

School of Nursing

Undergraduate Handbook
2020-2021



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WICHITA STATE
UNIVERSITY
COLLEGE OF
HEALTH PROFESSIONS
School of Nursing

Letter from the Director of Undergraduate Nursing Programs

Dear Student:

On behalf of the faculty and staff, it is my pleasure to welcome you as a Shocker Nurse! Over the next two years you will undergo a transformation that will end in a well-prepared professional nurse, ready to begin an exciting and rewarding career. You will find that these two years will be fun, amazing, challenging, frustrating, difficult, and life-changing. You will be challenged to consider new ideas, to think differently, and to step outside your comfort zone. Nursing is far more than technical skills; an excellent nurse must be a great communicator, thinker, team player, and leader. The rapidly changing healthcare environment demands that nurses are prepared to lead changes in healthcare. You will learn to provide excellent, evidence-based care to patients and families, which is foundational to quality patient care.

You will grow both personally and professionally. It will not always be easy. During times that are difficult you will discover more about yourself and your patients. You may care for a family who is bringing a new life into the world or a family who is saying goodbye to a loved-one following a tragic accident. As a nurse, you will have vast opportunities to explore.

Your learning will not cease at the end of two years – lifelong learning is at the core of professional nursing. We will talk with you about advancing your education past BSN. The faculty is here to guide you and facilitate your learning, please do not hesitate to seek out faculty.

You are the best and the brightest and we expect a lot from you. The journey begins now and we are looking forward to this journey with you.

Best wishes from the entire faculty and staff,

A handwritten signature in cursive script that reads "Brandy Jackson".

Brandy Jackson, MSN, MBA, RN
Director, Undergraduate Nursing Programs

Welcome to the Wichita State University School of Nursing!

The Undergraduate Nursing Student Handbook provides information for traditional, accelerated, and early admission option Bachelor of Science in Nursing (BSN) students about the nursing program, resources available, policies and procedures and nursing organizations. This handbook is meant to serve as a guide for many of the questions a student may have when entering the nursing program. Notice of changes will be emailed to students. Students are responsible for:

1. Using the handbook as a resource when questions arise as a guide to academic and nonacademic policies and procedures. All students are required to acknowledge they have read and understand the policies and procedures contained within the handbook. Students understand they are responsible for reading the handbook in its entirety.
2. Reviewing and understanding any changes made to the Handbook during the entire time they are enrolled as a student in the School of Nursing.
3. Recognizing that changes made to the policies and procedures may impact them as a student.
4. Using the handbook as a resource to answer questions that may arise as a nursing student.
5. Reviewing and adhering to the policies and guidelines set forth.

The Wichita State University School of Nursing Undergraduate Handbook 2020-2021 is available in the Student Resource Blackboard Organization, on the ~~Program~~ Program Information page. The policies and procedures contained herein are subject to change during the course of study and it is the responsibility of the student to keep abreast of these changes.

Most nursing students find that the nursing program requires a higher level of active participation than has been required in previous college courses. This participation enables the students' instructors to more accurately assess certain personal characteristics such as the ability to communicate on all levels, the ability to adapt, and the ability to take initiative. Students work closely with individual instructors throughout the program. Each student is expected to participate in the evaluation process, which includes not only self-evaluation, but also course and instructor evaluation.

Important Phone Numbers

School of Nursing	316-978-3610
Undergraduate Nursing Office	316-978-5801
School of Nursing Toll Free #	1-800-516-0290
Shocker Inclement Weather Line	316-978-6633, Option 2

Mission of the School of Nursing

To improve the health of the community by inspiring change in health care through innovation and excellence in nursing education, scholarship, practice and service.

Vision of the School of Nursing

INSPIRE INNOVATE EXCEL

Philosophy of the School of Nursing

In support of the mission of the School of Nursing, the faculty believes that the health of a diverse society can be influenced through teaching, practice, service, and scholarship. Further, faculty believes that the profession of nursing provides leadership in an evolving global health care environment. The core values within the program are excellence, professionalism, student-centered, use of innovation, and respect for others. Faculty provides innovative programs and courses that are responsive to the needs of students with differing backgrounds and educational goals.

The Undergraduate Program prepares students for beginning nursing practice in any setting where patients are in need of care. The baccalaureate nurse uses scholarly evidence and individual/population outcome data as a basis for clinical decision making and ongoing improvement of quality of care. The nurse promotes the safety of individual patients by effective communication and collaboration with other members of the health care team and the patient/family/community to promote optimal health and manage health care needs.

The Graduate Program prepares students for advanced roles in nursing and to be accountable for clinical and organizational decision making based on scholarly evidence, principles of ethics, relevant theories, and health care policy. Upon completion of the Graduate Program, MSN and DNP students are prepared to provide leadership in the analysis of factors in influencing health and the subsequent implementation and evaluation of strategies for improving health in an inter-professional, globally aware, culturally sensitive manner.

Notice of Accreditation

The School of Nursing has been accredited since 1973. Currently, “the baccalaureate, master's, and DNP programs at Wichita State University School of Nursing are accredited by the Commission on Collegiate Nursing Education, One DuPont Circle, NW, Suite 530, Washington, DC 20036, (202) 887-6791.”

Dorothy and Bill Cohen Honors College

The Honors College aims to prepare students for innovative work in a complex society. Located in the middle of the nation in a city known for entrepreneurs and aviation, the Honors College is at the heart of an urban university with high research activity and a commitment to benefit the region and beyond. Honors College students

reflect these characteristics, seeking the breadth and depth a university offers, along with the perspective and attributes that enrich their lives and the lives of others.

Honors students engage in intellectual inquiry and debate and enjoy strong support for exploration, discovery and community service. They pursue meaningful work in honors seminars and interdisciplinary tracks. They apply what they have learned in class to honors research and creative activity, internships, student exchange and study abroad. Students are encouraged to meet with the Honors College dean, faculty and advisors to design a program that meets their academic needs and professional goals.

Honors at Wichita State University provides unique and innovative opportunities for academically exceptional students. Honors emphasizes interdisciplinary coursework and learning experiences that will supplement and enhance a student's individual field of study and professional development.

The rewards of being an Honors student at WSU include closer contact with faculty (the average student-to-faculty ratio in Honors courses is 10:1); a community of honors students; priority enrollment; access to scholarships, travel-based courses, internships, and community service experiences; and opportunities for individual and collaborative original research to prepare for graduate or professional school and the demands of today's global society. Interested students can find more information at the [Dorothy and Bill Cohen Honors College](#) website.

College of Health Professions Honor Roll

The Dean's Honor Roll is published each semester and lists students enrolled in twelve or more semester hours who achieve a grade point average of 3.500 or higher

Graduation with Honors:

You qualify for honors and may purchase the gold honor cords to wear at commencement if your overall GPA and WSU institutional GPA are both 3.250 or above. Bachelor's degree candidates graduating with honors may purchase the gold honor cord at the WSU Bookstore.

GPA Honors

3.250 - 3.549 Cum Laude

3.550 - 3.899 Magna Cum Laude

3.900 - 4.000 Summa Cum Laude

Notice of Nondiscrimination

Wichita State University (WSU) does not discriminate in its employment practices, or in its educational programs or activities on the basis of age (40 years or older), ancestry, color, disability, ethnicity, gender, gender expression, gender identity, genetic information, marital status, national origin, political affiliation, pregnancy, race,

religion, sex, sexual orientation, or status as a veteran. WSU also prohibits retaliation against any person making a complaint of discrimination or against any person involved or participating in the investigation of any such allegation. Sexual misconduct, relationship violence, and stalking are forms of sex discrimination and are prohibited under Title IX of the Education Amendments Act of 1972, other federal law, and WSU policy. The following persons have been designated to handle inquiries regarding WSU's non-discrimination policies: the Institutional Equity and Compliance Director (Telephone: (316) 978-3205), Title IX Coordinator (Telephone: (316) 978-5177), or Equal Opportunity Coordinator (Telephone: (316) 978-3186), each located at Wichita State University, 1845 Fairmount, Wichita, KS 67260, Human Resources Building.

Undergraduate Programs Offered

There are three pre-licensure tracks within the School of Nursing (SON) BSN program: the traditional BSN (TBSN) program, the accelerated BSN (ABSN) program, and the Early Admission Option. Students in all three tracks need to be aware of the contents of their current Student Handbook, and are expected to adhere to the policies, procedures, guidelines, and expectations contained within their handbook.

The traditional track of the BSN program is the track that most undergraduate students follow in the School of Nursing. The schedule of course progression is stated within the School of Nursing Handbook for this track of the program. Students should consult their faculty mentor or the Director of the Undergraduate Nursing Program if they have any questions about the content of the Student Handbook.

The ABSN program follows the same didactic and practicum experiences of the traditional program. However, these students go through the program very quickly without taking breaks between semesters. Their progression of courses follows a slightly different schedule. They should consult the coordinator of the ABSN Program if they have any questions about the content within the handbook or the progression of the courses within the Accelerated Program.

The Bachelor of Science in Nursing - Early Admission option degree program at Wichita State University is a benefit given to high school students who start their college career here at Wichita State. This program guarantees up to 30 eligible students a place in our traditional nursing program per admission cycle, contingent upon fulfilling certain requirements.

Program Outcomes

The purpose of the School of Nursing is to prepare pre-licensure baccalaureate graduate nurses from diverse populations for practice in beginning positions in health care agencies. The professional nursing curriculum is supported by a broad based liberal education of arts, sciences, and humanities.

The curriculum of the School of Nursing is based on the integration of the art and science of professional nursing practice with the expanded roles and responsibilities required to provide excellent patient centered care. These expanded nursing roles are presented in a tiered process:

- The initial emphasis is on the foundations of nursing care.
- The second area of emphasis is on a broad spectrum of population-focused care.
- The third area of emphasis integrates increasingly complex knowledge, skills, technologies and patient care activities with leadership and management skills required for professional nursing practice.

The School of Nursing has identified six outcomes for graduates of the program. These include communication, patient centered care, evidence-based practice, health promotion, collaborative care, and quality improvement.

Communication:

The graduate imparts and exchanges ideas and information with others verbally, non-verbally, and through written and electronic communication.

Patient Centered Care:

The graduate performs culturally sensitive nursing practice based on scientific rationale to maintain or improve the biopsychosocial and spiritual outcome of individuals.

Evidence-based Practice:

The graduate examines problems and issues through the synthesis of information in an analytical, evaluative, and decisive manner.

Health Promotion:

The graduate promotes strategies that enhance the health continuum of the individual, family and community extending through local and global levels.

Collaborative Care:

The graduate coordinates and manages the care of the individual, family and/or community either independently or collaboratively with health care team members.

Quality Improvement:

The graduate evaluates care processes and uses methods to implement change for continuous improvement of the quality of health care systems while minimizing risk to patients and providers.

Student Advising and Graduation Requirements

Students are responsible for meeting with a pre-professional advisor to determine their exact plan of study.

120 college credit hours are the minimum requirement for graduation. Transfer courses will be evaluated by the University and School of Nursing for equivalency. Students must have at least 60 hours of credit from a four-year college, with 30 hours completed at Wichita State University in order to graduate.

Overview of Undergraduate Curriculum

A Nursing prerequisite and general education [check sheet](#) is available and students are strongly encouraged to meet with a College of Health Professions academic advisor to determine readiness for entry into the nursing program.

Students can review the full undergraduate curriculum using the [WSU Undergraduate Catalog](#).

Nursing Program Student Workload Expectations

The nursing program is equivalent to a full-time, 40 hour per week, work schedule. The curriculum combines didactic, laboratory, simulation, and practicum experiences to meet the learning outcomes of the nursing student. WSU–SON recognizes that many students are employed throughout their nursing program. Student employment policies:

1. Students may not wear the WSU photo ID badge or uniform when employed.
2. Employment shall not interfere with class or practicum sessions.
3. Students may not have their capstone practicum experience in the unit in which they work.

Academic and Technical Standards

All of the academic and technical skills necessary to practice nursing in an effective and safe manner are incorporated into the program curriculum. In order to successfully complete and meet all graduation requirements, the student must be able to meet all academic and technical standards in a satisfactory manner. Program faculty will meet with each student periodically to assess progress in the program and implement a plan for improvement if necessary.

Academic Standards

Academic Standards *required for admission* to the Program:

- Be enrolled in, or admitted to Wichita State University.
- Complete the TEAS Exam with minimum passing scores (Reading 69%, Math 63%, Science 45%, English 60%) or provide proof of achieving ACT composite score ≥ 27 or a minimum SAT-I score of 1125.
- TEAS V Exam scores will no longer be accepted.
- Achieve a cumulative grade point average of 2.75 (Traditional) or 3.0 (Accelerated) in all courses completed. No grade lower than a 2.0 in any of the prerequisite coursework.
- Achieve a 3.0 cumulative GPA prior to starting BSN courses in the following courses: *Chemistry, *Anatomy & Physiology; *Microbiology; Pathophysiology; Pharmacology. (* labs required)

Technical Standards

Introduction

Wichita State University Nursing Programs have a responsibility to educate competent nurses to care for their patients (persons, families and/or communities) with critical judgment, broad-based knowledge, and well-honed technical skills. All individuals admitted to the Wichita State University Nursing Programs will be asked to verify that they can meet these standards **with or without accommodation(s)**.

Wichita State University Nursing Programs provide the following description/examples of technical standards to inform prospective and enrolled students of a sampling of technical standards required in completing their nursing science curriculum.

1. These technical standards reflect a sample of the performance abilities and characteristics that are necessary to successfully complete the requirements of the Nursing Programs. Please note: the standards are not requirements of admission into the Nursing Programs and the examples are not all-inclusive.
2. Individuals interested in applying for admission to the Nursing Programs should review these standards to develop a better understanding of the skills, abilities and behavioral characteristics required to successfully complete the Programs. Key areas for technical standards in nursing include certain: (a) sensory and motor coordination and function; (b) communication skills; (c) assessment skills; (d) cognitive skills; and (e) behavioral and social attributes.

Reasonable Accommodation(s)

Wichita State University is committed to providing educational opportunities to otherwise qualified students with disabilities to afford such students an opportunity equal to that provided to non-disabled students to achieve a desired educational outcome. A “qualified individual” with a disability is one who, with or without reasonable accommodations, meets Wichita State University Nursing Program academic requirements and Technical Standards. Students wishing to request reasonable accommodations must contact the Wichita State University Office of Disability Services (ODS).

ODS determines qualified disability status and assists students in obtaining appropriate accommodations and services. Decisions regarding reasonable accommodation are determined on a case-by-case basis taking into consideration each student’s disability-related needs, disability documentation, and program requirements. While the Nursing Program will make every effort to work with students with a disability to accommodate their disability-related needs, the Nursing Program is not required to provide accommodations that fundamentally alter or waive essential program requirements. Students should contact OSD directly at disability.services@wichita.edu or 316-978-3309.

Sensory & Motor Coordination & Functions

Students must be able to execute gross and fine motor movements required to provide assessment, general care, and emergency treatment of patients.

1. Perform and /or assist appropriately to administer cardiopulmonary resuscitation (CPR).
2. Obtain accurate information from patients using gross and fine motor skills appropriate to the technique required.
3. Strength sufficient to move, transfer, and/or position patients or equipment safely under a variety of circumstances. Ability to lift independently or with assistance of a lift team/device for the delivery of general nursing care or in emergency situations.
4. Perform and/or assist appropriately with expected procedures, using sterile or clean techniques appropriate to the type of procedure or treatment.
5. A candidate should be able to execute motor movements reasonably required to provide nursing care and emergency response to patients (e.g. IV insertion, venous blood draw, urinary catheter insertion, etc.). (Contact the Nursing Office for a full list of skills and procedures).

Rationale for standard

1. Must possess current Healthcare Provider CPR certification issued by the American Heart Association or the American Red Cross.
2. Must be able to provide safe and effective care.

Assessment

Students must be able to safely assess the health needs of patients.

1. Ability to assess patient conditions and responses to health and illness.
2. Ability to assess and monitor health needs.
3. Computational thinking.
4. Cognitive load management.

Rationale for standard

1. Nursing student competencies include the knowledge, attitude, and skills necessary to provide quality and safe patient care to patients across the continuum.
2. Use and interpret information obtained from digital, analog, and waveform diagnostic tools (e.g., sphygmomanometer, otoscope, stethoscope, ophthalmoscope, EKG, IVs) and other diagnostic tools.
3. Assess a patient during the course of comprehensive or focused assessments.
4. Translate data into abstract concepts and understand data-based reasoning.
5. Obtain and interpret information for evaluation of responses to nursing actions.

Communication

Students must be able to complete accurate assessments of client status. Communication includes verbal, reading, writing, non-verbal, and electronic behaviors with patients and the healthcare team that reflect sensitivity, clarity, and mutual comprehension.

1. Communication abilities for sensitive and effective interactions with patients/clients (persons, families, and/or communities).
2. Communication abilities for effective interdisciplinary collaboration with the healthcare team (patients, their supports, other professional and non-professional team members).
3. Sense-making of information gathered from communication.
4. Social intelligence.

Rationale for standard

1. Must be able to initiate and maintain nurse-patient relationships.
2. Must be able to give professional (using standard nursing and medical terminology) verbal and/or written reports to other healthcare team members with clarity.
3. Must be able to document accurately and clearly in written and/or electronic format.
4. Must be able to accurately convey information and interpretation of information using one or more means of communication (verbal, written, assisted (e.g., TTY) and/or electronic) to patients/the healthcare team.

5. Must be able to determine a deeper meaning or significance in what is being expressed.

Cognitive

Students must have sufficient critical thinking skills. The student will need to problem solve clinical issues and situations by synthesizing information in an analytical, deliberative, evaluative, and decisive manner. Students must demonstrate the knowledge, skills, and attitude necessary to provide quality and safe patient care in all health care settings.

1. Accurately measure, calculate, reason, analyze, and synthesize subjective and objective data to carry out the nursing process in relation to patient assessment, diagnosis, goals, plan of care/interventions, and evaluation.
2. Analyze data to prioritize all aspects of the client's health care needs and nursing diagnoses.
3. Use synthesized data to develop a plan and implement nursing interventions relevant to client's needs which integrates client preferences to deliver appropriate, evidenced-based, quality and safe patient care.
4. Demonstrate intellectual and conceptual abilities to accomplish the essentials of the nursing program (for example, baccalaureate essentials).
5. Demonstrate cognitive abilities related to course and program outcomes, which include intellectual, conceptual, integrative, quantitative, critical thinking, and comprehension skills that indicate that the student is able to carry out the nursing process in the care of patients.
6. Comprehend extensive information from written documents, visual and/or oral presentations, and patient computer information.
7. Accurately follow course syllabi, assignment directions, patient protocols, and any action plan(s) developed by deans, faculty, administrators, or health care agency staff.
8. Media literacy

Rationale for standard

1. Accomplish, direct or interpret assessment of persons, families and/or communities and develop, implement and evaluate plans of care or direct the development, implementation and evaluation of care.
2. Make proper judgments regarding safe and quality care.
3. Critically assess and develop content that uses new media forms, and to leverage these media for persuasive communication.
4. Literacy in and ability to understand concepts across disciplines.
5. Represent and develop tasks and work processes for desired outcomes.

Behavioral and Social Attributes

Students must possess the emotional stability to enable them to develop therapeutic relationships and successfully communicate with individuals and aggregates from a variety of social, emotional, cultural, and intellectual backgrounds. Students should possess the qualities of self-awareness, emotional maturity, objectivity, flexibility, empathy, and integrity. Students should be emotionally able to handle demanding workloads and to function effectively under stress.

1. Concern for others, integrity, ethical conduct, accountability, interest and motivation.
2. Acquire interpersonal skills for professional interactions with a diverse population of individuals, families and communities.
3. Acquire interpersonal skills for professional interactions with members of the health care team including patients, their supports, other health care professionals and team members.
4. Acquire the skills necessary for promoting change for necessary quality health care.
5. Cross-cultural competency.

Rationale for standard

1. Maintain effective, mature, and sensitive relationships with patients, students, faculty, staff and other professionals under all circumstances.
2. Function effectively under stress and adapt to changing environments inherent in clinical practice.
3. Demonstrate professional role in interactions with patients, intra and inter professional teams.
4. Operate in diverse settings.

Computing at WSU-SON

You are required to have a laptop while enrolled in nursing courses.

Laptops owned by the University cannot be used for exams, students must own their device.

All exams administered, via computer, throughout the nursing program. Students must possess knowledge of their own device. This includes, but is not limited to:

- How to connect to WSU's secured and guest internet.
- How to use Microsoft 365 (available to students free of charge).
- How to use multiple web browsers (Firefox, Chrome, Edge, Safari, etc.).
- How to download and install software. Caution: updates are not always compatible with software, check before downloading.
- How to update your device as needed.
- How to manage your security suite.
- How to troubleshoot your device.
- How to adjust your power settings to avoid the laptop sleeping or hibernate during an exam.
- How to assess your device to ensure it is in good working order.
- Bringing a device that has a fully charged battery and your power supply to class.
- Having quick access to contact IT support for all programs used. Students are responsible for contacting IT for any troubleshooting needs.
- How to navigate Blackboard learning management system. Students should contact WSU OneStop for assistance in using Blackboard.
- Be an administrator on your device.

Student E-Mail Requirements

All students automatically become members of a School of Nursing user group. Only students' uniquename@shockers.wichita.edu address is used in these groups. Forwarding your @shockers.wichita.edu email to a personal email account introduces unwelcome challenges and is not recommended. The SON is not responsible for any information not received from e-mails sent to the SON student body e-mail groups that may be of importance to students, including scholarship, employment, event, and class information. Emails received by the SON from an email address other than the students' assigned WSU email will be deleted and will NOT be responded to.

Students need to check for e-mail messages at least every 2 days. In some cases, email responses are required within a 2 day period of being sent. Students are held responsible for School of Nursing, course and University information communicated via e-mail. Students must use their @shockers.wichita.edu account to communicate by e-mail for any School of Nursing and University business.

Policy for Turning in Assignments in Nursing Office

Students may turn in assignments as directed by their faculty, to AH500. Students must sign on the clipboard their name, date, time, materials, and course faculty member and give the item to the receptionist or assistant to be placed in the faculty mailbox.

The student is responsible for emailing the instructor that assignments/ materials have been turned into the main office.

Writing Style Requirement

American Psychology Association (APA) 7th Edition is the expected format. Every student is expected to have ready access to APA current guidelines and use them when writing formal papers. Wichita State University Libraries has [resources for APA style writing](#).

Use of Student Materials

Wichita State University School of Nursing is fully accredited. As a part of the accreditation process, there is ongoing program evaluation to continue and improve the quality of the nursing program. To assist in the evaluation of the nursing program, selected course work from students is used as examples of meeting course objectives. Faculty may also use student papers and other coursework for educational purposes, i.e., past papers as samples that meet the course objectives. The name of each student whose materials are used for this purpose will remain confidential. Consent to use a student's papers or coursework for program review and educational purposes is hereby implied. If a student does not want the school or faculty member to use their papers or other course work, they may withdraw their consent by putting their wishes in writing to the course instructor. A student's decision to withdraw consent will be kept confidential and will not affect the student/faculty relationship nor grades in the course.

Disability Statement

Wichita State University Policies and Procedures Manual contains a section that outlines university policies for students with physical or mental disabilities. (See Section 8.10) The office of Disability Services also provides academic accommodations for students who experience physical or mental disabilities.

Students are required to provide appropriate documentation to the Director of Disability Services before classroom services are provided. Contact the Office of Disability Services (DS). The office is located in Grace Wilkie Hall, Room 203, (316) 978-3309. DS will review your concerns and determine, with you, what academic accommodations are necessary and appropriate for you. All information and documentation of your disability is confidential and will not be released by DS without your written permission.

Nursing Program Evaluation

Students are asked to take an active role in the evaluation of the nursing program. Student input is vital to the maintenance of a quality nursing program. Students will be asked to evaluate courses and instructors during the program. Graduates will be asked to evaluate the program and preparation for professional practice at intervals following graduation. This feedback is used by faculty in ongoing curriculum development and revision.

Leave for Professional Meetings

Students may request absence from class to attend professional nursing meetings provided:

- A written request, presented in advance, is approved by the instructor.
- Advance arrangements to compensate for missed learning experiences are made in conjunction with their instructor(s).

Academic Rules, Policies & Procedures

The following academic policies, and any additional School of Nursing policies and operating procedures relative to student records, publications, grievances, and discipline, are consistent with the federal Family Educational Rights and Privacy Act of 1974 ("FERPA" or the "Buckley Amendment"). Please see the [University's Student Records Policy](#) for more information.

Transfer Student Policy

Purpose

The transfer policy describes the process for a student requesting a transfer from another BSN program into the traditional Pre-Licensure Nursing Program at Wichita State University. The goal of this transfer policy is to assist students in good standing, who are exiting a BSN program under circumstances not within their control (i.e. unexpected relocation). [Students who have been dismissed from another School of Nursing are ineligible for transfer into the WSU BSN program.] Transfer requests into the Accelerated Pre-Licensure program are not accepted.

Requirements for transfer to WSU-BSN program from another BSN pre-licensure program:

- The student must be admitted to Wichita State University and have all transcripts on file with Wichita State University, Office of the Registrar.
- The student must have successfully completed prerequisite courses before beginning professional nursing courses.
- The student must meet the following minimum standards:
 - A cumulative GPA of > 2.75 in all college coursework;
 - Minimum grade of 2.0 in all prerequisite coursework;
 - Cumulative GPA of 3.0 in Chemistry (and lab), Pathophysiology, Anatomy and Physiology (and lab), Microbiology (and lab), and Pharmacology.

- The student must have successfully completed all nursing courses (didactic and practicum) within two years of the date requested for admission.
- The student must have either passed the TEAS (Test of Essential Academic Skills) or achieved an ACT score > 27 points (honor student requirements), or an SAT score of >1125.
 - To be considered for application, the following minimum scores must be achieved on each section of the TEAS test: Reading – 69%, Math - 63%, Science -45%, and English – 60%.
 - If the student does not complete the TEAS with the minimum requirements on the first attempt, a one month waiting period is suggested prior to each following attempt.
 - For information regarding how to take the TEAS test and the cost of the TEAS exam, please visit www.wichita.edu/nursing.
 - Previous TEAS exam results will be considered on an individual basis. TEAS V scores will no longer be accepted.
- Applications for transfer to the WSU-BSN Program must be submitted by:
 - October 1st for spring consideration
 - March 1st for fall consideration
- Students must be ready to begin the nursing coursework at semester 2 or 3 in the nursing program.
- Students must meet WSU requirements for graduation (60 credit hours from a four-year college and 45 hours of upper division work; at least 30 hours of course credit must be earned at WSU and the last 24/30 must be completed at WSU.)
- Students must be in excellent academic standing in all nursing coursework completed. Letters of recommendation are required from the Chairperson/Director of all Schools of Nursing previously attended.

Transfer Student Policy Process—transfer process can take 4-6 months to complete

1. Apply to WSU and have all transcripts from previous coursework on file.
2. Complete application to the nursing program, requests for application made directly to the School of Nursing, Undergraduate Office.
3. Nursing application will be reviewed to determine eligibility for transfer.
4. Student will be notified, in writing, of denial of application or consideration of transfer pending full review of prerequisites and syllabi. Notification of status will occur by October 31st for spring and March 31st for fall.
5. Students who are accepted as potential transfer students will begin phase II of the transfer process:
 - Nursing Academic Advisors and UG Director will review prerequisites and general education– this process can take up to 4 months.
 - UG Director will review nursing syllabi for placement within the nursing program– this can take up to 2 months.

- Upon completion of prerequisite and syllabi review, the student will be cleared to meet with a Nursing UG Director to review plan-of-study, placement within the nursing program, and nursing program requirements. All transfer students must meet with the UG Director prior to beginning the professional phase of the nursing program.
6. Upon completion of prerequisites, the student will be provided with an admission packet and will be required to attend New Student Orientation. The student is responsible for maintaining contact with the Undergraduate Nursing Program.
 7. In the event the student is accepted but the SON has no current openings, the student will be placed on a wait list and notified when an opening is available. Space availability is prioritized in the following way:
 - Current Wichita State University Students who are required to retake or complete a nursing course will be considered first.
 - Students in good academic standing that are returning Wichita State University BSN Students will be considered second;
 - Transfer students from another accredited (NE or NLNAC) BSN pre-licensure program will be considered next.
 - In the event that the School of Nursing receives more eligible applicants than open positions in the program, students will be selected based on admission criteria.

Student Success

Students define success differently. The [Office of Student Success](#) is available to help students **maximize their academic potential and reach their personal goals** through a range of programs and services, regardless of personal background. The goal is to **help students develop skills and plans to graduate in a timely manner while engaging with our community of learners.**

The School of Nursing also supports student success by encouraging students to meet with their instructors, participate in the partner for success program and be proactive with any issues or concerns.

Guidelines for Resolving Problems

The School of Nursing strives to create an atmosphere conducive to learning. There should be mutual respect between faculty and students. If a problem should arise, the issue can usually be resolved by direct communication between the student and the instructor. In order to facilitate the problem-solving process, it is suggested that the student take the following steps:

1. Speak with the instructor as soon as a problem or concern arises. Please use faculty office hours to discuss concerns or problems. In the event office hours are not available arrange a meeting with your instructor. Problems and issues are difficult to resolve in the classroom.
2. Ask questions in class.

3. Seek help from the instructor on an individual basis.
4. Do not ignore the situation, wait until the last minute, or expect someone else to take care of your problems.

If your concerns are not resolved, please refer to chain of command to resolve conflicts.

Chain of Command for Resolving Student/Faculty Conflicts

Conflict should be resolved where the conflict originates if possible. At any step, you may be asked to meet any and all of the faculty with whom you have spoken. You are encouraged to resolve conflicts in the following manner:

Step 1. Schedule an appointment with the Lead Faculty, if applicable. If conflict cannot be resolved at this level, proceed to Step 2. If the differences are resolved the process is concluded. If not applicable, proceed to Step 2.

Step 2. Schedule an appointment with the Undergraduate Program Director. If conflict cannot be resolved at this level, proceed to Step 3. If the differences are resolved the process is concluded.

Step 3. Schedule an appointment with the School of Nursing Chairperson.

Expected Academic Performance and Behavior

Nursing students must possess the ability to reason morally and practice nursing in an ethical manner [ANA Code of Ethics](#) (2015). Nursing students must be willing to learn and abide by professional [standards of practice](#), and the [WSU Student Code of Conduct](#), policy 8.05. Candidates must not engage in unprofessional conduct, as defined by the [KSBN Nurse Practice Act](#) and must possess attributes that include compassion, empathy, altruism, integrity, honesty, responsibility and tolerance. Nursing students must be able to engage in patient care delivery in all settings and be able to deliver care to all patient populations including but not limited to children, adolescents, adults, developmentally disabled persons, medically compromised patients, and vulnerable adults. Nursing students are expected to follow all policies and procedures while on practicum rotation. Wichita State University Student Code of Conduct outlines the university's expectation of all students, nursing students are expected to follow these policies.

Professional socialization begins in school. The WSU School of Nursing prepares students to function professionally in the real world. Therefore, students are expected to conduct themselves professionally at all times - not only with patients- but with faculty, staff, and peers as well. Employers have urged nursing educators to prepare students with more than technical skills. Meeting deadlines, being on time, alert, and prepared, attentive listening and respectful disagreement with others are expected in this program and in the workforce. Treat your nursing education as your first

professional job and your instructor as your first supervisor. Sleeping, texting, using tobacco/e-cig products, and using computer or other electronic devices for online shopping or social media are inappropriate and unprofessional. Professional nursing students are expected to refrain from sharing gossip, using profanity, bullying, and from verbal or written forms of slanderous and libelous behaviors against each other, faculty, and staff.

Grading scale and passing standard

Students must achieve a C (73%) or “Satisfactory” in all required nursing courses to pass the course. If the overall examination average is below 73%, regardless of overall GPA in course, the highest the course grad earned is a “C-“ and the student will be required to remediate and repeat the course. The grading scale for all nursing courses:

Letter	Percent
A	93-100
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	65-69
D	62-64
D-	60-61
F	Below 60

Attendance

Students are expected to attend all classes in which they enroll, and faculty members are expected to monitor attendance. In cases of excessive absences, instructors may initiate a Student Early Alert System (SEAS). In the event faculty become concerned about a student’s well-being, a report will be filed with the student Code of Conduct Office.

Classroom Etiquette

- Students will arrive to class on time and not leave early.
- Students will not bring visitors, including children, to class without the prior permission of the faculty.
- No sidebar discussions/interruptions.
- Students understand that only one person speaks at a time during classroom experiences. Students also understand that talking among one another during class will not be tolerated.

- Any student engaging in aggressive, disrespectful, unethical or sexually harassing behavior toward any person encountered through this course of study, including peers, staff persons, visitors or faculty will be asked to leave the classroom.
- Cell phones, cameras and tablets must be off/vibrate or placed in courtesy mode in class. Faculty may approve an exception for special circumstances (e.g. emergencies).
- Audio/video recording during class or practicum is not permitted, unless stipulated by the Office of Disability Services.
- The School of Nursing adheres to the University policy and process for academic honesty. The WSU policy for academic honesty can be found in the [WSU Policies and Procedures](#).
- Students may reference the SON testing policy starting on page 67 of this handbook.

This type of behavior may be referred to the Committee on Students for review.

Professional Conduct expected of a WSU Nursing Student

The nursing student will:

- Adhere to [WSU Student Code of Conduct](#)
- Provide nursing services to clients with respect for their human dignity, unrestricted by considerations of their social or economic status, personal attributes or the nature of their health problems.
- Act to safeguard the client and the public when health care and safety are affected by the incompetent, unethical, or illegal practice of any person.
- Assume responsibility and accountability for individual nursing judgments and actions.
- Exercise informed judgment and use individual competence and qualifications as criteria in seeking consultation, accepting responsibilities, and delegating nursing activities to others.
- Participate in activities that contribute to the ongoing development of the profession's body of knowledge.
- Participate in the professions' efforts to implement and improve standards of nursing.
- Participate in the professions' efforts to establish and maintain conditions of employment conducive to high quality nursing care.
- Participate in the professions' effort to protect the public from misinformation and misrepresentation and to maintain the integrity of nursing.
- Collaborate with members of the health professions and other citizens in promoting community and national efforts to meet the health needs of the public.
- Students are expected to maintain all forms of privacy about patients, facility staff, and university staff.

- This includes postings on internet social networking sites such as Facebook, Twitter, and others. Sharing of information, opinions, and experiences, even without specific identities (i.e. name, location, institution, etc.) can be construed as a breach of confidentiality.
- Taking or sharing of images or documents, either digital or print, is strictly prohibited.
- Unprofessional personal communication and/or social network postings are strictly prohibited

Breach of professional conduct expectations can result in dismissal from a practicum site and/or the nursing program.

Sources:

- American Nurses Association. [Code of Ethics for Nurses with Interpretive Statements](#). 2015.
- American Nurses Association. [The Nonnegotiable Nature of the ANA Code for Nurses with Interpretive Statements](#). 1994.
- [Kansas State Board of Nursing](#)

Practicum Course Policies and Placement

Use of Technology and Social Media

Students will not use practicum agency technology for personal business. This applies to social media platforms. Students must follow practicum agency policies regarding use of technology and social media. Practicum settings may allow use of technology or online space for academic purposes as this relates directly to patient care. Any personal communication such as cell phone, email and texting will be done outside the practicum areas on the student's personal time.

Clinical Requirements Policy

Specific student requirements are stipulated in the contractual agreements with agencies. All students must have clinical requirement documentation on file with CastleBranch. Incoming students must have documentation uploaded and approved no later than:

Traditional spring entry – February 1

Traditional fall entry – September 1

Accelerated summer entry – June 1

All students must maintain up-to-date clinical requirements throughout the nursing program, including during summer, university mandated holidays, and breaks. If requirements are missing or incomplete, students will not be allowed to begin or progress in the nursing program. Personal health documentation will not be accepted by any School of Nursing personnel.

Students will receive email notifications from CastleBranch prior to clinical requirement due dates.

Clinical Compliance Review Procedures

The School of Nursing will review all current students for clinical requirement compliance. If a student is found to be out of compliance, the SON will act according to the following procedure:

1st Offense:

1. Student will be emailed they are out of compliance and pulled from practicum, effective immediately.
2. Student will be issued a written warning for missing requirement date and expected to complete warning paperwork as set by SON representative.

2nd Offense:

1. Student will be emailed they are out of compliance and pulled from practicum, effective immediately.
2. Student will be issued a written warning for missing requirement date and expected to complete warning paperwork as set by SON representative.

3. Student will be required to meet with the Clinical Coordinator to review their position in the Nursing Program. The SON reserves the right for dismissal from the Nursing Program.

3rd Offense:

1. Student will be dismissed from the program for not meeting professional standards.

These requirements include that all students enrolled in practicum courses provide evidence of the following:

Physical Examination

The School of Nursing requires any student accepted into the Nursing Program to complete the diagnostic and physical exams necessary to assure that the individual is physically and emotionally capable of completing the program. Routine examinations are required each year with current information on file in CastleBranch. It is recommended that students use the physical exam form provided by their primary care physician.

Vaccination Requirements

- Documentation of Measles, Mumps, Rubella (MMR) vaccination by one of the following:
 - Laboratory confirmation of immunity (titer)
 - Rubeola titer
 - Rubella titer
 - Mumps titer
 - Documentation of two doses of measles and mumps vaccine and at least one dose of rubella vaccine (dose #1 now, dose #2 a minimum of 28 days apart)
- Documentation of varicella (chicken pox) by one of the following:
 - Positive varicella titer
 - Two doses of varicella vaccinations – a minimum of 28 days apart
- Tetanus, diphtheria, pertussis (Tdap)
 - Documentation of adult Tdap vaccination. A Td booster is given every 10 years thereafter.
- Influenza – receive 1 dose of influenza vaccine annually when seasonal vaccine is available. The timeline for flu vaccine is set annually.
- Hepatitis B Immunization
 - Documentation of the 3-dose vaccination series (dose #1 now, #2 in 30 days, #3 approximately 6 months after dose #1).
 - Documentation of positive hepatitis B surface antibody.

Recommended Vaccine (not required)

- Meningococcal Vaccine - This recommendation also applies to college students living in dormitories.

Tuberculosis testing

Students are required to be current on tuberculosis testing. All students must have a negative tuberculin skin test or chest x-ray prior to beginning the program and annually. Tuberculosis testing is required annually by either:

- Tuberculosis skin test
- Chest x-ray
- Quantiferon blood test

At the discretion of the School of Nursing, other examinations may be required at any time during a student's enrollment. Also at the discretion of the School of Nursing, consent for release of past medical information will be required. This assurance of health is required by the practicum agencies prior to student's admission in the practicum area.

Clinical requirements are set by the practicum agencies and must be followed. Pregnant students will need to consult with Student Health Services regarding vaccination. Some practicum agencies may impose additional requirements that must be met. For example, some agencies require student orientation or skills validation.

Students will not be allowed to begin or progress if their clinical expectations are not met. Missed practicum experiences may be considered unexcused absences. Unexcused absences will affect the student's grade.

ClinicalHub Registration

Students starting their first practicum placement at Wesley Medical Center must create an account within ClinicalHub seven (7) calendar days prior to the first day of WSU classes. Students must verify an active account every semester thereafter for each practicum at Wesley Medical Center.

Infection Control Education (OSHA)

Students will complete an annual, online infection control module through CastleBranch. Information on annual renewal will be given to students at the prior to the beginning of 3rd semester.

Upon entrance to the nursing program, an informed consent form will be signed and kept as a part of the student record. A record of training and mastery in universal precautions will also be kept on file in the School of Nursing.

Personal Health Insurance

The School of Nursing requires students to provide documentation of personal health insurance coverage. Practicum experience may not be undertaken without proof of such coverage. The practicum agency, the School of Nursing,

nor the nursing instructors are liable for payment of expenses incurred for emergency treatment of students. Students are encouraged to always carry their hospitalization insurance policy number and group number with them.

Liability Insurance

Nursing students must be covered by liability insurance of \$1,000,000 per single claim/\$3,000,000 total per year. Students pay for coverage through their WSU student fees process at the beginning of their first semester of nursing school. Students are covered through a blanket insurance policy maintained by the School of Nursing.

CPR Certification

Practicum faculty and students are required to submit verification of CPR certification for health care providers. The American Heart Association is our approved provider.

Certification is granted for a two-year period. The certification course must be taught in-classroom (**no online courses are accepted**) by an AHA certified instructor for health care providers. CPR course requires the following:

- Adult 1 and 2 Rescuer CPR
- Adult Bag-Mask Ventilation
- Adult Foreign Body Airway Obstruction (FBAO) in Responsive and Unresponsive Victim
- Infant/Child CPR
- Infant/Child Bag-Mask Ventilation
- Infant/Child Foreign Body Airway Obstruction (FBAO) in Responsive and Unresponsive Victim
- Automated External Defibrillation (AED)

HIPAA Orientation

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) is a federal law that includes a Privacy Rule that went into effect on April 14, 2003. The Privacy Rule imposes restrictions on the use and disclosure of patient information. All students in the School of Nursing are responsible for knowing the HIPAA processes that have been established for their practice sites. To facilitate this process, students entering the nursing program will complete an orientation to HIPAA. A record of HIPAA orientation will be kept in the student file. To be completed through CastleBranch.

Background Check

For a variety of reasons, students enrolled in Wichita State University's School of Nursing are required to submit to a criminal background check following acceptance to the program, but prior to beginning practicum rotations. Students will not obtain a background check on their own, the School of Nursing will provide information on how to obtain a background check.

Students are responsible for the cost of the background check and any subsequent required background checks while enrolled in the nursing program. The School of Nursing reserves the right to request another background check at any point in a student's program, at the student's expense.

The School of Nursing's implementation of background checks, for students, is primarily in response to various affiliates'/agencies' requirements for accepting students in to practicum rotations. These practicum sites, include, but are not limited to: clinics, hospitals, health facilities, community-based organizations, or local, state, or federal agency requirements. Practicum training sites are precluded, by law, from allowing persons with certain charges and/or conviction histories to have access within their facilities. Additionally, some practicum sites perform their own background check. Sites performing their own background can decline student access to their agency. These sites are not obligated to provide the School of Nursing the reason why they decline a student for practicum.

The School of Nursing requires background checks as a condition of continued admission because:

- students have significant interaction with minors and vulnerable populations;
- students who cannot successfully complete a background check may not, in some instances, be eligible for licensure, certification, or employment upon graduation;
- students may be eligible to take the NCLEX examination but there is no guarantee of licensing.

The School of Nursing must disclose all background check history, to the practicum affiliated, prior to the student placement into a practicum site. Students with a history of convictions and/or charges are not guaranteed a practicum rotation. In some instances, a student maybe denied practicum placement with a criminal charge only (no conviction). Students may be requested to provide additional court documentation, to the affiliated agency, in efforts to place the student for practicum.

Continued enrollment in the nursing program is subject to being cleared to perform practicum in all practicum agencies. In the event a student is denied practicum placement at one facility the student is at significant risk for being denied at other facilities. The School of Nursing is required to report when a student has been removed/denied access to a facility. Students who are not cleared to perform practicum will be dismissed from the nursing program. Practicum is required to successfully graduate with a degree in nursing.

The background check includes, but is not limited to: verification of name, address, and social security number; personal health information; drug and alcohol testing; criminal background check; verification of education; listing on any registered sex offender lists; listing on the U.S. Office of Inspector General's Excluded Individuals List; and listing on the U.S. General Services Administration's Excluded Parties List.

Social Security Number and License Tag Number

Some practicum sites require the social security number and automobile license tag number.

Drug Screen

Every program participant must have urine drug screening completed through an approved vendor with CastleBranch prior to the start of practicum. Students must have negative screening results to participate in practicum. Students must notify the practicum instructor when they are taking a medication that will impair practicum performance, and if the student has or will enter drug counseling. Program participants may be required to have subsequent testing at the request of contracting practicum agencies through urine, blood, saliva or other accepted testing methodology. When entering practicum sites students consent to an inspection of person or property in the event of reasonable suspicion of violation of policy or if injury is sustained. The student is responsible for all cost incurred related to testing.

Practicum Expectations

It is expected that the student in the practicum area will:

- Secure practicum assignment the day before or as required by the practicum instructor and come to practicum prepared to meet course objectives.
- Arrive in practicum area on time and in appropriate attire. Chewing gum is not appropriate in the practicum setting.
- Take responsibility for one's own behavior and be prepared to perform all activities taught in the nursing courses.
- Secure the consultation and/or assistance of the practicum instructor in nursing situations if the student feels unsure and/or inexperienced.
- Take responsibility for learning from each practicum experience.
- Evaluate own learning experiences and progress. If special kinds of learning experiences are needed, the student should inform the practicum instructor so that selection of experiences may meet these needs whenever possible. The student must keep a record of the specific kinds of experiences he/she has had and request additional experiences needed to fulfill learning objectives.
- Perform safely in all areas of client care. Unsafe performance will result in a Performance Improvement Plan (PIP) which may result in dismissal from the practicum setting. Unsafe performance includes, but is not limited to:

- Being unprepared before or during practicum experience.
- Making nursing judgments which could jeopardize the welfare of the client/patient.
- Incivility behaviors or bullying behaviors.
- Not being present in the practicum unit when expected.
- Incomplete or lack of proper communication (SBAR).
- Failure to report changes in patient conditions.
- Habitual or unexplained tardiness or absent episodes.
- Presenting for practicum under the influence of drugs and/or alcohol.
- Presenting to practicum without proper rest (i.e. worked a night shift prior to day practicum).
- A pattern of unsafe practice will result in failure of the course and dismissal from the program. A pattern of unsafe practice is determined by the practicum instructor with written supportive documentation.
- Arrange for individual conferences for assistance in problem areas.
- Hold all information about clients' records and health status in strict confidence. Discussion of practicum matters should be limited to the practicum/classroom setting and should not take place where others may overhear (HIPAA).
- Demonstrate application of learning in the practicum setting with progressively increasing competence. The final evaluation in the course relies greatly on the student's practicum performance.
- Be acquainted with and adhere to the policies and procedures of the practicum agency. Maintain confidentiality regarding institutional matters.
- Share learning experiences in pre-/post-conferences. Sharing of learning experiences provides an opportunity to increase knowledge for self and others. What one person considers insignificant or "routine" may be a valuable learning experience to a fellow student.
- Conduct oneself in a professional manner as defined by the professional conduct policy.
- Practice the principles of honesty as defined by the academic honesty and professional conduct policies.
- Notify the instructor and the area of assignment within the agency prior to the time of the practicum experience if one is unable to attend due to illness or other reasons. Follow the appropriate course guidelines. If one is in the practicum area and becomes ill or needs to leave, notify the practicum instructor and assigned nurse prior to leaving the practicum site.

Removal from Practicum Site:

A student may be removed from the practicum site for any of these behaviors:

1. Failure to prepare for practicum, including inadequate knowledge of treatment, medications, or plan of care
2. Tardiness or unexcused absence

3. Unprofessional communication behaviors (examples: personal texting, use of social media in the practicum setting; using profane language with patients, visitors, staff, or faculty)
4. Failure to treat others with respect, honesty, and dignity
5. Inappropriate professional dress and appearance (includes not being appropriately dressed and ready to go on time)
6. Inability to implement empathetic care
7. Inattentiveness to practicum work as exhibited by being unavailable for patient/client care, engaging in personal discussions, texting, etc.
8. Failure to implement appropriate action to ensure safety of patients/clients
9. Additional behavior(s) deemed unprofessional by faculty including being disruptive and/or refusing to follow faculty directions
10. Arriving at practicum setting under the influence of alcohol or other substance that can impair judgment. Student maybe subject to drug and alcohol urine analysis at own expense
11. Misrepresentation of physical presence or participation in practicum experience
12. HIPAA violation or any breach in patient confidentiality
13. Misuse or unauthorized use of computer resources or information
14. Purposefully destroying property at the practicum site
15. Student illness (see below)
16. Stealing supplies or drugs
17. Demonstrating unsafe practicum practice that places patient/client/family/staff/faculty in physical or emotional jeopardy, including neglect, abuse, or purposely injuring others
 - a. Physical jeopardy is the risk of causing physical harm
 - b. Emotional jeopardy means that the student creates an environment of anxiety or distress which puts the patient/client/family at risk for emotional or psychological harm
18. Failure to comply with course or practicum site policies and protocols
19. Misdemeanor or felony convictions

A practicum site has the authority to remove or dismiss students from their facility at any point at their discretion. The School of Nursing will comply with the site's request.

Removal or dismissal from a practicum site may impact the student in the following ways:

1. Delayed progression in the nursing program
2. Dismissal from the nursing program

Student Illness

The School of Nursing faculty reserves the right to assess the health condition of nursing students. An individual faculty member has the right to decide when a student will be required to leave the practicum practice area based on objective determination that the student is ill or has symptoms of illness.

Students with any of the following may not participate in the practicum experience without release from a physician:

- Fever greater than 101
- Acute febrile upper respiratory infection, including Group A Streptococcal infection
- Influenza
- Acute diarrhea
- Herpes simplex
- Chickenpox, Pertussis, Measles, Mumps, Rubella
- Draining abscesses, boils, impetigo
- Acute viral hepatitis
- Pulmonary tuberculosis
- Scabies*
- Conjunctivitis

* Restricted until treatment has lasted at least 48 hours

Return to Practicum Following Medical Care

Students who may require medical care must provide verification from an approved healthcare provider that returning to normal coursework without restrictions will not impact their recovery.

Policy on Practicum Absences

Attendance and engagement in practicum courses supports learning and is critical to successful course completion. Students who are absent from practicum compromise their ability to master course content, attain the necessary skills to meet course objectives, and ultimately pass the course.

Absences from practicum rotations for reasons other than illness are highly discouraged. In the event that a student is going to be absent, they will need to notify the faculty prior to the scheduled time of practicum. Failure to communicate with the course faculty, as specified in the syllabus, may result in a performance improvement plan (PIP).

An unexcused practicum absence may result in failure to achieve course outcomes. Examples of unexcused absence include but not limited to:

- Not calling in advance
- Not showing up for practicum
- Tardiness to practicum
- Taking personal vacations
- Taking a day off to study
- Taking a day off to work

- Missing practicum because practicum requirements and/or mandatory orientations are not completed
- Not meeting the deadline for creating a student account in Clinical Hub

A maximum of one (1) excused absence per course may be marked exempt. Students with unexcused practicum absence(s) will not have the opportunity to make up practicum hours nor be eligible for exempt status. If a student misses more than the allotted amount of practicum hours they may not be able to successfully complete the course.

Unusual Occurrences During Practicum Experiences

An unusual occurrence is when an incident or accident occurs in the practicum setting. These events can occur to the student, such as a needle stick; or to the patient, such as administering the wrong medication. In the event during practicum the student experiences any unusual occurrence, the student and faculty must complete an unusual occurrence report. A copy of the unusual occurrence report will be given to the Undergraduate Program Director and the Instructor. A copy will not be placed in the academic record.

Protocol for Needle Stick or Blood to Blood Exposure for WSU College of Health Professions Students

1. Upon injury or exposure (blood-to-blood, eye or other potentially infectious material) at any applied learning site, thoroughly wash skin exposures/punctures or flush the eye(s) or other mucous membrane(s) ASAP.
2. The WSU student must notify the WSU instructor immediately. If the hospital or agency has a policy for reporting injuries, that policy should be followed.
3. Upon injury or exposure, documentation of the incident must be completed by the student. These forms include:
 - a. School of Nursing Unusual Occurrence Form – Required
 - b. [Student Health Services Exposure Report](#) - Required
 - c. Agency incident report – as per agency policy
4. Student Health Services will coordinate with the WSU faculty member in contacting the health facility where exposure has occurred to ascertain the status of the individual who provided exposure (the patient).
5. Student Health Services will inform the WSU student of recommendations and offer appropriate measures.
6. The incident report form will be maintained with the Undergraduate Director.
7. College of Health Professions students should be warned to practice extreme care in handling of instruments and needles, as the cost of post exposure protection is very expensive.
8. The School of Nursing is not responsible for any costs of post exposure protection or treatment related to post exposure. Exposures are not covered by workman's compensation.

Safety

The School of Nursing and any associated practicum agencies do not ensure against theft, accident, or injury that may occur during practicum experiences on or off campus. The School of Nursing advises students to use situational awareness at all times. Students are expected to act responsibly by taking necessary precautions to prevent accident, injury, or theft. During practicum experiences, students are advised to only carry needed items, such as a small amount of money and car keys. Students should leave valuables at home or locked in the trunk of their cars prior to arrival at their destination. When entering and leaving practicum agencies, students should follow general rules of safety, such as parking in well-lighted areas and walking in pairs.

Position Statement on Client's Rights

The faculty of the School of Nursing, affirms their commitment to protect client's rights. The faculty believes that whenever possible the client should be involved in decisions regarding the care and treatment he/she receives and that this extends to the choice of whether or not he/she agrees to have a student provide his/her care. The faculty believes that clients should be informed and allowed to accept or reject instructor's request for student assignment.

Dress Code

The WSU School of Nursing dress code for practicum activity and lab finals is as follows:

- Black scrub shirt with WSU School of Nursing logo, available at the WSU Rhatigan Student Center Bookstore, and black scrub pants or skirt;
- A plain white or black shirt may be worn under the scrub shirt. Long sleeves must be loose enough so that they can be pushed up to the elbows during hand-washing;
- Footwear in practicum must be closed toe and closed heel, with good grip, in good repair and in compliance with facility policy. FiveFinger® or similar sport shoes are not permitted.
- A black scrub jacket with the WSU logo may also be purchased, but is optional. Scrub jackets are available at the WSU Rhatigan Student Center Bookstore.
- WSU student nurse photo ID badge must be worn at all times the student is in the practicum area.

Adherence to the dress code of site or agency in which students are participating is required. The practicum instructor's discretion is the final authority in determining the appropriate attire for students. If a student's appearance is inappropriate, the student will be sent home and will receive a zero/unsatisfactory for that practicum day.

Wichita State University School of Nursing Scrubs and Student Badges are to be worn only for academic related activities.

Personal Appearance:

Personal appearance will reflect the professional nursing student role.

- Students will be limited to one small earring in each earlobe. No dangling earrings, hoops or gauges allowed.
- No body piercing adornments in any area of the body not normally covered by clothing.
- Fingernails must be trimmed short and well maintained. No artificial nails, acrylic nails, shellac, dip nails, et. al. will be allowed. If nail polish is worn, it cannot be chipped.
- All visible tattoos must be covered to the greatest extent possible.
- Hair color must be a natural color and secured out of eyes.
- Attention to personal hygiene is required.

Adherence to the dress code of site or agency in which students are participating is required. The practicum instructor's discretion is the final authority in determining the appropriate attire for students. If a student's appearance is inappropriate, the student will be sent home and will receive a zero/unsatisfactory for that practicum day.

Protective Eyewear

Protective eyewear is required to protect the eyes from splashes of patient's body fluids which could cause injury as well as transmitting blood-borne pathogens into the eye. Protective eyewear should fit over corrective lenses and have side wings to provide maximum safety in practicum and lab settings.

Lab Supplies

Students will be required to purchase a stethoscope for use in lab and practicum spaces.

Review of Client Medical Records by Students

When students wish to review medical records for the purpose of study, the regulations of the agency must be followed to insure that medical records are not subjected to unauthorized inspection. Students are to review them for research and/or study purposes only. Students may not remove any patient records or copies of patient records from a practicum agency. Removal of patient records is grounds for dismissal from the nursing program.

Rights and Responsibilities of Faculty and Students to Agencies

- Faculty members are responsible for developing practicum experiences in various agencies, and for using appropriate mechanisms and protocols.
- Since the practicum agencies are under contract, students have an important responsibility to maintain a positive relationship with the practicum facility. In this role, students are responsible for both agency policies and their own learning experiences.

- Their primary resource is the WSU faculty member.

Philosophy of Practicum Evaluation

In an applied learning setting, the faculty role in evaluation of students requires two actions: description and judgment. Description is the process of providing necessary information about the student. Judgment involves a value component. The faculty member is qualified to decide the relative value of a student's performance in a practicum setting. Thus, practicum evaluation is a process of describing and judging a student's performance. Practicum outcomes are one source of input for determining the merit of student's work. These outcomes are further delineated as practicum competencies specific to each course.

Practicum Evaluation

The practicum component of a course is a learning experience in which students practice and develop competence in providing care to clients (the recipient of professional nursing services; may be an individual, family, or group) based on nursing knowledge, safety principles and ethical practice. During the practicum experience students develop a trusting and mutually respectful relationship with practicum faculty and other practicum mentors. Through practicum preparation, experience, self-reflection and feedback received from faculty, students are supported in development of practicum competence.

One purpose of practicum evaluation is to demonstrate student development of practicum competence over time—both as the student progresses through a specific practicum experience, and at the conclusion of the experience. As such, two types of evaluation are performed: formative evaluation and summative evaluation.

Formative Evaluation

Formative evaluation is designed to provide the student with ongoing feedback about their progress in demonstrating required course competencies. This feedback is "formative" and designed to assist the student in building upon strengths and correcting deficiencies that apply to the practicum setting. Areas in which further learning is needed are identified and relevant experiences are planned accordingly. Because the focus of formative evaluation is on assisting the student in meeting required competencies, it relies upon ongoing feedback designed to guide the student and faculty to aspects of learning which need further attention. Both faculty and students usually engage in formative evaluation (verbal or written feedback and written self-evaluation) on a daily or weekly basis. This feedback is given not for the purpose of generating a grade, but for facilitating student achievement of competencies and for professional development.

Summative Evaluation

Summative evaluation is designed to provide information on the extent to which the student has demonstrated required course competencies. The

summative evaluation is performed at the conclusion of the practicum course, but may also be performed at mid-term to focus the student on areas where further learning needs to occur so that competencies may be demonstrated prior to the end of the course. Summative evaluation at the end of the course provides both the student and faculty with information about the learning that has occurred during the course and documents student achievement of required course competencies. It further provides information regarding the skills upon which the student may build in future nursing courses.

The Practicum Evaluation

Another purpose of practicum evaluation is to ensure that a consistent evaluation process is used for all students in all courses, and that both the student and faculty have a common understanding of the behaviors that are to be considered in the evaluation process. These competencies are drawn from terminal outcomes for the BSN program at WSU School of Nursing and The Essentials of Baccalaureate Education for Professional Nursing Practice (AACN, 2008).

Faculty will discuss the tool with students at the beginning of each practicum rotation and describe how and when it will be used. Students should direct any questions they have about the tool to their individual practicum faculty.

Progression in the Curriculum

All students are expected to complete the professional phase of the nursing program within four semesters. If completion is not possible within these four semesters, the following processes will be followed.

Requirements for Continued Progression

Grades earned in nursing courses reflect the student's attainment of knowledge in both didactic and applied learning practice. A student must achieve a grade of C (2.0)/Satisfactory (S) or better to pass each course and progress in the program. Any grade less than C (2.0)/Satisfactory (S), the student will be required to repeat the course.

1. In nursing courses with only a didactic component, the student must achieve a grade of C (2.0) or better. A student who receives a didactic grade of less than C (2.0) will be required to repeat the course.
2. In nursing courses with only an applied learning component, the student must achieve a grade of C (2.0) or better. A student who receives an applied learning grade of less than C (2.0) will be required to repeat the course.
3. In nursing courses with both applied learning and didactic components, the student must concurrently achieve a grade of C (2.0) or better in the didactic class as well as a grade of C (2.0) or better in the applied learning portion.
 - a. This applies to:
 - NURS 309 & NURS 312 – Fundamentals of Nursing and Fundamentals of Nursing Lab

- NURS 344 & NURS 347 – Health Assessment and Health Assessment Lab
 - NURS 341 & NURS 343 – Mental Health Nursing Care and Mental Health Practicum
 - NURS 361 & NURS 320 – Care of Adults I Practicum and Nursing Care of Adults I
 - NURS 380 & NURS 381 – Maternal/Newborn Nursing Care and Maternal/Newborn Practicum
 - NURS 401 & NURS 412 – Nursing Care of Adults II & Nursing Care of Adults II Practicum
 - NURS 431 & NURS 432 – Pediatric Nursing and Pediatric Nursing Practicum
 - NURS 460 & NURS 460L – Leadership Clinical Decision and Leadership Clinical Decision Lab
 - NURS 470 & NURS 470L – Nursing Care Critical Illness and Critical Care Lab
 - NURS 479 & NURS 471 – Complex Care of the Adult and Complex Care of the Adult Practicum
- b. A student who receives an Unsatisfactory or less than C (2.0) final grade in the applied learning portion, either before the didactic course is completed or at the end of the didactic course, will receive a course grade of C- and cannot progress any further in the didactic portion of the class. Both portions of the class must be retaken.
 - c. A student who receives a didactic grade of less than C (2.0) will be required to retake both the didactic and applied learning portions of the class, regardless of whether the applied learning portion was C (2.0).
4. Students may repeat one course, one time, to achieve a passing grade.
 5. Dismissal from the program can result from any one of the following:
 - a. Failure of two courses (whether in the same semester or in different semesters)
 - b. Failure to maintain clinical compliance per the Clinical Requirements policy see pages 27 – 32.
 - c. Any of the situations above will result in automatic dismissal from the program and the following process will be used:
 - It is highly recommended that students contact or meet with the Undergraduate Program Director to discuss options and process for readmission.
 - Student will be required to petition, in writing, the Committee on Students for readmission by submitting an Exception Request.
 - The Committee on Students will review the Exception Request.
 - The decision of the Committee on Students is final.
 6. If non-progression is due to an issue not described in the Requirements for Continued Progression, sections 1-5, the following process will be used:

- a. Student will be required to meet with the Undergraduate Program Director. Failure to meet with the Undergraduate Program Director will result in a student's dismissal to be upheld.
- b. Student will be required to petition, in writing, the Committee on Students for readmission by submitting an Exception Request
- c. The Committee on Students will review the Exception Request.
- d. The decision of the Committee on Students is final.

Repeating Courses

A student who plans to request a repeat is highly recommended to contact or meet with the Undergraduate Program Director to discuss options and process for repeating courses. The School of Nursing is approved to have a maximum of 60 students in each traditional BSN class (TBSN) and 30 in each accelerated BSN (ABSN) class. These class sizes are approved by the Kansas State Board of Nursing and governed by the Kansas Nurse Practice Act (statutes 60-2-101, 60-2-104). In the event that an ABSN student does not progress, they will be transferred into the TBSN program, based on space available. TBSN students who do not progress may not transfer into the ABSN program.

Traditional BSN students repeating a course are not guaranteed space in the nursing program. Students may be placed on a waiting list to reenter the program. In the event the number waitlisted students is in excess of the spaces available, students will be ranked according to the following:

1. Nursing Coursework GPA (all nursing courses). In the event that two or more students have the same nursing GPA other factors may be taken into consideration including:
 - a. Student performance plans (PIP's)
 - b. Overall college GPA (all college work)
2. In the event that there is no space available after two (2) consecutive semesters that the course was offered, a re-entry plan may need to be developed.

Exception Requests

An Exception Request is a formal, written request to the Committee on Students to grant an exception to a policy in the Student Handbook. The first step to request an exception is to contact the Undergraduate Program Director.

Exception requests will only be considered for dismissals.

Incompletes

It is the responsibility of the student receiving a grade of incomplete to refer to and comply with WSU policies and procedures governing incompletes.

Military Leave

Please refer to [MLOA policy 8.09](#) in the WSU Policies and Procedures. Students returning from MLOA must notify the Undergraduate Program when leaving and upon return or when return date is known. This will assist in reentry to the program. Return to the program is based on space available. Students returning from a MLOA will hold priority for placement back into the program.

Non-Military Leave of Absence

Students must sometimes interrupt their studies for a variety of reasons. A student may request a leave of absence (leaving the school temporarily with the firm and stated intention of returning) from the School of Nursing (SON). Before a student selects to request a leave of absence from the SON, it is expected that the student will consult with his/her academic/faculty advisor and/or other academic resources available to assist with such a decision (financial aid, veteran's services, registrar). It is the students' responsibility to explore the impact of his/her leave or withdrawal would have financially, academically, and personally.

Process to request a Leave of Absence:

To submit a leave of absence (LOA) the student is expected to go through the following steps:

1. Meet with academic/faculty advisor to discuss this decision and/or use the academic resources available to assist with this decision (Financial aid, veteran's services, testing & counseling etc.).
2. Request a leave of absence, email the Undergraduate Nursing Director.
3. Once a leave of absence has been approved the student will be notified. It is the student who must withdraw from all courses. The SON cannot withdraw a student from courses.

Note:

Students on LOA are not guaranteed return. Return is based on space available in the nursing program. The SON will make every effort to place the student back in the program within one year. Students returning from an LOA will be placed on a waitlist and granted space using the same process as a student repeating a course. See repeating courses for details on space availability, pgs 41 – 42.

A student can request a LOA for up to one year only. Students who do not return from a LOA (after one year) will be administratively withdrawn from the SON and must reapply to the program through competitive application process.

Students who withdraw from WSU in good standing may be considered for readmission. The student must complete the application process.

Withdrawal from the Nursing program

Students sometimes choose to leave the nursing for a variety of reasons. Students may opt to withdraw from the school (leaving the school with no intention of returning). Students who opt to withdraw from the nursing program must reapply, through competitive admission, if they wish to return to the nursing program. Students who opt to withdraw and reapply will be expected complete the program in its entirety. Before a student selects to withdraw from the SON, it is expected that the student will consult with his/her academic/faculty advisor and/or other academic resources available to assist with such a decision (financial aid, veteran's services, and registrar). It is the students' responsibility to explore the impact of his/her leave or withdrawal would have financially, academically, and personally. Once a student decides to withdraw from the nursing program it is expected the student will submit a notice of withdrawal to the Undergraduate Program Director.

Student Conduct Review Process

Any student who violates academic or professional conduct is subject to the following consequences.

1. Filing of an incident report via the Student conduct and Community Standards reporting system. This process is outlined at [WSU Student Code of Conduct](#)
2. Written Performance Improvement Plan (PIP).
3. Report of the incident to the Director of Undergraduate Nursing Program
4. Review of the incident by the Committee on Students at the faculty or Director of Undergraduate Nursing Programs request.

Conditions in which a student will be removed from practicum and must remain out of all practicum until investigation is completed (5 business days).

- Practicum agency removes a student from the practicum site
- Faculty member deems the student unsafe to practice; unsafe to practice is at the faculty discretion using professional and academic guidelines
- Derogatory mark on your background check.

NOTE: Removal from practicum may delay progression or result in dismissal from the program

Problematic behavior

Students not following expected behavior guidelines are subject to the following actions:

1. Performance Improvement Plan – written contract between the student and faculty member. The faculty will indicate the lapse in expected behaviors or academic performance and consequences if the student fails to be in compliance. The student is expected to participate with the faculty on completing the form..

2. Performance Improvement Plans will be reviewed, monitored, and evaluated by the Committee on Students and Director of the Undergraduate Nursing Program.
3. Performance Improvement Plans will be filed in the student academic record.
4. Serious lapse in expected behavior or an ongoing trend of problematic behaviors may result in suspension from the nursing program pending conduct review process. Students are not eligible for progression toward earning the degree, while allegations are being investigated.

Academic warnings

1. WSU uses the Student Early Alert System (SEAS) – this program alerts a student, via email, that they are not meeting academic standards. The SEAS is generated from faculty. Students who receive such notification are expected to meet with the faculty to determine areas for improvement.
2. Performance improvement plan – faculty may initiate a plan to alert a student of deficiencies in academic performance.

Grade and Dismissal Appeal Process

Failure to maintain a prescribed academic standing and/or failure to uphold professional and ethical standards of behavior required in academic programs of study is a justifiable cause for assignment of a failing or below average grade in an individual course, or for dismissal from the WSU nursing program. Absolute discretion is permitted to the faculty to assess student performance, level of scholarship, and ethical/professional behavior as long as the assessment is consistent with professional standards in discipline. A student in the School of Nursing who has been dismissed or disagrees with a grade received may follow policy and procedure to attempt to resolve the conflict.

Grade Appeals are processed through the [Court of Academic Appeals](#). The Court of Academic Appeals only hears grade appeals, the court does not hear dismissal cases or advise professional programs regarding reentry in to the program.

A student who is in appeal process may be required to take a leave of absence from the nursing program. Appeals take a minimum of 4 weeks, up to 12 weeks to resolve. If the appeal is granted, all efforts will be made to grant reentry to the program the following semester, as space allows.

Grounds for a Dismissal Appeal

A student may only file a dismissal appeal if the student certifies that at least one of the following conditions exist:

- The dismissal was not in accordance with the published department or CHP policy;
- The dismissal was arbitrary or capricious; or

- The dismissal was determined on a basis other than academic class, practicum, or professional performance.

Grade and Dismissal Appeal Procedure

1. The student should meet first with the appropriate course instructor and/or course coordinator in an attempt to resolve the grade dispute within five (5) working days (Monday-Friday; excluding university shut down/holidays) after official posting of WSU grades.
2. If the issue continues as unresolved at the course level, the student will complete an appeal form from the Office of Undergraduate Nursing, AH5741A.
3. The student should meet with the Undergraduate Nursing Program Director to determine: (a) whether opportunities for resolving the problem with the instructor have been exhausted, and (b) whether the problem is resolvable through existing University or School of Nursing procedures other than court of appeals. The Program Director may indicate that a case is inappropriate, but students maintain their right to appeal if they wish to do so.
4. The student is encouraged to make an appointment with the Student Advocate, 201 Rhatigan Student Center, for assistance in: (a) resolving the case and/or (b) preparing the appeal.
5. The completed appeal is returned to the Office of Undergraduate Nursing, AH 541A for distribution to the faculty member named in the appeal.
6. The faculty member named in the appeal will submit a written statement on the case to the Director of the Undergraduate Nursing Program. After reviewing the case, the Program Director should form a judgment and/or attempt to resolve the issue without exerting pressure on either the instructor or the student. The Program Director should indicate on the form: (a) a recommendation to sustain the instructor's decision, (b) a recommendation that the appeal be sustained, and (c) a statement that the issue cannot be resolved at this level. Space is available on the appeal form for these comments.
7. After the Program Director has made a recommendation, the case is referred to the Undergraduate Nursing Committee on Students. The chair of the Committee on Students, after receiving the case, inform the student and the instructor in writing of its receipt and request from each a written statement and any additional information the committee might need. This information must be received by the committee within two weeks. The instructor and the student may visit with the committee chair or write to the committee about questions of procedure.
8. The instructor and student will be notified in writing no less than seven days in advance of the projected date of the appeal hearing along with information pertaining to the exact time and place of the hearing. The committee will finalize the time of the appeal hearing after both the student and faculty member have been contacted and have indicated they can attend the hearing at that time.

These procedures will be followed in an actual hearing:

1. All hearings are closed.
2. Membership of the Grievance Committee is as follows:
 - a. Chair: Chairperson of the Committee on Students, or designee.
 - b. Faculty: Five voting faculty members from the SoN Organization, excluding the Instructor of Record, any faculty that had direct involvement with the case, and any faculty member that was involved with an associated exception request decision.
 - c. Advisory: Chairperson of Committee on Students, Undergraduate Program Director, and Coordinator of Clinical Education.
3. Hearings will be kept as informal as possible. A taped transcript of the hearing but not the deliberations will be made. The tapes and all written material will be treated as confidential information. The tapes will be retained for one year.
4. The instructor and student are expected to appear at the hearing. If the student does not appear for the hearing, the case will not be heard. The recommendation from the Undergraduate Program Director will stand as final decision. If the faculty member does not wish to appear, the case will be heard. The Grievance Committee will have final decision.
5. The student and faculty member may be represented by counsel from the University community but not by an attorney.
6. Either party may ask members of the university community (students, faculty, staff) to present testimony relevant to the case.
7. The instructor and the student will have access to the written statement of each other at least seven days prior the hearing. These statements will be treated as confidential material.
8. Relevant class records are to be made available to the committee upon request.
9. After opening statements by both parties, each will have the opportunity to question the other during the hearing, subject to academic decorum.
10. Members of the Grievance Committee may question both parties.
11. When questioning is finished, both parties, counsel, and witnesses, if any, will be excused.
12. Decisions of the Grievance Committee are based on a majority vote.

The decision and the rationale for the decision are reported in writing to each party, the Undergraduate Program Director, and the Chair. If the committee has suggestions for improving or eliminating the conditions which lead to the case, these should be detailed in a separate letter to the faculty member with copies to his/her program director.

If the decision calls for a change of grade, the Office of the Registrar will be so advised; the Program Director will authorize the registrar to make the official change.

The Committee on Students does not rehear cases.

Following the appeals outcome, the students have a right to file an appeal through the [College of Health Professions Grievance Policy](#). In cases of grade appeal, the student may also use the University Court of Appeals (refer to WSU Policy and Procedure ([8.20 / Court of Student Academic Appeals](#)))

Student Rights and Responsibilities

Student's Responsibility for Learning

Students will find that nursing is a rigorous program. There are extensive reading assignments, written preparation, and time spent in the practicum area. Students need to make sure they have efficient and useful study habits. Students are responsible for their own learning. The student needs to be actively involved in the learning process, and not expect to passively absorb information. Active, thoughtful participation in class discussion will enhance one's learning. It is important to determine one's own learning style and use study techniques which support that style. See the course instructor immediately if you are having trouble completing assignments and doing the necessary reading. The instructors are concerned about each student as an individual and as a student, and can assist with priority setting, study skills, etc.

Statement on Student Bill of Rights

The Nursing Faculty supports the University statement on the rights and freedoms for students. The document may be obtained from the Student Government Association Office on the second floor of the Rhatigan Student Center or through the student's Blackboard by accessing the SGA Connection course tab.

Class Registration and Scheduling

The school of nursing cannot register students for courses. Students are responsible for registering in the appropriate courses by the first day of classes. Students are encouraged to be registered at least three weeks before the start of classes to receive important class announcements. Students not registered by the first day of class are not permitted to attend classes. This is considered an unexcused absence.

Students will be provided scheduling options each semester. Schedules are determined by the availability of practicum agency rotations. The school does not always have control of the practicum schedules. Individual rotation schedules are subject to change at any time, including after the semester starts.

The School of Nursing reserves the right to change student schedules at any point.

Schedule change request

Students who wish to request a schedule change after schedule selection is finalized must follow this procedure:

Student request to switch schedules with another student or to an open spot in another schedule:

1. Provide a written request to the Undergraduate Nursing office that includes:
 - a. Both students' names and WSU ID numbers
 - b. Schedules that are being switched
 - c. Written agreement from both students
2. The request will be reviewed and either granted or denied within 1 week of request.

All schedule change or schedule switch requests must be submitted to the Undergraduate office within 14 days of scheduling. Students who do not follow the procedure will be removed from practicum pending full review.

NURS 499 Capstone Placement Process

Prior to the start of capstone, the student will have an opportunity to submit a capstone request to the capstone coordinator. This request will allow the student to identify and rank units, facilities, and time of day (shift) of interest. The capstone coordinator will then submit requests to the facilities. Student requests are not guaranteed.

The capstone facility guidelines are as follows:

- The SON must have an affiliation agreement with the facility.
- The facility must be no more than an hour driving time from the Wichita State University main campus.
- The student will be placed with an RN preceptor, with BSN preferred.
- The student will be placed with a direct client care preceptor.
- All requests are subject to capstone coordinator approval.

The capstone coordinator will use the following criteria, in the order listed, to officially assign student placement:

- Facility space availability
- Preceptor availability
- Wichita State University School of Nursing GPA
- Cumulative GPA
- Kaplan integrated exam results

Graduation and RN Licensure Information

General Requirements

A student must have the required number of total credits toward his/her degree per University graduation policies. Submission of an Application for Degree (AFD) is required in order to graduate. AFD's are processed by date submitted, so the sooner you get it submitted, the sooner your graduation requirements will be checked.

Deadlines for AFD submission:

FALL (December) graduates: MARCH 1st

SPRING (May) graduates: OCTOBER 1st

Students will apply for degree through myWSU portal, under the 'My Classes' tab, in the 'Graduation Links' box.

School of Nursing Graduation Recognition Ceremony

The SON holds two Nursing graduation recognitions each year, December and May. This ceremony is to recognize those individuals who are graduating from the WSU School of Nursing. Undergraduate Nursing Students will receive the honor of being "pinned." The nursing pinning ceremony is a tradition that began in the 1800's and is symbolic, welcoming you to the profession. Students will receive more information during their final semester of school.

Nursing Pin

The nursing pin, which is optional, is purchased through the University Bookstore by each student. Engraving of initials is available. Payment must be made at the time of purchase.

The tradition of the WSU pin began with the Wichita State University Department of Nursing's first graduating class in 1971. It is an adaptation of the official seal of the University. The official seal was designed by Mr. Eldon Keidd, a 1925 graduate of Fairmount College (now WSU). He won a contest for seal designs and received \$25.00.

The background of the seal is a typical Kansas prairie. The Native American and the tepees at the right are reflective of the status of Kansas, scarcely more than a frontier, at the time of the founding of Fairmount College. In the left foreground stands a farmer beside a shock of wheat, also viewing the plain. He represents the sturdy, farsighted, God-fearing stock of pioneers who brought civilization to the plains. It also represents the name "Wheat Shockers" by which the students and athletic teams of the school are known.

The center part of the seal was designed to depict the coming of higher learning and culture to the plains of Southern Kansas represented by the enlightening of the land by the "Book of Knowledge" and the "Lamp of Learning".

Above these are the seven "Liberal Arts". These were grammar, logic, rhetoric, arithmetic, geometry, astronomy, and music.

The name of the University forms the upper part of the wreath while the lower part of the wreath, on the left side, consists of a stalk of wheat. The wheat symbolizes the

farming industry, which has contributed much to the development and prosperity of this area.

On the right lower part of the wreath, is a stalk of laurel, used as an emblem of victory and dedicated to the schools founder, benefactors, faculty, and others. On the University seal, the branches of wheat and laurel are tied together with a sunflower. On the nursing pin, the sunflower is replaced with the word “nursing”. The dates reflect the founding of Fairmount College (1895), the University of Wichita (1926), and Wichita State University (1964).

WSU Commencement

WSU holds two graduation ceremonies each calendar year, May and December. For more detailed information, please [click here](#).

Employment after graduation

The licensure exam must be taken and official notification of passing the NCLEX received within 120 days of graduation to be eligible for employment in a registered nurse position. Persons who do not pass the exam cannot work as a Registered Nurse. The exam can be taken again forty-five days after the previous test date. Students are encouraged to license in Kansas initially regardless of which state they plan to work in. Kansas is part of the Nurse Licensure Compact, which allows nurses with a multistate license to practice in other compact states. Refer to the Nurse Licensure Compact website (<https://www.ncsbn.org/nurse-licensure-compact.htm>) for more information. Graduates desiring to work outside the state of Kansas will need to determine that state's regulations for licensure by endorsement, if the state is not a compact state.

National Council Licensure Examination (NCLEX)

Following successful completion of the program of study, the Nursing graduate may apply to take the National Council Licensure Examination (NCLEX) for licensure as a registered nurse (RN).

The NCLEX candidate handbook information can be obtained online at pearsonvue.com/nclex

During the final semester of the program, students will be required to attend a licensure meeting. This meeting will focus on assisting the students in completing the Kansas State Board of Nursing initial licensure application, complete transcript request forms, and have fingerprinting completed. Students who plan to license outside the state of Kansas are strongly encouraged to visit the Board of Nursing in which they plan to license.

Licensure Information for Kansas

Impediment to licensure

The qualifications of applicants for a license to practice as a registered professional nurse in Kansas have been defined in KSA 65-1115. These qualifications include satisfactory rehabilitation if the applicant has ever been convicted of a felony.*

*No license to practice nursing shall be granted to a person with felony conviction of a crime against persons as specified in Article 34 of Chapter 21 of Kansas Statutes Annotated.

Policy for initial licensure in Kansas

The following policy and procedure has been set forth in compliance with KSA 65-1115.

Any applicant to the nursing program or any student enrolled in the nursing program who has ever been convicted of a crime other than a traffic violation must inform the SON Undergraduate Director of the conviction. The Director will arrange a counseling session and inform the applicant or student of Statute 65-1115 and the regulations of the Kansas State Board of Nursing.

Statutory requirements for writing licensure examination:

The qualifications of applicants for license to practice as a registered professional nurse in Kansas have been defined in KSA 65-1115.

65-1115 - Licensure of professional nurses; qualifications of applicants; license by examination title and abbreviation; temporary permit; exempt license.

1. Qualifications of applicants. An applicant for a license to practice as a registered professional nurse shall:
 - a. Have graduated from a high school accredited by the appropriate legal accrediting agency or have obtained the equivalent of a high school education, as determined by the state department of education.
 - b. Have graduated from an approved school of professional nursing in the United States or its territories or from a school of professional nursing in a foreign country which is approved by the board as defined in rules and regulation.
 - c. Have obtained other qualifications not in conflict with this act as the board may prescribe by rule and regulation; and
 - d. File with the board written application for a license.
2. Applicant deficient in qualification. If the board finds in evaluating any applicant that such applicant is deficient in qualification or in the quality of such applicant's educational experience, the board may require such applicant to fulfill such remedial or other requirements as the board may prescribe.
3. License.
 - a. The board shall issue to an applicant to practice as a registered professional nurse who has:

- i. Met the qualifications set forth in subsections (a) and (b);
- ii. Passed a written examination as prescribed by the board; and
- iii. No disqualifying factors under KSA 65-1120 and amendments thereto.

65-1120 - Denial, revocation, limitation or suspension of license or certification of qualification; costs; professional incompetency defined.

Grounds for disciplinary actions. The board may deny, revoke, limit or suspend any license, certificate of qualification or authorization to practice nursing as a registered professional nurse, if the applicant, licensee or holder of a certificate of qualification or authorization is found after hearing:

- a. to be guilty of fraud or deceit in practicing nursing or in procuring or attempting to procure a license to practice nursing;
- b. to have been guilty of a felony or to have been guilty of a misdemeanor involving an illegal drug offense, unless the applicant or licensee establishes sufficient rehabilitation to warrant the public trust, except that notwithstanding KSA 74-120 no license, certificate of qualification or authorization to practice nursing as a licensed professional nurse,...shall be granted to a person with a felony conviction for a crime against persons as specified in article 34 of chapter 21 of the Kansas Statutes Annotated, prior to their repeal, or article 54 chapter 21 of the Kansas Statutes Annotated, or K.S.A. 2012 Supp. 21-6104, 21-6325, 21-6326, 03 21-6418, and amendments thereto;
- c. to have committed an act of professional incompetency as defined in subsection (e);
- d. to be unable to practice with skill and safety due to current abuse of drugs or alcohol;
- e. to be a person who has been adjudged in need of a guardian or conservator, or both, under the act for obtaining a guardian or conservator, or both, and who has not been restored to capacity under that act;
- f. to be guilty of unprofessional conduct as defined by rules and regulations of the board;
- g. to have willfully or repeatedly violated the provisions of the Kansas Nurse Practice Act or any rules and regulations adopted pursuant to that act, including KSA 65-11314 and 65-1122 and amendments thereto...
- h. to have assisted suicide in violation of KSA 21-3406...

Kansas Nurse Practice Act (<https://ksbn.kansas.gov/npa/>), Laws and Administrative Regulations. (July 2014)

Student Services and Resources

Applied Learning Center

Nursing students utilize the Applied Learning Center. The Applied Learning Center is designed to assist nursing students in developing competence and confidence with nursing skills prior to performing these activities in a practicum setting. Students will participate in simulation in the Applied Learning Center.

Student Records

A student wishing to review his/her records in the School of Nursing is requested to follow the procedures outlined below. By law, the School may take up to 45 days to respond to the request, though in typical situations this should not be necessary (see "Open Records", Wichita State University Catalog).

- Submit a written request to the Undergraduate Program Director or Chairperson of the School of Nursing.
- The written request forms are available in 541A Ahlberg Hall and should contain:
 - Student's name
 - Student's identification number (WSU ID)
 - Date and time the student wishes to review materials.
- The student will then be contacted in writing by the Undergraduate Program Director or Chairperson of the School of Nursing.
- Once written notification regarding the status of the request is received, the student is to contact the Undergraduate Program Director or Chairperson of the School of Nursing and present both the previously received written notification and a photo ID.
- Requested materials will then be viewed in the presence of an appropriate school representative.
- Any portion of a student's record can be photocopied by an appropriate school representative; however, the student must pay for any copies made.
- Once the form "Request to Review School of Nursing Records" is completed, it will be placed in the student's file.

Breastfeeding

The College of Health Professions joins numerous other health associations in supporting optimal breastfeeding as a significant primary prevention strategy for mothers and infants in the United States. We encourage our students to continue breastfeeding while enrolled at WSU and we have private areas in the building that are available for pumping, hand expressing breast milk, or breastfeeding. Please see the School of Nursing receptionist (500 Ahlberg Hall) or the Dean's Office receptionist for a key. Breastfeeding mothers should feel free to speak to their instructors if some flexibility is required.

Even though breastfeeding is "natural" it is not always easy for first time mothers. Breastfeeding help is usually available through the Lactation Department or Postpartum Unit of the hospital where you delivered your baby: Via Christi

Breastfeeding Clinic 316-689-5426 or WesleyCare Breastfeeding Clinic 316- 962-8597. Mother-to-mother help is the specialty of La Leche League: Kansas groups can be found at www.kansaslll.org.

Shocker Alert

Students are encouraged to review the [Shocker Alert website](#) for information regarding campus closure due to inclement weather. If the University closes, students are not to be in the practicum setting.

School of Nursing Student Organizations

Student Committee Representation

Student input into decisions relative to the functioning of the School of Nursing is considered valuable. The student voice is ensured through elected representatives of the junior and senior classes. There is opportunity for student representation on the following School of Nursing committees: (2 student reps) Committee on Students and (2 student reps) Committee on Curriculum. Specific criteria of each committee can be found in the School of Nursing's organizational bylaws. A copy of the bylaws can be requested from the Nursing Office in 500 Ahlberg Hall.

Kansas Association of Nursing Students (KANS)

KANS is part of a nationwide organization, the National Student Nurses' Association (NSNA). It is the only national organization for students in nursing. NSNA and KANS offer the opportunity to participate now as a change agent and to develop the leadership skills needed as a nurse. NSNA is involved in speaking for all nursing students. NSNA is the students' "voice" in nursing and the healthcare profession. Issues of concern to NSNA include: student rights and responsibilities, recruitment of minority students into the field of nursing, instructors' competence, community health activities, and national and state legislation affecting the health care system. There is an annual state and national convention, plus activities on both the state and local levels. Officers at all levels (national, state, and local) are elected each year.

Nurses' Christian Fellowship (NCF)

NCF is the fellowship of nurses and nursing students who are concerned about the spiritual dimensions in the physical and psychosocial aspects of client care. The NCF urges nurses and students to meet for Bible Study, prayer, and fellowship; so that they may become more spiritually mature and be better prepared to help their clients.

For additional information about any of the NCF's ministries, contact your local NCF representative or write:

Nurses Christian Fellowship
P.O. Box 7895
Madison, WI 53707-7895

Epsilon Gamma Chapter-at-Large of Sigma Theta Tau International

Sigma Theta Tau International is the honor society of nursing. Membership in Sigma Theta Tau International is an honor conferred on students in baccalaureate and graduate programs who have demonstrated excellence in their nursing programs. Membership is by invitation. Undergraduate senior students and graduate students who have completed one-half of their professional classes are eligible. Grade point average, activities in nursing and related fields and leadership potential are considered. Active participation in Chapter activities is expected. The purposes of Sigma Theta Tau International are to:

- Recognize superior achievement.
- Recognize the development of leadership qualities.
- Foster high professional standards.
- Encourage creative work.
- Strengthen commitment to the ideals and purposes of the profession.

Students in the upper 35% of their class are eligible for membership. Eligible students will receive letters of invitation from the Epsilon Gamma Chapter-at-Large.

College of Health Professions Student Organizations

There are student involvement and leadership opportunities available at the College and University level.

To learn more about the College of Health Professions opportunities visit

https://www.wichita.edu/academics/health_professions/index.php

University student involvement and leadership opportunities can be found at

https://www.wichita.edu/student_life/involvement/

University Services

- [Student Health Services](#)
- [Student Support Services](#) (SSS)
- [Office for Faculty Development and Student Success](#) (OFDSS)
- [Office of International Education](#)
- [Rhatigan Student Center](#)
- [Ablah Library](#)
- Library Policy of Practicum Facilities - See practicum facility for specific policies.
- [Heskett Center](#)
- [Counseling and Testing Center](#)
- [Career Development Center](#)
- [Office of Financial Aid](#)
- [College of Health Profession's and Nursing scholarship Information](#)
- [Intensive English Language Center](#)
- [Veterans Services](#)

Appendix A
Personal Improvement Plan (PIP)
Next page

**Wichita State University
SCHOOL OF NURSING
PERFORMANCE IMPROVEMENT PLAN**

This document may be shared with nursing faculty within the Program.

Student Name _____	This plan has been successfully met: Student Signature: _____ Issuing Faculty Signature: _____
Student MyWSU ID _____	
Graduation Mo/Year _____	
Course Number _____	
Issuing Faculty Signature _____	
Student Signature _____	
Date of Occurrence _____	

This performance plan must be reviewed with the student and signed by both faculty and student within one week of the unsatisfactory behavior occurrence. It is recommended that the student be re-evaluated and progress documented until concerns are resolved. Failure of the student to keep an evaluation appointment will be documented.

To be completed by student (Please use additional pages as needed)

1. Student comments related to occurrence:

The intent of the performance plan is to identify when a student is NOT meeting expectations at any point during a course. The performance improvement plan is to be instituted by faculty and outline a remedial plan of action for the student. If a course objective is not met by the end of the course, the student will fail the course.

Minimal standards/requirements for successful practicum performance are not being met as evidence:

Course Objective/SON or University Policy: The student's performance is not meeting the follow expectation.	Prior Coaching: List actions completed to assist student prior to the PIP.	Skills/Behaviors to Improve: List the skills, behaviors and/or actions demonstrated.	Development Opportunities/ Available Resources: What resources, or support, are available for student.	Student Responsibility: What steps or actions need to be completed?	Performance Improvement Required. Describe how this will be measured	Completion Date: Date to be completed. The date the course will be completed.

The improvement plan established in the document must be met for the student to successfully complete the course. Failure to achieve the course objectives may result in course failure.

FOR TRACKING:

(Check and date when action completed)

- Copy given to student _____
- Copy to course lead _____
- Copy placed in undergraduate office _____
- Copy given to UG Director _____
- Moved from cohort folder to academic file upon graduation _____

School of Nursing

**Pre-Licensure Undergraduate Exam
Policy: Promoting Academic Integrity**





WICHITA STATE
UNIVERSITY
COLLEGE OF
HEALTH PROFESSIONS
School of Nursing

Definitions

Cheating:

- Act dishonestly; practice fraud
- Deceive by trickery; swindle
- Violate rules deliberately

Plagiarism

- Is a form of cheating
- The verbatim copying or imitation of the language, ideas, or thoughts of another author and representing them as one's own original work.
- Illegal because it is a form of copyright infringement, whether it was deliberate or accidental act.

Wichita State University (WSU) policies related to academic honesty

- WSU Policy 2.17 [Student Academic Honesty](#)
- [Student Conduct and Community Standards](#)

Professional Standards related to ethical expectations (ANA)

Student factors known in the literature to affect exam scores

- Lack of study skills
- Reliance on recall knowledge
- Working hours
- Role strain
- Self Esteem
- Fatigue

What can students do:

- Assume accountability
- Must see coursework/practicum/testing as essential from the beginning to pass NCLEX
- Retain knowledge, it doesn't "go away" after the exam
- Seek assistance for study skills
- Limit work hours, be prepared to decrease work hours if needed.

Student Policy and Procedures

Faculty may utilize a variety of exam formats for assessing student knowledge. The format may not be identified ahead of time. Faculty reserve the right to administer quizzes without notice. The grading policy for missed quizzes will be found within the course syllabus. **All exams are to be completed at the regularly scheduled time.**

In the event of an unexpected situation that is beyond the student's control (serious illness, accident, death of an immediate family member), the student must notify the course faculty to request an excused absence prior to the exam. A provider's documentation of the student's inability to complete an exam may be required, at the discretion of the faculty, for an excused absence based on student health. Failure to obtain the appropriate document, or to complete the make-up exam at the scheduled time will result in a grade of 0 (zero) for that exam.

If an excused absence is granted, the student must take the exam on the day of return to any college or practicum session. Make-up exams are schedule with the WSU Testing Center, the student is responsible for any cost associated with make-up testing. Should a student fail to make-up the exam within the stated time-frame, a 0 (zero) will be assigned to that exam.

Students must achieve an exam average of 73% to pass the course. If less than 73% is earned the highest course grade that may be earned is "C-".

No take home exams are allowed.

The philosophy of the faculty regarding exams is that the exam is provided to test knowledge and critical thinking, the focus is not on a grade.

Exam Procedures

Beginning of Semester:

1. Students sign an academic honesty statement; this is completed at the beginning of each semester. Document is uploaded into CastleBranch the first day of class.
2. Review the course syllabus and understand the exam policies set forth by your instructors.
3. Students are expected to apply knowledge learned during their sophomore and freshman years. Nursing content builds on the social and natural sciences.
4. Students needing testing accommodations must work with the Office of Disability Services and have documentation on file with the instructor by the 3rd week of class.

Procedure Day of the Exam:

1. Exams will start and end on time. Students who arrive late for the start of an exam will not be granted extra time to complete an exam. The faculty highly recommend students arrive 10 minutes before their assigned exam start time. Once the student signs into the exam, the timeclock for the exam will begin.
2. All student personal belongings such as; backpacks, phones, electronic devices, calculators (unless needed), writing utensils with the exception of 1 pencil, food or food containers, hats, clothing with a hood, must be stored at the back of the room. The only exception: clear, unlabeled, water bottles are allowed.
3. No cell phones, ear buds, or watches are to be used during exams.
4. No hats or hoodies may be worn during exams.
5. If a calculator is required there must not be additional features available on the calculator.
6. If the exam requires colored scratch paper, you must sign, date and return it to the proctor before you leave. The scratch paper will be provided by the proctor.
7. All policies from course syllabi, the Nursing Department Student Handbook, and College apply to exams taken.
8. Students should take bathroom breaks prior to the exam. Students may not leave the room during exams.
9. Students may not have any applications or browsers available during the exam. Should the student be found to have any other application open during the exam, this is considered cheating. The student will be dismissed from the testing environment and receive a 0 (zero) for that exam. The student may be subject to review for dismissal from the program. The faculty reserves the right to follow the WSU Student Academic Honesty policy.
10. The student is not permitted to ask questions about the exam during the exam.
11. The students will be assigned a seating chart at Faculty discretion.

Exam Specifics

1. Exam can be taken only once
2. 1 minute 20 seconds per question
3. Routine exams should be limited to 1 hour (not including comprehensive exams or standardized assessments).
4. The exam will auto-shut down after 1 hour. No extra time allowed.

After the Exam:

1. The exam scores will be available to students within 1 week (7 consecutive days excluding days of university closure) following the exam.
2. Faculty will not discuss the exam with students before grades are available
3. Exam review is provided at the discretion of the faculty. The purpose of exam review is to provide a learning opportunity to students. The intent is not to discuss grades, remove questions, ask for extra credit opportunities or to

debate a question/grade. All questions about grading will occur in an individual meeting with the instructor.

4. Students may challenge an exam question (exception standardized assessments) within 48 hours of release of the exam results. Challenges will not be accepted after 48 hours.
5. Students should identify, from the exam review, areas in which remediation may be needed. Students may use available study resources to remediate on their own. Should students need additional clarification, please arrange an appointment with the faculty.
6. Exam grades are not rounded and extra credit is not provided. These contribute to grade inflation, giving the student a false sense of their own knowledge.
7. Students who score less than 80% on any single exam should consider meeting with the instructor.

Integrated Testing Program

Integrated testing is a method in which a series of products designed to prepare students for the NCLEX-RN® are used throughout the nursing curriculum. Integrated testing will help the student to identify what content they know and identify areas requiring active remediation. The School of Nursing uses KAPLAN as our integrating testing provider. Students will have access to:

- Study skills workshops
- Drug Dosage and calculation workshops
- Secured benchmark tests
- Focused review tests
- Mid-fidelity case study modules
- Skills modules
- Nursing school basics – textbook
- Nursing assessment test
- NCELX predictive exams 1 and 2
- NCLEX-RN® Review Course – live review taken during the final semester
- NCELX- RN® Qbank
- Question training tests
- Content Review for the NCLEX-RN®
- Online NCELX study center
- Readiness test

Students will be assigned KAPLAN assignments and secured exams throughout the program in individual courses.

Exam Center Honesty Statement

Read before each exam

Students may not look at any other student's computer or work. Students may not use any device, papers, books or other materials without prior approval of the nursing instructor or the Director of Undergraduate Nursing Programs. Students may not have more than one web browser and one browser tab open on their computer. They may not have any other software open on their computer except what is needed for the exam per the written directions of the instructor. Discussing at any time during the exam may be determined to be academic dishonesty and should be avoided. Any perceived cheating will be handled as **cheating** per the policies of the School of Nursing, College of Health Professions and the University..

Please state your agreement with this statement in the Honesty Statement Discussion Forum.

I agree that I will not:

- Use any organization's/person's writing, words, images, Web sites without proper APA citation and reference even if they give me permission.
- Talk to anybody about any exam/quiz that I have or have not taken of any type in this course or any other course, whether or not the other person has taken the same exam/quiz.
- Allow anyone to look at the exam/quiz I am taking or have already completed (ie. looking over your shoulder as you complete a quiz).
- Print any exam/quiz that I take in this course.
- Copy or photograph any exam in this course in any form.
- Utilize a third-party to review exam questions, such as Quizlet. Exam questions include, but are not limited to: developed by a book publisher, ATI, or faculty. Remember that all sources used, other than the original work, is subject to copyright laws.

I will report any of the aforementioned to an instructor immediately if I or anyone else has committed any of these acts.

Your signature indicates your agreement and compliance with the Academic Honesty Statement

Signature: _____ Date: _____

References

National League for Nursing Accrediting Commission (2012). Fair testing guidelines for nursing education. Retrieved from: [National League for Nursing website](#)

The free dictionary.com (2017)