance.

What to Expect After Applying

- The FAFSA data is transmitted to the Federal Student Aid's Central Processing System (CPS) to determine EFC and ensure there are no discrepancies of the entered data.
- Within 72 hours of receiving a completed application, CSON will have access to an electronic report form called an Institutional Student Information Record (ISIR).
- The student will receive an output document called a Student Aid Report (SAR). If a student receives a rejected SAR, the form will specify information the applicant must provide before the CPS can determine eligibility.
- Financial Aid Officer will send accepted students a Student Data Form to complete prior to packaging of the aid.
- Students who are requesting Stafford Direct Loans will be required to complete Entrance Counseling and a Master Promissory Note (MPN) prior to awarding a Direct Loan. Entrance Counseling and the MPN can be accessed at www.studentaid.ed.gov.
- At this point, the Financial Aid Officer will construct a financial aid package that the student may accept, change or decline.

- The Financial Aid Officer will request a drawdown of funds to be credited to the students account.
- FAFSA Verification: Every year a number of students who are eligible for financial aid are randomly selected for verification by the U.S. Department of Education by the FAFSA Central Processing System (CPS). If a student is selected for federal verification, they will be asked to complete a Verification Worksheet (provided by the Financial Aid Officer) and must provide additional information before financial aid can be disbursed to the student account. This documentation may include but is not limited to federal income tax return transcript, federal tax return, or W-2 forms (student's, spouse and/or parents/guardians), proof of untaxed income, housing allowances, etc. Students will be notified in writing of all documents required to fulfill this federal requirement and what their verification code (V1-V6) was so they can complete the required verification requirement. If after review by the Financial Aid Officer, there are any changes to the financial aid package the student will be notified in writing.

How and When Financial Aid can be Disbursed

Financial aid is awarded for the academic year. The financial aid award is required to be split equally between two parts of the academic year. Financial aid is paid to a student's account when the following conditions are met.

- The student is determined to be eligible and is awarded.
- Loan funds have been received from the lender.
- The student has achieved the appropriate number of hours.
- The student is determined to be maintaining Satisfactory Academic Progress.
- The disbursement date for the term has been reached.

When all conditions have been met, credit balances are issued by check to the student through the Business Office. Funds continue to be released throughout the term to student accounts as students are awarded and as funds arrive from various sources.

School of Nursing – Traditional RN Program

Payment Period	Credit Hours	Weeks	Note:
1	13	16	Students must meet their clock hour, weeks of instruction, attendance and grade point average requirements in order to be eligible for the next Title IV, HEA funding disbursement. Each student will be evaluated at the end of each payment period to determine eligibility
2	12	32	
3	12	48	
4	12	64	

School of Nursing – LVN-RN Track

Payment Period	Credit Hours	Weeks	Note:
1	12	14	Students must meet their clock hour, weeks of instruction, attendance and grade point average requirements in order to be eligible for the next Title IV, HEA funding disbursement. Each student will be evaluated at the end of each payment period to determine eligibility
2	12	13	

Rights and Responsibilities of Students Receiving Federal Student Aid

Students receiving financial aid have the right to ask the school:

- The name of its accrediting and licensing agency
- About its programs, its instructional, laboratory, its physical facilities, and its faculty
- What the cost of attending is and the institutions policies concerning, Refunds and Return to Title IV to students who withdraw (drop out)
- What financial assistance is available at CSON; including information on all federal, state, local, private and institutional financial aid programs
- How it determines a student's eligibility and need for financial aid
- How much of your financial need, as determined by the school, has been met.
- To explain each type and amount of assistance in your financial aid package
- What the interest rate is on any student loan you have, the total amount you must repay, when a student must start repaying
- What is a deferment of repayment or forbearance for certain defined periods. How to find out if you qualify and what steps you must take to request a Title IV, HEA loan deferment or forbearance
- How they provide written information on student's loan obligations and information on your rights and responsibilities as a borrower
- Whom you must contact to have your aid package reevaluated, if you believe a mistake has been made or if your enrollment or financial circumstances have changed
- How the school determines whether you are making satisfactory academic progress (SAP) and what happens if you fail to maintain SAP
- How failing to maintain SAP affects your title IV,HEA eligibility and funding
- What special facilities and services are available to students with disabilities and how to request a reasonable accommodation

It is the Student's Responsibility to:

- Review and consider all the information about the programs offered by the Institution before you enroll.
- Pay special attention to the application process for Federal Student Financial Aid, complete the FAFSA accurately, and submit it on time to the right place. Errors on the FAFSA can delay or prevent you from receiving Title IV, HEA funding timely.
- Know and comply with all deadlines for applying and reapplying for aid. A student must reapply each year for the next Title IV, HEA award year. Speak with your schools Financial Planner for addition information and guidance.
- Provide all enrollment and verification documentations, corrections, and/or new information requested by either the financial aid officer or the agency timely to which you submitted the application.
- Notify the school of any information that has changed since you initially applied.
- Read, understand, and keep copies of all forms you were asked to sign!
- Ensure you understand that you must start making monthly repayment on your student Title IV, HEA loans after your grace period ends, unless you have a deferment or forbearance. Note: When you sign your Master Promissory Note (MPN), you are agreeing to repay your loan.
- You must complete an exit interview at the time you leave the school to determine the net balance of your account with the school as well as the net balance of any student loans.
- Notify the school of a change in your name, address, phone number, or attendance status (full/part-time student). Note: If you have student loans, you must notify your lender of these changes also!
- Ensure you understand your school's refund policy.
- Ensure you understand and comply with the enrollment status, financial charges, financial terms, time allowed to complete, refund policy and termination procedures as specified in the enrollment contract you will be asked to sign.
- Understand that you may also be responsible for any Return to Title IV (R2T4), HEA funds return by the institution on your behalf.
- Understand that there could be liabilities when errors are made because of inconsistent information, which was provided by you the student. This could result in an over award of Title IV, HEA funding that the student was not eligible for and was advanced to you or credited to your student account.

Note: Financial aid administrators are given the authority (by the Higher Education Act of 1965) to use professional judgment in reviewing requests by students to consider special or extenuating circumstances that are not reflected on the FAFSA or included in the standard Cost of Attendance. A request for professional judgment must be submitted with the proper form(s); documentation required for verification (signed tax return, verification worksheet) and supporting the circumstance(s). Review is done on a case-by-case basis only and the decision by the financial aid administrator is final. Approval of the request does not guarantee additional financial aid eligibility. Circumstances not

allowed by Federal regulation to be considered include vacation expenses, tithing, credit card expenses/debt, and standard living expenses such as rent, utilities, and allowances.

Satisfactory Academic Progress

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

The new SAP definitions went into effect on July 1, 2011. The school developed standards to determine the academic standings that students are expected to meet and build a means and schedule of measuring the achievement of those Pace and Quantitative standards. If the student has made acceptable Pace and Quantitative progress for that payment period, then the school reviews the 150% of the maximum allowable time frame criterion to measure student's SAP. SAP standards are established by the leadership group at Covenant School of Nursing and Allied Health. The relevant SAP standards are summarized below.

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

Academic Requirements:

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

Registered Nursing Program and LVN to RN Program

90-100 (A) Excellent

80-89.9 (B) Good

75-79.9 (C) Satisfactory

74.9 (F) and below Unsatisfactory

Radiography Program

94-100 (A) Excellent

87-93 (B) Good

80-86 (C) Satisfactory

Below 80 (F) Unsatisfactory

Quantitative Requirements

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

Program Type Program length 100% completion 150% completion

Radiography program 78 weeks 2217 clock hours 3326 clock hours

**Radiography students that fail to meet minimum requirements and/or fail any instructional module are dismissed from the radiography program without appeal.

CSNAH Academic Year Definitions

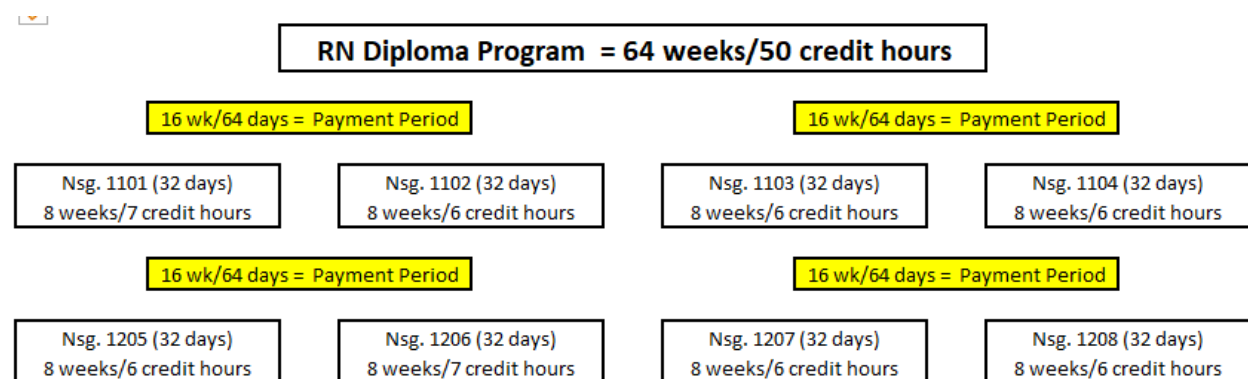
Radiography program: 1108.5 hours and 39 weeks

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

Evaluation Payment Periods

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

Registered Nurse program (50 credit hours) a student will be evaluated at the increments in which the student is scheduled to reach 16 weeks/13 total credit hours, 16 weeks/25 total credit hours, 16 weeks/38 total credit hours, and 16 weeks/50 total credit hours.



The RN Diploma program is lockstep which means there is no variation within the structure to choose. Individual must successfully complete each course to be eligible to move on to the next course.

LVN to RN program (24 credit hours), a student will be evaluated at the increments in which the student is scheduled to reach 14 weeks/12 total credit hours and 13 weeks/24 total credit hours.

LVN-RN Transition Program 27 weeks/24 credit hours	
Payment Period Nsg. 1300 (28 days) 14 weeks/12 credit hours	Payment Period Nsg. 1301 (26 days) 13 weeks/12 credit hours

The LVN-RN Track program is lockstep which means there is no variation within the structure to choose. Individual must successfully complete the first course to be eligible to move on to the last course.

Radiography program (2217 clock hours), a student will be evaluated at the increments at which the student is scheduled to reach 576/19, 1278/43, 1797/62, and 2217/78 (clock hours/weeks of instruction).

Financial Aid Warning

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

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

Appeal Process

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

Covenant School of Radiography will dismiss a student that has failed a course with no option to reapply or appeal.

Academic Improvement Plan

All students that fail an instructional module and are readmitted into the program will be required to meet the expectations of a personalized Academic Improvement Plan and will be placed on Financial Aid Warning. Please refer to each program of study for specific academic improvement plans.

Failure to agree and/or comply with the requirements will result in the student being ineligible to be awarded financial aid.

Financial Aid Probation

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

Returning Student from Leave of Absence or Withdrawal

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

Noncredit and Remedial Courses

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

Return to Title IV Funds

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

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

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

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

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

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

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

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

Withdrawal Before 60%

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

Withdrawal After 60%

After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV, HEA funds he or she was scheduled to receive during this period. The institution must still perform a R2T4 to determine the amount of aid that the student has earned. CSNAH measures progress in Credit Hours for RN and LVN-RN Program and Clock Hours for Radiography Program and uses the payment period for the period of calculation.

The Calculation Formula

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

- Calculate the percentage of Title IV, HEA aid earned:

$$\begin{array}{cc} \boxed{\begin{array}{c} \text{Credit Hour} \\ \% \text{ Completed} \end{array}} & \boxed{\begin{array}{c} \text{Clock Hour} \\ \% \text{ Completed} \end{array}} \\ \frac{\text{Days attended}}{\text{Days in Payment Period}} & \frac{\text{Scheduled Hours @ WD}}{\text{Hours in Payment Period}} \end{array}$$

- If this percentage is greater than 60%, the student earns 100%.
- If this percent is less than or equal to 60%, proceed with calculation.
- Percentage earned from (multiplied by) Total aid disbursed or could have been disbursed = AMOUNT STUDENT EARNED.
- Subtract the Title IV aid earned from the total disbursed = AMOUNT TO BE RETURNED.
- 100% minus percent earned = UNEARNED PERCENT
- Unearned percent (multiplied by) total institutional charges for the period = AMOUNT DUE FROM THE SCHOOL.
- If the percent of Title IV, HEA aid disbursed is greater than the percent unearned

(multiplied by) institutional charges for the period, the amount disbursed will be used in place of the percent unearned.

- If the percent unearned (multiplied by) institutional charges for the period are less than the amount due from the school, the student must return or repay one-half of the remaining unearned Federal Pell Grant.
- Student is not required to return the overpayment if this amount is equal to or less than 50% of the total grant assistance that was disbursed /or could have been disbursed. The student is also not required to return an overpayment if the amount is \$50 or less.
- CSNAH will issue a grant overpayment notice to the student within 30 days from the date the school determined the student withdrew, giving the student 45 days to either repay the overpayment in full to CSNAH or sign a repayment agreement with the U.S. Department of Education.

Order of Return

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

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

- Unsubsidized Direct Stafford loans (other than PLUS loans)
- Subsidized Direct Stafford loans
- Direct PLUS loans
- Federal Pell Grants for which a Return is required
- Iraq and Afghanistan Service Grant for which a Return is required
- Federal Supplemental Educational Opportunity Grant
- Other Title IV, HEA assistance
- State Tuition Assistance Grants (if applicable)
- Private and institutional aid
- The Student

Earned Aid

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

Post Withdrawal

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

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

If a school attempts to disburse the credit balance by check and the check is not cashed, the school must return the funds no later than 240 days after the date the school issued the check. If a check is returned to a school or an EFT is rejected, the school may make additional attempts to disburse the funds, provided that those attempts are made not later than 45 days after the funds were returned or rejected. When a check is returned, or EFT is rejected, and the school does not make another attempt to disburse the funds, the funds must be returned before the end of the initial 45-day period. The school must cease all attempts to disburse the funds and return them no later than 240 days after the date it issued the first check.

Institution Responsibilities

CSNAH responsibilities regarding Title IV, HEA funds are as follows:

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

Overpayment of Title IV, HEA Funds

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

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

Returning to the Title IV, HEA programs any funds that were dispersed to the student in which the student was determined to be ineligible for via the R2T4 calculation. Any notification of withdraw should be in writing and addressed to the appropriate institutional official.

A student may rescind his or her notification of intent to withdraw. Submissions of intent to rescind a withdraw notice must be filed in writing. Either these notifications, to withdraw or rescind to withdraw must be made to the official records/registration personal at your school.

Refund vs. Return to Title IV

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

Return to Title IV Questions

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

Reference(s):

Reviewed/Revised: 11/2013, 09/2016; 01/2019; 06/2020; 06/2022

School Terms for Loans

The school's primary responsibilities in the loan application process are to ensure the completeness and accuracy of the MPN based on information it has available.

For all Federal Direct Loan Program applications, the school must:

- Confirm the student and parent meet the definition of eligible borrower, student's independency status for PLUS, check student's financial aid history, document the student's COA, EFC and estimated Financial Aid in the student's file.
- Determine the student's enrollment status and SAP.
- Review NSLDS information on ISIR to ensure the student is not in default on any FSA loan and does not owe a refund.
- Ensure the amount of the loan in combination with other aid will not exceed the student's financial need or the annual or aggregate loan limit.

For all Federal Direct Stafford Loans, the school must also:

- Determine the student's Pell grant eligibility and if eligible include the grant in the student's aid package.
- For an Unsubsidized Stafford loan, first determine the student's eligibility for a Subsidized Stafford loan
- Prorate Stafford loans for programs of study that are shorter than an academic year and for programs in which the remaining period of study is less than an academic year in length
- Ensure that the loan disbursement dates meet the cash management and disbursement requirements for Stafford loans.

Sample Loan Repayment Schedule

You have a choice of several repayment plans that are designed to meet your needs. The amount you pay and the length of time to repay your loans will vary depending on the repayment plan you choose. The student's loan servicer will determine eligibility for the repayment plans the borrower qualifies to participate in. Below is an example of an estimated standard repayment plan:

Average loan balance for a 2 year Private, Not-for-Profit Institution	\$13,356
Average Interest Rate	3.9%
Repayment period	10 years
Single	Single
Adjusted Growth Income	\$40,000/year
Family Size	1
Standard 120 months repayment plan	\$135/month Total: \$16,151

To get an early look at which plans you may be eligible for and see estimates for how much you would pay monthly and overall, use the Department of Education [Repayment Estimator](#).

Necessity for Repaying Loans

Remember, federal student loans are real loans, just like car loans and mortgages. You must repay a student loan even if your financial circumstances become difficult. Payments will be made to your loan servicer. Each servicer has its own payment process so check with your servicer if you aren't sure how or when to make a payment. You are responsible for staying in touch with your servicer and making your payments, even if you do not receive a bill.

The U.S. Department of Education uses several loan servicers to handle the billing and other services on loans. [Learn about loan servicers](#) and how to determine who your loan servicer is.

Deferment and Forbearance

Deferment and forbearance offer a way for you to temporarily postpone or lower your loan payments while you're back in school, in the military, experiencing financial hardship or in certain other situations. [Find out more about deferment and forbearance](#).

Understanding Default

Never ignore delinquency or default notices from your loan servicer. If you don't make your monthly loan payment, you will become delinquent on your student loan and risk going into default. Contact your servicer immediately if you are having trouble making payments or won't be able to pay on time. [Learn about federal student loan default](#): find out what may happen if you default, what steps to take to keep your loan from going into default and what your options are for getting out of default.

To get all the information you need to manage repayment of student loans go to <http://studentaid.ed.gov/repay-loans>.

Study Abroad

CSON does not participate in any programs which are approved for study abroad.

Terms and Conditions of Employment that is part of Financial Aid Package

CSON does not employ any students who are currently receiving financial aid and are attending the schools' programs.

Exit Counseling for Student Borrowers

When a student ceases enrollment, CSON Financial Aid Officer will direct the student to the following link <https://studentaid.gov/exit-counseling/> to complete the exit counseling process. A copy of the confirmation of completion must be given to the Financial Aid Officer prior to graduating. Those students that withdraw will be notified to complete this process.

National Student Loan Data System

The National Student Loan Data System (NSLDS) is the U.S. Department of Education's central database for student aid. NSLDS receives data from schools, guaranty agencies, the Direct Loan program and other Department of Education programs. NSLDS Student Access provides a centralized integrated view of Title IV, HEA loans and grants so that recipients of Title IV funds can access and inquire about their funds. The website is located at https://nsldsfa.ed.gov/nslds_SA/

Additional Title IV, HEA Funding Information

Contact

U.S. Department of Education
Direct Loan Servicing Center
P.O. Box 4609
Utica, NY 13504-4609
1(800)848-0979
www.dl.ed.gov

Tuition/Fees

Payment Options

Tuition and fees are due, and must be paid, at the beginning of the applicable enrollment period. Students who are not eligible for financial assistance (Federal, WIA, TRC) and who are unable to meet the tuition and fee charges must use the payment schedule located on their Tuition and Fees Schedule and/or Promissory Note. Tuition and fees for all students using the payment schedule are due on the date designated in their Tuition and Fees Schedule and /or Promissory Note. **If the initial tuition/fee payment is not received by the 15th day of class, the student is subject to dismissal.**

All financial aid will be posted to the student's account and a refund check will requested for any overage. Students that did not meet the financial aid deadline will be required to make the initial tuition/fee payment by the 15th day of class and will be required to follow the remaining tuition/fee payment schedule until financial aid is posted. **If the tuition /fee payment is not received by the 15th day of class, the student is subject to dismissal.** LCU consortium students will be required to pay their tuition at CSON in full immediately upon receiving their aid from LCU.

Payment should be made in the Business Office at Covenant School of Nursing. In the event of nonpayment of debts owed to CSON, one or more of the following actions may be taken:

- 1) **involuntary withdrawal of the student**
- 2) **withholding the diploma to which the student would otherwise be entitled**
- 3) **withholding the student's transcript**

Along with Visa, Master Card, Discover, or American Express, personal checks, debit cards, money orders, and cashier's checks are accepted in payment of tuition. Any such check that is returned unpaid by the bank on which it is drawn will be viewed by CSON as nonpayment of debts owed to CSON. There is a \$30.00 returned check fee for every

returned check. Any student notified of a returned check must remedy the situation within 10 business days.

All tuition and fees must be paid in full before students will be allowed to advance to the next instructional module and all applicable tuition and fees for the eighth instructional module must be paid in full before graduation.

Tuition/Nonrefundable Fees RN Program

	1	2	3	4	5	6	7	8
Tuition	\$1254.00	\$1254.00	\$1254.00	\$1254.00	\$1254.00	\$1254.00	\$1254.0	\$1254.00
Fees								
HESI Materials and NCLEX review	\$ 593.00				\$ 593.00			
Simulation Center Fee	\$ 120.00	\$ 120.00	\$ 120.00	\$ 120.00	\$ 120.00	\$ 120.00	\$ 120.00	\$ 120.00
Building Fee	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00
Software License Fee	\$ 45.00	\$ 45.00	\$ 45.00	\$ 45.00	\$ 45.00	\$ 45.00	\$ 45.00	\$ 45.00
Computer Access Fee	\$ 13.00	\$ 13.00	\$ 13.00	\$ 13.00	\$ 13.00	\$ 13.00	\$ 13.00	\$ 13.00
Student Services Fee	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00
Graduation Fee								\$ 62.00
Total	\$2,224.00	\$1,636.00	\$1,636.00	\$1,636.00	\$2,224.00	\$1,636.00	\$1,636.00	\$1,698.00
GRAND TOTAL	\$14,326.00							

LVN-RN Program

	Nsg 1300	Nsg 1301
Tuition	\$4,295.00	\$3,988.00
Fees		
HESI Materials and NCLEX review	\$593.00	\$593.00
Simulation Center Fee	\$210.00	\$195.00
Building Fee	\$ 350.00	\$325.00
Software License Fee	\$79.00	\$74.00
Computer Access Fee	\$23.00	\$22.00
Student Services Fee	\$18.00	\$17.00
Graduation Fee		\$62.00
	\$5,568.00	\$5,276.00
Grand Total		\$10,844.00

Additional Tuition

Students who withdraw from CSON for any reason (personal/academic) and are readmitted to CSON, will be charged the tuition listed above for any course for which they must repeat.

Miscellaneous Expenses:

CPR Course: Must take Health Care Provider course by American Heart Association prior to entering CSON.

Module #7 - \$75.00 paid to the Texas Board of Nursing for Application for Examination

Module #8 - \$200.00 paid to Pearson Vue for NCLEX Registration Fee

Uniform Accessories: Cost of watches, shoes, stethoscope, etc. is determined by personal selection.

CSON Refund Policy:

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

CSON Refund Schedule:

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

Section 8: Disciplinary Process

Academic Misconduct

Critical Incident

Academic Misconduct Algorithm

Non-Academic Misconduct Algorithm

Disciplinary Action Algorithm

Contested Issues

Grievance Process

Academic Misconduct

Covenant School of Nursing expects every member of its academic community to share the historic and traditional commitment to honesty, integrity, and the pursuit of truth.

Definitions:

Academic Conduct related to the actions of students that are associated with the teaching-learning environment. Academic misconduct may include, but not necessarily be limited to acts such as cheating, plagiarism, copyright infringement, aiding and abetting, falsification and forgery, misrepresentation of the facts, and Terms of Service violation.

Cheating: using or attempting to use unauthorized materials, information, study aids or computer-related information to give one an unfair academic benefit. Examples include, but are not limited to,

- copying from another student's test paper;
- using, buying, stealing, transporting, or soliciting in whole or part the contents of an exam, exam key, homework solution, or computer program;
- any student who obtains information in any form from a student who has completed the exam;
- divulging the contents of an examination;
- allowing another person to complete an exam or course related assignment;
- falsifying research data, laboratory reports, and/or other academic work offered for credit;
- any actions taken to tamper with or change academic grades.

Plagiarism: using the literary composition of another's writing, or the ideas or language of the same, and presenting them as the product of one's own mind. Examples include, but are not limited to:

- paraphrase or direct quotation without citing the author as a reference;
- turning in another person's work and using it as your own;
- turning in work that has been generated by an artificial intelligence chatbot such as chatGPT.
- copying of another's documentation in the Electronic Health Record (example: drag and drop, copy forward, copy and paste)

Falsification and forgery: to alter fraudulently especially for purposes of deception. Examples include, but are not limited to,

- altering or assisting in changing data or any official record of CSON, CHS or the community
- submitting false information
- omitting requested information that is required for or related to any academic record of the school. Academic records include, but are not limited to, applications for admission, the awarding of a degree, grade reports, test papers, registration materials, grade change forms, and reporting forms used by the Office of the Registrar.
- Citation of nonexistent sources or creation of false information in an assignment

- Signing another person's name to a document(s)

Aiding and abetting: intentionally or knowingly helping or attempting to help another student commit an action of academic or nonacademic misconduct.

Any acts or suspicions of academic misconduct should be reported to an Instructor, Course Facilitator, Student Services Coordinator and/ or Dean.

Any blatant academic misconduct observed by an Instructor, Course Facilitator and /or staff member is subject to immediate disciplinary action.

An investigation may take place for suspicions or acts of academic misconduct to determine disciplinary actions.

Should the investigation determine that an individual(s) did participate in the academic misconduct, and depending on the severity of the misconduct, history of similar behavior, impact on CSON and its students, disciplinary action, up to and including dismissal or expulsion, will be taken against the offending student(s).

If a careful investigation determines a complaint is falsified, disciplinary action will be taken against the individual who filed the complaint or gave false information.

CSON expressly forbids any form of retaliatory action against any individual for filing a complaint in good faith or assisting in a complaint investigation.

Critical Incidents

Covenant School of Nursing believes all students should be concerned with the safety of patients and family members. Each student has the responsibility to assure safety within the school and its communities. The purpose of this policy is to ensure students provide safe care to patients and their families.

Definition

Critical Incident: any time a student demonstrates unsafe practices. Unsafe practices include but are not limited to:

- Failing to carry out requirements, including the nursing plan of care and established protocols and procedures
- Engaging in any activity that causes potential or actual emotional, physical and/or psychological harm to a patient and/or visitors.
- A major violation of aseptic technique, including standard precautions
- Engaging in any activity judged to be unsafe for the student's level and clinical assignment
- Giving medications without a licensed nurse present.

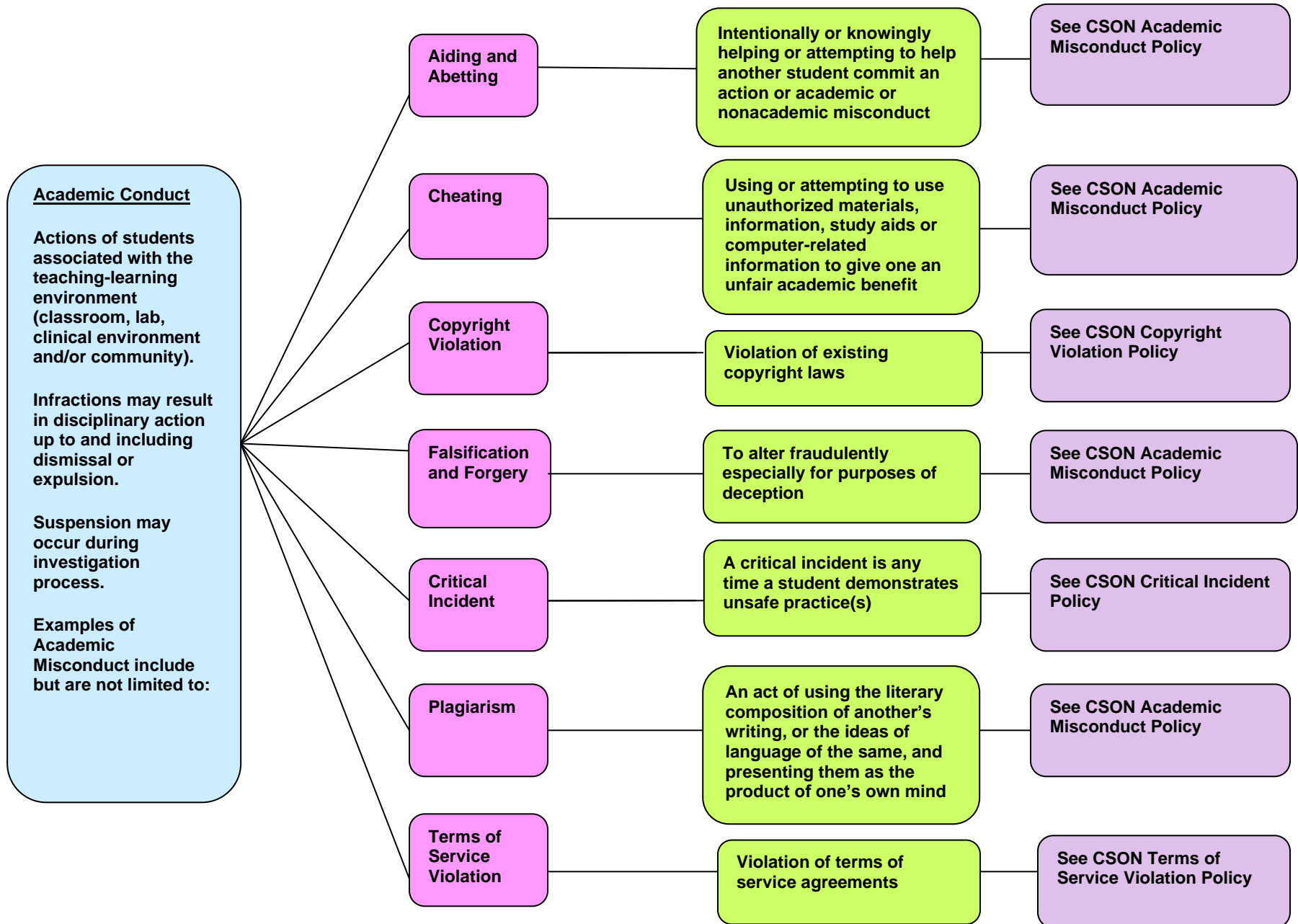
Process

- At the time of a critical incident, the instructor will notify the student a critical incident has occurred and the incident will be reviewed for disciplinary action. The student may not be allowed to be in school while

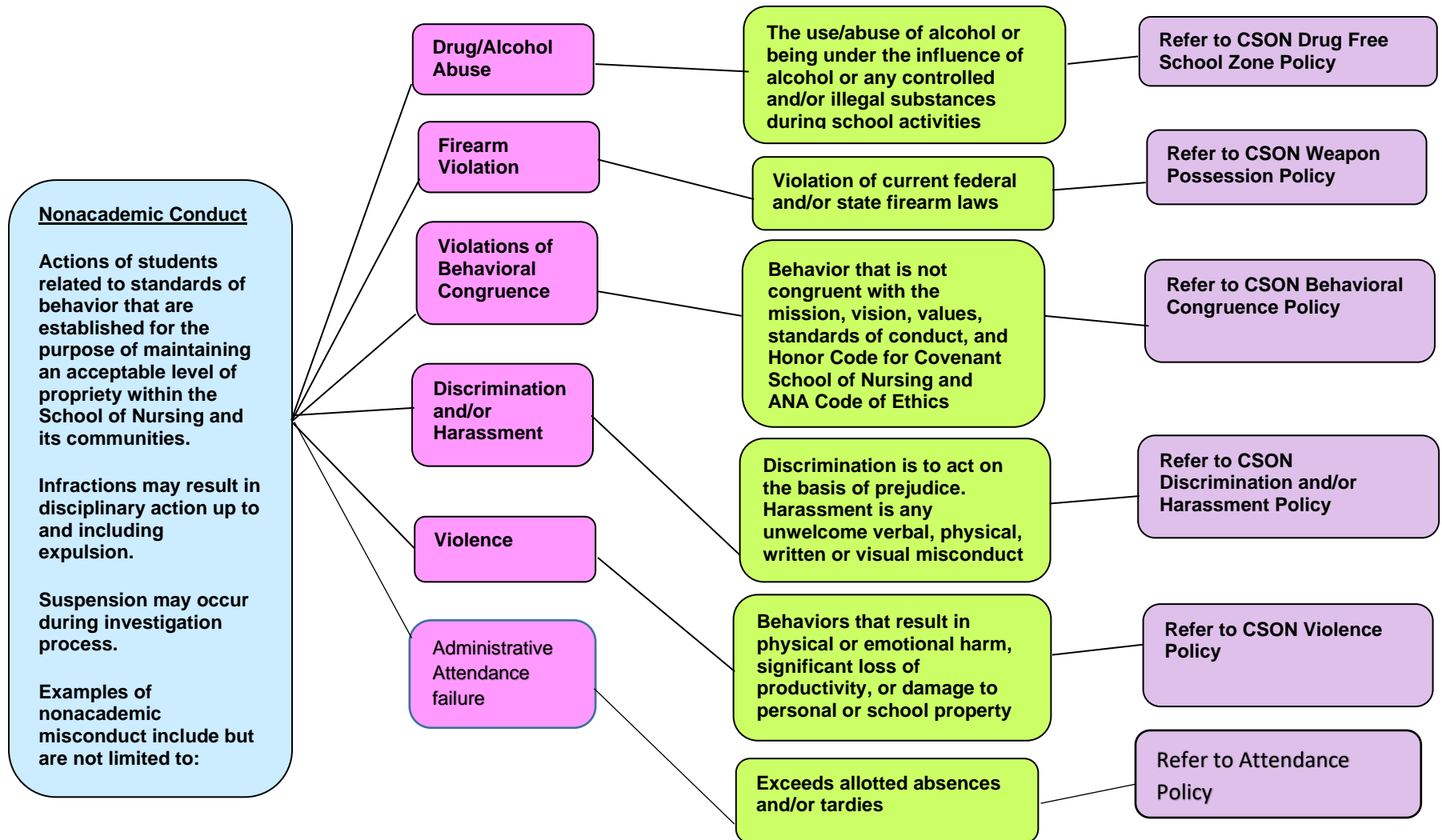
- an investigation is occurring depending on the severity of the infraction.
- The instructor will document the critical incident on a corrective action form.
 - An investigation will occur by the Student Services Coordinator.
 - Upon investigation, the student will be subject to disciplinary actions up to and including dismissal or expulsion.
 - The student will be notified of the findings of the review and the decision reached in a timely manner.

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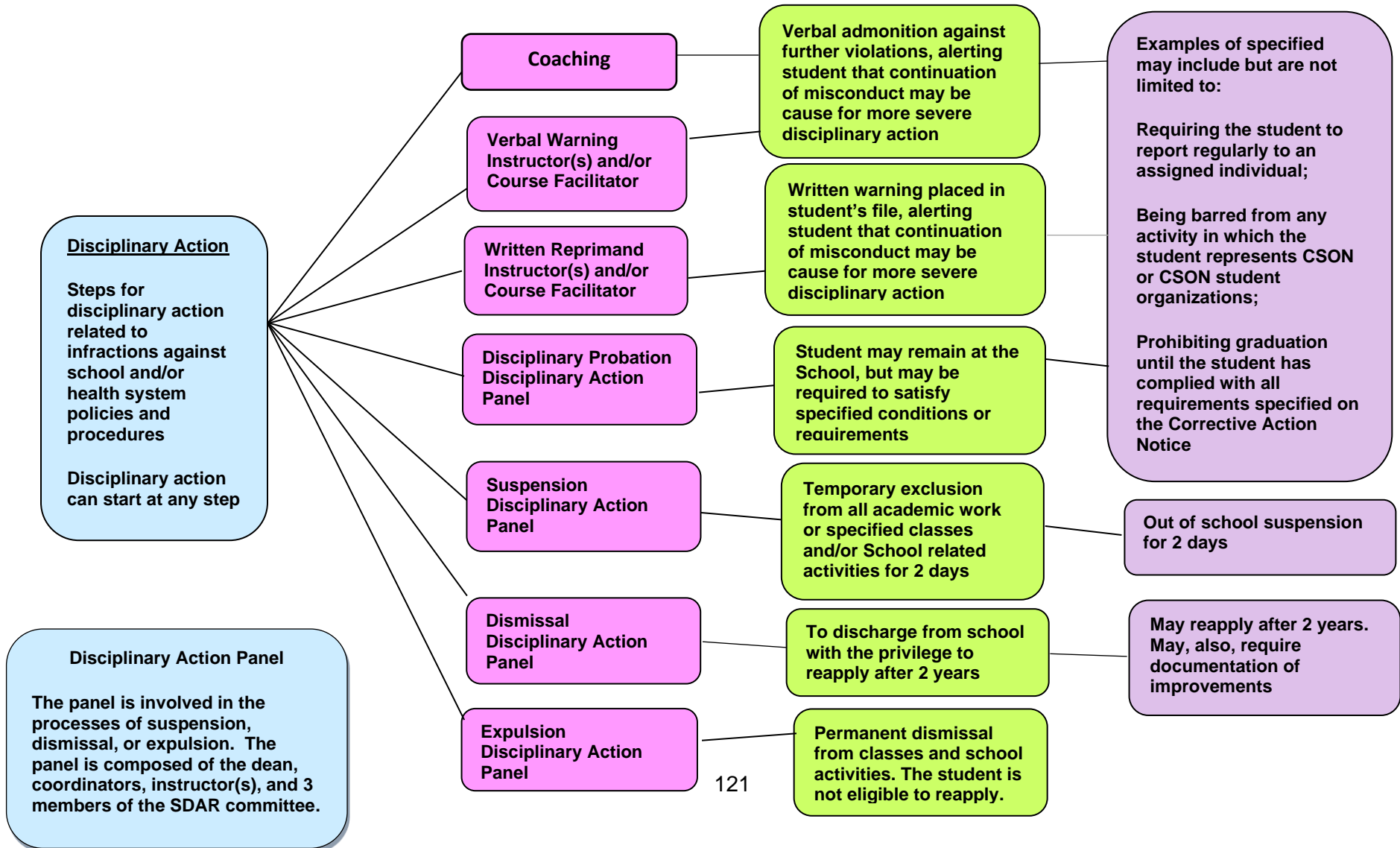
Academic Misconduct Algorithm



Non-Academic Misconduct Algorithm



Disciplinary Action Algorithm



Corrective Action

Corrective Action provides a process for communicating with students to improve performance or unacceptable behavior.

Definitions:

Coaching – the act of discussing with a student what specific behaviors or conduct is not appropriate or not at the expected level of performance.

Expected level of performance – the act of completing an assignment whether theory or clinical in which the outcome is quality and all of the objectives are met.

Behavioral issue - when a student's actions are inappropriate or unacceptable.

Guidelines:

- When a student is not meeting the expected level of performance, faculty should initially utilize coaching to address the issue with a student, depending on the severity of the infraction.
- If coaching does not correct the behavior or does not address the infraction sufficiently, the faculty should proceed with corrective action.
- If a student receives an “unmet” on a clinical evaluation for Instructional Module outcomes, a corrective action will be initiated
- An “unmet” on a clinical evaluation for Instructional Module outcomes, a corrective action will be initiated.
- An “unmet” on a clinical evaluation for Instructional Module outcomes will not carry over to the next instructional module.
- A corrective action for a behavioral issue will follow the student through completion of the nursing program. If the student does not correct the behavior, disciplinary action up to and including dismissal/expulsion can occur.
- A disciplinary action panel will become involved when the corrective action level has progressed to **disciplinary probation**, suspension, **failure of the course**, dismissal, or expulsion.

Process:

- Any coaching conducted should be documented on the student's clinical evaluation for the appropriate week or on a corrective action form for nonclinical infractions.
- Once it is determined that a student is to receive corrective action, faculty will complete the correction action form including all appropriate documentation.
- Corrective action should start at the verbal level (documented in writing) unless the infraction warrants a higher level and progress each level with each similar infraction.
- If there are multiple infractions but they are not similar in nature, each infraction should start at the verbal level.
- The faculty can consult with the other Instructional Module faculty, Student Services Coordinator and/or Dean for assistance as needed.
- If details of the infraction are not known, an investigation including talking with the student(s), faculty, and /or staff will be conducted by the Student Services Coordinator.
- The student may be allowed to continue with class or clinical depending on the severity

of the incident.

- Once the investigation is concluded, the Student Services Coordinator should arrange a meeting with the student to review the documentation.
- If the corrective action is of a serious nature and may result in **disciplinary probation**, suspension, **failure of the course**, dismissal or expulsion, the Student Services Coordinator will convene the Disciplinary Action Panel (DAP) to include the Dean, Student Services Coordinator, one other coordinator (**optional**), two Instructional Module faculty, **one other IM faculty (optional)**, and 3 members of the **Faculty at large** ~~Student Disciplinary Action Review committee (SDAR). All faculty are members of the SDAR committee.~~
- The student may present their version of the situation to the **Disciplinary Action Panel (DAP)** in person or in writing.
- Disciplinary Action for this student will be implemented as needed based on the findings of the DAP.

Contested Issues

Occasionally, an academic or personal issue may occur that requires immediate attention for resolution.

Contested Issue – a disputed matter between a student(s) and faculty/staff.

Process: Student(s) may confidentially contest by the following procedure:

~~A student(s) may confidentially contest by the following procedure:~~

- The dissatisfied party will meet and discuss the situation with the Nursing Instructor involved within three school days of the occurrence.
- If the dissatisfied party involves more than two persons, two representatives will be selected by the dissatisfied group to represent them at this meeting.
- If no satisfactory resolution is attained from that meeting, the student will have three school days to take it to the Student Services Coordinator with written documentation.
- From this meeting, a course of action will be agreed upon in writing by all persons involved.
- The Student Services Coordinator and Nursing Instructors will be responsible for the written documentation of the action.
- If no satisfactory resolution is attained with the Student Services Coordinator, the student(s) may schedule a meeting with the Student Activities Coordinator within three (3) school days to request a review of the contested issue or if the student plans on filing a grievance. From this meeting, a course of action will be agreed upon in writing by all persons involved. **Should this be the Dean instead of Student Activities Coordinator?**

Grievance Process

Covenant School of Nursing expects every member of its academic community to share the historic and traditional commitment to honesty, integrity, and the pursuit of truth. Students have a right to a fair hearing to formally resolve a contested issue.

DEFINITIONS:

Grievance: any act perceived as prejudicial or discriminatory against a student.

Investigation: systematically examine a situation with supporting documentation, witnesses, and sequence of events.

Process:

The Grievance Panel shall be composed of the following voting persons:

Faculty:

- A total of four faculty members, **two (2) from Instructional Modules 1-4 and two (2) from Instructional Modules 5-8** will be drawn randomly from a pool of faculty members who have volunteered to serve on the Grievance Panel. An additional faculty member will be selected from the volunteer pool as an alternate member (no voting privileges).
- The grievant student(s) will be allowed to replace one faculty member through a random draw.
- The Dean (only votes in the event of a tie)

Students:

- A total of four (4) students will be randomly selected from a pool of elected Student Representatives as follows: two (2) from Instructional Modules 1-4 and two (2) from Instructional Modules 5-8. An additional student will be selected from the volunteer pool as an alternate member (no voting privileges).
- The grievant student(s) will be allowed to replace one student through a random draw.

All persons in attendance during the grievance process will sign a confidentiality agreement. Neither faculty nor student involved in the grievance issue will be allowed to participate in deliberations or serve on the grievance panel.

Any faculty member or student who feels they cannot participate objectively is expected to dismiss themselves from the panel at any given time.

In the event a panel member decides to dismiss themselves after the process has started, the alternate will take the place of the dismissed person and take on voting privileges.

The panel will be chaired by the Student Activities Coordinator or such other faculty member as may be designated by the Dean.

The chairperson will draw the name of a faculty member, from the pool of faculty volunteers, to be in charge of recording minutes with no voting privileges. (**Isn't this voice recorded?**)

Prior to the hearing, the student must provide the Dean and the Student Activities Coordinator a copy of the original documentation of the issue and documentation of subsequent meetings and actions which have been taken in an effort to resolve the issue. These documents will be distributed to the Grievance panel at the time of the hearing and all but the original will be destroyed at the conclusion of the hearing.

The student(s) and faculty member(s) involved in the grievance shall be given opportunity to present evidence and witnesses that are relevant to the issue at hand. However, neither students nor faculty may have legal representation or other parties present at the hearing who were not actual witnesses to the matter in question.

Minutes will be approved by the panel once the process is completed.

The official record, including complete minutes, individual cases, and a taped verbatim recording of the proceedings shall be signed, sealed and kept on file indefinitely. These sealed minutes will be signed by one faculty member and one student member of the panel.

The recommendations of the panel for resolving the issue shall be presented to the Dean at the close of the hearing. The grievant will be informed of the decision of the panel at the close of the hearing.

The Dean will apprise the student(s) in writing of the final decision in the matter within three school days.

The decision of the Panel is final and will end the grievance hearing process.

**STUDENTS MAY NOT FILE GRIEVANCES AGAINST DISCIPLINARY ACTIONS
FOR VIOLATIONS OF ANY POLICIES.**

Section 9: Safety and Health

Campus Safety and Security
Disaster Response Plan
Drug and Alcohol Abuse Prevention Program
Emergency Evacuation
Emergency Codes
Emergency Notification System Everbridge
Fire Prevention and Security
Fire Plan
Fire Escape Route
General Emergency Procedures
Immunizations
Inclement Weather
Influenza
Parking
Risk of Occupational Exposure to HIV-HBV
Solvents, Chemicals and Chemical Cleaning
Violence
Weapon Possession

Campus Safety Security

Covenant School of Nursing Campus Security Act Disclosure Statement

The Campus Security Act (Public Law 102-26) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution and/or any building or property owned or controlled by student organizations recognized by this institution. In compliance with that law, the following reflects this institution's crime statistics for the period between 1/1/2022 and 12/31/2022.

Covenant School of Nursing
1919 Frankford Ave.
Lubbock, Tx. 79407

When reporting crime statistics, the area includes Frankford Ave. from 19th to 34th, 19th street from Frankford Ave. to Dover Ave., Dover Ave. to Chicago Ave., Chicago Ave from 22nd street to 26th street, 26th street from Chicago Ave. to the east border of the LCU golf course to 34th street, and 34th street to Frankford Ave.

Crime statistics reported on non-campus locations include:

- Lubbock Specialty Hospital
3815 20th Street, Lubbock, Texas 79410
- Covenant Southwest Medical Park
9812 Slide Road, Lubbock, Texas 79424
- Covenant Health Plus
7601 Quaker Avenue, Lubbock, Texas 79424
- Covenant Medical Group Urgent Care
1910 Quaker Avenue, Lubbock, Texas 79410
- Covenant Children's Hospital
4015 22nd Place, Lubbock, Texas 79410
- Covenant Medical Center
3615 19th Street, Lubbock, Texas 79410
- Grace Surgical Hospital
7509 Marsha Sharp Fwy W, Lubbock, Texas 79424

The Campus Security Act defines public property as all thoroughfares, streets, sidewalks and parking facilities that are within the campus or immediately adjacent to and accessible from the campus.

Note: In complying with the crime statistical reporting requirements, CSON provides a map to current and prospective students and employees that depict its campus. See attached maps located at the end of the Disclosure Statement.

The following criminal offenses, published each year and must be reported no later than October 1 of each year, include any crime statistics that occurred on campus during the previous three calendar year periods.

Updated as of October 2022

Crime Statistic Report:

Crimes Reported	2020	2021	2022	Location: C=Campus N=Non- campus P=Public Area	*Hate Crime
Criminal Homicide	0	0	0		0
Murder (non-negligent manslaughter)	0	0	0		0
Negligent manslaughter	0	0	0		0
Sex Offenses					0
Sex offenses - forcible	0	0	0		0
Sex offenses - non-forcible	0	0	0		0
Robbery	1 3	0 0	2	C N P	0
Burglaries	10	11	18	C N	0
Motor Vehicle Thefts (on Campus)	1 1	2 1	2	C P	0
Arson	1	1	0	P	0
Larceny – Theft	0	0	0		0
Simple Assault	0	0	0		0
Intimidation	0	0	0		0
Destruction/Damage /Vandalism of property	0	0	0		0
Any other Crime involving bodily injury	0	0	0		0
Liquor Laws	5 0	0	0	C	0
Drug Laws	0	0 3	0	C P	0
Illegal Weapons Possession	0	0	0		0
Domestic Violence	0	2	0	P	0
Dating Violence	0	0	0		0
Stalking	0	0	0		0

Hate Offenses

The school must report by category of prejudice the following crimes reported to local police agencies or to a campus security authority that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual

orientation, ethnicity, or disability, as prescribed by the Hate Crimes Statistics Act (28 U.S.C 534) occurred. The Crime Analyst for LPD states their reporting system and software are incompatible and do not accurately record this information, therefore they were unable to provide this data.

Violence Against Women Reauthorization Act of 2013

On March 7, 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013 (VAWA) (Pub. Law 113-4), which, among other provisions, amended section 485(f) of the Higher Education Act of 1965, as amended (HEA), otherwise known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). The Clery Act requires institutions of higher education to comply with certain campus safety- and security-related requirements as a condition of participating in the Federal student financial aid programs authorized by Title IV of the HEA. Notably, VAWA amended the Clery Act to require institutions to compile statistics for incidents of domestic violence, dating violence, sexual assault, and stalking and to include certain policies, procedures, and programs pertaining to these incidents in their annual security reports (ASRs). The statute requires institutions to include this new information in the ASR beginning with the ASR that must be provided to students, employees, and prospective students and employees by December 31, 2022.

The HEA defines the new crime categories of domestic violence, dating violence, and stalking in accordance with section 40002(a) of the Violence Against Women Act of 1994 as follows:

“Domestic violence” means a “felony or misdemeanor crime of violence committed by:

- a current or former spouse or intimate partner of the victim
- a person with whom the victim shares a child in common
- a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner
- a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [under VAWA]
- any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.”

“Dating violence” means “violence committed by a person

- who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - the length of the relationship;
 - the type of relationship; and
 - the frequency of interaction between the persons involved in the relationship.

“Stalking” means “engaging in a course of conduct directed at a specific person that would cause a reasonable person to

- fear for his or her safety or the safety of others; or

- suffer substantial emotional distress.”

Institutions must make a good-faith effort to include these statistics for these crimes for calendar year 2017 in the ASR. Institutions must also make a good-faith effort to ensure that the statistics for the new crime categories are accurate and complete.

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

Contact Information

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

General Information

1. CSON is committed to providing a safe and secure environment for students. Access to the building of the Nursing program is monitored by LCU campus security. All non-emergent events involving Covenant employees or students should be reported to the LCU Security Department. All emergent events should be called in to “911”.
2. All students and employees are required to report any crime or emergency to their institutional official promptly. If a student or employee wishes to report a crime on a voluntary or confidential basis, the institutional official will be prepared to record and report the crime, but not the name of the informant. The student or employee may, in order to maintain confidentiality, submit the information in writing to his/her institutional official without signature. If the student wishes not to maintain confidentiality, the student will contact his/her instructor or school official who in turn will contact the nearest supervisor to report criminal actions or emergencies to the appropriate agency by calling (911).

Preparation for the Annual Disclosure of Crime Statistics report is obtained by LCU's Head of Security and by CSON's Financial Aid Officer and Covenant Medical Center (CMC) Security Department. The Lubbock Police Department compiles statistics of crimes committed in the institution's designated report areas. Only students, employees and other parties having business with this institution should be on institutional property. Staff, faculty, students, and prospective students or any person entering the premises must have and display at all times a security identification badge. Those without an identification badge must sign in at the entrance and identify their purpose of visit, the person to be visited and register their time in and out of the building. The visitor must also wear a visitor's badge while on campus. All access doors leading to the Nursing

program campus are closed and locked during evening hours starting at 7:00pm. When the school closes for the night, the school's official or supervisor will inspect each room to see that it is empty. Other individuals present on institutional property at any time without the express permission of the appropriate institutional official(s) shall be viewed as trespassing and may as such be subject to a fine and/or arrest. In addition, students and employees present on institutional property during periods of non-operation without the express permission of the appropriate institutional official(s) shall also be viewed as trespassing and may also be subject to a fine and/or arrest.

3. Current policies concerning campus law enforcement are as follows:
 - a. Institution's officials have no powers of arrest other than the Citizens Arrest Law and are required in the event of a crime or emergency to call the correct agency or dial (911) for the police and emergency services. The Citizens Arrest Law will be invoked only as a last resort, and after all other possibilities have been explored.
 - b. Employees shall contact their immediate or nearest ranking supervisor to report any criminal action or emergency to the appropriate agency by calling (911). If possible, in the interim, institutional official shall attempt to non-violently deal with the crime or emergency with the appropriate agency on campus. Individual discretion must be used, as undue risk should not be taken.
 - c. The institution currently has the Covenant Counseling Center available to provide counseling services. In the event a student needs pastoral counseling, a member of Covenant Health Pastoral Care will be notified.
4. Although this institution offers a brief crime awareness and prevention session with each orientation, the students are encouraged to exercise proper care in seeing to their own personal safety and the safety of others. The following is a description of policies, rules and programs designed to inform students and employees about the prevention of crimes on campus.
 - a. Do not leave personal property in classrooms
 - b. Report to your institutional official, any suspicious persons.
 - c. Always try to walk in groups outside the school premises.
 - d. If you are waiting for a ride, wait within sight of other people
 - e. Employees (staff and faculty) will close and lock all doors, windows and blinds and turn off lights when leaving a room.
 - f. The "Crime Awareness and Campus Security Act" is available upon request to students, employees (staff and faculty) and prospective students.
 - g. Information regarding any crimes committed on the campus will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim, or an ongoing criminal investigation, the safety of an individual, cause a suspect to flee evade detection: or result in the destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the institution must disclose the information. If there is a request for information that

is older than sixty 60 days, that information must be made available within two (2) business days of the request.

5. All incidents shall be recorded in the Institutions daily Incident Log located at Covenant Medical Center Security Department and LCU Security Department. The log includes the date, time, location, incident reported, and disposition of incident and the name of the person who took the report. The report must be entered in the log within two (2) business days after it is reported to the school's official, unless that disclosure is prohibited by law or would endanger the confidentiality of the victim.
6. This institution does not permit the sale, possession or consumption of alcoholic beverages on school property and adheres to and enforces all state underage-drinking laws.
7. The institution does not permit the possession, use or sale of illegal drugs by its employees and students and adheres to and enforces all state and Federal drug laws. The violations of these policies by students or employees may result in expulsion, termination and/or arrest.
8. Information concerning drug and alcohol abuse education programs are posted on campus and is distributed annually to students and staff. Covenant Counseling Center is available to provide information about and assistance with obtaining treatment for any type of substance abuse which might adversely affect the student's health, safety and/or academic progress.
9. Sexual assaults (criminal offences) on campus will be reported immediately to the institution's official, who will report it to (911) emergency and police units. The person who was victimized will be encouraged to seek counseling at a rape crisis center and to maintain all physical evidence until such a time as that person can be properly transported to a hospital or rape crisis center for proper treatment. This institution has zero tolerance of such assault; the violation of this policy by students or employees may result in expulsion, while investigations are being followed, termination and/or arrest.
10. The Institution encourages all students and employees to be responsible for their own security and the security of others. Please report any known criminal offenses occurring on campus to the school administration.
11. In the event a sex offense should occur on campus, the victim should take the following steps:
 - a. Report the offense to the school administration.
 - b. Preserve any evidence as may be necessary to the proof of the criminal offense. (Sexual Assault Resource Guide)
 - c. Request assistance, if desired, from school administration in reporting the crime to local law enforcement agencies.
 - d. Request a change in the academic situation if necessary.
12. On campus disciplinary action in cases of alleged sexual assault will be based on the findings of the law enforcement agency investigating the facts pertaining to the crime and other mitigating circumstances.

13. These records are available upon request through the administrative offices.
14. The institution will, upon written request, disclose to the alleged victim of any crime of violence, or a non-forcible sex offense, the results of any disciplinary proceedings conducted by the institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of the crime or offense, the information shall be provided, upon request to the next of kin of the alleged victim.
15. As part of the Crime Control and Law Enforcement Act of 1994, the institution is required to make the following link/information available to the campus community where information can be accessed regarding registered sex offenders.

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

Disaster Response Plan

Purpose

- To coordinate the School's response to disasters while paying special attention to the safety and security needs of members of the CSON community.
- To maintain the safety and security of faculty, staff and students as a whole, in the event of a disaster.
- To provide counseling, guidance, and appropriate support services to the families, friends, students, and campus community members in the event of a disaster.

Definition of a Disaster

A disaster is a situation that involves CSON student(s) and/or employee(s) that creates a major disruption of normal operations and calls for a response beyond normal school operational procedures. Examples may be situations such as natural/structural disasters, violent behavior or life-threatening injury or illness.

(Note: this plan is for general information only. During an actual disaster, variations might be made depending on the nature of the event and the situation.)

Student Assistance Services

In the event of a disaster, the Dean/Director or designated official of CSON will act as the referral agent for students seeking assistance for emotional or personal counseling services.

Disaster Procedures

1. The Dean/Director is notified of a disaster involving a CSON student or employee. First responders may call 911 if they determine that immediate medical attention is necessary. Once emergency services have been contacted, all steps in this process must be followed.
2. The Dean/Director gathers information concerning the disaster and responds accordingly.

In the event that scheduled classes need to be cancelled or altered in some manner the Student Services Coordinator will contact the students, faculty and staff via the mass communication system. The closure will also be posted on the school Learning Management System.

Any media contact, press releases, email or website assistance must be coordinated through the Covenant Public Information Officer.

3. Depending on the evaluation of the situation, one or more of the following may occur:
 - a. CSON will without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain respond to or otherwise mitigate the disaster.

The Dean/Director goes to the scene of the incident to assess the need for back-up personnel.

Based on the initial findings and upon agreement with either the Dean/Director, the response may include dealing with the situation alone, contacting appropriate outside agencies (e.g. local police, hospital), contacting family members, contacting counseling center, etc.

- b. If warranted, a disaster meeting with the Covenant Safety Officer may be called. A Disaster Response Team (DRT) may be called after evaluation of the situation and with consent of the Dean/Director.
 - c. Dean/Director initiates contacting family members of students, faculty and staff.
 - d. A DRT meeting is called. The Student Services Coordinator will assist the Dean/Director in dealing with the disaster.
4. Once the issue/situation is under control, the Student Services Coordinator, Dean/Director and other respondents will meet and debrief. Any needed follow-up plans, communications, activities, and/or programs will be determined for final resolution of the disaster. Timelines for these activities will be determined and a closure/evaluation meeting will be scheduled. CSON will evaluate all responses to disasters at the closure/evaluation meeting.
5. The Student Services Coordinator will recommend to the Dean/Director any policy revisions in procedures and will compile an After-Action Incident Report to be filed in the Office of the Dean/Director.

CSON Disaster Command Center

When a disaster involves responses from a variety of personnel, a Command Center will be established. The Command Center will communicate and coordinate all activities involved in the responses to the disaster. Communications involving responding personnel will be dispersed through this Command Center by the Student Services Coordinator and/or Dean/Director.

Members of the CSON Disaster Response Team

Disaster Response Team		
Dean/Director	School of Nursing	Jennifer Timmerman
Coordinators	School of Nursing	Cindy Faz, Mary Milam, Randall Stennett, Monica Kidder
Instructor/Staff	School of Nursing	Sue Hendrix, Claire Arnett
Covenant Administration	Administrator/VP On-Call Safety Officer Security Director	Cindi Kenady Mike Smith LCU Jodi Warren CMC

Local Community Emergency Services

All Emergencies (Fire, Police, Sheriff, Ambulance)	911
Poison Control Center	1-800-222-1222
Suicide Hotline	1-800-273-8255
Hospitals: Phone numbers	
Covenant Medical Center	1-806-725-1011
University Medical Center	1-806-775-8200
Clinics: Phone numbers	
Health Plus	1-806-725-9444
CMG Urgent Care	1-806-725-4440

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

Contact Information

LCU Security	806-928-6803
Office Responsible to provide a copy of the Campus Security information	Covenant School of Student Services Coordinator 806-725-8936
Who to contact to report an incident at the Institution	Designated Safety Officer at CSON and CSOR 806-725-8904

Drug and Alcohol Abuse Prevention Program

The federal government's Drug-Free Schools and Communities Act of 1989 required institutes of higher education to have a program to prevent the unlawful possession or distribution of illicit drugs and alcohol by students and employees. Written notice of the policy is provided to all students on admission and annually. The Drug-Free School Zone policy is published in the Student Handbook.

Drug and Alcohol Abuse Prevention Program

1. All incoming students will be informed of the Drug and Alcohol Abuse Prevention Program at CSON. Each new student will be emailed a copy of the Drug and Alcohol Abuse Prevention policy along with the sanctions for violations of federal and state laws, and the health Risks associated with drug and alcohol abuse. These policies discuss the Standards of conduct, available treatment programs for students, faculty and employees, and the disciplinary sanctions for violations of the standards.
2. All existing students will be emailed annually the Drug and Alcohol Prevention Policy prior to the first day of class. The policy includes the Standards of Conduct, available treatment programs for students and the disciplinary sanctions for violations of the standards the sanctions for violations of federal and state laws, and the health risks associated with drug and alcohol abuse.
3. All faculty and staff will be emailed a copy of the Drug and Alcohol Abuse Prevention Program prior to the Annual Faculty Meeting.
4. A biennial review of the program's effectiveness and consistency of the enforcement will be conducted at the end of every even year.

Standards of Conduct

Covenant School of Nursing is committed to provide a safe and healthy environment of learning. The schools discourage the use of drugs and the abuse of alcohol in the student's personal life.

- No student may report to CSON's clinical sites, classroom settings and/or its communities after consumption of alcoholic beverages or use of illegal drugs.
- The possession, manufacture, use, sale, purchase or distribution of alcohol or illegal drugs is prohibited in CSON's clinical sites, classroom settings and/or its communities.

Possible State and Federal Legal Sanctions and Penalties

State and federal penalties for alcohol and other drugs provided in Chart A.

Health Risks of Alcohol and Drugs

The health risks of alcohol and drugs are many. Chart B provides information about the effects of alcohol and commonly used illegal and prescription drugs.

Procedure for Enforcement of Drug and Alcohol Policy

Covenant School of Nursing students are subject to Pre-Enrollment, Pre-Employment, Post-Accident or Reasonable Cause Drug/Alcohol testing. Refusal to provide the sample, sign the

consent forms or accept treatment is grounds for denial of admission to CSON, dismissal or expulsion.

Before an alcohol or illegal drug testing may be administered, current students will be provided with a Briefing Sheet on Drug/Alcohol Testing and asked to sign a Drug/Alcohol Screen Consent Form authorizing the test and permitting release of test results to CHS personnel having a need to know. The consent shall include an acknowledgment that the individual in question was aware of the organization's alcohol, illegal drug testing policy (forms provided by Caregiver Health Services).

Students must report any conviction under a criminal drug statute for violations occurring on or off CSON's premises. A report must be made within five (5) days after the conviction. The Board of Nursing must be notified by the student by completing a declaratory order.

Pre-enrollment Testing

All candidates are required to pre-enrollment alcohol/drug testing. The sample will be collected only with the consent of the candidate. When a candidate's initial test results are positive and have been confirmed by the GC/MS methodology, the candidate, Dean and Student Services Coordinator at CSON will be notified. The candidate will be denied admission to CSON for at least 2 years.

Covenant Health Pre-employment Testing

Any student who chooses to apply for a job at Covenant Health while enrolled as a student at CSON is required to complete pre-employment alcohol/drug testing. The sample will be collected only with the consent of the student. When a student's initial test results are positive and have been confirmed by the GS/MS methodology, the Student, Dean and Student Services Coordinator at CSON will be notified. All positive results will result in corrective action up to and including dismissal or expulsion. The student will not be employable by Covenant Health for 2 years after a positive pre-employment drug screen.

Post-Accident Testing

Any student involved in a student-related accident that results in injury to that individual or others, material damage to Covenant Health property greater than \$100, or unwitnessed injury may be required to undergo alcohol/drug testing (i.e., breath alcohol test, urine testing). If the accident results in serious injury to the student and the usual testing process cannot be conducted, a forensic blood test will be performed. In either event, a confirmed positive test for alcohol and/or illegal drugs will result in immediate dismissal or expulsion.

Reasonable Suspicion Testing

Reasonable suspicion testing will be performed when it is suspected that a student is impaired by alcohol or drugs at CSON's clinical sites, classroom settings and/or its communities. Reasonable suspicion testing will include both blood and/or urine tests. In the event of a positive result from reasonable suspicion testing, the student will be subject to immediate dismissal or expulsion.

Circumstances which constitute a basis for determining "reasonable suspicion" may include, but are not limited to:

- a pattern of abnormal or erratic behavior;
- information provided by reliable and credible sources;

- a clinical-related accident;
- direct observation of alcohol or drug abuse;
- the presence of physical symptoms of alcohol or drug abuse
- (e.g., alcohol breath, slurred speech, poor coordination and/or reflexes, glassy or blood-shot eyes);
- students who, due to the nature of their work, have access to controlled substances may be tested following incidents of controlled substance medication charting errors, tampered vials, or missing narcotics.

Confidentiality

All information regarding a student's alcohol/drug testing is confidential and will only be made available to those with a need to know. Test results may also be released to any judicial or administrative proceeding. Positive test results will not be released to Human Resources until they have been reviewed and confirmed by the Medical Review Officer.

Drug and Alcohol Counseling Programs

Covenant Counseling Center is available to provide information about and assistance with obtaining treatment for any type of substance abuse which might adversely affect the student's health, safety, and/or academic progress.

Supervisory staff and/or instructors have the option to refer students, as appropriate, for services as part of disciplinary action and/or dismissal or expulsion. In such cases it will be the responsibility of the student to comply with the referral for diagnosis of their problem(s) and to cooperate and follow the recommendations of the diagnostician and/or counseling agent. Students will be held personally liable for all expenses incurred that are not covered by their insurance policy. When a timely request for assistance is received, the individual may be eligible for a leave of absence in accordance with existing CSON policies. In addition, the student must agree to submit to random alcohol/drug testing for the remainder of enrollment. Non-compliance with any of the treatment modalities or follow-up random testing will result in dismissal or expulsion.

Self-identified substance abusers who voluntarily seek help through the Covenant Counseling Center may do so without reprisal or corrective action. However, this must be done prior to any selection, request or requirement to submit to alcohol/drug testing. When a violation of this policy has already occurred, a student's request for assistance will not waive dismissal or expulsion.

Disciplinary Sanctions

All applicants are subject to pre-enrollment Drug/Alcohol testing. The Dean and Student Services Coordinator will be notified of any positive results. Applicants with positive drug/alcohol screen results will be denied admission to Covenant School of Nursing for at least 2 years.

Covenant School of Nursing students are subject to Post-accident or Reasonable Suspicion Drug/Alcohol testing. Refusal to provide the sample, sign the consent forms or accept treatment is grounds for dismissal, or expulsion. A positive drug/alcohol screening result will result in corrective action up to and including dismissal or expulsion.

Program Review


Covenant School of Nursing will review the Drug Free School Zone program on a biennial schedule. Program effectiveness will be measured and reported per Department of Education Guidelines.

Chart A: Texas and Federal Drug and Alcohol Penalties

Offense	Minimum Punishment	Maximum Punishment
Manufacture or delivery of a controlled substance (drugs)	Imprisonment in the TDCJ for life or a term not more than 99 years or less than 10 years, and a fine not more than \$100,000	Imprisonment in the TDCJ for life or a term not more than 99 years or less than 15 years, and a fine not more than \$250,000
Possession of a controlled substance (drug)	Confinement in jail for a term not to exceed 1 year and/or a fine not to exceed \$4000	Imprisonment in the TDCJ for life or a term not more than 99 years or less than 15 years, and a fine not more than \$250,000
Delivery of marijuana	Confinement in a jail for a term not to exceed 180 days and/or a fine not to exceed \$2000.	Imprisonment in the TDCJ for life or a term not more than 99 years or less than 10 years, and a fine not more than \$100,000
Possession of marijuana	Confinement in a jail for a term not to exceed 180 days and/or a fine not to exceed \$2000.	Imprisonment in the TDCJ for life or a term not more than 99 years or less than 5 years, and a fine not more than \$50,000
Delivery of a controlled substance or marijuana to a minor		Imprisonment in the TDCJ for life or a term not more than 20 years or less than 2 years, and a fine not more than \$10,000
Driving while intoxicated	Confinement in a jail for a term not to exceed 180 days and/or a fine not to exceed \$2000 with a minimum term of confinement of 72 hours.	Confinement in a jail for a term not to exceed 180 days and/or a fine not to exceed \$2000 with a minimum term of confinement of 6 days.
Public intoxication		Fine not to exceed \$500
Intoxication Assault		Imprisonment in the TDCJ for life or a term not more than 10 years or less than 2 years, and a fine not more than \$10,000
Intoxication Manslaughter		Imprisonment in the TDCJ for life or a term not more than 20 years or less than 2 years, and a fine not more than \$10,000
Attempt to purchase, purchase or consumption of alcohol by a minor	Fine not to exceed \$500	Fine of not less than \$250 nor more than \$2000, and/or confinement in jail for a term not to exceed 180 days.
Purchase of alcohol for a minor		Fine of not more than \$4000 and/or confinement in jail for not more than 1 year.
Sale of alcohol to a minor		Fine of not more than \$4000 and/or confinement in jail for not more than 1 year.
Misrepresentation of age by a minor	Fine not to exceed \$500	Fine of not less than \$250 nor more than \$2000, and/or confinement in jail for a term not to exceed 180 days.
Consumption or possession of alcoholic beverage in a motor vehicle		Fine not to exceed \$500
Federal Penalties		
Manufacture, distribution, or dispensing drugs including marijuana	A term of imprisonment not less than 5 years, and a fine of not more than \$250,000 for an individual	A term of life imprisonment without release (life without parole) and a fine not to exceed \$8,000,000 for an individual or \$20,000,000 if other than an individual.

Possession of drugs including marijuana	Civil penalty in amount not to exceed \$10,000	Imprisonment for not more than 20 years or less than 5 years, a fine of not less than \$5000 plus costs of investigation and prosecution.
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Chart B Health Risks with Drug Abuse

<div>  <div> <h1>Commonly Abused Prescription Drugs</h1> <p>Visit NIDA at www.drugabuse.gov</p> </div> <div> <p>National Institutes of Health U.S. Department of Health and Human Services</p> </div> </div>			
Substances: Category and Name	Examples of Commercial and Street Names	DEA Schedule/How Administered	Intoxication Effects/Health Risks
Depressants			
Barbiturates	<i>Amytal, Nembutal, Seconal, Phenobarbital</i> : barbs, reds, red birds, phenies, lozies, yellows, yellow jackets	II, III, IV/injected, swallowed	<i>Sedation/drowsiness, reduced anxiety, feelings of well-being, lowered inhibitions, slurred speech, poor concentration, confusion, dizziness, impaired coordination and memory/lowed pulse, lowered blood pressure, slowed breathing, tolerance, withdrawal, addiction; increased risk of respiratory distress and death when combined with alcohol</i>
Benzodiazepines	<i>Alivan, Halcion, Librium, Valium, Xanax, Klonopin</i> : candy, downers, sleeping pills, tanks	IV/swallowed	<i>for barbiturates—euphoria, unusual excitement, fever, irritability/lethargizing withdrawal in chronic users</i>
Sleep Medications	<i>Ambien (zolpidem), Sonata (zaleplon), Lunesta (eszopiclone)</i>	IV/swallowed	
Opioids and Morphine Derivatives**			
Codine	<i>Empirin with Codeine, Fiorinal with Codeine, Robitussin A-C, Tylenol with Codeine</i> : Captain Cody, Cody, schoolboy; (with guaifenesin): dooms & fourms, loads, pancakes and syrup)	II, III, IV/injected, swallowed	<i>Pain relief, euphoria, drowsiness, sedation, weakness, dizziness, nausea, impaired coordination, confusion, dry mouth, itching, sweating, clammy skin, constipation/slowed or arrested breathing, lowered pulse and blood pressure, tolerance, addiction, unconsciousness, coma, death; risk of death increased when combined with alcohol or other CNS depressants</i>
Morphine	<i>Roxanol, Duramorph</i> : M, Miss Emma, monkey, white stuff	II, III/injected, swallowed, smoked	
Methadone	<i>Methadone, Dolophine</i> : itzies, amidos, (with M&M's: chocolate chip cookies)	IV/swallowed, injected	<i>for fentanyl—80–100 times more potent analgesic than morphine</i>
Fentanyl and analogs	<i>Actiq, Duragesic, Sublimaze</i> : Apache, China girl, dance fever, friend, goodfella, jackpot, murder 8, TNT, Tango and Cash	IV/injected, smoked, snorted	<i>for oxycodone—muscle relaxation/twice as potent analgesic as morphine; high abuse potential</i>
Other Opioid Pain Relievers: Oxycodone HCl Hydrocodone Bitartrate Hydromorphone Oxymorphone Meperidine Propoxyphene	<i>Tylox, Oxycontin, Percocet, Percoset</i> : Oxy, O.C., oxycotton, oxycet, hillbilly, heroin, persca <i>Vicodin, Lortab, Lorcet</i> : wike, Watson-387 <i>Dikavide</i> : juice, smack, D, footballs, dillies <i>Opaxa, Numorphan, Numorphane</i> : biscuits, blue heaven, blues, Mrs. O, octagons, stop signs, O Bomb <i>Demerol, meperidine hydrochloride</i> : demmies, pain killer <i>Darvon, Darvonet</i>	II, III, IV/chewed, swallowed, snorted, injected, suppositories	<i>for codeine—less analgesia, sedation, and respiratory depression than morphine</i> <i>for methadone—used to treat opioid addiction and pain; significant overdose risk when used improperly</i>
Stimulants			
Amphetamines	<i>Biphentamine, Dexedrine, Adderall</i> : bennies, black beauties, crosses, hearts, LA turnaround, speed, truck drivers, uppers	IV/injected, swallowed, smoked, snorted	<i>Feelings of exhilaration, increased energy, mental alertness/increased heart rate, blood pressure, and metabolism, reduced appetite, weight loss, nervousness, insomnia, seizures, heart attack, stroke</i>
Methylphenidate	<i>Concerta, Ritalin</i> : JF, MPH, R-ball, Skippy, the smart drug, vitamin R	IV/injected, swallowed, snorted	<i>for amphetamines—rapid breathing, tremor, loss of coordination, irritability, anxiousness, restlessness/delirium, panic, paranoia, hallucinations, impulsive behavior, aggressiveness, tolerance, addiction</i> <i>for methylphenidate—increase or decrease in blood pressure, digestive problems, loss of appetite, weight loss</i>
Other Compounds			
Dextromethorphan (DXM)	<i>Found in some cough and cold medications</i> : RoboDripping, Robo, Triple C	not scheduled/swallowed	<i>Euphoria, slurred speech/increased heart rate and blood pressure, dizziness, nausea, vomiting, confusion, paranoia, distorted visual perceptions, impaired motor function</i>

* Schedule I and II drugs have a high potential for abuse. They require greater storage security and have a quota on manufacturing, among other restrictions. Schedule I drugs are available for research only and have no approved medical use. Schedule II drugs are available only by prescription and require a new prescription for each refill. Schedule III and IV drugs are available by prescription, may have five refills in 6 months, and may be ordered orally. Most Schedule V drugs are available over the counter.

** Taking drugs by injection can increase the risk of infection through needle contamination with staphylococci, HIV, hepatitis, and other organisms. Injection is a more common practice for opioids, but risks apply to any medication taken by injection.

<div>  <div> <h1>Commonly Abused Drugs</h1> <p>Visit NIDA at www.drugabuse.gov</p> </div> <div> <p>National Institutes of Health U.S. Department of Health and Human Services NIH... Turning Discovery Into Health</p> </div> </div>			
Substances: Category and Name	Examples of Commercial and Street Names	DEA Schedule*/How Administered**	Acute Effects/Health Risks
Tobacco			
Nicotine	Found in cigarettes, cigars, bids, and smokeless tobacco (snuff, spit tobacco, chew)	Not scheduled/smoked, snorted, chewed	Increased blood pressure and heart rate/chronic lung disease, cardiovascular disease, stroke, cancers of the mouth, pharynx, larynx, esophagus, stomach, pancreas, cervix, kidney, bladder, and acute myeloid leukemia; adverse pregnancy outcomes; addiction
Alcohol			
Alcohol (ethyl alcohol)	Found in liquor, beer, and wine	Not scheduled/swallowed	In low doses, euphoria, mild stimulation, relaxation, lowered inhibitions; in higher doses, drowsiness, slurred speech, nausea, emotional volatility, loss of coordination, visual distortions, impaired memory, sexual dysfunction, loss of consciousness/increased risk of injuries, violence, fetal damage (in pregnant women); depression; neurologic deficits; hypertension; liver and heart disease; addiction; fatal overdose
Cannabinoids			
Marijuana	Blunt, dope, ganja, grass, herb, joint, bud, Mary Jane, pot, reefer, green, trees, smoke, sinsemilla, skunk, weed	V smoked, swallowed	Euphoria, relaxation, slowed reaction time, distorted sensory perception, impaired balance and coordination; increased heart rate and appetite; impaired learning, memory, anxiety, panic attacks; psychosis/schizophrenia; frequent respiratory infections; possible mental health decline; addiction
Hashish	Boon, gangster, hash, hash oil, hemp	V smoked, swallowed	
Opioids			
Heroin	Diacetylmorphine: smack, horse, brown sugar, dope, H, junk, skag, skunk, white horse, China white; cheese (with OTC cold medicine and antihistamine)	V injected, smoked, snorted	Euphoria; drowsiness; impaired coordination; dizziness; confusion; nausea; sedation; feeling of heaviness in the body; slowed or arrested breathing/constipation; endocarditis; hepatitis; HIV; addiction; fatal overdose
Opium	Laudanum, pumgaric: big O, black stuff, black gum, hop	I, II, III, V swallowed, smoked	
Stimulants			
Cocaine	Cocaine hydrochloride: blow, bump, C, candy, Charlie, coke, crack, flake, rock, snow, bud	V snorted, smoked, injected	Increased heart rate, blood pressure, body temperature, metabolism; feelings of exhilaration; increased energy; mental distress; tremors; reduced appetite; irritability; anxiety; panic; paranoia; violent behavior; psychosis/weight loss; traumatic cardiac or cardiovascular complications; stroke; seizures; addiction Also, for cocaine—nasal damage from snorting Also, for methamphetamine—severe dental problems
Amphetamine	Amphetamine, Dexedrine: bennies, black beauties, crosses, hearts, LA humanum, speed, truck drivers, uppers	V swallowed, snorted, smoked, injected	
Methamphetamine	Desoxy: meth, ice, crank, chalk, crystal, tire, glass, go fast, speed	V swallowed, snorted, smoked, injected	
Club Drugs			
MDMA (methylenedioxymethamphetamine)	Ecstasy, Adam, clarity, Eve, lover's speed, peace, uppers	V swallowed, snorted, injected	MDMA—mild hallucinogenic effects; increased tactile sensitivity; empathic feelings; lowered inhibitions; anxiety; chills; sweating; teeth clenching; muscle cramping/sleep disturbances; depression; impaired memory; hyperthermia; addiction Flunitrazepam—sedation; muscle relaxation; confusion; memory loss; dizziness; impaired coordination/addiction
Flunitrazepam**	Rohypnol: forget-me pill, Mexican Valium, R2, mach, Roche, roxies, rolnol, rope, rophies	N swallowed, snorted	
GHB**	Gamma-hydroxybutyrate: G, Georgia home boy, grievous bodily harm, liquid ecstasy, scap, scoop, goop, liquid X	V swallowed	GHB—drowsiness; nausea; headache; disorientation; loss of coordination; memory loss/unconsciousness; seizures; coma
Dissociative Drugs			
Ketamine	Ketalar SV: cat Valium, K, Special K, vitamin K	V injected, snorted, smoked	Feelings of being separate from one's body and environment; impaired motor function/anxiety; tremors; numbness; memory loss, nausea Also, for ketamine—analgesic; impaired memory; delirium; respiratory depression and arrest; death
PCP and analogs	Phencyclidine: angel dust, boat, hog, love boat, peace pill	I, V swallowed, smoked, injected	Also, for PCP and analogs—analgesic; psychotic; aggression; violence; slurred speech; loss of coordination; hallucinations
Salvia divinorum	Salvia, Shogun's Herb, Santa Pectora, magic mint, Sally-D	Not scheduled/chewed, swallowed, smoked	Also, for DMN—euphoria; slurred speech; confusion; dizziness; distorted visual perceptions
Desomethylorphan (DMN)	Found in some cough and cold medications: Robodropper, Robo, Triple C	Not scheduled/swallowed	
Hallucinogens			
LSO	Lysergic acid diethylamide: acid, blotter, cubes, microdot, yellow sunshine, blue heaven	V swallowed, absorbed through mouth tissues	Altered states of perception and feeling; hallucinations; nausea Also, for LSD and mescaline—increased body temperature, heart rate, blood pressure; loss of appetite; sweating; sleeplessness; numbness; dizziness; weakness; tremors; impulsive behavior; rapid shifts in emotion
Mescaline	Buttons, cactus, mesc, peyote	V swallowed, smoked	Also, for LSD—Flashbacks, Hallucinogen Persisting Perception Disorder
Psilocybin	Magic mushrooms, purple passion, shrooms, little smoke	V swallowed	Also, for psilocybin—nervousness; paranoia; panic
Other Compounds			
Anabolic steroids	Anadrol, Dianabol, Durabolin, Depo-Testosterone, Equipoise: roids, juke, gym candy, pumpers	V injected, swallowed, applied to skin	Steroid—no intoxication effects/hypertension; blood clotting and cholesterol changes; liver cysts; hostility and aggression; acne; in adolescents—premature stoppage of growth; in males—prostate cancer; reduced sperm production, shrinken testicles, breast enlargement; in females—menstrual irregularities, development of beard and other masculine characteristics
Inhalants	Solvents (paint thinners, gasoline, glue); gases (butane, propane, aerosol propellants, nitrous oxide); nitriles (acetyl, isobutyl, cyclohexyl): laughing gas, poppers, snappers, whippers	Not scheduled/inhaled through nose or mouth	Inhalants (varies by chemical)—stimulation; loss of inhibition; headache; nausea or vomiting; slurred speech; loss of motor coordination; wheezing/cramps; muscle weakness; depression; memory impairment; damage to cardiovascular and nervous systems; unconsciousness; sudden death

Emergency Evacuation

All employees are expected to be familiar with and to follow procedures outlined in the CSON Emergency Response Plan. In the case of an emergency or immediate or perceived threat toward the students and/or employees, or immediate or perceived threat toward any other person on the school premises, the employee is authorized to make an emergency call to 911. Instructors (including student instructors) and/or staff members should remain in the room with their students if they are notified of a possible emergency. As soon as is reasonably possible, the Administration should be notified of the threat.

Emergency Communication Guidelines

In the event of an emergency, CSON students, faculty and staff will be notified through the Mass Communication System, learning management system and/or email.

Emergency Evacuation

During an emergency evacuation, each instructor is responsible for the safe and orderly evacuation of his/her class. Instructors not in class should assist with any evacuation problems that may arise. It is the instructor's responsibility to prevent panic, control traffic, and provide calm leadership. The following guidelines should be observed

- Instructors should know the shortest route from the classroom to the nearest exit.
- When the need to evacuate the building arises, the class should be directed to move single file through the nearest exit and well beyond the building to an area of safety (parking lot outside of building).
- The instructor should be last to leave in order to check that all students are out of the classroom and to close the door.
- The instructor should take the class roster with him/her to take roll once everyone has been evacuated to account for all students.
- Never return to the building until instructed to do so by the appropriate authorities.

Emergency Codes

It is the policy of CSON to provide a safe and secure environment for our students, visitors and employees. Following is a list of emergency codes used by Covenant Health and designed for the CSON campus.

Code	Description	Call
FIRE	RACE: Rescue/Remove Alarm/Announce Confine/Contain Extinguish/Evacuate PASS: Pull Aim Squeeze Sweep See below for evacuation	911 or 44444 PULL FIRE ALARM
EVACUATION	Horizontal Evacuation: Go past the doors with the RED DOTS Vertical Evacuation: Called by Fire Marshall or Incident Commander. DO NOT USE ELEVATORS	44444
INFANT/CHILD/ADULT ABDUCTION	Primary Location: Provide PBX with information regarding the missing person Other areas: Control access and check your area	44444
SEVERE WEATHER	Severe Weather Warning, Tornado, or Winter Weather	Activated by local weather radio and TV
INTERNAL EVENT/UTILITY	Utility failure-Phone, Power, Water, Sewer-Refer to back side of this document for more information Internal Event-Internal 911 flood, chemical spill, etc.	44444 784-0904 if phones are out
EXTERNAL EVENT	Airplane crash, mass shooting, large chemical exposure, mass casualty event May have incoming casualties or may need decontamination, or need both	44444
DANGEROUS/VIOLENT SITUATION	Escalating situation which requires assistance from Security and/or CPI Trained Staff. No other staff to respond.	44444 or 50707
HOSTAGE SITUATION	OVERHEAD PAGE: SECURITY ALERT (Location), Avoid the area	911 44444 or 50707
BOMB THREAT	Report the receipt of a verbal or written Bomb Threat or if you find a suspicious package. Do not attempt to handle the package.	911 44444 or 50707
ACTIVE SHOOTER	Provide information about the situation. Evacuate or lockdown as appropriate.	911 and 44444

Code	Description	Call
LOCKDOWN	Limit access to and from hospital due to a security alert situation within the premises of the hospital or surrounding area.	44444 Activated by AOC
CODE BLUE	Cardiac/Respiratory Arrest	911 #8929 to Overhead Page Pull Nurse Cord
NON-PATIENT INJURY, FALL, MEDICAL	Individual is NOT an inpatient or outpatient that sustains an injury or fall or has a medical event. This person may be a volunteer, student, caregiver, contractor, visitor, vendor, etc.	Call AOC

Bomb Threat

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

Materials/Equipment

Homeland Security Bomb Threat Protocol Sheet



http://www.dhs.gov/xlibrary/assets/ocso-bomb_threat_samepage-brochure.pdf

Performed by: All CSON Faculty and Staff

Guidelines and defining framework

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

Process

Written Bomb Threat Procedure

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

Telephone Bomb Threat Procedure

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

Procedure used if you discover a bomb or suspicious item

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

In the event that a student is contacted about a bomb threat it is the policy of CSON that the student immediately contacts a faculty or staff to handle the situation as described in the above policy.

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

Developed and implemented: 06/24/2010 **Revised:** 2/2014; 12/2018; 5/2019

Blue (Basic Life Support)

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

Materials/Equipment:

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

Guidelines and Defining Framework:

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

Process

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

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

Personnel needed in a Basic Life Support (BLS) situation

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

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

Developed and implemented: 05/13/2010; **Revised:** 2/2014, 5/2019

Severe Weather-Tornado-Winter

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

Materials/Equipment:

Mass Communication System

Overhead Intercom System

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

Guidelines and defining framework

This plan is divided into three parts; SEVERE WEATHER Warning, SEVERE WEATHER Tornado, SEVERE WEATHER Winter Weather. SEVERE WEATHER Warning: This warning begins when the National Weather Service declares a Severe Thunderstorm **Warning** for the immediate area. This means atmospheric conditions are favorable for the formation of severe weather.

SEVERE WEATHER Tornado: This warning begins when the National Weather Service declares a "Tornado **Warning**" when there has been a Tornado spotted within 10 miles of the hospital.

SEVERE WEATHER winter weather: winter weather warning

Process:

SEVERE WEATHER Warning or Tornado:

Be aware of the weather conditions

Close curtains or blinds to any windows

Notify faculty/staff over PA system of worsening weather and safe areas and be prepared to move to a safe area with no windows and with interior walls.

When the National Weather Service declares a severe weather tornado and the cloud is within 10 miles of the facility proceeding in the general direction of the facility, all students/visitors, faculty and staff should proceed to a small room or closet with no windows and interior walls. Take any necessary information to safe area (student attendance rosters, etc)

Inform all personnel to take cover. The School of Radiography has designated Safe Areas identified with signs on outside of entrances.

SEVERE WINTER WEATHER

In the event of inclement weather, CSON will follow Lubbock Independent School District policies (LISD).

- If LISD delays school or converts to asynchronous learning on a theory day, CSON will delay theory classes for the same amount of time as LISD. CSON works off an 0830 – start time. A specific delayed start time will not be stated in mass communications. Students will receive communication from module faculty regarding their specific start time.

- If LISD cancels school or converts to asynchronous learning on a CSON theory day, each instructional module will decide how and when the theory content will be made up. Options may include but are not limited to, virtual/asynchronous learning or the use of designated weather make-up days. Live TEAMS classes should be used for instruction or debrief as needed and can last no more than one hour. Students will not be penalized if unable to attend TEAMS meetings when school is cancelled.
- If LISD delays, cancels school, or converts to asynchronous learning on a CSON clinical days, students may be provided asynchronous Texas Board of Nursing/other accrediting body approved simulated clinical activities for that day. Clinical days may be replaced with asynchronous learning for up to 25% of the total clinical days scheduled per module in the event of school cancellation/delay related to weather before replacement bedside hours are required. If clinical absence due to cancellation/delay exceeds 25% of total scheduled clinical days per module faculty must utilize the weather day or other available days to schedule replacement bedside clinical hours. If a clinical day is replaced with asynchronous learning, a weather make-up day cannot also be scheduled. Live TEAMS classes should be used for instruction or debrief as needed and can last no more than one hour. Students will not be penalized if unable to attend TEAMS meetings when school is cancelled.
- If LISD delays school on a CSON clinical days each instructional module will decide when and if clinical will be held.
- If LISD delays school on a CSON SIM day, simulation activities will begin on a delayed schedule to be communicated by the instructional module. SIM activities should not be scheduled to extend past 1700 unless originally scheduled as such.
- If LISD dismisses school due to inclement weather after CSON staff and students have arrived in any setting (theory, clinical, or SIM), CSON will dismiss school accordingly.
- The student can determine LISD weather protocol by watching the news the day before or the day of inclement weather. The Dean/Director or Student Services Coordinator will notify instructors and students of the delay or cancellation of classes via the Mass communication system, Everbridge. The course facilitators of each Instructional Module will also notify students of the procedure to follow for course requirements via the learning management system (LMS).

Weather monitoring and preparation:

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

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

Reviewed/Revised: 5/13/10; 2/2014, 2/2016, 5/2019; 1/2024

Hostage Situation

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

Materials/Equipment:

Mass Communication System

Guidelines and defining framework

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

Process

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

Administration

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

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

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

Public Relations

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

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

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

Developed and implemented: 06/24/2010; **Revised:** 2/2014; 1/2019

Dangerous/Violent Situation

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

Mass Communication System

Guidelines and Defining Framework

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

Process

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

Riot

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

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

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

Developed and implemented: 06/2/2010

Revised: 2/2014; 5/2019

Active Shooter

It is the policy of CSON to provide a safe and secure environment for students, visitors, faculty and staff. In the event that an active shooter threatens the facility, this policy seeks to provide guidance for effective response.

Guidelines and Defining Framework:

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

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

Process

1. The first person to identify an active shooter situation:
 - a. Should call 911 and provide the operator with as much information as safely and time may allow. The operator may ask you to stay on the line to facilitate ongoing situational awareness and critical intelligence for first responders.
 - b. Should call the Student Services Coordinator (725-8936) who will notify the Business Office Coordinator.
 - c. Evacuate students, faculty and staff only if directed to do so by security.
2. The Business Office Coordinator (or designated person) upon notification will:
 - a. Announce over the intercom system "Silver (and the location)" three times.
 - b. The Student Services Coordinator will send message via mass communication system.
 - c. Call LCU Security Department @ 806- 928-6803. Give all available information to Security Officers.
 - d. Upon notification of a shooter situation, the Dean should be notified immediately, who then should notify the Chief Nursing Officer and President/CEO.
3. The first Security Officer to arrive on the scene will:
 - a. Assess the situation
 - b. Report to the LCU dispatcher the following information to relay to the Lubbock Police Department at 911:
 - i. Number of shooters
 - ii. Number of victims
 - iii. Exact location of the shooter
 - iv. Type and number of weapons possibly in the possession of the shooter
4. If an active shooter enters your building, office, or meeting room, you should:
 - a. Try to remain calm. Try not to do anything that will provoke the active shooter.
 - b. Remember the 3 D's.
 - i. Distance yourself or evacuate if there is a safe path.
 - a. Remain calm.
 - b. Warn other students, faculty or visitors to take immediate shelter.

- c. Go to a room that can be locked or barricaded.
 - d. Lock and barricade doors.
 - e. Turn off lights.
 - f. Turn off radios or other devices that emit sound.
 - g. Keep yourself out of sight and take adequate cover/protection (i.e. tables, chairs, filing cabinets).
 - h. Silence cell phones.
 - i. Have one person call 911 and state "Covenant School of Nursing (give your exact location), we have an active shooter in the school, gunshots fired".
 - ii. Deny the shooter access:
 - 1. lock the door(s)
 - 2. barricade the room
 - iii. Defend yourself: If there is no possibility of escaping or hiding, only as a last resort when your life is in imminent danger should you make a personal choice to attempt to negotiate with or overpower the shooter.
 - d. If the active shooter(s) leaves the area, barricade the room or go to a safer location.
5. At a location distant from the active shooter, such as in a different classroom; or you are not able to leave the area safely:
- a. Remain calm.
 - b. Warn other students, faculty or visitors to take immediate shelter.
 - c. Go to a room that can be locked or barricaded.
 - d. Lock and barricade doors.
 - e. Turn off lights.
 - f. Turn off radios or other devices that emit sound.
 - g. Keep yourself out of sight and take adequate cover/protection (i.e. tables, chairs, filing cabinets).
 - h. Silence cell phones.
 - i. Have one person call 911 and state "Covenant School of Nursing (give your exact location), we have an active shooter in the school, gunshots fired".
6. If you are in an outside area and encounter an active shooter, you should:
- a. Try to remain calm.
 - b. Move away from the active shooter or the sound of gunshot(s) and/or explosives.
 - c. Look for appropriate locations for cover/protection (i.e. brick walls, retaining walls, parked vehicles, etc.). Avoid crossing in large open areas.
 - d. Call 911 and provide the information listed above.
7. What should I expect from responding officers?
- a. Immediately engage or contain the active shooter(s) in order to stop the killing.
 - b. Identify threats such as improvised explosive devices.

- c. Identify victims to facilitate medical care, interviews and counseling.
 - d. Investigate.
- 8. Police officers responding to an active shooter are trained to proceed immediately to the area in which shots were last heard in order to stop the shooting as quickly as possible. The first responding officers may be in teams. They may be dressed in normal patrol uniforms, or they may be wearing external ballistic vests and Kevlar helmets or other tactical gear. The officers may be armed with rifles, shotguns and handguns.
- 9. Do exactly as the team of officers instruct. The first responding officers will be focused on stopping the active shooter and creating a safe environment for medical assistance to be brought in to aid the injured.
- 10. How to react when the police arrive at your location:
 - a. Remain calm and follow officers' instructions.
 - b. Put down any items in your hands (i.e. bags, jackets, books).
 - c. Immediately raise hands and spread fingers.
 - d. Keep hands visible at all times.
 - e. Avoid making quick movements toward officers such as attempting to hold on to them for safety.
 - f. Avoid pointing, screaming and/or yelling.
 - g. Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the area.
- 11. When the police arrive, the following information should be available:
 - a. Number of shooters.
 - b. Number of individual victims and any hostages.
 - c. The type of problem causing the situation.
 - d. Type and number of weapons possibly in the possession of the shooter.
 - e. All necessary individuals still in the area.
 - f. Identity and description of participants, if possible.
 - g. Keys to all involved areas as well as floor plans.
 - h. Locations and phone numbers in the affected area.
- 12. A Command Center (CC) will be developed following the Disaster Response Plan protocol.
- 13. Available staff and faculty will supply the Command Center (CC) with a list of students and faculty and staff known to be in the area of the incident.
- 14. A media center will be established in a designated location. All family members involved in the incident will be sent to an area; located away from the public and media.
- 15. The Command Center will:
 - a. Establish a medical response team ready to support casualty operations.
 - b. Provide floor plans of the hostage area for use by the Lubbock Police Department (LPD).
 - c. Plan for a situation that may take several hours to resolve. While the violence may be over quickly, there may be an extensive crime scene over a wide area.
- 16. The LCU Security Department will:
 - a. Have a Security Officer meet responding police and escort them to the incident and CC.
 - b. Assign additional staff to control access to the area as directed by the police.
 - c. Identify witnesses. Separate them from one another and escort them to a separated room to wait police interview.

- d. When LPD arrives, they assume jurisdictions over the event. Security officers will follow all reasonable directions by Law Enforcement, even when asked to leave the area.
17. Campus staff, faculty, students and visitors will be kept away from the area until the situation is fully resolved. Once LPD announces resolution of the situation, the CC will notify the Dean to announce "All Clear".
18. The Student Services Coordinator will announce "Security Alert All Clear" Three times over the intercom/mass communication system.

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

Developed and implemented: 8/2012

Reviewed and Revised: 2/2013; 2/2014; 1/2019; 11/2021

Lockdown

It is the policy of CSON to provide a safe and secure environment for students, visitors, faculty and staff. In the event that a lockdown is issued for the LCU campus, this policy seeks to provide guidance for effective response.

Definitions:

Hard lockdown – a lockdown which means to lock your door(s), turn out the lights, silence phones, keep out of sight, wait for an "all clear" announcement

Soft lockdown – a lockdown which means to lock your door(s), continue business as usual

Process

1. Once an alert has been issued from LCU alert, the Business Office Coordinator should announce over the phone intercom system to the offices that we are in a lockdown and specify whether it is a hard or soft lockdown; the Administrative Assistant should announce over the phone intercom system to the classrooms that we are in a lockdown and specify whether it is a hard or soft lockdown.
2. The Student Services Coordinator should send a message through Mass Communication System that states we are in a lockdown and specify whether it is a hard or soft lockdown. Students and faculty/staff should confirm their receipt of the message if safe to do so.
3. If the lockdown is a hard lockdown: Stay where you are unless you are out in the open (atrium, hallways, etc.). Lock and barricade doors, turn off lights, turn off radios or other devices that emit sound, silence cell phones, keep yourself out of sight and take adequate cover/protection (i.e. tables, chairs, filing cabinets).
4. If the lockdown is a soft lockdown: Lock the doors, remain alert, carry out business as usual.
5. Once the situation is resolved or LCU Chief of Police determines it is safe to clear the lockdown, a message will be sent through LCU alert and Covenant Everbridge informing students, faculty and staff that the alert is all clear.

Reference(s): LCU Emergency procedures poster

Developed and implemented: 11/2021

Emergency Notification System Everbridge

In the event that a situation arises, either on or off campus, that, in the judgment of the CSON Dean/Director, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued to students, faculty and staff through Everbridge, the mass communication system.

Definitions

- **Confirmation** means that an institution official has verified that a legitimate emergency or dangerous situation exists; Confirmation doesn’t necessarily mean that all of the pertinent details are known or even available.
- **Test**- regularly scheduled drills, exercises, and appropriate follow-through activities, designed for assessment and evaluation of emergency plans and capabilities.

Process:

Setting up Members on Mass Communication System (Everbridge)

- The Student Services Coordinator will collect student, faculty and staff contact information.
- The Student Services Coordinator will enter information into mass communication system.
- The message will be sent through the mass communication system via text initially; if the person does not respond to the text, a phone call will be made until the person answers and acknowledges they have received the message

Testing Mass Communication System

- The Student Services Coordinator will coordinate times to test the mass communication system twice a year. A log will be kept by the CSON Student Services Coordinator.
- Any student, faculty or staff member that does not receive the message during testing time must notify the Student Services Coordinator to investigate and resolve the issue.
- Documentation of the event must include:
 - A description of the testing event
 - The date the test was held
 - The time the test started and ended
 - Whether the test was announced or unannounced
- Student Services Coordinator must keep documentation/records of all tests for 7 years.

Implementing Timely Warning

- The CSON Dean/Director or designated person will make the decision regarding issuance of Timely Warning. The CSON Dean/Director will take into account the safety of the campus community, determine what information to release about the situation, and begin the notification process.
 - The Student Services Coordinator will issue the delay or cancelation of classes only. Any other information a particular course needs communicated to their students will be done by the course facilitator via the LMS.
- Because the intent of the warning is to enable members of the campus community to protect themselves, the warning should include all information that would promote safety. A warning should be issued as soon as the pertinent information is available.

Reference(s): Jeanne Clery Act of 1990

Implemented and Revised: 2/2014, 5/2019

Fire Prevention and Security

Fire Prevention

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

Smoking is only allowed outside in designated areas; 20 feet from any entrance. This also includes the use of any electronic smoking devices.

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

RACE procedure

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

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

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

7Storage of Flammable Liquids

Metal containers and/or safety cans equipped with flame arresters and spring actuated caps should be used for the storage and handling of all flammable liquids with a flashpoint of less than 100 degrees F.

Fire

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

Mass Communication System

Fire Drill Form

Fire Prevention

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

Smoking is strictly prohibited on the LCU campus and is allowed outside in designated areas at least 20 feet from an entrance at Covenant Medical Center and Covenant Children's Hospital. This also includes the use of any electronic smoking devices.

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

RACE procedure

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

Fire Extinguisher Use:

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

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

Evacuation on School Campus

- Evacuate to designated evacuation area (the park area outside of the building)
- Instructors should take class roster with them during an evacuation. Once students are evacuated from the building, each instructor should take roll of all students.
- Once roll is completed, the list of students should be given to the designated Safety Officer in charge to make sure all students are accounted for.

Fire Drills

- Fire drills are to occur once a year

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


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

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

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

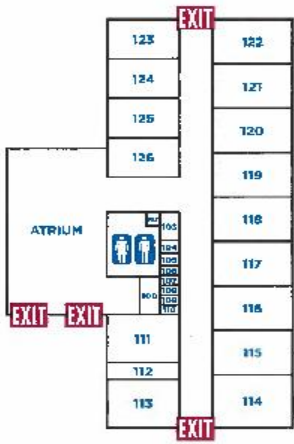
LCU Classroom Map

Fire Escape Route



EMERGENCY PROCEDURES

TALKINGTON CENTER FOR NURSING EXCELLENCE - 1919 FRANKFORD



Map showing room numbers (111-126) and exits. The map includes a central vertical corridor with rooms on both sides. Rooms 123-126 are on the left, and rooms 111-114 are on the right. Rooms 122-121, 120, 119, 118, 117, 116, 115, and 114 are on the right side of the corridor. Rooms 109, 108, 107, 106, 105, 104, 103, 102, 101, and 100 are on the left side of the corridor. The ATRIUM is located to the left of the corridor. Exits are marked with red 'EXIT' signs. Restroom symbols are located in the central corridor between rooms 109 and 111.

TORNADO/SEVERE WEATHER

Go to an interior area of a restroom.

Remain there until further instructions from LCU Public Safety.

FIRE EVACUATION

Primary evacuation is to nearest external exit.


MEETING POINT

West TCNE Parking Lot

FOR EMERGENCY DIAL
911

For the most up to date
emergency information go to
LCU.edu

Updated 10-5-16

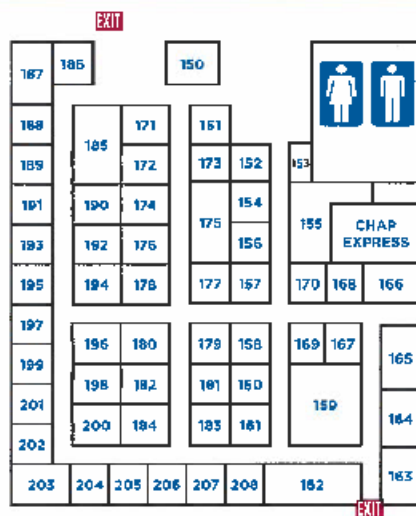
Following any 911 call, notify
 **PUBLIC SAFETY**
806.928.6803

CSON Office Area



EMERGENCY PROCEDURES

TALKINGTON CENTER FOR NURSING EXCELLENCE - 1919 FRANKFORD



TORNADO/SEVERE WEATHER

Go to an interior area of a restroom.

Remain there until further instructions from LCU Public Safety.

FIRE EVACUATION

Primary evacuation is to nearest external exit.

MEETING POINT

West TCNE Parking Lot

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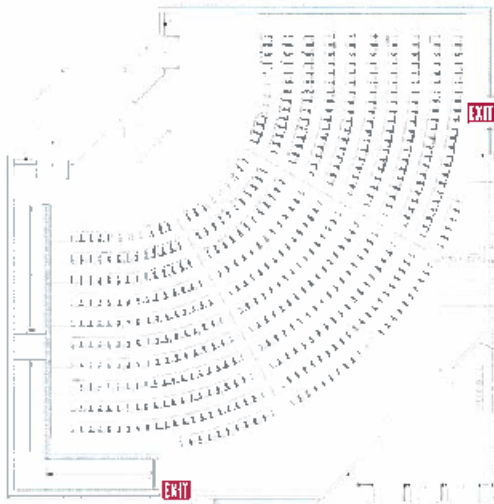
LCU PUBLIC SAFETY
806.928.6803

LCU Auditorium



EMERGENCY PROCEDURES

TALKINGTON CENTER FOR NURSING EXCELLENCE - 1919 FRANKFORD



TORNADO/SEVERE WEATHER

Go to an interior area of a restroom.

Remain there until further instructions from
LCU Public Safety.

FIRE EVACUATION

Primary evacuation is to nearest external exit.

MEETING POINT

West TCNE Parking Lot

FOR EMERGENCY DIAL

911

For the most up to date
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LCU.edu

Updated 10-5-16


Following any 911 call, notify




**PUBLIC
SAFETY**

806.928.6803

LCU Emergency Procedures




EMERGENCY PROCEDURES



BOMB THREAT

- Remain calm
- If a telephone threat is received, write down every word
- Check the caller ID for a number of the caller
- Pay attention to voice quality and background noises & note any unusual or identifying characteristics of the caller
- Keep the caller on the line and discretely ask someone else to call 911 with the information
- Document on bomb threat worksheet




MINOR FIRES

- If the fire is controllable, direct the extinguisher toward the base of the flame and sweep side to side
- If there is any doubt pull the fire alarm and call 911

MAJOR FIRES

- Evacuate the building
- Pull the fire alarm
- Evacuate the building
- Call 911 as soon as possible




ACTIVE SHOOTER

- Call 911 as soon possible

Remember the 3 D's:

- **DISTANCE** yourself or evacuate if there is a safe path
- Lock and barricade the door to **DENY** shooter's access
- **DEFEND** yourself using any means necessary




SOFT LOCKDOWN

- Secure exit doors & remain inside
- Have staff monitor doors
- Increase awareness & conduct business as usual

HARD LOCKDOWN

- Lock doors if possible/if not barricade with tables & chairs
- Close curtains & blinds
- Stay away from windows & doors
- Stay low & quiet
- Silence cell phones
- Do not open till all clear



TORNADO WATCH

- Be mindful of weather
- Be aware of options
- Be ready to move

TORNADO WARNING

- Go to the ground floor
- Go to an interior area (Like an office or bathroom free of windows)
- Go now! Don't wait

FOR EMERGENCY DIAL


911

For the most up to date emergency information go to

LCU.edu

Updated 12-7-15

Following any 911 call, notify



PUBLIC SAFETY

806.928.6803

General Emergency Procedures

Who to Contact

All employees are expected to be familiar with and to follow procedures outlined in the CSON Emergency Response Plan. In the case of an emergency or immediate or perceived threat toward the students and/or employees, or immediate or perceived threat toward any other person on the school premises, the employee is authorized to make an emergency call to 911. Instructors (including student instructors) and/or staff members should remain in the room with their students if they are notified of a possible emergency. As soon as is reasonably possible, the Administration should be notified of the threat.

Medical Attention

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

Personal Responsibility for Safety

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

Individual Responsibility

Follow the approved practices and procedures or standards which apply, on any work you perform for the school.

Use only the appropriate protective equipment and devices. Use such equipment or devices whenever the hazard justifies their use or when so instructed by your supervisor.

It is the responsibility of everyone to make frequent inspections of tools and other equipment used to make sure such tools and equipment are in good physical condition.

Report to your Supervisor/Instructor any condition which might injure any person or damage any property. The hazard should also be pointed out to others exposed to it in order to correct or avoid it before an accident occurs.

Any injury which occurs at school, no matter how slight, or any accident that causes damage to property shall be reported immediately to the School Dean/Director. All injuries and accidents should be reported to the Supervisor/Instructor by the end of the day.

If anyone observes another who is about to endanger themselves, another person, or property while at the School, they should intervene immediately in such a way as to not endanger themselves.

Alcoholic beverages are not allowed on the School property and use of such is prohibited. No one is to report for work or class evidencing any effects of alcoholic consumption.

Controlled substances, such as marijuana and cocaine, are illegal by state and federal law. Their use and possession are prohibited on school property.

Accident Investigation and Reporting

Anyone who suffers an injury during school shall promptly report such injury to the Supervisor/Instructor no later than end of the period on the day in which the injury occurred.

Every accident shall be investigated to determine the cause and the steps needed to prevent a recurrence. It shall be the responsibility of the Supervisor/Instructor to obtain the complete and detailed facts of the accident as soon as possible after it occurs and to see that the required reports are made to the Administration. All incidents shall be reported through the incident reporting system for tracking. Students should be sent to Employee Health for evaluation.

Firearms

Firearms, ammunition, explosives or other weapons are prohibited on the school property. Exceptions to this policy are limited to the following instances:

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

Good Housekeeping

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

Immunizations

IMPORTANT NOTICE TO APPLICANTS: Please be aware that all of our students are required to have completed the HEP B series before the start of school. If you have not yet begun to receive this series, or if you will not have it completed before classes begin, you will not be eligible for admission.

Required immunizations include

- Tetanus booster (td or Tdap vaccination) within the past 10 years;
- Two measles, mumps, and rubella (MMR) immunizations, or titers proving immunity;
- Hepatitis B (HBV) immunization series completed, or titers proving immunity.
- Lab results showing immunity to varicella (chickenpox) or vaccination series (two doses required);
- Bacterial Meningitis- for those who are 22 years old or younger;
- One Mantoux Tuberculin Skin Test (TST) within the past year or immediately prior to program enrollment.
- Annual flu shot required.

Immunization Exemption Policy

No form of immunization is required for a person's admission to an institution of higher education if the person applying for admission meets the following conditions:

- submits to the admitting official:

- an affidavit or a certificate signed by a physician who is duly registered and licensed to practice medicine within the United States in which it is stated that, in the physician's opinion, the immunization required poses a significant risk to the health and well-being of the applicant or any member of the applicant's family or household; or
 - an affidavit signed by the applicant stating that the applicant declines immunization for reasons of conscience, including a religious belief;
- is a member of the armed forces of the United States and is on active duty.

An affidavit submitted to the Admissions Officer must be on an Immunization Exemption Affidavit Form requested at <https://webds.dshs.state.tx.us/immco/> and must be submitted no later than the 90th day after the date the affidavit is notarized.

The exception does not apply in a time of emergency or epidemic declared by the commissioner of public health.

Immunization Exemption Affidavit Form 161.0041

<https://webds.dshs.state.tx.us/immco/>

Inclement Weather

To ensure health and well-being for students, faculty and staff of CSON when inclement weather occurs.

Students, faculty and staff are expected to arrive on time and be prepared for class or clinicals according to semester schedules. If inclement weather occurs, the following will go into effect. Inclement weather refers to any weather that could be harmful to student travel. Examples include but are not limited to ice, snow, or floods.

In the event of inclement weather, CSON will follow Lubbock Independent School District policies (LISD).

- If LISD delays school or converts to asynchronous learning on a theory day, CSON will delay theory classes for the same amount of time as LISD. CSON works off an 0830 – start time. A specific delayed start time will not be stated in mass communications. Students will receive communication from module faculty regarding their specific start time.
- If LISD cancels school or converts to asynchronous learning on a CSON theory day, each instructional module will decide how and when the theory content will be made up. Options may include but are not limited to, virtual/asynchronous learning or the use of designated weather make-up days. Live TEAMS classes should be used for instruction or debrief as needed and can last no more than one hour. Students will not be penalized if unable to attend TEAMS meetings when school is cancelled.
- If LISD delays, cancels school, or converts to asynchronous learning on a CSON clinical days, students may be provided asynchronous Texas Board of Nursing/other accrediting body approved simulated clinical activities for that day. Clinical days may be replaced with asynchronous learning for up to 25% of the total clinical days scheduled per module in the event of school cancellation/delay related to weather before replacement bedside hours are required. If clinical absence due to cancellation/delay exceeds 25% of total scheduled clinical days per module faculty must utilize the weather day or other available days to schedule replacement bedside clinical hours. If a clinical day is replaced with asynchronous learning, a weather make-up day cannot also be scheduled. Live TEAMS classes should be used for instruction or debrief as needed and can last no more than one hour. Students will not be penalized if unable to attend TEAMS meetings when school is cancelled.
- If LISD delays school on a CSON clinical days each instructional module will decide when and if clinical will be held.
- If LISD delays school on a CSON SIM day, simulation activities will begin on a delayed schedule to be communicated by the instructional module. SIM activities should not be scheduled to extend past 1700 unless originally scheduled as such.
- If LISD dismisses school due to inclement weather after CSON staff and students have arrived in any setting (theory, clinical, or SIM), CSON will dismiss school accordingly.
- The student can determine LISD weather protocol by watching the news

the day before or the day of inclement weather. The Dean/Director or Student Services Coordinator will notify instructors and students of the delay or cancelation of classes via the Mass communication system, Everbridge. The course facilitators of each Instructional Module will also notify students of the procedure to follow for course requirements via the learning management system (LMS).

Addendum for the IM8 and LVN-RN students

The IM8 and the LVN-RN students' must complete their clinical hours face-to-face to meet the objectives of the course and to ensure that the students can function as a RN when they complete IM8 and the LVN-RN 1301 course.

- If roads are bad in AM but clear up for the afternoon or night clinicals, allow the students to attend their scheduled clinical.
- If a student lives in another town, is doing clinicals there and the roads are good in that town, allow the student to attend their clinicals.
- Policy will apply to the weekends as well because LISD will not cancel or postpone school.
- If a student feels safe to drive and attend clinicals, allow them to go. If the student does not feel safe to drive to clinicals, then they do not go.

Tornado

If (in the judgment of the Dean/Director or administrator in charge) the threat of impending danger warrants it, the following actions may be taken:

- Dismissal of all classes and assembly of students and employees into interior hallways/classrooms and away from glass windows, doors and partitions.
- Everyone should remain in these "safe areas" until in the opinion of the Dean/Director the threat of danger is passed.
- If the tornado or destructive wind strikes the building, everyone should sit on the floor, with backs against the wall, their heads between their knees, and their hands clasped over the backs of their heads until all danger is past.

Flooding

Because of the location of the School, buildings at CSON are not likely to flood. However, during periods of flooding, the Dean/Director will remain in contact with appropriate authorities and will keep both students and employees advised of local road conditions.

Ice and Snow

In the event that ice and/or snow threaten to make highway travel hazardous, the Dean/Director may dismiss classes to allow commuters to return home safely.

Closing the School as the Result of Severe Weather

Only the Dean/Director has the authority to close the School. When this action is taken, the Student Services Coordinator will notify the students, faculty and staff via the mass communication system

Self-Determination Policy

No student will attempt to attend class and no employee will report to work if, by their opinion or by the warning of law enforcement officials, travel conditions in their area are unsafe (or if other circumstances would place their lives/health in jeopardy). Absences are given to accommodate for situations like these.

Reference(s): Lubbock Independent School District

Implemented: January 6, 2006 **Reviewed and Revised:** January 2010, 2/2014, 5/2019, 3/2021; 1/2024

Illness

To ensure health and well-being for students, faculty and staff. Students, faculty and staff are expected to arrive on time and be prepared for class according to instructional module schedules.

Process:

- Students, faculty and staff will be reminded to be familiar with the Emergency Preparedness Plan: Illness
- All classrooms, computer labs, clinical labs and student lounges must have at least one of the following: wall hand sanitizers, Kleenex boxes, disposable wipes, and any other items deemed necessary to keep the environment clean.
- All heavy traffic areas will be cleaned daily with disinfectants by environmental services. Examples of heavy traffic areas include but are not limited to: door handles, all classroom and restroom doors, all student tables and chairs, student lounges, computer labs, restrooms etc.
- CSON will not be closed unless directed by the City or State Health Department or by Covenant Health. In the event that CSON is closed, alternative methods of delivery for lectures must be provided to the students with content information via Student Learning Management System. Students will still be held accountable for theory content and exams will be scheduled online for those students who have been diagnosed with a contagious illness but are feeling well enough to participate. Clinical attendance will be evaluated and determined by CH and Dean at the time of the occurrence.
- All Students, Faculty and Staff are encouraged to receive flu and other immunizations when available or go to Employee Health to sign exempt form.
- If exempt form is signed, a face mask must be worn within 6 feet of any patient contact. (Refer to COVID-19 policy).

If a Student is Ill

- The student must take an absence to prevent spreading of any illness. The Attendance Policy will be applied to any absence. The student must call their Advisor/Instructor to inform them of their absence and if they have been diagnosed with the flu or COVID-19 (See COVID-19 policy). The Advisor/Instructor will inform the Student Services Coordinator of the student's name and diagnosis. The Student Services Coordinator will keep a tracking record of all students diagnosed with the flu.
- A student who is ill will not be allowed to return to classes/clinicals until they are fever free (less than 100 degrees F) for 24 hours without the use of fever reducing medications.
- If a student attending class/clinicals appears to be ill, the instructor has the right to take the student's temperature. If the student has a fever greater than 100 degrees, they will be sent home and advised to see their physician.

During Designated Contagious Illness Season

- Signs will be hung in classrooms regarding Contagious Illness prevention and proper hand washing techniques.

- A reminder of the illness policy will be sent out to students, faculty and staff.
- All students, faculty and staff are required to either receive the flu and other immunizations when available or go to Employee Health to sign an exemption form.
- If an exemption form is signed, a face mask must be worn within 6 feet of any patient contact during the Contagious Illness season.

***The student is responsible for having a back-up plan for any sick family members. CSON will not give an absence without academic penalty for anyone who misses classes/clinical for sick family members. The student will be held to the current attendance policy.**

Medical Release

- A student who has a surgical procedure or hospitalization while they are enrolled in CSON must get a medical release from their physician stating when the student is allowed to return to school and what restrictions if any are required.
- If the restrictions will not allow the student to attend their class and/or clinical assignments safely, the student must take a leave of absence.
- A copy of the medical release will be placed in the student's file.

For further questions about the flu, please contact your Advisor/Facilitator of your instructional module or refer to the following websites:

Reference(s):

<http://www.pandemicflu.gov>

<http://www.cdc.gov/h1n1flu/guidance/exclusion.htm>

Reviewed and Revised: January 2010; 7/2011; 2/2014; 2/2017, 5/2019, 7/2020, 7/2021

Covid-19

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

Process

Students must understand while in a clinical setting caring for patients, they are exposed to many diseases and could potentially become exposed themselves. Students are expected to follow all safety protocols established by the clinical facility to maintain safety for themselves, patients, visitors, and other healthcare providers. If a student does not follow the protocols established by the healthcare facility, they are putting themselves and others at risk. If a student becomes positive with Covid-19, is exposed to a positive Covid-19 person, or is having symptoms of Covid-19 they must follow the steps below:

General

- All students will follow Covenant Health protocols in dealing with Covid-19 exposures, positive testing results or showing symptoms. This policy is subject to change in accordance with Covenant Health's policy changes.
- If Covenant Health's policies and protocols for caregivers and Covid-19 are updated, this policy is subject to immediate change and will be communicated with the students via LMS.
- Prior to admission, all students must either (i) receive the first dose of a one (Johnson & Johnson) or two-dose (Pfizer and Moderna) vaccine regimen, or (ii) sign and submit a declination form. Documentation will be submitted to Kerri Hamilton, CSON Administrative Secretary.
- Booster requirements are currently pending and an addendum will be completed once announced by Covenant Health System.
-

Displaying SYMPTOMS of Covid-19

Any student who has symptoms of Covid-19 is required to notify their current faculty immediately.

- Symptoms may include but **are not limited to**:
 - Cough, sneezing, nasal congestion, headache, fever, loss of smell, and altered taste
- Students will be contacted by Leadership of CSON and will be notified of next steps.
- If symptomatic, no student will be allowed to attend class, clinical or labs while waiting for results of testing

EXPOSURE to Covid-19

Any student who is exposed to a positive Covid-19 person is required to notify their current faculty immediately.

- Exposures are considered situations in which **ALL** of the following criteria are met:
 - In the presence of a Covid-19 positive individual
 - Within a distance of six feet
 - Maskless
 - For a cumulative time of fifteen minutes or greater
- Students who have been identified as exposed to a Covid-19 positive individual may continue to attend class but **must mask at all times in the presence of others**
- Students must complete an at-home Covid-19 test on days 3 and 5
- If negative, may continue to attend CSON activities while masked
- If positive, must follow guidelines for POSITIVE cases of Covid-19

COHABITATING with an individual positive for Covid 19:

Any student who lives with an individual who has tested positive for Covid-19 is required to notify their current faculty immediately.

- The student will be required to isolate from the Covid positive individual within the household as best they can.
- The student may attend classes and clinical while monitoring for symptom development.
- The student must wear a surgical mask (if fully vaccinated) or N-95 mask (if unvaccinated) for 14 days from the last date of exposure within the household

POSITIVE cases of Covid-19

Any student who has tested positive for Covid-19 is required to notify their current faculty and CSON Leadership immediately.

- The student must send a picture of the positive Covid-19 test OR a copy of positive Covid-19 lab results to CSON Leadership.
- The student will be sent a link to self-report positive Covid-19 status to Caregiver Health
- Students positive for Covid may not attend classes, take exams, or attend clinical for 5 days from the onset of symptoms.
- If, after five days, the student's symptoms have improved significantly AND the student is fever-free for 24 hours with no fever-reducing medication, the student may return to all CSON activities. The student must wear an N-95 mask during all activities for 10 days from the onset of symptoms.
- The student will be expected to refer to the Attendance Policy regarding any exams missed during quarantine.
- CSON will do everything that can reasonably be done within an 8-week module to assist students to meet the expectations of the instructional module.
- There may be some circumstances in which the student cannot meet the expectations before the next instructional module begins. In these cases, CSON will work with the student to readmit them in the next available instructional module as soon as possible.
- If a student is too sick to return to classes, the student may take a Medical LOA or withdraw from classes until the student can return safely.

- Leadership of CSON will monitor any students who are testing for Covid-19, are positive for Covid-19 or are quarantined for Covid-19. It is the student's responsibility to ensure communication is timely and honest for accurate monitoring.

Reference(s): Covenant Health Covid-19 Protocols

Reviewed/Revised: 07/2020; 8/2023; 10/2023

Parking

To define designated parking areas for students in all learning environments in order to ensure patients, visitors, employees, volunteers, and physicians visiting or working at Covenant Health, Lubbock have adequate and convenient accessibility to parking.

Process

Designated parking spaces are located on the north and west sides of the school campus. Spaces marked Staff are PROHIBITED for student parking.

During clinical coursework, students are regulated by the policies governing Covenant Health Employees as cited below – with the following exceptions – where disciplinary action is mentioned in reference to violations for the COVHS “campuses,” the student will be subject to disciplinary actions as determined within administration at the school for violations of parking policies of the Health System as cited below. References to employees include students as well.

Covenant School of Nursing (CSON)
1919 Frankford Ave.
Lubbock, Tx. 79407.

Non-campus locations include:

- Lubbock Specialty Hospital
3815 20th Street, Lubbock, Texas 79410
- Covenant Southwest Medical Park
9812 Slide Road, Lubbock, Texas 79424
- Covenant Health Plus
7601 Quaker Avenue, Lubbock, Texas 79424
- Covenant Medical Group Urgent Care
1910 Quaker Avenue, Lubbock, Texas 79410

Requirements

- All employees/staff members/physicians/volunteers / students can locate a copy of the Parking & Traffic Regulations at the hospital campus, on the CSON LMS or student handbook.
- Employees/students/staff members/physicians/volunteer must park only in designated CH parking lots/garages.
- Parking Permit for paid parking at the CMC or CHC campuses may be obtained from a Parking Services representative at the Parking Services Office on the CMC campus.
- To register a vehicle(s) and obtain a parking permit for the LCU campus, the student must provide all information required on the LCU Parking Vehicle Registration form.
- Any change in vehicle ownership for which a parking permit has been issued, requires the employee to notify Parking Services.
- Restricted parking: Under no circumstances are employees / students / staff / members / physicians / volunteers to park in areas designated as: No Parking, Handicapped Parking, Emergency Parking, or Patient / Visitor Parking.
- However, an employee / student / staff member / physician / volunteer having a medical condition that requires a special parking assignment may present physician orders stating special requirements and the length of time such assignment is required.

Violations

Abuse of parking privileges and / or failure to comply with Parking & Traffic Regulations could result in corrective action.

- First ticket – supervisor communicates with employee/student regarding understanding of the policy
- Second ticket - verbal corrective action
- Third ticket - written corrective action
- Fourth ticket - suspension
- Fifth ticket - termination

There is no standard waiting period separating one step of the counseling process from another. If an employee/student is aware that immediate improvement is expected and the problem lends itself to immediate correction, then the supervisor may begin the next step as soon as it is necessary.

CH reserves the right to remove any vehicle that is in violation of CH Parking & Traffic Regulations without prior consent or notification of the owner. The cost of removal will be the responsibility of the vehicle's owner.

Whenever a vehicle is parked on CH property, it should be locked and valuables removed or locked up. CH assumes no responsibility for loss or damage to any vehicle, or its contents, while parked on CH property.

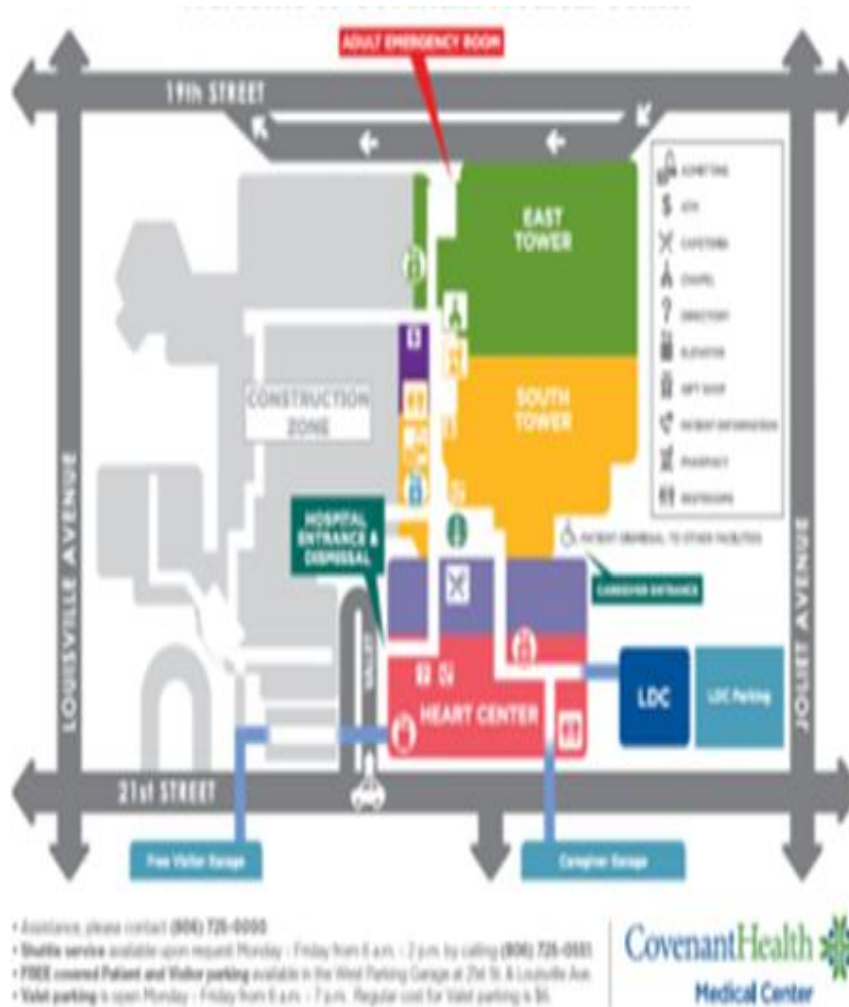
Reference(s): Parking HR Policy #154 – Parking Maps included herein

Reviewed and Revised: January/2010; 2/2014; 01/2019

LCU Campus Map



Covenant Medical Center Map



Covenant Health Map 2



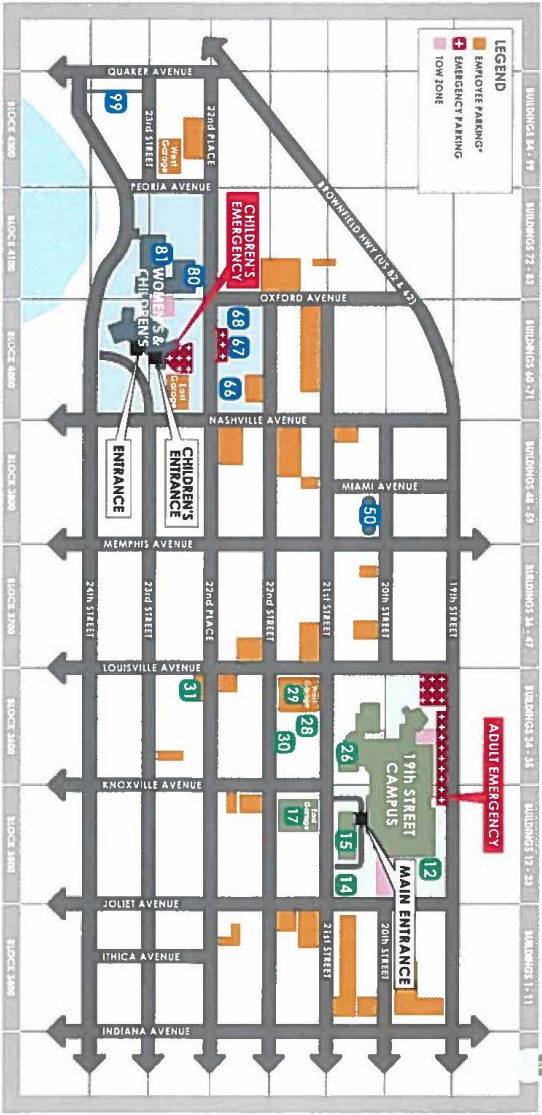
www.CovenantHealth.org

19th Street Campus
3615 19th Street
Lubbock, TX 79410
806.725.0000

Women's & Children's
4000 24th Street
Lubbock, TX 79410
806.725.0000

Welcome to

EMPLOYEE MEDICAL DISTRICT PARKING MAP



*Some parking areas are not provided for specific departments/offices

Covenant Medical Center is comprised of two campuses, the 19th Street Campus and the Women's & Children's, both located within the Medical District.

Covenant Health System has provided this easy-to-use, color-coded map to help get you to your chosen destination. Employees must have a parking card to utilize parking garages. If you need further assistance, please call our dedicated parking department at 806.725.2400.

Thank you for making this the best place for patient to receive care, employees to work, and for physicians to practice medicine.

WOMEN'S & CHILDREN'S

- 50 Covenant Specialty Hospital
- 69 Medical Building
- 67 Medical Building
- 68 Medical Building
- 68 Covenant Regional Data Center
- 68 Surgery North
- 80 For Anesthesiology Cancer Research & Treatment Center
- 80 Medical Building
- 80 Anesthesiology Cancer Research & Treatment Center
- 80 Surgical Assessment Services
- 80 Covenant SurgCenter

19th STREET CAMPUS

- 12 Covenant Diagnostic Imaging
- 12 Medical Building
- 15 Covenant Heart & Vascular Institute
- 17 Lifestyle Center
- 17 East Parking Garage
- 28 Medical Building
- 28 Covenant Gamma SouthWest
- 29 Knipping Education Conference Center
- 29 West Parking Garage
- 30 Covenant Neuroscience Institute
- 30 Covenant Sleep Center
- 31 Covenant Foundation

Risk of Occupational Exposure to HIV-HBV

This policy is used to identify and protect individuals at risk for potential HIV and HBV exposure.

Process:

The risk of occupational exposure to HBV and HIV is present in all clinical assignments that include patient contact.

Individuals may be protected by:

- HBV immunization through Employee Health
- Mandatory utilization of Standard Precautions
- Adherence to policies specific to clinical units

Exposure to Blood and/or Body Fluids

- If a student, faculty or staff member is exposed to blood or body fluids they should be sent to Covenant Employee Health for evaluation
- The person will follow Covenant Health protocol and procedures for exposure to blood/body fluids

Reference(s): SAFETY MANAGEMENT PROGRAM, "Employee Infection Control Safety Program", 1.5-1 to 1.5-16.

Revised: 2/2014, 5/2019

Solvents, Chemicals and Chemical Cleaning

Rules

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

Anyone handling flammable liquids or chemicals of any type should wear appropriate protective clothing and will comply with industry safe practices and the safety instructions on the container label.

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

Responsibilities

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

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

First Aid

First aid procedures vary depending on the chemical nature of the materials in question. Follow the instructions on the container label.

In the event that a person should come in contact with solvent or chemicals in the eyes or on the skin, the affected area should be irrigated for a minimum of fifteen (15) minutes.

Violence

Covenant School of Nursing strives to create, promote, and maintain a safe, healthy and productive Learning environment where people are valued as individuals and treated with respect and dignity in accordance with the values, philosophy and mission of Covenant Health System (CHS).

Definition

Violence is defined as behaviors that intrude into the learning environment and could result in physical or emotional harm, damage to personal or Covenant Health System (CHS) or LCU property, or significant loss of productivity. These behaviors include but are not limited to:

Threatening behaviors

- verbal threats;
- physical intimidation;
- unwelcome, persistent pursuit; and/or
- stalking, with or without a personal relationship.

Physical assault

- pushing;
- shoving;
- striking; and/or
- other physically aggressive behavior.

Extreme or persistent verbal abuse

- personally demeaning statements; and/or
- verbal intimidation.

Property damage

- product tampering;
- vandalism;
- sabotage; and/or
- computer hacking.

Personal or domestic disputes

- physical assault or persistent threats of bodily harm;
- damage to personal or CHS or LCU property
- repeated or threatening phone calls, texts or emails.

Complaint

- If a student witnesses and/or experiences any behavior(s) as defined above, or has a related complaint, that student should act quickly to have the behavior stopped.
- If a student is afraid of confronting the person(s), or if efforts to stop inappropriate behaviors were unsuccessful, the student should promptly report the matter to an Instructor, Instructional Module Facilitator, Student Services Coordinator, Security Officer, House Supervisor, or Human Resources (HR) representative.
- Students should **NOT** attempt to intervene in a potentially dangerous situation but notify the nearest faculty / staff member who will notify 911.
- If faculty / staff are not readily available and the student believes an immediate threat is present, the student should notify 911.

- If the complaint involves harassment directed at a student because of the student's sex, age, race, color, national origin, religion, sexual orientation, or disability, the complaint must be reported promptly and directly to a faculty / staff member.

Investigation

- On receiving a complaint, Instructor, Instructional Module Facilitator, Student Services Coordinator, Dean and Human Resources will undertake an investigation, which should be confidential to the extent reasonable and practical under the circumstances.

Disciplinary Action

- Should the investigation determine that an individual(s) did participate in the learning environment violence, and depending on the severity of the conduct, history of similar behavior, impact on CSON and its students, disciplinary action, up to and including dismissal or expulsion, will be taken against the offending student(s).
- Similar disciplinary action will be taken against administration, faculty and staff who know of but fail to address incidents of learning environment violence as defined.
- If a careful investigation determines a complaint is falsified, disciplinary action will be taken against the individual who filed the complaint or gave false information.

Non-Retaliatory Action

- CSON expressly forbids any form of retaliatory action against any individual for filing a complaint in good faith or assisting in a complaint investigation.

Reference(s): (HR#148 Violence-Free 01/27/09)

Reviewed and revised: January 6, 2010, 5/2019

Weapon Possession

To assure the welfare and safety of Covenant Health System patients, employees, students and visitors, it is the policy that no firearms or dangerous weapons be allowed on the school campus or its communities.

DEFINITION:

Weapon is defined as any firearm, knife or device that could cause bodily harm or injury. The following are examples of weapons as stated by law:

- Any Firearm
- Nunchaku's.
- Metal Knuckles.
- Slingshot.
- Blackjacks.
- Dirk or Dagger concealed under clothing. (Fixed blade knives.)
- Tear Gas Weapons. (Unless Law Enforcement and/or Peace Officer.)
Civilians
- must be licensed by state authority and have their license in their possession.
- Knives that are spring-loaded, gravity opened.

- Knives that have a blade in excess of 3.2 inches and carried concealed within
- any individual's clothing.
- Any shot loaded (lead filled) billy or club.
- Explosive devices including, but not limited to, ammunition, firecrackers,
- dynamite or other explosive material, are expressly prohibited on hospital
- property.
- Any instrument which, when used as a weapon, may cause death or serious
- bodily harm.

Process:

1. Weapons are never permitted on Covenant School of Nursing property by non-authorized personnel. Any person seen in possession of or is suspected of carrying a weapon should be reported immediately to the administrative staff or the nearest instructor.
2. Administration shall immediately call the Police Department, CHS or LCU security and the Director of Nursing or hospital administrator-on-call if someone is seen in possession of or is suspected of carrying a weapon.
3. Students, visitors, or employees in possession of a weapon who are not Law Enforcement Officers, Peace Officers, or Military Police will be asked by the Police Department to surrender the weapon. **Covenant School of Nursing will not ask the subject to surrender the weapon.**
4. Only on duty authorized Law Enforcement Officers, Peace Officers, and Military Police may carry weapons within Covenant School of Nursing campus and they must carry their identification badge with them while carrying the weapon. Upon entering the building, persons authorized to carry weapons must report to the administrative office, identify themselves and weapons being carried.
5. Students who are authorized Law Enforcement Officers, Peace Officers, and Military Police may not carry weapons while on Covenant School of Nursing campus or its communities in the student role.
6. The Police Department will accept any such weapon and will proceed to make proper disposition and reports as prescribed by law. Appropriate security administrative form(s) will be filed by Covenant School of Nursing administrative staff.
7. **Any student may be dismissed or expelled without notice if found to be in possession of a firearm, explosive or any other weapon on Covenant School of Nursing property or its communities.**

Reference(s): HR policy manual

Reviewed and revised: January 2010, 5/2019

Section 10 FERPA – Student Rights

General FERPA Information

Terms and Definitions

Access and Amendment to Education Records

Disclosure of Education Records

Law Enforcement Considerations

Annual Notifications of Rights

Complaints of Alleged Failures to Comply with FERPA

General FERPA Information

The Family Educational Rights and Privacy Act

Guidance for Eligible Students

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

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

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

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

CSON retains financial aid records for five years from the end of the award year. This follows the Department of Education's requirement of three years from the end of the award year.

CSON maintains records of current students to include: Application, Permanent Residency Form (if applicable), High School Transcript(s) or GED, Course Equivalency Evaluations (if applicable), College Transcript(s), Correspondence w/ Student (if applicable), Lubbock Christian University and CSON Partnership Program Letter of Acknowledgement, Enrollment Agreement, CSON Acknowledgement Form, Entrance Exam Scores, Declaratory Order (if applicable), Letter of Standing (if applicable), Extra Healthcare Certificates (if applicable), Healthcare Experience Form (if applicable), Copy of ID, Copy of CPR card, Verification of LVN license (LVN only), Final Acceptance Letter, VA Paperwork (if applicable), Promissory Note/Tuition and Fees Schedule, Student Confidentiality Agreement, Letter of Agreement, Policies Attestation, Mandatory Inservice Telemetry Monitoring Process, Corrective Action Form (if applicable), Miscellaneous documents as needed.

CSON maintains records of alumni to include: Application, Permanent Residency Form (if applicable), High School Transcript(s) or GED, College Transcript(s), Entrance Exam Scores,

Promissory Note/Tuition and Fees Schedule, Consent for disclosure of records, Copy of diploma, CPR Card, Declaratory Order.

General FERPA Guide:

<https://studentprivacy.ed.gov/resources/ferpa-general-guidance-students>

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

<https://www.ecfr.gov/current/title-34/subtitle-A/part-99>

Definition and Terms

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

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

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

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

Directory Information: Directory information is considered to be public information unless you request that it be kept confidential. Directory Information includes:

- Name
- Address
- Phone Number
- Email Address
- Date of Birth
- Dates of Attendance

Access and Amendment to Education Records

Access to Education Records

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

Under FERPA, a school is not required to provide information that is not maintained or to create education records in response to an eligible student's request. Accordingly, a school is not required to provide an eligible student with updates on his or her progress in a course (including

grade reports) or in school unless such information already exists in the form of an education record.

Amendment of Education Records

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

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

Disclosure of Education Records

Disclosure of Education Records

Under FERPA, a school may not generally disclose personally identifiable information from an eligible student's education records to a third party unless the eligible student has provided written consent. However, there are a number of exceptions to FERPA's prohibition against non-consensual disclosure of personally identifiable information from education records. Under these exceptions, schools are *permitted* to disclose personally identifiable information from education records without consent, though they are not *required* to do so. Following is general information regarding some of these exceptions.

Exceptions

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

FERPA also permits a school to disclose personally identifiable information from education records without consent when the disclosure is in connection with financial aid for which the student has applied, or which the student has received, if the information is necessary for such

purposes as to: determine the eligibility for the aid; determine the amount of the aid; determine the conditions for the aid; and/or enforce the terms and conditions of the aid. With respect to this exception, the term "financial aid" means payment of funds provided to an individual (or payment in kind of tangible or intangible property to the individual) that is conditioned on the individual's attendance at a school.

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

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

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

There are several other exceptions to FERPA's prohibition against non-consensual disclosure of personally identifiable information from education records, some of which are briefly mentioned below. Under certain conditions (specified in the FERPA regulations), a school may non-consensually disclose personally identifiable information from education records:

- to authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the U.S. Secretary of Education, and State and local educational authorities for audit or evaluation of Federal or State supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs;
- to organizations conducting studies for or on behalf of the school making the disclosure for the purposes of administering predictive tests, administering student aid programs, or improving instruction;
- to comply with a judicial order or a lawfully issued subpoena;
- to the victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense concerning the final results of a disciplinary hearing with respect to the alleged crime; and
- to any third party the final results of a disciplinary proceeding related to a crime of violence or non-forcible sex offense if the student who is the alleged perpetrator is found to have violated the school's rules or

policies. The disclosure of the final results only includes: the name of the alleged perpetrator, the violation committed, and any sanction imposed against the alleged perpetrator. The disclosure must not include the name of any other student, including a victim or witness, without the written consent of that other student.

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

Law Enforcement Units and Law Enforcement Unit Records

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

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

Annual Notification of Rights under FERPA

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

1. The right to inspect and review the student's education records within 45 days after the day the [Name of postsecondary institution (“School”)] receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Covenant School of Nursing in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Covenant School of Nursing who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Covenant School of Nursing.

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

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

Directory Information: Directory information is considered to be public information unless you request that it be kept confidential. Students may opt to not include their information with the Directory Info on the Letter of Agreement signed at orientation. The School of Nursing and the School of Radiography do not post directory information. Directory Information includes:

- Name
- Address

- Phone Number
- Email Address
- Date of Birth
- Dates of Attendance

Students may request to change his/her status through the Business Office Coordinator at 806-725-8901. The student must submit 2 forms of ID with the new name: new Social Security card, new Driver's license, passport, military ID, marriage license, and Divorce decree.

Disclosure of Information without Student Consent

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

- To other school officials, including teachers, within Covenant School of Nursing whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))

- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate parties, including parents, in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as “directory information” under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

Complaints of Alleged Failures to Comply with FERPA

Complaint Regarding Access

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

Complaint Regarding Amendment

If an eligible student believes that a school has failed to comply with his or her request for amendment of inaccurate information in education records or failed to offer the student an opportunity for a hearing on the matter, the student may complete a FERPA complaint form and should include the following specific information: the date of the request for amendment of the education records; the name of the school official to whom the request was made (a

dated copy of any written request to the school should be provided, if possible); the response of the school official, if any; the specific nature of the inaccurate information for which amendment was requested; and evidence provided to the school to support the assertion that such information is inaccurate.

Complaint Regarding Disclosure

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

This guidance document is designed to provide eligible students with some general information regarding FERPA and their rights, and to address some of the basic questions most frequently asked by eligible students. You can review the FERPA regulations, frequently asked questions, significant opinions of the Office, and other information regarding FERPA at our Website as follows:

<https://studentprivacy.ed.gov/training/ferpas-complaint-process-explained>

<https://studentprivacy.ed.gov/training/what-happens-when-i-file-complaint>

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

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

Addition: April 2012, 5/2019

Section 11: Forms Exhibit

Grade Counseling Form
Corrective Action



Advising Form

Name: _____ Date: _____

Module/semester: ☐ IM1 ☐ IM2 ☐ IM3 ☐ IM4 ☐ IM5 ☐ IM6 ☐ IM7 ☐ IM8

Last day to withdraw without academic penalty: _____

Current average of _____ after _____ exam(s)

Recommendations/Requirements:

Y N Have you met with Student Retention Team for study skills and test taking tips?

Recommended 1. Students with 77.9 – 75 are considered At-Risk and student retention is *recommended*.

Required 2. Students with an average below 75 following the second test or in conjunction with the drop date are *required* to contact/see his or her assigned student retention team for support within 5 business days.
(approved 5.28.15)

Y N Have you evaluated your work schedule? (i.e. work fewer hours, change days)

Y N Are you reading required materials and coming to class prepared?

Y N Are you using the practice assessments and other resources on ATI?

Do you study ☐ alone ☐ with a partner ☐ with a group ? (might need to reassess)

Student Comments (if applicable): _____

Student signature: _____ Date: _____

Advisor signature: _____ Date: _____

Please direct student as appropriate based on Student Last Name:

A-C: Ms. Jaynie Maya or Ms. Cindy Mullen

D-K: Ms. Connie Karvas or Mrs. Jeanette Gurley

L-P: Mrs. Angela Kensing or Mrs. Ester McWilliams

Q-Z: Mr. Marshall Rogers or Mrs. Janet Pia

(Please give a copy to the student and the original to Student Retention Coordinator)

Covenant School of Nursing

Corrective Action Notice

Name: _____

IM: _____

Date: _____

Policy violation: _____

Previous Corrective Action(s) yes____no_____

Policy/Procedure/Standard/Etc. Violation: _____

Corrective Action Taken:

☐ Coaching ☐ Verbal ☐ Written ☐ Disciplinary Probation
☐ Suspension ☐ Dismissal ☐ Expulsion

Corrective Action Improvement Objectives and Target Dates if applicable:

1. _____

Failure to comply with Corrective Action Improvement Objectives will result in further corrective action up to and including expulsion.

Student Signature: _____ Date: _____

Faculty Signature: _____ Date: _____

Student Services Coordinator Signature: _____ Date _____

Dean Signature: _____ Date: _____

Student Description of Infraction and Comments: _____

Section 12: Definitions

Definitions

Definitions

Academic Conduct

Actions of students associated with the teaching-learning environment (classroom, lab, clinical environment and or community).

Accountability

Refers to the state of being answerable and liable for the quality and quantity of one's own actions.

Administration

Any person employed by Covenant Health System to perform managerial duties.

Aiding and Abetting

Intentionally or knowingly helping or attempting to help another student commit an action of academic or nonacademic misconduct.

Behavioral Congruence

Behavior that is congruent with the mission, vision, values, standards of conduct, and Honor Code of Covenant School of Nursing.

Cheating

Using or attempting to use unauthorized materials, information, study aids or computer-related information to give one an unfair academic benefit.

Community

Any public forum including but not limited to clients/patients, their families and health providers in clinical settings or students, faculty, staff and guests of CSON and academic community as well as on-line and media communications that connects the public to CSON.

Contested Issue

An academic or personal issue may occur that requires immediate attention for resolution.

Controlled substance

Any drug or substance that is not legally obtainable; or is legally obtainable but has not been legally obtained; or has been legally obtained but is being sold or distributed unlawfully.

Copyright violation

Violation of existing copyright laws.

Critical Incident

Any time a student demonstrates unsafe practices.

Declaratory Order

The Declaratory Order is a form completed by the student that enables the Texas Board of Nursing to make decisions regarding an applicant's eligibility for licensure prior to entering or completing a nursing program.

Disciplinary Action Panel

Composed of the dean, student services coordinator and instructor/s which address infractions that may result in suspension, dismissal or expulsion from the program.

Disciplinary probation

Student may remain at the School of Nursing but may be required to satisfy specified conditions or requirements

Discrimination / Harassment

To act on the basis of prejudice.

Dismissal

To discharge from school with privilege to reapply after determined period of time.

Drug/Alcohol Abuse

The use/abuse of alcohol or being under the influence of alcohol or any controlled and/or illegal substances during school activities.

Explicit

Fully and clearly defined or formulated

Expulsion

Permanent dismissal from classes and school activities and the student is not eligible to reapply.

Fabrication

To devise or invent, to fake or forge.

Falsification and forgery

To alter fraudulently especially for purposes of deception.

Firearm violation

Violation of current federal and state firearm laws.

Flaming

Behavior and speech associated with electronic conversations fitting the definitions governing the contractual agreement between Covenant School of Nursing and Edvance 360 LMS (Learning Management System)

Grievance

Any act perceived as prejudicial or discriminatory against a student.

Implicit

Implied though not directly expressed

Investigation

Systematic examination into a situation. The examination includes supporting documentation, witnesses, and sequence of events.

Non-academic Conduct

Actions of students related to standards of behavior established for the purpose of maintaining an acceptable level of propriety within the School of Nursing and its communities.

Plagiarism

An act of using the literary composition of another's writing or the ideas of language of the same and presenting them as the product of one's own mind.

Sanctions

Steps for disciplinary action related to infractions against school and/or health system policies and procedures.

Sexual Misconduct

Any unwelcome sexual advance, request for sexual favors, or any other verbal or physical conduct of a sexual nature.

Suspension

Temporary exclusion from all academic work or specified classes and/or other school related activities for a specified period of time

Terms of Service Violation

Violation of terms of service agreements

Trolling

Behavior and speech associated with electronic conversations fitting the definitions governing the contractual agreement between Covenant School of Nursing and Edvance 360 LMS (Learning Management System)

Verbal Warning

Verbal admonition against further violations, alerting student that continuation of misconduct may be cause for more severe disciplinary action.

Violence

Behaviors that intrude into the school environment resulting in physical or emotional harm, significant loss of productivity or damage to persons or school property.

Written reprimand

Written warning placed in student's file, alerting student that continuation of misconduct may be cause for more severe disciplinary action.

Implemented: January 6, 2010, reviewed 5/2019

Section 13: Faculty

Dean
Faculty
Support Staff

Dean

Timmerman, Jennifer (2012) BSN, Midwestern State University, Wichita Falls, TX, 2005; MSN, Midwestern State University, Wichita Falls, TX, 2011

Faculty School of Nursing

Students have access to their course faculty for academic and/or course advisement at times that are outside regularly scheduled class hours. Faculty phone numbers and office hours are published on course syllabi.

Brazil, Laiken (2022) BS Texas Tech University, Lubbock, Texas, 2013; Diploma, Covenant School of Nursing, Lubbock, Texas, 2016; BSN, West Texas State University, Canyon, TX 2018; MSN, Lubbock Christian University, Lubbock, TX, 2021, Nursing Instructor Module 2; 806-725-8922

Coulombe, Sheryll (2017) Diploma, Covenant School of Nursing, Lubbock, TX, 2012; BSN, Texas Tech University Health Sciences Center, Lubbock, TX, 2013; MSN, Lubbock Christian University, Lubbock, TX, 2015; Nursing Instructor Module 4; 806-725-8960

Davis, Lisa (2008) BS, Texas Tech University, 1979, Lubbock, TX; Diploma, Methodist Hospital School of Nursing, Lubbock, TX, 1984; MSN, Lubbock Christian University, Lubbock, TX, 2008; Nursing Instructor Module 2; 806-725-8914

Duriex, Kelli (2015) Diploma, Methodist Hospital School of Nursing, Lubbock, TX, 1998; BSN, Lubbock Christian University, Lubbock, TX 2000; MSN, Lubbock Christian University, Lubbock, TX 2013; Nursing Instructor Module 3; 806-725-8938

Dutton, Debbie (2016) BSN, University of Texas at Arlington, Arlington, Texas, 1980; MSN, University of Texas, Austin, Texas, 1992; Nursing Instructor LVN-RN; 806-725-8926

Faz, Cindi (2021) Diploma, Methodist Hospital School of Nursing, Lubbock, TX, 1991; BSN, Lubbock Christian University, Lubbock, TX 2002; MSN, Texas Tech University Health Sciences Center, Lubbock, TX, 2004; DNP, Texas Tech University Health Sciences Center, Lubbock, TX, 2010; Faculty Affairs Coordinator; 806-725-8954

Gordey, Cindy (2015) Diploma, Covenant School of Nursing, Lubbock, TX, 2002; BSN, Lubbock Christian University, Lubbock, TX, 2011; MSN, Lubbock Christian University, Lubbock, TX, 2013, Nursing Instructor Instructional Module 5; 806-725-8910

Griffin, Monti (2005) BSN, West Texas A&M, Canyon, TX, 1995; MSN, Lubbock Christian University, Lubbock, TX, 2007; Nursing Instructor Module 8; 806-725-8930

Gurley, Jeanette (2014) Diploma, Methodist Hospital School of Nursing, Lubbock, TX, 1984; BSN, Lubbock Christian University, Lubbock, TX 2010; MSN, Lubbock Christian University, Lubbock, TX 2011; Student Retention Coordinator; 806-725-8941

Harrison, Annie (2018) Diploma, Covenant School of Nursing, Lubbock, TX, 2014; BSN, Lubbock Christian University, Lubbock, TX 2015; MSN, Lubbock Christian University, Lubbock, TX 2018; DNP, Regis College, Weston, Ma, 2022; Nursing Instructor Module 6; 806-725-8923

Haynes, Brittany (2014) BSN, Texas Tech University Anita Thigpen-Perry School of Nursing, Lubbock, TX, 2009; MSN, Texas Tech University Anita Thigpen-Perry School of Nursing, Lubbock, TX, 2013; Nursing Instructor Module 5, 806-725-8921

Heinrich, Abby (2021) BSN, West Texas State University, Canyon, TX, 2014; MSN, Lubbock Christian University, Lubbock, TX, 2019; Nursing Instructor Module 4; 806-725-8929

Howard, Kelli (2017) Diploma, Methodist Hospital School of Nursing, Lubbock, TX, 1998; BSN, West Texas State University, Canyon, TX, 2002; MSN FNP-BC, West Texas A & M University, Canyon, TX, 2004; Nursing Instructor Module 3; 806-725-8947

Karvas, Connie (1993) Diploma, Methodist Hospital School of Nursing, Lubbock, TX, 1978; BSN, West Texas State University, Canyon, TX, 1981; MSN, Texas Tech University Health Sciences Center, Lubbock, TX, 1993; FNP-BC, West Texas A & M University, Canyon, TX, 1997; Nursing Instructor Module 2; 806-725-8908

Kensing, Angela (2012) BSN, University of Mary Hardin Baylor, Belton, TX, 1988; MSN, Lubbock Christian University, Lubbock, TX, 2013; Nursing Instructor Module 3; 806-725-8925

Kidder, Monica (2013) BSN, University of Nevada, Reno, Nevada 1996; MSN, Regis University, Denver, Colorado, 2005; DNP, American Sentinel University, Denver, Colorado, 2016; Curriculum Coordinator; 806-725-8920

Kilpatrick, Dondi (2008) BSN, West Texas State University, Canyon, TX 1981; MSN, Lubbock Christian University, Lubbock, TX 2007; Nursing Instructor LVN-RN Track; 806-725-8935

Kineman-Wiginton, Dawn (2020) AS, South Plains College, Levelland, TX, 2003; BSN, Texas Tech University Health Sciences Center, Lubbock, TX, 2006; MSN, Texas Tech University Health Sciences Center, Lubbock, TX, 2009; DNP, Texas Tech University Health Sciences Center, Lubbock, TX, 2017; Nursing Instructor Module 7; 806-725-8969

Leavell, Claire (2017) Diploma, Covenant School of Nursing, Lubbock, Texas, 2011; BS, Texas Tech University, Lubbock, Texas 2008; MSN, Lubbock Christian University, Lubbock, TX, 2016, Nursing Instructor; 806-725-8950

Maya, Jaynie (2012) BSN, Texas Tech University Health Sciences Center, Lubbock, TX, 1993; MSN, Texas Tech University Health Sciences Center, Lubbock, TX, 2007; Nursing Instructor Module 6; 806-725-8948

McAdams, Niki (2022) BSN, Texas Tech University Health Sciences Center, Lubbock, TX, 1985; MSN, Texas Tech University Health Sciences Center, Lubbock, TX, 2003; Nursing Instructor Module 1; 806-725-8939

McNeill, Blake (2022) Diploma, Covenant School of Nursing, Lubbock, Texas, 2016; BBS, Lubbock Christian University, Lubbock, TX, 2012; MSN, Lubbock Christian University, Lubbock, TX, 2022, Nursing Instructor Module 1; 806-725-8916

McWilliams, Ester (2014) Diploma, Methodist Hospital School of Nursing, Lubbock, TX, 2004; BSN, Lubbock Christian University, Lubbock, TX, 2007; MSN, Lubbock Christian University, Lubbock, TX, 2013, Nursing Instructor LVN-RN Track; 806-725-8932

Milam, Mary (1991) Diploma, Methodist Hospital School of Nursing, Lubbock, TX, 1981; BSN, West Texas A & M University, Canyon, TX, 1991; MSN, Texas Tech University Health Sciences Center, Lubbock, TX, 1994; FNP-BC, West Texas A & M University, Canyon, TX, 1997; Student Services Coordinator; 806-725-8936

Moreno, Corbin (2021) BS Athletic Training, 2015; Diploma, Covenant School of Nursing, Lubbock, TX, 2018; MSN, Lubbock Christian University, Lubbock, TX 2020; Nursing Instructor Module 4; 806-725-8939

Myres, Nicole (2017) ADN, South Plains College, Levelland, Texas, 1996; BSN, Lubbock Christian University, Lubbock, TX, 1999; MSN, West Texas A&M University, Canyon, TX, 2003; Nursing Instructor Module 5; 806-725-8952

Neel, Donna (2015) Diploma, Methodist Hospital School of Nursing, Lubbock, TX, 1979; BSN, West Texas State University, Canyon, TX, 1982; MSN, Lubbock Christian University, Lubbock, TX 2012; Nursing Instructor Module 6; 806-725-8938

Nesbitt, Tammy (2000) BS, Texas Tech University, Lubbock, TX, 1984; MEd, Texas Tech University, Lubbock, TX, 1990; BSN, West Texas A&M University, Canyon, TX, 1993; MSN, West Texas A&M University, Canyon, TX, 1997; DNP, American Sentinel University, Denver, Colorado, 2017; Nursing Instructor Module 4; 806-725-8938

Pia, Janet (2012) BSN, Arellano University, Philippines, 1979; MSN, Lubbock Christian University, Lubbock, TX 2011; Nursing Instructor Module 8; 806-725-8917

Ponder, Paula (2009) LVN, South Plains College, Levelland, TX. 1979, ADN, South Plains College, Levelland, TX, 1990, BSOE, Wayland Baptist University, Lubbock, TX, 2002, MSN, Lubbock Christian University, Lubbock, TX, 2007; Nursing Instructor Module 7; 806-725-8945

Severs, Jordan (2023) Diploma, Covenant School of Nursing, Lubbock, TX, 2017; BS, Lubbock Christian University, Lubbock, TX, 2018; MSN, Lubbock Christian University, Lubbock, TX, 2019; Nursing Instructor Module 1; 806-725-8951

Smith, Darla (2015) Diploma, Covenant School of Nursing, Lubbock, TX, 2006; BSN, Texas Tech University Health Sciences Center, Lubbock, TX, 2010; MSN, Texas Tech University Health Sciences Center, Lubbock, TX, 2013; DNP, American Sentinel University, Denver, Colorado, 2020; Nursing Instructor Module 7; 806-725-8946

Soliz, Rachel (2022) Diploma, Covenant School of Nursing, Lubbock, TX, 2017; BSN Lubbock Christian University, Lubbock, TX, 2018; MSN, Lubbock Christian University, Lubbock, TX, 2021; Nursing Instructor Module 6; 806-725-8951

Spradling, Stacy (2021) Diploma, Covenant School of Nursing, Lubbock, TX, 2006; BSN, Texas Tech University Health Sciences Center; Lubbock, Texas, 2007; MSN, Lubbock Christian University, Lubbock, TX, 2017; DNP, American Sentinel University, Denver, Colorado, 2021; Nursing Instructor Module 7; 806-725-8951

Starch, Mindy (2020) Diploma, Covenant School of Nursing, Lubbock, TX, 2016; BSN, Lubbock Christian University, Lubbock, TX, 2017; MSN, Lubbock Christian University, Lubbock, TX, 2019; Nursing Instructor Module 4; 806-725-8907

Stennett, Charles Randall (2006) BSN, West Texas A&M University, Canyon, TX, 1981; MSN, West Texas A&M University, Canyon, TX, 1999; DNP, Texas Tech University Health Sciences Center; Lubbock, Texas, 2016; Simulation Coordinator; 806-725-0295

Stunkard, Kim (2018) Diploma, Covenant School of Nursing, Lubbock, TX, 2006; BSN, Lubbock Christian University, Lubbock, TX, 2013; MSN, Lubbock Christian University, Lubbock, TX, 2015; PhD Nursing Science, Texas Women's University Nursing, Denton, Texas, 2023; Instructor Module 1; 806-725-8919

Thomas, Cathy (2013), Diploma, Covenant School of Nursing, Lubbock, Tx, 2001; BSN, Lubbock Christian University, Lubbock, TX, 2008; MSN, Lubbock Christian University, Lubbock, TX, 2010; DNP, American Sentinel University, Denver, Colorado, 2020; Nursing Instructor Module 3; 806-725-8918

Tidwell, Jodi (2015) Diploma, Covenant School of Nursing, Lubbock, Tx, 2003; BSN, West Texas A&M University, Canyon, TX, 2007; MSN, Lubbock Christian University, Lubbock, TX, 2014; Nursing Instructor Module 5; 806-725-8910

Walker, Cherish (2021) Diploma, Covenant School of Nursing, Lubbock, TX, 2012; BSN, Chamberlain College, Chicago, Illinois, 2016; MSN, Chamberlain College, Chicago, Illinois, 2021; Nursing Instructor Module 2; 806-725-8926

Webster, Abigail (2023) Diploma,

White, D'Anne (1990) Diploma, Methodist Hospital School of Nursing, Lubbock, TX, 1982; BSN, West Texas State University, Canyon, TX, 1988; MSN, West Texas State University, Canyon, TX, 1990; Nursing Instructor Module 5; 806-725-8909

Whitley, Erin (2017) Diploma, Covenant School of Nursing, Lubbock, TX, 2002; BSN, Texas Tech University Health Sciences Center, Lubbock, TX, 2003; MSN, Lubbock Christian University, Lubbock, TX, 2015; Nursing Instructor Module 3; 806-725-8915

Wolfe, Julie (2006) Diploma, Covenant School of Nursing, Lubbock, TX, 2000; BSN, Texas Tech University Health Sciences Center, Lubbock, TX, 2002; MSN, Texas Tech University Health Sciences Center, Lubbock, TX, 2006; Nursing Instructor Module 1; 806-725-8931

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