

# CSON CATALOG



2010

# Table of Contents

<b>Section 1: History, Mission, &amp; Philosophy</b> .....	<b>4</b>
History of the Hospital and the School Of Nursing .....	5
Program Description .....	5
Mission Statement of Covenant Health System .....	6
Mission Statement of the School of Nursing.....	6
Core Values of the School of Nursing .....	6
School of Nursing Philosophy .....	7
School of Nursing Program Outcomes.....	8
Honor Code .....	9
<b>Section 2: Admission and Matriculation</b> .....	<b>10</b>
Admission and Matriculation .....	11
Application Process.....	12
Admission Requirements .....	14
LVN-to-RN Advanced Credit Program .....	14
Transfer Students .....	15
<b>Section 3 Academic Requirements</b> .....	<b>16</b>
Academic Requirements.....	17
Academic Failure/Dismissal.....	19
Readmission.....	20
Graduation/Licensure .....	22
<b>Section 4: Attendance Requirements</b> .....	<b>23</b>
Attendance Requirements .....	24
<b>Section 5: Tuition/Fees</b> .....	<b>25</b>
Tuition/Fees.....	26
<b>Section 6: Financial Aid</b> .....	<b>29</b>
Financial Aid .....	30
<b>Section 7: Student Services</b> .....	<b>33</b>
Student Services.....	34
Covenant Student Body Organizations .....	34
Student Services.....	36
<b>Section 8: Curricula</b> .....	<b>39</b>

Curricula .....	40
Course Overview .....	42
<b>Section 9: Faculty.....</b>	<b>44</b>
<hr/>	
Faculty School of Nursing.....	45

**The information contained in this CSON Catalog is correct at the time of publication. Recognizing that conditions change, the School of Nursing reserves the right to appeal, change or amend the policies, rules and/or regulations contained herein.**

# Section 1: History, Mission, & Philosophy

History

Mission

Philosophy

Program Outcomes

Honor Code

## **History of the Hospital and the School Of Nursing**

Covenant Medical Center, a member of Covenant Health System has been in continuous operation since January 1, 1918, when a 25 bed facility called the Lubbock Sanitarium was established at Broadway and Avenue L in Lubbock. As the hospital expanded and became recognized for its specialists in the various fields of medicine, the name was changed to Lubbock General Hospital in 1941 and then to Lubbock Memorial Hospital in 1945. In 1954 the hospital became Methodist Hospital and in 1998 merged with St. Mary Hospital to become Covenant Health System, a ministry of St. Mary Hospital and Lubbock Methodist Hospital System.

The School of Nursing was established on January 25, 1918 and is the oldest School of Nursing on the South Plains. Under the influence of the late A.R. Ponton M.D., Lubbock's first class of nursing students was transferred from Post Training School, located in Post, Texas, to the Lubbock Sanitarium and graduated three students in 1919. Since that time the school has seen many changes, graduating its largest class of students, 136, in 1996. As of 2009, a total of 4058 graduates have completed the program with many remaining in the Lubbock area. Having its own supply of Registered Nurses has been a tremendous advantage in an area that is as geographically isolated as Lubbock.

The school building, with classrooms and offices is located at 2002 W. Loop 289, Suite 120. Covenant Health System facilities and a variety of community clinics provide excellent clinical experiences for nursing students.

The School of Nursing offers the largest Diploma Program in the Southwest with full accreditation by the National League for Nursing Accrediting Commission and the Texas Board of Nursing.

## **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 Nursing Careers Counselor is available to advise students regarding course selection during this time.

The nursing program consists of seventy-six 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.

## **Mission Statement of Covenant Health System**

The mission of Covenant Health System is to extend Christian ministry by caring for the whole person - body, mind and spirit - and by working with others to improve health and quality of life in our communities.

## **Mission Statement of the School of Nursing**

In keeping with the Mission of Covenant Health System, the Mission of the School of Nursing is to provide a quality nursing education founded on a correlation of evidence-based best nursing practices, knowledge integration skills, and concepts of caring for the whole person, thereby providing the community with competent beginning nurse generalists.

## **Core Values of the School of Nursing**

The four Core Values: Dignity, Excellence, Service, and Justice are the guiding principles for all that we do. Each student must make a commitment to these values and work to make them present in their relationships with each other and with those they are privileged to serve.

### **Dignity**

We respect each person as an inherently valuable member of the human community and as a unique expression of life.

### **Excellence**

We foster personal and professional development, accountability, innovation, teamwork, and commitment to quality of life.

### **Service**

We bring together people who recognize that every interaction is a unique opportunity to serve one another, the community and society.

### **Justice**

We advocate for systems and structures that are attuned to the needs of the vulnerable and disadvantaged and that promote a sense of community among all persons.

## School of Nursing Philosophy

The Faculty of the School of Nursing believes that:

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 evidenced-based nursing practice and concepts of caring for the individual as a whole person (body mind and spirit). The client'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 client, the family and other members of the health care and nursing teams to formulate a plan of care, which is correlated with the medical care plan and incorporates the use of preventive, supportive, restorative and rehabilitative health measures to meet needs across the lifespan and health-illness continuum of the client, family, and community in a constantly changing society.

Education is a dynamic continuous process utilizing organized instruction and selected learning experiences, which enable the student to attain basic knowledge and skills. Nursing education provides a correlation between scientific concepts and evidenced-based nursing practice coordinated with a variety of learning experiences. This knowledge facilitates the student's development of cognitive, psychomotor, and affective abilities needed to function as a nurse generalist who is capable of critical thinking, independent judgment, and self-direction. Learning is enhanced when there are clearly defined, mutually acceptable outcomes and planned educational experiences that proceed from simple to complex. The School of Nursing promotes learning through a curriculum based on Lenburg's Competency Outcomes and Program Assessment Model to facilitate development of competency-based nursing and relationship, leadership, management and knowledge integration needed to function as a beginning nurse generalist.

The School of Nursing provides the community with resource persons and role models to facilitate promotion of health and dissemination of information and with graduates eligible to apply to take the licensure examination and competent to function as beginning nurse generalists.

## School of Nursing Program 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 client needs and 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 accountable and capable of critical thinking, independent judgment, and self-direction.

**Human caring and relationship:** Incorporate concepts of caring and moral, ethical, legal, and professional standards into nursing practice.

**Leadership and management:** Coordinate resources to assure optimal levels of health for patients/clients, families, and the community.

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

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

### **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.

## **Section 2: Admission and Matriculation**

Pre-nursing Status

Application Process

Admission Requirements

LVN-to-RN Advanced Credit Program

Transfer Students

## 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 nine specific college level courses at an accredited college or university of choice. These academic pre-requisite courses include the following:

English I/English II/Speech/or Spanish	6-8 hours
Chemistry (with lab)	3-4 hours
Human Anatomy & Physiology (with lab)	6-8 hours*
Microbiology (with lab)	3-4 hours
Human Nutrition	3-4 hours
Introduction to Psychology	3 hours
Human Growth & Development	3 hours
Mathematics (if math on preentrance indicated)	3 hours

\*must be completed within five years prior to start at CSON

If the pre-nursing student attends classes full time, the expected completion time for these courses is one year. Part-time students will take longer, depending upon the number of classes enrolled in each semester. 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.

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 also evaluates the number of times a particular course is taken and considers each grade earned in that course.

We will accept Dual Credit for any of the prerequisites if credit is transcribed on an accredited college/university transcript. We accept CLEP credit as long as it is transcribed on an accredited college/university transcript for only the following prerequisites:

English I  
English II  
Speech  
Spanish  
Chemistry  
Nutrition  
Psychology  
Human Growth and Development  
College Algebra or Calculus

The Nursing Careers Counselor is available to applicants for academic guidance and consultation during the pre-nursing phase of completing these required courses.

## 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.

### ***Pre-entrance examination***

Covenant School of Nursing utilizes the TEAS pre-entrance examination as part of the admission process. The exam is offered on several dates during each enrollment period and can be retaken once a semester. The scores are good for one year. The TEAS exam fee is \$40.00 paid to Covenant School of Nursing. There is a \$25.00 fee for No shows to take the exam on another date. TEAS study guides are available (while supplies last) for a \$25.00 rental fee. Information about the pre-entrance exam is available on the website or can be mailed at your request. Each applicant must pass the pre-entrance examination by the deadline date.

### ***Application Submission***

The applicant must submit the application materials all together by the deadline date (April 1 for August class and September 1 for January class) The application materials include:

- application for admission
- Autobiography
- \$50 application fee by money order
- official **unopened** high school transcript or GED verification
- official **unopened** college/university transcripts
- passing entrance exam scores
- 5 sealed reference forms

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

Documents involving an applicant's criminal record and/or treatment for certain mental and/or physical health conditions 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 state licensure as a Registered Nurse. Contact the Nursing Careers Counselor for additional information, if applicable

### ***Reference Forms***

Evidence of the applicant's character, personality, and other qualities that are important in predicting probable success in nursing will be substantiated by letters of recommendation completed by individuals selected by the applicant. Forms and instructions are available in the admissions office.

### ***Interview***

Each applicant may be required to complete a brief information interview with the nursing careers counselor.

### ***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 before the deadline. Final official transcripts are due after completion of all coursework from each college and university. All required transcripts must be on file at the school prior to the first day of classes.

### ***Tentative and Alternate status***

The applicant will receive a letter regarding admission status of either tentative admission or alternate admission. After the application deadline, the Admissions and Progression Committee of the School of Nursing will consider applicants whose application files are up to date. Selected applicants are then mailed a letter of tentative admission. Upon receipt of the letter of tentative admission, applicants must return an acceptance form and submit an admission deposit of \$100 (money order) to reserve space in the upcoming class. This deposit will later apply toward the total cost of the final semester tuition. The deadline for refund requests of this deposit are May 15 for August enrollment and October 15 for January enrollment and must be submitted in writing.

Once the class is full, the Admissions and Progression committee will develop an alternate list based upon the remaining applicants who are eligible. Upon receipt of the letter of alternative admission status, applicants must return an acceptance form and submit an admission deposit of \$100 (money order) to reserve space in the upcoming class if an opening should occur. This deposit will be returned to the applicant if tentative admission is not offered or will later apply toward the total cost of the final semester tuition if the applicant is accepted. The deadline for refund requests of this deposit are May 15 for August enrollment and October 15 for January enrollment and must be submitted in writing.

## Admission Requirements

### ***Health requirements***

Upon receipt of tentative or alternate admission status, the student will complete specific medical requirements as follows: appointments with Employee Health Services at Covenant to provide a medical history, take a drug screen test, update required immunizations, be referred to the hospital laboratory for the Varicella Zoster AB Screen (Chicken Pox) blood test, complete a Color Blind Test and Respirator FIT Test, and complete the student file.

### ***CPR BLS Certificate***

Completion of an approved CPR course is required prior to admission to the school. CPR must be taken through American Heart Association only. January applicants must be completed in December prior to admission and August applicants must be completed in June prior to admission. You must submit a copy of your CPR card and verification form to the Nursing Careers counselor.

### ***Financial Aid***

Your completed financial aid application must be received by June 15th or October 15th for priority consideration. 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.

### ***Orientation***

An orientation day is held prior to the beginning of the semester. Tentative admission applicants must attend this orientation.

### ***Final admission status***

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

## LVN-to-RN Advanced Credit Program

Licensed Vocational Nurses (LVN) may request admission to the Advanced Credit Program for completion of their registered nursing education. This accelerated program reduces the time from the usual 76-week curriculum to a shorter 38 to 57 weeks depending on scores of ATI testing. For consideration into the Advanced Credit Program, the applicant must meet all regular admission requirements, which include completion of the 9 specific college pre-requisite courses and pre-entrance testing. Refer to the Application Process section for more information.

Applicants must have graduated from an approved School of Vocational Nursing and be currently licensed as an LVN to be eligible for consideration of admission into the Advanced Credit Program. If an applicant graduated from LVN school more than 2 years ago, they must have completed one year of experience as a LVN within the last 3-5-years routinely performing basic nursing skills. Applicants beginning the Advanced Credit Program within two years of graduation from LVN school will not be required to complete LVN work experience.

An ATI exam will be offered to those applicants who have a GPA of  $\geq 3.0$ . If the applicant scores high enough, the applicant may be admitted to the N301 semester. If the applicant does not meet the ATI scores or has a GPA  $< 3.0$ , the applicant must begin with the N201 semester.

## Transfer Students

Individuals who are currently or have been recently enrolled in other accredited schools of registered nursing and who desire to seek admission as a transfer student at CSON, must meet all admission criteria as explained in the Application Process section. In addition, the transfer applicant must provide a Letter of Standing from the current and/or previous nursing school(s) along with detailed course outlines and other appropriate information which will document course content for the nursing courses already completed. These documents are reviewed by the Nursing Career Counselor and a tentative course schedule necessary for graduation from CSON will be determined. The Admissions and Progression committee will then make a decision as to whether the applicant is accepted for admission.

All transfer students must successfully complete the first semester of the curriculum before enrolling in any remaining nursing courses needed for graduation in the CSON curriculum. A minimum of 38 weeks of nursing courses including N101 and N301 or N401 must be successfully completed at the School of Nursing.

Transfer students with one failure in required nursing courses from previous schools of nursing will not be granted readmission to CSON following a subsequent failure in this program. Transfer students with more than one failure in required nursing courses from previous schools of nursing will not be awarded transfer credit. These students will be required to meet all regular admission requirements and complete the entire 76-week curriculum. Transfer students must complete a minimum of 38 weeks of the nursing curriculum at CSON. Eligibility for transfer credit depends on the length of time lapsed since satisfactory completion of required nursing courses and enrollment at CSON. Transfer students applying for admission into N101 or N201:

Less than one year— Transfer credit granted for comparable course work after completion of N101.

More than one year—Not eligible for transfer credit.

Transfer students applying for N301 or N401:

Less than two years—Transfer credit granted for comparable course work after completion of N101.

More than two years— Not eligible for transfer credit.

## **Section 3 Academic Requirements**

Academic Requirements

Academic Failure

Readmission

Graduation/Licensure



## Academic Requirements

### ***Scholastic requirements/Grading system***

Scholastic ratings are determined by a combination of theory, application of theory in the clinical laboratory, examination grades, and other required assignments. Clinical and Laboratory experiences are on a Pass/Fail system. The student must pass both portions of all clinical nursing courses. In theory, the average of all major exams, including the final exam, 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.

A=90-100 B = 80 - 89 C = 75 - 79 Failure=Below 75

### ***Nationally Standardized Assessments Policy***

Covenant School of Nursing has chosen Assessment Technologies Institute, LLC (ATI) as the provider for nationally standardized assessments. The recommended scores are published in the RN Content Mastery Series Faculty Resource Guide. The Resource guide is updated with each Content Mastery Series (CMS) update. Updated versions of the CMS and Faculty Resource Guide may cause changes in statistical analysis data. Any changes to Covenant School of Nursing standardized testing policy guidelines will be provided to students in writing. This Policy & Procedure provides students and faculty of Covenant School of Nursing with guidelines for utilization of the ATI Program.

1. For students in Nursing 101 and Transition students, there will be a presentation of the ATI Program by designated faculty describing the program and how it will be utilized.
2. ATI books required for the semester of study should be paid for by the 3rd week of each semester. If the student has not made payment or proof of arrangements with the Business coordinator by the 3rd week, the student will not be allowed to attend class/clinical.
3. The Content Mastery Series 2.1 assessment proctored examinations include Fundamentals for Nursing Practice, Adult Medical-Surgical Nursing, Nursing Leadership, Maternal-Newborn Nursing, Nursing Care of Children, Mental Health Nursing, RN Critical Care and Nursing Pharmacology. Required exams will be published in the Course Outlines. Students are encouraged to complete the non-proctored exams appropriate to his/her semester of study as a learning tool and in preparation for the proctored ATI exams.
4. Pharmacology requirement: Students will complete one non-proctored Pharmacology exam in the first semester and one non-proctored pharmacology exam in the second semester. The due date for completion of the non-proctored exams will be published in the Pharmacology Course Outlines. Failure to show proof of completion of the required non-proctored exam will result in a course "Incomplete" and the student may not progress to the next semester.
5. The proctored assessment exams will be scheduled during the last month of the semester. Proctored assessment exams are online exams and will be taken in the Learning Resource Center. Only one examination period will be scheduled for each exam. Students unable to attend at the scheduled time will reschedule with the LRC Coordinator as soon as possible. Students will have a different version of the exam if not testing with the group.
6. After the student has obtained a 75% average on unit exams and the final, the outcome of the required proctored exam will determine 5% of the student's overall course grade. The student will be awarded points as follows:

**Below ATI Level 1 Proficiency: 0 ATI Level 1 Proficiency: 75:ATI Level 2 Proficiency: 85:ATI Level 3 Proficiency: 100**

In courses where there is more than one CMS administered, the student's percent correct on each CMS proctored exam will be averaged to determine the point award. If the student's average of the exams falls below the average of the Level 1 cut scores, the student will receive 0 (zero) points, therefore, 5 percent of the student's grade will be 0 (zero).

The first attempt of the CMS exam is the only score that will be used to calculate point awards.

## 7. Comprehensive Exams

During Nursing 401, students will take the nursing and pharmacology comprehensive exams. Nursing Pharmacology and the RN Comprehensive Predictor will be administered during the 4th semester.

### RN Comprehensive Predictor 2007

The minimum individual composite score determined by ATI to reflect a 91%-100% chance of passing the NCLEX is required. This score will be posted during the semester and prior to the examination date. The student may repeat the RN Comprehensive Predictor 2007 one time.

If the required minimum individual score is not met again, the student must show proof of attending an NCLEX preparation course taken after graduation. When the certificate of completion of the NCLEX preparation course has been presented to the Dean, the student will receive his/her diploma.

Nursing Pharmacology Students are expected to achieve Proficiency Level 2. If the student fails to meet the expectation he/she may repeat the exam once. If Proficiency Level 2 is not met again, the student must show proof of attending an NCLEX preparation course taken after graduation. When the certificate of completion of the NCLEX preparation course has been presented to the Dean, the student will receive his/her diploma.

8. Required retakes will be scheduled with the LRC Coordinator. If unable to make the scheduled test date and time, the student will notify the LRC Coordinator. Failure to notify the LRC Coordinator will be dealt with by the Dean.

9. Recommended scores for the Content Mastery Series and the RN Comprehensive Predictor will be posted in public areas for students to review as needed.

### ***Progression***

A minimum grade of 75 (C) in classroom performance and a pass in clinical application is required for promotion to the next semester. Students must complete each course with a minimum grade of 75 (C).

### ***Student Retention***

Students scoring low on the TEAS pre entrance 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 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.

## **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 20% of any course (see Attendance Policy)
- Termination of employment from Covenant Health Systems

The student must return the following items to the school secretary 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 Course Coordinator. The student then requests an Exit Interview Form and Application for Readmission from the school secretary (See Readmission Section below.) The Exit Interview Form lists several individuals the student must personally meet with and obtain a signature from in order to discuss the reasons for withdrawing from school and to get their signatures on the form. These faculty members include the following: Faculty, Advisor, Course Coordinator, Dean, Financial Aid Officer, Nursing Careers Counselor, and Chairperson of Admissions and Progression Committee. It is the student's responsibility to meet with each of these individuals. The student must return the following items to the school secretary within 20 days of the last date attended in order to officially withdraw from CSON:

- Completed Exit Interview Form
- School of Nursing Identification Badge

## 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 courses.

Should the student fail a course 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 ten years from the official withdrawal date may be readmitted without penalty from previous failures and will not be granted any credit for previous courses completed at the School of Nursing.

Advance credit students who do not pass the transition course may be considered for enrollment in the freshman class.

A student failing at the time of withdrawal from CSON, but who withdraws from the School by the end of the 8th week of the semester, will not have that withdrawal count as a failure one time only.

### ***Number of Readmissions***

A student will be granted only one readmission following an academic failure. Should the student fail a course following readmission, the student will be ineligible for a subsequent readmission to the school. However, a student with one or more failures at CSON after ten years from the official withdrawal date may be readmitted without penalty from previous failures and will not be granted any credit for previous courses completed at CSON.

### ***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 Coordinator office before a final readmission decision will be made by the Admissions and Progression 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 Coordinator or the Nursing Careers Counselor
- Complete and return the form to the Business Coordinator and secure her signature, verifying that the student does not owe any money to the school
- Submit for approval by the Admission and Progression Committee
- Receive from the Chairman of the Admissions and Progression Committee a Letter of Tentative Admission.
- Receive by mail information regarding CPR certification and the update of the student health file in Employee Health Services

### ***Failure Exclusions***

A student failing at the time of withdrawal from CSON, but who withdraws from school by the end of the 8th week of the semester, will not have that withdrawal count as a failure.

If a student had two (2) failures in the generic program, and desires admission to the LVN-RN Advanced Credit, admission can be granted if three years have passed since the last failure in the generic program.

A student, who fails the Transition Course, can re-enter the generic curriculum without penalty. If the student fails the Transition Course a second time, they will not be eligible for readmission.

### ***Time Limitations***

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

Freshman and Sophomore Students

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

Junior / Senior Students

1. Less than one year - resume completion of CSON junior/senior curriculum
2. More than two years - No prior credit earned at CSON will be applied. The returning student must complete the entire 76 - week curriculum but will not be required to retake the pre-entrance exam.

### ***Miscellaneous***

#### **Admission Requirements**

1. The returning student must meet all current regular admission requirements at the time of readmission.
2. The returning student is subject to the nursing curriculum in place at the time of readmission to the school.

#### **Course Retakes**

1. The returning Freshman/Sophomore student will be required to retake all courses not passed or completed as well as meet all course work requirements for the period that is being repeated.
2. The returning Junior / Senior student must complete in its entirety the applicable semester.

#### **Special Requirements**

The returning student must complete any special requirements noted by the school prior to readmission.

#### **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.

Graduation ceremonies are held each year in May and December.

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

### ***Graduate Honor Awards***

The graduating senior 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 by the Covenant Health System.

The graduating senior 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 by the Covenant School of Nursing Alumni.

The graduating seniors with an overall 3.5 or above grade point 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.

## **Section4: Attendance Requirements**

Attendance Requirements

Leave of Absence

Pregnancy

## **Attendance Requirements**

Attendance and punctuality to class and clinical are required and closely monitored. A written statement of attendance requirements is distributed to students annually. This statement, signed by each student indicating understanding of the policy, specifies maximum absences, tardies and penalties allowed. Failure to meet course requirements due to absences or tardiness will subject the student to dismissal. Credit is not given for a course in which the student has been absent greater than 20% of that course.

### ***Leave of Absence***

A formal, written request for a leave of absence may be granted by the Admissions and Progression committee when appropriate. Approval must be received prior to the first day of the requested leave. A leave of absence is a temporary interruption in a student's course of study which conflicts with the school curriculum and may postpone the date of graduation.

### ***Pregnancy***

A pregnant student will be allowed to attend class and clinical practice at the discretion of the faculty and attending physician. The Course Coordinator should be notified of a pregnancy as soon as the pregnancy is confirmed.

### ***Maternity Leave***

The maternity leave request must be submitted in writing and approved by the Admission and Progression Committee. An interruption in a student's course of study that conflicts with the school curriculum will fall under the Attendance Policy and may delay the student's date of graduation.



## **Section 5: Tuition/Fees**

Payment Options

Nonrefundable fees

Additional Tuition

Refund Policy

Return of Title IV Funds

## 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.

**\*\*ALL NEW STUDENTS ARE REQUIRED TO PAY AN INITIAL PAYMENT OF \$720.00 BY THE DATE INDICATED ON THE TUITION AND FEES SCHEDULE, EXCEPT THOSE RECEIVING FINANCIAL AID CHECKS BY THE FIRST WEEK OF SCHOOL.**

Payments will be considered late 5 days after the designated date (See Tuition and Fee Schedule/Promissory Note). On the 6th day a late fee of \$20 for the FIRST DAY and \$5 EACH DAY thereafter will be assessed until payment is RECEIVED. Tuition must be paid 15 days after the designated date (See Tuition and Fee Schedule/Promissory Note) if the student is to remain enrolled.

Students who receive financial aid are required to pay all school tuition and fees due for that semester at the time financial aid checks are disbursed or by noon the 3<sup>rd</sup> Friday after the school semester starts.

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

- involuntary withdrawal of the student,
- withholding the diploma to which the student would otherwise be entitled,
- withholding the student's transcript.

Along with Visa, Master Card, Discover, or American Express, personal checks and cash 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. Any student notified of a returned check must remedy the situation within 10 business days.

All tuition must be paid in full before students will be allowed to advance to the next semester, and all applicable tuition and fees for the senior year must be paid in full before graduation.

***Tuition/Nonrefundable fees--(subject to change)***

Application Fee: \$50.00 Money Order must be paid when student submits complete application.

TEAS Test Fee: \$40.00 must be paid when student registers to take the pre-entrance exam.

Tuition \$8600.00 for entire 76 week program, (\$2150.00 per semester)

Texas Board Exam: \$139.00 paid 3 months prior to graduation to the Texas Board of Nursing.

NCLEX: \$200.00 paid 1 month prior to graduation to PearsonVue.

Graduation Fee: \$50.00 paid prior to graduation. (See Administrative Fee)

Testing Fee: Approximately \$576.00 (To be paid throughout the program – subject to change)

Administrative Fee: A \$100 fee to CSON for reserving an academic position for the student. (\$50 credited to final tuition pmt, \$50 debited for Graduation fee, nonrefundable if student withdraws)

Technology Fee: \$60.00 to be paid Freshman semester

Transcript Fee: Students/Alumni must be in good standing to receive a transcript. \$2.00- Unofficial transcripts; \$3.00 - Official transcripts. Student/Alumni transcripts are available upon request in the Business Office. Academic transcripts furnished from other institutions are part of the student's permanent file and copies will not be made available by CSON.

***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.

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%

**Return of Title IV Funds**

For students who receive assistance from the Title IV Student Financial Assistance (SFA) programs the law dictates a specific pro-rata formula to determine the dollar amount of the SFA program assistance the student has earned for that payment period at the point of withdrawal. When you (or CSON on your behalf) receive more assistance than you earned, the excess funds must be returned. The student **MUST PAY ANY TUITION BALANCE CREATED** because CSON was required to return all or a portion of the student's unearned SFA program funds. For example: at the time of withdrawal, if you have only attended 30% of the payment period for which you were charged, then you have not earned 70% of the SFA program funds you received. All unearned SFA program funds **MUST** be returned to the government. **YOU MUST ATTEND 60.01 % OF THE PAYMENT PERIOD BEFORE YOU HAVE EARNED 100% OF YOUR SFA PROGRAM ASSISTANCE.**

## **Section 6: Financial Aid**

Financial Aid Policy

Satisfactory Academic Progress

Scholarships

Financial Aid Disbursement

Return of Student Financial Aid

Student Rights and Responsibilities

## Financial Aid

### ***Financial Aid Policy:***

The objective of the student financial aid program at Covenant School of Nursing & Allied Health (CSON) is to provide assistance to students who, without such assistance, would not be able to pursue higher education. Financial assistance at CSON includes Federal Pell Grant, Federal Supplemental Educational Grant (FSEOG), Federal Family Educational Loan Programs (FFELP), and limited 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 an education at CSON and the amount of money reasonably available to the student from all other sources. 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.

### ***Satisfactory Academic Progress***

Federal regulations require that all financial aid recipients are maintaining satisfactory academic progress. According to the standards and practices at the School of Nursing, the following guidelines will be applied in determining satisfactory progress.

Students are expected to maintain full-time enrollment and are required to be in good standing and passing all components of the program with at least 75% grade point average. Each student's status will be monitored at the time of disbursement as well as at the end of each semester to ensure compliance with the SAP Policy. Students must successfully complete all of the clock hours for which financial aid has been received before any successive financial aid will be disbursed. Students may not receive financial assistance for repeating a course. Any student who fails to maintain the satisfactory academic progress standard should expect their financial aid to be automatically canceled. The concept of "good standing" includes the student's attendance, personal appearance, and behavior. Students who do not follow the policies stated in the school catalog and the Student Handbook will not be considered to be in good standing and making progress toward their diploma. A copy of the School of Nursing Financial Aid Reasonable Academic Progress Policy is posted on the financial aid bulletin board. Students who are denied financial assistance based on failure to meet the school's satisfactory progress policy may appeal in writing to the Financial Aid Office for consideration. The final decision will be determined by the Financial Aid Office.

### ***Financial Aid / Scholarships***

Financial assistance offered through the School of Nursing is in various forms of grants, loans, tuition assistance, and scholarships. Awards to eligible students are based on documented financial need and other qualifications required by the donors of the scholarship funds. The school participates in the following Title IV federal assistance programs: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Family Education Loan Program (FEELP) (subsidized and unsubsidized), and Federal Parent Loans for Undergraduate Students (FPLUS). Qualifications for each program may differ slightly, but the general requirements for financial assistance at the school are that the student must be in good academic standing, making satisfactory progress toward his/her diploma, (the Satisfactory Academic Progress Policy is posted on the Financial Aid bulletin board) be registered with Selective Service (if required), not owe a refund on a Federal grant or be in default on a Federal educational loan received for attendance at any institution, be a citizen or eligible noncitizen, and have financial need. To apply for financial aid, request application forms from the Financial Aid Office, School of Nursing, or via the web at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

### ***Financial Aid Disbursement***

A financial aid academic year at CSON is based on clock hours rather than semester hours. A clock-hour academic year at the School of Nursing is defined as 900 clock hours of instruction and is divided into two clock-hour payment periods. Students must successfully complete all clock-hours in each payment period before receiving assistance for the next payment period. Excessive absences may delay or cause financial aid payments to be cancelled. Federal financial aid will be disbursed in the form of checks, payable to the student. Checks will be released on or shortly after the payment dates on the Award Letter but never earlier.

### ***Return of Student Financial Aid (SFA) Program Funds***

All students who withdraw from school must contact the Financial Aid Office for clearance at the time of withdrawal. For students who receive SFA program funds the law dictates a specific pro-rata formula to determine the dollar amount of the SFA program assistance the student earned for that payment period at the point of withdrawal. When you (or CSON on your behalf) receive more assistance than you earned, the excess funds must be returned. The student **MUST PAY ANY TUITION BALANCE CREATED** because CSON was required to return all or a portion of the student's unearned SFA program funds. The law states that **STUDENTS MUST ATTEND 60.01% (NOT INCLUDING ABSENCES) OF THE PAYMENT PERIOD BEFORE THEY HAVE EARNED 100% OF THEIR SFA PROGRAM ASSISTANCE**. All unearned SFA program funds will be distributed as prescribed by the law. Students will have 45 days to repay or make satisfactory repayment arrangements with the Dept. of Education to repay the portion of financial assistance that they are responsible for repaying. Specific examples of the applicable refund policy are available in the Financial Aid Office.

The priority deadline is important. In order for the CSON Financial Aid Office to complete the processing of your financial aid request by the first class day, all required application forms and other requested student and/or parent documentation must be accurately completed and received by the Financial Aid Office on, or before the priority deadline date posted on our website: [www.cson.covenanthealth.org](http://www.cson.covenanthealth.org). Applications received after the priority deadline may result in students having to be prepared to meet initial costs (i.e., tuition, living expenses) from their own resources until their financial aid application has been processed.

***Student Rights and Responsibilities/You Have the Right to Know:***

What financial aid programs are available

The deadline for submitting applications for each of the programs.

How financial aid will be disbursed.

How your financial aid was determined.

What resources were considered in the calculation of your financial need

How much of your financial need has been met.

The details of the various programs in your student aid package.

The School of Nursing's refund policy and the Department of Education's Return of Title IV funds requirements.

What portion of the financial aid you receive must be repaid, and what portion is grant aid. If the aid is a loan, you have the right to know the interest rate, the total amount that must be repaid, and know when the payment is to begin.

How the School of Nursing determines if you are making satisfactory progress, and what happens if you are not.

***In Accepting Your Responsibilities You Must:***

Complete all application forms accurately and submit them on time to the proper place.

Provide correct information. In most instances, misreporting information on financial aid application forms is a violation of law and may be considered a criminal offense which could result in indictment under the U.S. Criminal Code.

Return all additional documentation, verification, corrections, and/or new information requested by either the Financial Aid Office or the agency to which you submitted your application.

Be responsible for reading and understanding all forms that you are asked to sign, and for keeping copies of them.

Live up to the agreement that you sign.

Be aware of and comply with deadlines for application or reapplication for aid.

Be aware of the School of Nursing refund procedures

Report changes in name, address, and telephone number to the proper office(s).



## **Section 7: Student Services**

Student Activities

Covenant Student Body Organizations

Student Services

## Student 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 students with their faculty sponsors or advisors. Notices of all activities are posted on the Activity Calendar at least one week in advance of the event.

### ***Welcome Party***

Each new class is welcomed to the School of Nursing with a social gathering given by the Student Government to introduce them to the students and faculty of the school.

### ***Vacation***

School is in session from the first Monday in August each year until the last Friday in May, or first Friday in June. A nine week break during June and July is provided.

### ***Holidays***

The School of Nursing acknowledges seven holidays each year:

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

## Covenant Student Body Organizations

Several Student Organizations are available on the CSON campus to provide student and community activities.

### ***Student Government Organization***

The Student Government Organization (SGO) serves as a vehicle by which students may learn to operate as a group to accomplish their desired goals and to plan and execute community service activities and social activities. All students are members of this organization and are encouraged to attend the general meetings.

### ***Student Welfare Committee***

This committee serves as liaison between the Hospital and the School to oversee the student program. Elected representatives from each level attend this meeting.

### ***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. These organizations provide opportunities to participate in community activities directed at improved health care, to promote recruitment, and to gain insight into functions and responsibilities of student government.

### ***Nursing Students' Association***

Students have the opportunity to join the Nursing Students' Association, a constituent of Texas Nursing Students' Association and the National Student Nurse Association. The Association is governed by a Board of Directors elected by the members.

### ***Student Rights and Responsibilities***

Each student is expected to conduct himself in a manner becoming to a professional student. All students are required to abide by the rules and regulations stated in the Student Handbook presented to each student upon admission to the School of Nursing. Recognizing that students retain rights along with responsibilities, a Student Bill of Rights and a Student Grievance Process are outlined in the Student Handbook.

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;
- a right to due process
- a right to and a responsibility for insuring peer review and self-evaluation
- all the rights and privileges of internal governance
- 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 Student Government or 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

### ***Learning Resource Center –***

A computer laboratory, funded in part by the Helene Fuld Health Trust, is available for computer assisted learning.

### ***Guidance and Counseling Program***

The Guidance and Counseling program is based on the recognition that each student has a unique personality and that all experiences in the school should contribute to personal growth and development as well as professional growth. A full-time Activities Coordinator is employed by the School of Nursing to assist the student in achieving these goals. Both planned and spontaneous conferences are available to the student. Academic guidance is also provided by all faculty to students. Exit interviews and surveys are held before graduation to learn the future plans of each student and to obtain suggestions regarding the school. A graduate survey is conducted to evaluate the progress and success of the graduate.

### ***Covenant Assistance Program (Counseling)***

In addition to the guidance provided by School faculty, students who have special needs may contact CAP (Covenant Assistance Program). This program is provided to students and their families as a free service. CAP provides free evaluation and referral services regarding personal problems on a self-referral basis and is staffed by highly qualified and experienced counselors who are not employees of Covenant Health System. When additional counseling or treatment is needed, CAP will refer students or their family members to the most appropriate community-based resource for assistance.

### ***Student Health Program***

The Student Health Program is designed to conserve and promote the health of students.

Students must report any injury/occupational exposure, no matter how slight, to their instructor and EHS immediately. Note: An EHS nurse is on-call 24 hours a day for all injuries/occupational exposures and may be paged at 740-6977 after 1700 and on week-ends and holidays.

Any prescription written for a school/clinical-related illness/occupational injury must be validated by EHS before the prescription may be filled by a CHS pharmacy.

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

EHS has the primary responsibility for coordinating medical treatment and follow-up for any clinical/school related injury or occupational exposure.

Student Health Records will be maintained in Employee Health Services. Upon graduation, students are responsible for obtaining immunization records from EHS, otherwise these records will be destroyed after six (6) months. If however, following graduation, students become CHS employees, EHS will continue to maintain the records as part of their employee health record.

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

### ***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.

### ***Child Care Center***

An accredited Child Care Center offers an exemplary facility for hospital employees. Nursing students are given an equal opportunity to use this Center for their children, as space permits. The center is open from 6:15 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 System or elsewhere 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 System. Application is made in the Recruiting and Retention Office in Human Resources at Covenant Medical Center. If a student has called in absent, it is expected he/she would refrain from employment activities on that day.

### ***Library***

The Covenant Medical Library is located in the Covenant Medical Center across from Human Resources. It is an integrated library combining medical, nursing and allied health information and an invaluable resource for nursing students. There is a student orientation to the Library the week before clinicals begin. The Library offers a full menu of online databases with full text articles which can be accessed from home or in the Library. The holdings include approximately 2500 books, 5000 bound periodicals and over 200 current periodical subscriptions, 95 of which are nursing related. Resources are broadened through MEDLINE, CINAHL, databases available through Knight-Rider Information, OCLC, and a responsive interlibrary loan network. The hours are M-F 8:30-5:00.

### ***Physical Fitness Program***

The Lifestyle Centre features a jogging track, Nautilus workout equipment, aerobic dance, treadmills, bikes, rowing machines and a swimming pool.

### ***Records***

Student records are on file in the School of Nursing office. Access to these files is limited to school administrative staff and faculty. All information is considered confidential and all documents and forms are the property of the School of Nursing and will not be forwarded or returned. A student may request in writing an opportunity to inspect or review his/her student file. The school will not release personally identifiable record information to a third party. To protect student records, the School of Nursing adheres to The Family Educational Rights and Privacy Act of 1974, as amended, which limits the conditions by which information about students may be released. Graduate records of students and records of students withdrawing from the program prior to completion are maintained permanently in the School of Nursing. These records contain appropriate documents from the student file. Records of applicants not admitted to the school will be held for one year.

### ***School of Nursing Building***

The School of Nursing is located at 2002 W. Loop 289, Suite 120. It includes faculty offices, classrooms, conference rooms, reading rooms, and a computer lab. All students must provide their own living quarters, transportation and be available to the School by telephone. The school building is open Monday through Thursday between the hours of 8:00 a.m. and 5:00 p.m., and Friday, 8:00 a.m. and 4:30 p.m. The School of Nursing is closed on holidays.

### ***Eating Areas***

Many students bring lunches and use refrigerators and microwave ovens which are located in the student lounge. Soft drinks and snacks may be purchased in vending machines. Items placed in refrigerators must be marked with name and date. Items dated longer than 3 days will be thrown out. ALL items will be thrown out on Fridays.

### ***Smoking Areas***

It is the policy of Covenant Health System to provide a healthful, safe working environment. The use of tobacco products is prohibited inside all CHS-owned and leased facilities. Smoking is permitted only in designated areas.

### ***Study Areas***

Study areas are provided as needed. Empty classrooms may also be used as study areas.

### ***Student Housing***

There is no authorized campus housing. Students are responsible for locating safe places of residence while they are enrolled in the School.

## **Section 8: Curricula**

Prerequisite Courses

CSON's Course Numbering

Course Overview

## Curricula

### *Prerequisite Courses*

<b>Academic Prerequisites</b>				
<b>Course Title</b>	<b>Semester</b>	<b>Class</b>	<b>Laboratory/</b>	
	<b>Hours</b>	<b>Hours</b>	<b>Clinical Hours</b>	<b>Weeks</b>
English (Speech or Spanish)	6	96		
Chemistry	3-4	32	32	
Anatomy & Physiology	6-8	64	64	
Microbiology	3-4	32	48	
Introduction to Psychology	3	48		
Human Growth & Development	3	48		
Human Nutrition	3	48		
<b>Total Prerequisites</b>	<b>27-31</b>	<b>368</b>	<b>144</b>	<b>32</b>



### **CSON's Course Numbering**

Courses in the School of Nursing are identified by a multiple digit number. The following diagram illustrates the meaning of each digit.

<b>Course Title and Number</b>	<b>Semester Hours</b>	<b>Class Hours</b>	<b>Laboratory/Clinical Hours</b>	<b>Weeks</b>
<b>Semester I</b>				
Nursing 100 Learning Strategies	1.5	8		4
Nursing 101 Medical/Surgical 1	13.5	108	328	19
Nursing 102 Pharmacology 1	2	30		19
Nursing 103 Pathophysiology 1	2	30		19
<b>Total</b>	<b>18</b>	<b>176</b>	<b>328</b>	<b>19</b>
<b>Semester II</b>				
Nursing 201 Medical/Surgical	15.5	140		19
Nursing 202 Pharmacology II	2	30	330	19
Nursing 203 Pathophysiology II	2	30		19
<b>Total</b>	<b>19.5</b>	<b>200</b>	<b>330</b>	<b>19</b>
<b>Semester III</b>				
Nursing 301: Family Centered Care of Specialty Populations (Maternity/Pedi/Mental Health)	15	120	360	19
<b>Semester IV</b>				
Nursing 401 Advanced Nursing and Leadership (Management/Critical Care)	15	120	360	19
<b>Program Totals</b>	<b>67.5</b>	<b>616</b>	<b>1378</b>	<b>76</b>
<b>Advance Credit Program for Licensed Vocation Nurses who upon successful completion of the course receive credit for Semesters I and II.</b>				
Nursing 201 Medical/Surgical	15.5	140		19
Nursing 202 Pharmacology II	2	30		19
Nursing 203 Pathophysiology II	2	30		19

## Course Overview

### ***NURSING 101: Medical/Surgical Nursing I***

Nursing Science 101 introduces the student to the fundamentals of nursing. The individual is presented as a whole person (body, mind, spirit) whose life style has been disrupted by illness. The application of the nursing process guides the student through the concepts of basic needs in health and illness. The development of interpersonal communication, cognitive and technical skills along with an understanding of ethical and legal issues provides a sound foundation for student learning and progression of their nursing education... The clinical instruction is coordinated with the formal classroom and simulated laboratory experiences. The student is encouraged to participate as a member of the multidisciplinary health care team to provide total care. Clinical experiences become more self-directed as the semester progresses.

### ***Nursing 102: Pharmacology I***

The focus of Nursing 102 is to help nursing students acquire and apply the scientific body of knowledge known as pharmacotherapy to the use of medications in the management of illness and the maintenance of wellness in the adult client. The nursing student is introduced to and will explore principles of pharmacotherapy in the context of classifications, application to wellness, and use of pharmacotherapeutic agents in the treatment of specific disease processes within the framework of the nursing process - assessment, analysis, planning, intervention and evaluation.

### ***Nursing 103: Pathophysiology I***

The focus of Nursing Science 103 is to introduce students to the fundamental concepts of pathophysiology. The alterations brought about by a pathophysiological state that results in illness or disease are explored in order to achieve a better understanding of the care for the individual. The concept that the individual as a bio-psycho-social-spiritual being whose life style has been disrupted by disease and/or illness is considered. These studies provide a foundation for student observations and a framework for actions taken in the planning and implementation of care of the client.

### ***Nursing 201: Medical/Surgical Nursing II***

The concept of the client as a whole person (body, mind, and spirit) whose life style has been disrupted by illness is continued. Clinical instruction is coordinated with formal class-room instruction. Clinical conferences are planned to supplement both clinical and formal instruction. Nursing process principles are utilized to develop plans of care based on client needs and concepts of the health-illness continuum. The student continues to participate as a member of the multidisciplinary health care team to provide total patient care. Emphasis shifts to evaluation and modification of care, teaching and discharge planning. Clinical experience continues to become more self-directed as the semester progresses.

### ***Nursing 202: Pharmacology II***

Nursing 202 is a continuation of Nursing 102 designed to help nursing students acquire and apply the scientific body of knowledge known as pharmacotherapy to the use of medications in the management of illness and the maintenance of wellness in the adult client. The nursing student is introduced to and will explore basic principles of pharmacotherapy in the context of classifications, application to wellness, and use in the treatment of specific disease processes within the framework of the nursing process.

### ***Nursing 203: Pathophysiology II***

The focus of Nursing Science 203 is to provide a meaningful insight into the mechanisms that maintain the human body with its boundaries and explain the dynamic aspects of the disease process. The alterations brought about by the pathophysiological state results in disease or illness are explored. The concept that the individual as a bio -psych o-social - spiritual being whose life style has been disrupted by disease and/or illness is broadened through the study of pathophysiology. It is essential to know that disease is dynamic and the manifestations may vary from person to person and change from day to day. The knowledge can then be incorporated into the nursing process directing the care of the client.

### ***Nursing 301: Family Centered Care of Special Populations***

This course is an introduction to Maternal/Newborn, Pediatrics, and Psychiatric/Mental Health Nursing. Special emphasis is placed on the biologic, psychologic and sociologic factors affecting these special populations in each unique individual, their family and their community. The clinical component of Nursing 301 seeks to apply scientific concepts and evidenced-based nursing practice in a variety of planned learning experiences. These experiences include but are not limited to acute care, long term care, community care and community resources. This course provides the student the opportunity to develop in the role of maternal/ newborn, pediatric, and psychiatric/mental health care team member. At the completion of this course the student should be competent to function in these areas in a beginning nursing position.

### ***Nursing 401: Advanced Nursing Leadership***

Advanced Nursing and Leadership is a study of the problems encountered by persons in altered health states in a variety of clinical settings. The course is structured to build on general nursing courses while preparing the student to provide nursing care to meet the specific complex needs of the client and family. The course facilitates transition from stu-dent to registered nurse role. Concepts, theories, and application of leadership and man-agement modalities are incorporated. Current trends in health care delivery, legislation, ethics, and employment are discussed. Emphasis is placed on utilization of evidenced-based nursing practice in situations in which critical thinking, decision making, thorough assess-ment and timely nursing interventions are expected outcomes. This knowledge facilitates the student's development of cognitive, psychomotor, and affective abilities needed to function as an accountable nurse generalist capable of critical thinking, independent judgment, and self-direction. Career selection, career mobility, and the nurse's responsibility for continued professional growth are discussed.

## Section 9: Faculty

Dean

Faculty

Faculty Assistants

Support Staff

## Faculty School of Nursing

Date after name indicates year of appointment at the School of Nursing.

### **Dean**

Anger, Alicia (2002) Diploma, Methodist Hospital School of Nursing, Lubbock, Tx, 1997; BSN, West Texas A&M University, Canyon, Tx, 1999; MSN, Texas Tech University Health Sciences Center, Lubbock, Tx, 2004

### **Faculty**

Alayyan, Mary (1966) BSN, Baylor University, Waco, Tx, 1962; MA, University of Northern Greeley, Colorado, 1979

Allison, Vicky (2001) BSN, West Texas State University, Canyon, Tx, 1981; MSN, Texas Tech University Health Sciences Center, Lubbock, Tx, 2003

Berry, Mary Frances (1981) Diploma, Northwest Texas Hospital School of Nursing,, Amarillo, Tx, 1971; BSN, West Texas State University, Canyon, Tx, 1974; MAC, Pepperdine University, Malibu, Ca, 1978

Brazell, Patricia (1991) BSN, University of Texas, Austin, Tx, 1983; MSN, West Texas State University, Canyon, Tx, 1991

Carter, Tyra (1980) BS, Texas Tech University, Lubbock, Tx, 1974; MS, Texas Tech University, Lubbock, Tx, 1978; Ph.D., Texas Tech University , Lubbock, Tx, 2005

Cox, Denise (2001) BSN, University of Texas at Austin, Tx, 1979; M. Ed., Wayland Baptist University, Plainview, Tx, 1998; MSN, Texas Tech University Health Sciences Center, Lubbock, Tx, 2004

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

Durbin, Jimmy (2003) BS, Lubbock Christian College, Lubbock, Tx, 1973; Diploma, Methodist Hospital School of Nursing, Lubbock, Tx, 1975; BSN, West Texas State University, Canyon, Tx, 1978; MSN, Lubbock Christian University, Lubbock, Tx, 2007

Fabry, LeeAnn (2007) ADN, Eastern New Mexico University, Roswell, Nm 1989; BSN, Lubbock Christian University, Lubbock, Tx 2006; MSN, Lubbock Christian University, Lubbock, Tx 2008

Franco, Linda (2008) LVN, Lubbock Independent School District, Lubbock, Tx, 1980, ADN, Excelsior College, Albany, NY, 2000, BSN, Texas Tech University Health Sciences Center, Lubbock, Tx 2002, MSN, Texas Tech University Health Sciences Center, Lubbock, Tx 2006

Golson, Deborah (2007) ADN, Pima College, Tuscon, Az, 1985; BSN, Lubbock Christian University, Lubbock, Tx, 2005; MSN, Lubbock Christian University, Lubbock, Tx, 2007

Hill, Terry (2008) BSAg, Texas Tech University, Lubbock, Tx, 1982; Diploma, Methodist Hospital School of Nursing,, Lubbock, Tx, 1995; Licensed Paramedic, South Plains College, Levelland Tx, 2000, MSN, Lubbock Christian University, Lubbock, Tx, 2009

Hilton, Carla (2001) Diploma, Methodist Hospital School of Nursing, Lubbock, Tx, 1978; BSN, West Texas State University, Canyon, Tx, 1980; MSN, Texas Tech University Health Sciences Center, Lubbock, Tx, 2004

Holland, Brian (2008) AD Applied Science, Chattahoochee Valley Community College, Phenix, Alabama, 1992; BSN, Columbus State University, Columbus, Georgia, 1995; Paramedic, Midland Community College, Midland, Tx, 2003; MSN, Lubbock Christian University, Lubbock, Tx, 2008

Johnson, Lori (2009) ADN, South Plains College, Levelland, Tx, 1989, BSN, West Texas A & M University, Canton, Tx, 1997, MSN, Lubbock Christian University, Lubbock, Tx, 2009

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

Kilpatrick, Dondi (2008) BSN, West Texas State University, Canyon, Tx 1981; MSN, Lubbock Christian University, Lubbock, Tx 2007

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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, Lubbock, Tx, 1994; FNP-BC, West Texas A & M University, Canyon, Tx, 1997

Moceo, Vicki (2006) Diploma, Methodist Hospital School of Nursing, Lubbock, Tx, 1989; BSN, Texas Tech University Health Science Center, Lubbock, Tx, 2002; MSN, Lubbock Christian University, Lubbock, Tx, 2008

Nesbitt, Sue (1990) Diploma, Methodist Hospital School of Nursing, Lubbock, Tx, 1982; Women's Health Advanced Nurse Practitioner, University of Texas HSC, Dallas, Tx, 1985, BSN, Texas Tech University Health Sciences Center, Lubbock, Tx, 1989; MSN, West Texas A&M University, Canyon, Tx, 1992

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

Pierce, Mika (2009) BSN, West Texas A&M University, Canyon Tx, 2002, MSN, Lubbock Christian University, Lubbock, Tx, 2010

Ponder, Paula (2009) LVN, South Plains College, Levelland, Tx. (1979), AND, South Plains College, Levelland, Tx, (1990), BSOE, Wayland Baptist University, Lubbock, Tx, (2002), MSN, Lubbock Christian University, Lubbock, Tx, 2007

Powers, Becky (2007) LVN, South Plains College, Lubbock, Tx, 1985; Diploma R.N., Methodist Hospital School of Nursing, Lubbock, Tx, 1989; BSN, Lubbock Christian University, Lubbock, Tx, 1996; MSN, West Texas A&M University, Canyon, Tx, 2001

Roberts, Pamela (2003) LVN, Ranger Jr. College, Ranger, Tx, (1990), ADN, South Plains College, Levelland Tx, 1993; BSN, West Texas A&M University, Canyon Tx, 1996; MSN, Lubbock Christian University, Lubbock, Tx, 2007

Rodriguez, Gloria (2006) ADN, South Plains College, Levelland, Tx, 1989; BSN, West Texas A & M University, Canyon, Tx, 1992 ; MSN, Texas Tech University, Lubbock, Tx, 2005

Rogers, Marshall (2005) Diploma, Methodist Hospital School of Nursing, Lubbock, Tx, 1996; BSN, Lubbock Christian University, Lubbock, Tx, 1998; MSN, West Texas A&M, Canyon, Tx, 2002

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Smith, Monti (2005) BSN, West Texas A&M, Canyon, Tx, 1995; MSN, Lubbock Christian University, Lubbock, Tx, 2007

Stennett, Charles Randall (2006) BSN, West Texas A&M University, Canyon, Tx, 1981; MSN, West Texas A&M University, Canyon, Tx, 1999

Thornley, Vicki (2001) Diploma, Methodist Hospital School of Nursing, Lubbock, Tx, 1979; BSN, Lubbock Christian University, Lubbock, Tx, 1995; MSN, West Texas A&M University, Canyon, Tx, 2001

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Woodward, Tracey (2010), BSN, Louisiana State University, Baton Rouge, Louisiana, 1979, MSN, Texas Tech University Health Sciences Center, Lubbock, Tx, 1999 , Geriatric Nurse Practitioner, University of Texas Medical Branch, Galveston, Tx ,2003

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

Williams, Linda (1991) Diploma, Methodist Hospital School of Nursing, Lubbock, Tx, 1974; BSN, West Texas State University, Canyon, Tx, 1976; MSN, West Texas A&M University, Canyon, Tx, 1993

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

### ***Faculty Assistants***

Braudt, Ina (2009) BSN, Texas Woman's University, Houston, Tx, 1976

Roberson, Charlotte (2009) AA, South Plains College, Levelland, Tx, 1989, BSN, West Texas A & M State University, Canyon, Tx, 1992

**Support Staff**

Arnett, Claire (2005) Student Activities Coordinator; BSEd, Texas Tech University, Lubbock, Tx, 1975

Cox, Daniel (2008) Financial Aid Coordinator/Educational Resource Coordinator, BS Financial Planning, Texas Tech University, Lubbock, Tx 2008

Hendrix, Sue (2003) Business Coordinator; BA, Texas Tech University, Lubbock, Tx, 1985

Jones, Dana (2009) Nursing Career Counselor; ADN, South Plains College, Levelland, Tx, 2003

Warner, Susan Bates (1998) Medical Librarian; BS Ed, Ohio University, Athens, Ohio, 1969; MLS, Kent State University, Kent, Ohio, 1986

**Catalog**

Conducted by Covenant Health System  
Lubbock, Texas

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