APPENDIX B
A student may request initiation of the appeal process for an unresolved situation involving a departmental rule. A departmental rule is defined as one made by the Nursing faculty, which affects more than one individual course, e.g. clinical attendance or readmission policy.

INITIATION OF AN APPEALS HEARING
1. The student should first meet with the faculty member involved and attempt to resolve the situation at that level.
2. If the situation is not resolved by meeting with the faculty member, the student meets with the Lead faculty/Teaching Team/Program Director. If not resolved, the student initiates the appeal process by submitting a letter to the Chair of the Appeals Committee of that college.
3. If the situation is not resolved, the student initiates the appeal process by submitting a letter to the Chair of the Nursing Appeals Committee of that college within 5 working days. The intent to appeal, the nature of the situation, and the requested outcome should be clearly stated in the letter.
4. The student will be allowed to continue to go to lecture/clinical/lab/seminar until the Appeals Committee meets and formulates a decision concerning the appeal. For issues such as drinking, drugs, or other behavioral issues, a student may not be allowed to remain in the classroom, lab or clinical.
5. The Chair of the Appeals Committee will call an ad hoc meeting within five days to formally review the appeal request by the student.

MEMBERSHIP
1. The Appeals Committee meeting takes priority over any other meeting.
2. The chair of the committee will be selected from a member of the full time nursing teaching faculty.
3. Each time the Appeals Committee convenes, the chair will optimally appoint three nursing faculty members and two student representatives. Because the number of available full time nursing faculty may be limited, the chair may need to request a faculty member from another healthcare program to serve on the Appeals Committee. The student representative/s may come from the nursing department or another health related program.
4. The Nursing Director may serve as an ad hoc nonvoting member of the Appeals Committee.
5. A faculty member directly involved in any given appeal may not be a voting member of the ad hoc Appeals Committee. In the event that the Chair of the committee is “an involved faculty member,” the Director will be asked to appoint a temporary Chair for that single appeal.

PROCEDURES FOR THE COMMITTEE
1. Chair duties:
   a. appoint secretary
   b. convene the meeting
   c. state purpose of meeting and student’s request
   d. introduce committee members
   e. direct the appeal hearing
   f. call for a vote based on student’s request
   g. inform Nursing Director and nursing student of the committee findings
   h. maintain minutes of the appeal in a secure file in the nursing department
2. The student should be prepared to discuss the problem situation and defend her/his position.
3. The instructor/s directly involved should be prepared to present data related to her/his position concerning the situation under appeal.
4. The Appeals Committee decision will be made by secret ballot. A majority vote will be required in order to make an exception to departmental policy. If there is a tie, the Chair will cast the deciding vote.

5. The Chair will inform the student of the committee’s decision. Any conditions imposed by the Appeals Committee will be communicated to the student in writing. Failure to comply with the conditions set by the Appeals Committee will result in a revocation of the student’s favorable outcome.

6. Unresolved issues at the departmental level may be taken to the Dean of the Division with oversight for the program. The student has five (5) working days to make a written request to have the matter referred to the Division Dean.

7. The Division Dean will review and make recommendations for the unresolved issue within ten (10) working days. Any situation remaining unresolved at this point may be taken to the college’s chief academic or student services officer as appropriate. Any academic issues are forwarded to the chief academic officer and any student conduct issues are forwarded to the student services office. Decision made by the chief academic/student services officer is FINAL.

8. Refer to Nursing Program Appeal Procedure Flowchart (see following page).

Revised: August 2008
APPEALS PROCEDURE FLOW CHART

Student meets with Faculty Member

Situation resolved by meeting with Faculty Member. No further action.

Situation NOT resolved by meeting with Faculty/Lead Faculty/Teaching Team.

Student meets with Nursing Program Director

Problem resolved by meeting with Nursing Program Director. No further action.

Problem NOT resolved by meeting with Nursing Program Director.

Student submits written request to the Chair of Appeals Committee for a formal appeal procedure. Student continues to attend lecture, lab, and clinical classes.*

The Chair of the Appeals Committee calls for a formal review of the student’s request.

The Committee reviews the matter and makes a decision on the appeal that day.

Appeal resolved. Student accepts appeals decision. No further action.

Appeal resolved; however, student does not accept decision. Student requests in writing that the appeal be forwarded to the Division Dean.

The Dean will review the matter and recommend action within 10 working days.

Resolved. No further action.

Unresolved. Student may take the matter to the college’s chief academic/student services officer for FINAL decision.
*For issues such as drinking, drugs, or other behavioral issues, student may not be allowed to remain in the classroom, lab or clinical.

Drug and Alcohol Abuse Policy and Procedure

LSCS Health Occupation programs must maintain a safe and efficient academic environment for students and must provide for the safe and effective care of clients while students are in a clinical setting. The use of substances, lawful or otherwise, which interferes with the judgment, ability or execution of skills while in the clinical setting, poses an unacceptable risk for clients, colleagues, the college and the health care agency. Therefore, the unlawful use, manufacture, possession, distribution or dispensing of alcohol or illegal drugs, the misuse of legally prescribed or over the counter drugs, or being under the influence of such substances while engaged in any portion of the clinical education experience is strictly prohibited.

Drug and Alcohol Testing

1. Testing prior to the Clinical Experience

Students should be aware that clinical agencies with which LSCS contracts may require successful completion of a drug/alcohol testing prior to commencement of the clinical experience.

Students receiving negative drug screens or positive drug screens due to permissible prescription drugs will be permitted to begin/continue clinical class experiences unless specifically prohibited by the clinical agency. In the latter case, medical review and documentation will be required.

Students testing positive for illegal substances or for non-prescribed legal substances will be dismissed from the nursing program.

2. Reasonable Suspicion Testing

Students engaged in clinical activity may be requested to undergo a blood or urine screen for drugs and alcohol if reasonable suspicion exists to believe the student is using or is under the influence of drugs or alcohol such as to interfere with the safe performance of duties. Reasonable suspicion requires some specific basis which indicates the student is using or is under the influence of drugs or alcohol prior to requiring testing. Reasonable suspicion may include but is not limited to:

- observable phenomena, such as direct observation of drug/alcohol use or the physical symptoms or manifestations of being under the influence of such; or
- abnormal conduct or erratic behavior.

In situations in which an instructor has basis to believe that reasonable suspicion exists or that the student may endanger the safety of patients, employees or self, the instructor will immediately remove the student from the clinical situation before taking further action.

The instructor will provide detailed documentation of the basis for reasonable suspicion and the subsequent steps taken immediately following the clinical event. Documentation should include date, time, behavior, observations and persons involved. A copy should be provided to the Program Director.

The student will be presented with the basis for reasonable suspicion and requested to undergo a blood/urine drug screen within 24 hours. The costs of all testing done on a reasonable suspicion basis shall be incurred by the student. The nursing director may require a specific test panel and/or vendor for testing. The student will have to give consent for such testing, and authorization for results to be made available to
the Director of the program. A student who refuses to undergo testing or release of information may be subject to dismissal from the program.

If it is determined that the student cannot safely continue with assigned tasks, the student will not be allowed to return to the clinical setting that day regardless of whether reasonable suspicion is corroborated or if the student is tested or not. Students dismissed from clinical for reasons above must contact another person to take them home. Students are not to drive and must leave the facility immediately upon instructor’s request.

The student who is requested to undergo drug testing must provide results from the drug test to the Program Director within seven days from the incident. Students who are drug tested may not return to the clinical setting until results from drug screen are provided.

**Negative Screening Test**

If the results of the test indicate a negative test for alcohol or drugs, the student shall meet with the Program Director to discuss the circumstances surrounding the impaired clinical behavior. Based on the information presented during this meeting, the Program Director or designee will make a decision regarding student’s return to the clinical setting.

If returned to clinical setting, the student must make-up any clinical absences incurred.

**Positive Screening Test**

If the results of the drug screening test are positive and the student provides documentation of a prescription for the substance, the Program Director and/or designee will consider the case in collaboration with the student and his/her health care provider. Each student will be asked to disclose prescription and over-the-counter medications he/she is taking at the time of testing.

If the test is positive for alcohol, illegal substances, or medications not prescribed for that individual, the student will be dismissed from the program. If dismissed, student will be notified within seven days from Director’s receipt of drug screen. After dismissal, the student may appeal the decision within seven days with the Campus Chief Student Affairs Officer (CSAO). The CSAO will review the case and respond according to college policy.

If no written notice of appeal is filed by student within given timeframe, the decision stands. If extenuating circumstances exist which prohibit the student from responding within seven days, the student has three additional days to appeal. Extenuating circumstances are:

1. Student is hospitalized. (Must show written proof).
2. Death of family member (Must submit death certificate).
3. Other emergencies and circumstances beyond the student’s control, i.e., hospitalization, severe injury or illness to immediate family member. (Must show proof in form of verifiable doctor’s release.)

The student may appeal the College CSAO decision according to existing College policy.

Should the student wish to appeal the decision of the Disciplinary Committee, he/she may do so according to existing campus policy.

In addition, the student is subject to requirements of appropriate licensing, regulatory or certifying agencies. Graduation from the program of study does not guarantee certification or licensing from licensing, regulatory or certifying agency. Students are encouraged to review standards set forth by licensing or regulatory agencies regarding limitations for practice. These standards may not be inclusive of standards outlined above and there may be additional requirements outlined by their licensing agency.

Revised 4/08
Appendix B
EXIT EXAM FLOWCHART

Student Attempts
HESI Exit Exam #1
Mid-Semester – Nursing IV
Enrolled in RNSG 1207

Achieves Satisfactory Score– Successfully Completes RNSG 1207 GRADUATES

1. Does Not Achieve Satisfactory Score 2. Completes RNSG 1207 Required to take HESI Exit Exam #2 Remediate between HESI 1 & 2 testing

Achieves Satisfactory Score– Receives Grade in RNSG 1207 GRADUATES

1. Does not Achieve Satisfactory Score 2. Completes Required Remediation 3. Takes HESI Exit Exam #3

Achieves Satisfactory Score Receives Grade in RNSG 1207 GRADUATES

1. Does Not Achieve Satisfactory Score 2. Fails RNSG 1207. Students who fail HESI Exit Exam #3 are dismissed from ADN program.
*See Readmission policy.