



NWU Nursing Student Handbook

BACHELOR OF SCIENCE IN NURSING

Revised & Approved by Nursing Faculty – 2023-2024

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Introduction

This handbook provides policies, procedures, and practices followed by the Nebraska Wesleyan University (NWU) Nursing Department (ND). Bachelor of Science in Nursing (BSN) students are held accountable to the content in this handbook. This handbook has been reviewed and approved by NWU full-time nursing faculty.

Nebraska Wesleyan University Mission's Statements

Mission Statement- Nebraska Wesleyan University is an academic community dedicated to intellectual and personal growth within the context of a liberal arts education and in an environment of Christian concern.

Mission Statement of the Nursing Program- The undergraduate nursing program promotes excellence in nursing practice and scholarship in a framework of theoretical and experiential learning, providing personal and professional growth. Nursing students, supported by the foundation of a liberal arts education, are prepared to provide competent and compassionate nursing care for the benefit of diverse communities in which they will serve.

Philosophy of the Nursing Program

The Nursing Program shares NWU's commitment to intellectual and personal growth within the context of a liberal arts education and in an environment of Christian concern. The faculty is committed to excellence of academic endeavor and recognizes that learning is a lifelong process. Education is the process of acquiring knowledge, skill, and understanding that results from the sharing of information perspectives, ideologies, and expertise. This can occur in a formal setting (e.g. a school, college, or university) or in an informal setting. Nursing education includes diverse and varied strategies to promote acquisition of knowledge and skills specific to the art and science of nursing. The goal of professional nursing education is to promote competence in nursing practice to meet the health needs of individuals, groups, and populations.

The faculty of the ND believes that nursing is a professional discipline with academic and practice dimensions encompassing both the science and the art of the profession. Academically, nursing utilizes theories and research to generate and extend nursing knowledge to guide nursing practice.

The nursing profession serves society through delivery of direct and indirect healthcare services to individuals, families, and communities from diverse populations. The faculty believes that each person has worth, dignity and the potential for growth. NWU nursing faculty believe health is a state of physical, mental, and spiritual well-being.

Faculty believe that learning is a lifelong, active process, which results in a change of knowledge, attitude, or behavior. The learning process is enhanced where caring relationships, mutuality of respect, and commitment to professional excellence exist. Each learner has unique characteristics and styles of learning. The role of faculty is that of facilitator to enhance the learning process.

Core Values of the University

Excellence: Nebraska Wesleyan University is committed to excellence in all aspects of academic endeavor; in the curriculum, educational facilities, residence halls, and all programs available to students; in the hiring and professional development of faculty and staff; in all administrative policies and procedures; and in the processes which ensure the continuing renewal of the academic community.

Liberal Arts: Nebraska Wesleyan University is an academic community committed to the centrality of the liberal arts and to “those habits of mind” which drive from the liberal arts: intellectual curiosity, critical and rational thinking, creative and artistic expression, respect for history and values, independent analysis, and effective communication – in short, an academic community dedicated to the joy and freedom of intellectual inquiry and learning. Nebraska Wesleyan also affirms the importance of professional programs validated and enriched by the traditions of the liberal arts.

Personal Attention to Students: Recognizing that each student is a unique individual, a person of dignity and sacred worth, the faculty and staff of Nebraska Wesleyan University are committed to providing encouragement and opportunities for all students to develop maturity, personal responsibility, and a sense of values and to enhance their intellectual, spiritual, physical, emotional, and aesthetic resources.

Diversity: Nebraska Wesleyan University affirms its commitment to provide programs, resources, and policies that broaden perspectives on humanity and its diverse cultural expressions locally, nationally, and internationally.

Community: As an academic community that “cultivates the desire for learning and nurtures the growth of the whole person,” Nebraska Wesleyan University affirms its commitment to collegiality and to a community which unites students, faculty, staff, board members, alumni, parents, and friends in an “environment of Christian concern;” a learning community whose members respect the dignity and worth of all members of the University and who seek opportunities to serve the wider human community.

Stewardship: Recognizing the University’s distinctive United Methodist heritage and the values which derive from that heritage, Nebraska Wesleyan is committed to the careful stewardship and wise use of the human and financial resources needed to accomplish the mission of the University; at the same time, wise stewardship of resources also required creativity and boldness in addressing the challenges which face independent higher education.

Essentials of Baccalaureate Education for Professional Nursing Practice (2021)

The NWU Nursing Program uses as foundational statements *The Essentials: Core Competencies for Professional Nursing Education* (American Association of Colleges of Nursing, 2021). BSN Program Learning Outcomes specific to nursing education at NWU are closely associated with the Ten Essential Domains. This association is demonstrated in Table I below.

Students graduating from the NWU Bachelor of Science in Nursing Program will be able to meet the NWU BSN Program Learning Outcomes identified in Table I below.

Table I. Congruency Between AACN Essentials and NWU Nursing Program Learning Outcomes

Essentials of Baccalaureate Education for Professional Nursing Practice (2021)	NWU BSN Program Learning Outcomes
<p><u>Domain I: Knowledge for Nursing Practice</u></p> <p>Integration, translation, and application of established and evolving disciplinary nursing knowledge and ways of knowing, as well as knowledge from other disciplines, including a foundation in liberal arts and natural and social sciences. This distinguishes the practice of professional nursing and forms the basis for clinical judgment and innovation in nursing practice.</p>	<p>NPLO 1. Function as a baccalaureate generalist by translating, integrating, and applying concepts and knowledge from liberal education including the humanities, behavioral, computational and natural sciences for nursing care across the lifespan and within the continuum of health care environments.</p>
<p><u>Domain II: Person-Centered Care</u></p> <p>Person-centered care focuses on the individual within multiple complicated contexts, including family and/or important others. Person-centered care is holistic, individualized, just, respectful, compassionate, coordinated, evidence-based, and developmentally appropriate. Person-centered care builds on a scientific body of knowledge that guides nursing practice regardless of specialty or functional area.</p>	<p>NPLO 1. Function as a baccalaureate generalist by translating, integrating, and applying concepts and knowledge from liberal education including the humanities, behavioral, computational and natural sciences for nursing care across the lifespan and within the continuum of health care environments.</p>
<p><u>Domain III: Population Health</u></p> <p>Population health spans the healthcare delivery continuum from public health prevention to disease management of populations and describes collaborative activities</p>	<p>NPLO 5. Demonstrate professionalism and compassion within the scope of a multicultural changing society.</p>

with both traditional and non-traditional partnerships from affected communities, public health, industry, academia, health care, local government entities, and others for the improvement of equitable population health outcomes.	
<p><u><i>Domain IV: Scholarship for Nursing Discipline</i></u></p> <p>The generation, synthesis, translation, application, and dissemination of nursing knowledge to improve health and transform health care.</p>	NPLO 3. Utilize information about health care policy, finance, and trends in healthcare delivery to develop interventions to improve the health of individuals and populations.
<p><u><i>Domain V: Quality and Safety</i></u></p> <p>Employment of established and emerging principles of safety and improvement science. Quality and safety, as core values of nursing practice, enhance quality and minimize risk of harm to patients and providers through both system effectiveness and individual performance.</p>	NPLO 4. Evaluate sources of evidence-based practice including research and other scholarly works for application in professional nursing practice.
<p><u><i>Domain VI: Interprofessional Partnerships</i></u></p> <p>Intentional collaboration across professions and with care team members, patients, families, communities, and other stakeholders to optimize care, enhance the healthcare experience, and strengthen outcomes.</p>	NPLO 2. Apply leadership concepts and communication skills within healthcare systems to collaboratively manage patient care quality and safety.
<p><u><i>Domain VII: Systems-Based Practice</i></u></p> <p>Responding to and leading within complex systems of health care. Nurses effectively and proactively coordinate resources to provide safe, quality, equitable care to diverse populations.</p>	NPLO 6. Analyze health data and behaviors in light of conceptual frameworks to engage individuals and populations in health promotion and disease prevention strategies for optimal health.
<p><u><i>Domain VIII: Informatics and Healthcare Technologies</i></u></p> <p>Information and communication technologies and informatics processes are used to provide care, gather data, form information to drive decision making, and support professionals as they expand knowledge and wisdom for practice. Informatics processes and technologies are used to manage and improve the delivery of safe, high-quality, and efficient healthcare services in accordance with best practice and professional and regulatory standards.</p>	NPLO 7. Utilize multiple technologies to access and manage information to guide patient centered compassionate care.

<p><u><i>Domain IX: Professionalism</i></u></p> <p>Formation and cultivation of a sustainable professional nursing identity, accountability, perspective, collaborative disposition, and comportment that reflects nursing's characteristics and values.</p>	<p>NPLO 8. Practice compassionate, high-quality professional nursing care with patients, families, and populations in complex care environments.</p>
<p><u><i>Domain X: Personal, Professional, and Leadership Development</i></u></p> <p>Participation in activities and self-reflection that foster personal health, resilience, and well-being, lifelong learning, and support the acquisition of nursing expertise and assertion of leadership.</p>	<p>NPLO 2. Apply leadership concepts and communication skills within healthcare systems to collaboratively manage patient care quality and safety.</p>

Essential Functions for Undergraduate Admission

The BSN program at NWU is rigorous and places specific demands on the students enrolled.

The following abilities and expectations must be met by all students applying to the BSN program. In the event a student is unable to fulfill these essential functions, with or without reasonable accommodation, the student will not be admitted to the program. If a student questions whether reasonable accommodations would allow them to meet the requirements for a specific program option, they should contact the Chair of the Nursing Department for guidance.

Applicants must demonstrate:

- **Sense's ability:**
 - Visual acuity with corrective lenses to identify color changes in skin, respiratory movement in patients; read fine print/writing on physician orders, monitors, equipment calibrations, measure medications in syringes, IVs etc.

- Hearing ability with auditory aids to hear monitor alarms, emergency signals, call bells, telephone orders; to hear blood pressure, heart, lung, and abdominal sounds with a stethoscope; to understand a normal speaking voice without viewing the speaker's face.
 - Olfactory ability to differentiate odors from breath, skin, and body fluids.
 - Tactile ability to adequately perform physical assessment.
- **Motor ability:** Physical ability to walk moderate to long distances, to stand for up to 4 hours, to lift, move, and transfer patients/equipment of 20 lbs. or more, to maneuver in limited space, to perform CPR, to provide routine and emergency care, to possess manual dexterity with the ability to insert tubes, prepare medications, and perform technical skills.
- **Communication:** Ability to communicate English effectively in both verbal and written form through interaction with patients, family, and healthcare members from a variety of social, emotional, cultural, and intellectual backgrounds; to write and input (paper and electronic) clearly and correctly on patient's record for legal documentation.
- **Problem Solve:** Intellectual and conceptual ability to think critically in order to make decisions, which include measuring, calculating, reasoning, analyzing, prioritizing, and synthesizing data.
- **Maintain Emotional Stability:** Ability to function safely under stress and adapt to changing clinical and patient situations.
- **Technical Skills:** Possess technical computer skills/competency.
- **Program Schedule Completion:** Possess the perseverance, diligence and commitment to complete the BSN program.
- **Adjustments:** Ability to adjust to changing situations and uncertainty in classroom and clinical situations.
- **Professional Behavior:** Ability to maintain professional behavior in the classroom and clinical settings.

NWU Services for Students with Disabilities Coordinator will evaluate a student who states he/she could meet the program's technical standards with accommodations and confirm that the stated condition qualifies as a disability under applicable laws.

Student Responsibilities

All students are expected to have basic computer literacy. It is the student's responsibility to become familiar with and remain up-to-date on information regarding graduation requirements, classes, books, syllabi, campus operations, and university regulations and policies. Students should access Canvas frequently if enrolled in a nursing course to become apprised of important announcements and information from the ND or faculty members.

Nondiscrimination Policy

NWU provides equal opportunity to all qualified persons in all areas of University operation, including education, employment, and decisions regarding faculty appointment, promotion or tenure, without regard to race, religion age, sex, creed, color, disability, marital status, national or ethnic origin, ancestry, sexual orientation, gender identity, genetic material, or any other legally protected class under city, state, or federal law.

Questions about this policy and implementation procedures should be referred to the Human Resources Office.

Students with Disabilities

NWU seeks to maintain a supportive academic environment for students with disabilities. To ensure equal access to all educational programs, activities and services, Federal law requires that students with disabilities notify the university, provide documentation, and request reasonable accommodations. If you need accommodations in this course, please meet with Prof. Sandra McBride, the Coordinator of Services for Students with Disabilities (Old Main 126, 465-2346, smcbride@nebrwesleyan.edu).

Castle Branch™ Requirements

The ND requires a completed confidential health history form and immunization record for each student to be submitted via Castle Branch™. Any needed immunizations are at the expense of the student and must be completed to be able to participate in clinical or practicum learning experiences. If an immunization waiver is accepted and the student remains unvaccinated, they must follow the recommended testing schedule.

Automobile Insurance

Students are also required to have access to an automobile and carry insurance for the vehicle. Auto insurance cards and a copy of the student's driver's license are to be uploaded to the Castle Branch™ website. Exceptions to this rule (e.g. no automobile available, no driver's license) are to be documented and submitted to the BSN Program Director for review.

Certification in Cardiopulmonary Resuscitation

Students in the BSN program must hold current Cardiopulmonary Resuscitation certification for Health

Care Providers. A current certification card must be submitted to the Castle Branch™ website. A drug screen, background check, and all requirements noted on the Castle Branch™ Immunization Tracker must be completed to be allowed continued enrollment in the nursing program.

Financial Information

NWU's financial aid program is designed to assist students who will benefit from NWU's academic program and to aid those who might not otherwise be able to take advantage of this program.

The tuition rates are established by NWU. Federally funded loans are available to eligible students. Eligibility requirements and award amounts are subject to change from year to year by action of the U.S. Congress. Changes will be announced by the Director of Scholarships and Financial Aid. For more information, please see the NWU Student Handbook and/or contact the NWU Financial Aid Office.

Sigma Theta Tau, Inc. Nursing Honor Society

The mission of the Honor Society of Nursing, Sigma Theta Tau International is to support the learning, knowledge and professional development of nurses committed to making a difference in health worldwide.

The vision of the Honor Society of Nursing, Sigma Theta Tau International is to create a global community of nurses who lead in using knowledge, scholarship, service and learning to improve the health of the world's people.

All NWU BSN students who meet the grade point and leadership requirements for membership are eligible to receive an invitation to join. Typically, BSN students who meet the membership requirements by being in the top 35 percent in their graduating

class are invited to join. Members are inducted into the Sigma Theta Tau Nu Rho Chapter at a special ceremony.

Sigma Theta Tau membership provides nurses with opportunities to network, related to career advancement, scholarships for advanced education and financial awards for research, including research conducted at the MSN level.

Bachelor of Science in Nursing Degree (BSN)

The BSN program at NWU offers students the personal attention associated with a private, liberal arts education. The NWU program facilitates the specific needs of undergraduate students pursuing professional growth and mobility. Undergraduate nursing students enjoy the small faculty-student ratio for which NWU is known, as well as its innovative, nationally recognized teaching.

The nursing curriculum combines general education, which is termed Archway Curriculum, and nursing, with nursing content beginning after acceptance to the program. As a critical part of the health-care system, nurses use skills in critical thinking, problem solving and effective communication to assist individuals, families and groups in retaining, attaining, and maintaining optimal levels of health. Nursing requires a genuine interest in people combined with compassion and the ability to synthesize knowledge from several disciplines.

The nursing curriculum is a four-year program which combines general education and nursing, with nursing content beginning in the second year. Students majoring in the BSN program take 65 credit hours of nursing courses, 62 credit hours of required (supportive) courses, and elective non-nursing courses. Upon successful completion of the BSN program, the graduate is awarded the Bachelor of Science in Nursing (BSN) degree by NWU. Graduates with a BSN degree demonstrate the competencies necessary for entry into nursing practice and are eligible to take the National Council Licensure Examination – RN (NCLEX-RN) for licensure as a registered professional nurse. Graduates are prepared for professional practice in many health care settings such as inpatient services, ambulatory care and community health agencies. Graduates are also prepared to pursue a graduate degree.

Required core nursing courses include:

Foundations of Professional Nursing Practice with lab

Pharmacology I with lab

Pharmacology II

Health Assessment with lab

Medical-Surgical I with clinical
Medical-Surgical II with clinical
Mental Health with clinical
Pathophysiology
Global Health
Leadership and Issues in Professional Nursing Practice
Nursing Theories
Health Care Ethics
Introduction to Nursing Research and Evidence Based Practice
Nursing of Women and Childbearing Family with clinical
Nursing of Children with clinical
Medical-Surgical III with clinical
Community Health with clinical
National Council Licensure Examination-Registered Nurse Preparation
Internship

Required supporting courses include:
Lifespan Development
Statistics
Basic Human Nutrition

Admission to NWU BSN Program

The nursing program is open to applicants who satisfy the entrance requirements of NWU and the BSN program. Students are eligible to participate in extracurricular or sports activities made available by NWU.

Admission into the BSN program may differ from other programs at NWU because limited enrollment is necessary to provide student clinical experiences while assuring safe patient care and adherence to standards required for state licensure of nurses.

Admission to the BSN program is separate from admission to NWU. Applicants must submit a separate application to the ND for admission to the BSN program. Admission priority will be given to students who have completed all required prerequisite courses.

A grade lower than a C in any of these pre-requisite courses will delay or alter admission to the BSN program. Applications are screened for selection on a competitive basis by the Nursing Admissions Committee. Approximately 75% of each cohort is designated as Direct Entry Admission. The Nursing Admissions Committee may choose to designate alternates. The application period is designated for each year on the NWU Nursing website. Typically, this time period is November 1 to February 1.

All application materials must be submitted by the closing date. Depending upon demand and capacity, the ND may re-open the application period. An applicant is only allowed one application per year.

Program acceptance is contingent upon meeting the following requirements.

The student must:

1. Meet all NWU admission requirements.
2. Attain a grade of C or above in all prerequisite courses (see below).
3. Cumulative college GPA will be factored into the Admissions Committee decision. A cumulative college GPA of 3.0 or higher is preferred.

Completion of the admissions process is contingent upon meeting the following requirements.

The student must:

1. Be certified in CPR and BLS from the NWU ND-approved provider list.
2. Successfully complete a Certified Nursing Aid course and be documented on the Nebraska State Registry or the equivalent from another state.
3. Successfully complete the required background check and drug screen via the CastleBranch™ website before admission.
4. Provide documentation of current screenings and immunizations.
5. Provide documentation of vehicle insurance and driver's license (or state ID card).
6. The following prerequisite courses (or equivalents) must be completed with a grade of C or higher to start the BSN program:
 - a. Introduction to Human Anatomy and Physiology I with Laboratory
 - BIO 1090 & BIO 1090L
 - b. Chemical Principles
 - CHEM 1110
 - c. Introduction to Human Anatomy and Physiology II with Laboratory
 - BIO 1100 & BIO 1100L
 - d. Microbiology with Laboratory
 - BIO 1080 & BIO 1080L
 - e. Medical Terminology
 - NURS 1910

Direct Entry Admission- Direct Entry Admission offers highly qualified students a guaranteed place in the next cohort of the BSN program. The number of students in each cohort is set by nursing faculty in collaboration with administration and is based upon having adequate faculty and resources to meet the clinical requirements and the learning needs of the students.

High school eligibility requirements:

1. Cumulative GPA: 3.5 or above.

Direct Entry requirements:

1. Submit the Direct Entry Admissions Intent Form and \$350 tuition deposit.
2. Complete the Confirmation of Intent to Enroll form to reserve a place in the cohort any time from November 1 - February 1.
3. Meet the ongoing Direct Entry Admission Criteria:
 - a. Maintain a college GPA of 3.0 or higher in all completed college coursework.
 - b. Complete all prerequisite coursework (listed above) with a "C" or better.
 - c. Complete the admissions requirements (listed above).

If the student does not maintain the Direct Entry Admission Criteria (as outlined above) they will need to apply for admission to the BSN program via the standard admission process November 1-February 1.

The designated number of Direct Entry slots will be filled on a first-come, first served basis based on the date the admission office receives a deposit from the student.

**Direct Entry Admission candidates who do not meet the requirements to maintain their status in the cohort may apply for admission to the BSN program via the standard admission process.*

Retention-

1. Students must maintain an average of C+ in all core nursing courses to continue in the nursing program.
 - a. The student must maintain a cumulative average of 78% on exams in all core nursing courses (NURS) to progress. The weighted average of all examinations will be calculated before other coursework. If the average of exam grades is less than 78%, the exam average becomes the course grade. If the exam average is greater than or equal to 78%, then other coursework scores will be added, and the resulting average must be 78% or greater to pass the course.
 - b. Final course grades and exam averages will be rounded to the nearest tenth. Example – a score of 77.5% or above will round to 78% while a score of 77.49% will round to 77%.
 - c. For courses in which theory and lab experiences are combined, laboratory performance is rated on a Pass/Fail basis. A final grade less than 78% will result in a "Fail" in laboratory performance and an "F" in the course. If the laboratory

performance is "Pass," the grade awarded for the course will be based upon the theory grade (see above).

2. Students will be dismissed from the nursing program if a final course grade of less than 78% (C+) is earned more than once in any combination of core nursing courses required for the nursing major.
3. NWU Student Code of Conduct violations may also result in program dismissal.
4. If there is a clinical component to the course, students must maintain a 78% to successfully pass the course. If a student fails any portion of a course (theory or clinical/lab) the student will be required to re-take both courses.
5. If unsatisfactory clinical performance occurs which is characterized by dangerous, inappropriate, or irresponsible behavior and actually or potentially places the welfare of the client or family in jeopardy, the student will be removed from the clinical site and will receive a failing grade for that course.
6. CPR and BLS certification for health care providers must be kept current while enrolled in nursing courses.
7. Students will take a math assessment that will include dosage calculations, conversions, and intravenous rate calculations throughout the curriculum. Students must pass the math assessment with a 90%. A math assessment will be taken during each semester that students are in the clinical site. Failure to pass the math assessment will result in remediation with a nursing faculty member prior to a subsequent attempt. Students must achieve the 90% exam average before administering medications in the clinical setting. Failure to pass the assessment after three attempts will result in failure of the course. Students will be required to achieve a 100% on their final math assessment in NURS 4970 Internship prior to entering the course and starting their clinical hours. Failure to meet the 100% math exam average in NURS 4970 will require remediation with the course faculty member.
8. Students enrolled in clinical courses may be subjected to random drug screens and background checks by the NWU ND or at the request of the clinical agency.
9. Students must be compliant with all CastleBranch™ requirements including annual immunizations to progress in each clinical course and in the BSN program.

Readmission— A student may be readmitted to the BSN program according to the following guidelines:

1. A period of one year will lapse before a student is readmitted to the BSN program since nursing courses are taught in sequence and normally are offered only once a year.
2. Application for readmission to the BSN program must be filed with the ND by February 1st for readmission to fall semester. Before readmission is considered the following conditions will apply:

3. Readmission is contingent on space availability and may be denied even if space is available.
4. A student may repeat a nursing course in which a grade of C or below was achieved only one time.
5. The student must have a collegiate cumulative GPA of 3.0.
6. The student must submit a petition to the nursing department by February 1st indicating the following:
 - a. What occurred which caused the student to earn grades of C or below in nursing courses?
 - b. What are the specific changes they will make in their study habits to be academically successful going forward?
7. The nursing department will review the petition and make a final decision regarding readmission to the BSN program.
8. If approved the student will be readmitted according to the Course Catalog specific for the Cohort year to which they are applying.
9. If a student is academically dismissed twice from the BSN program, they are ineligible to be readmitted to the program.
10. Students must comply with admission and retention policies.

**Ineligibility for the nursing curriculum does not affect the student's eligibility for acceptance into another curriculum offered by the university.*

BSN Program Evaluation Methods

Most courses require written and/or oral projects. Students should expect to be evaluated on critical thinking and clinical problem solving, creativity, as well as the ability to construct a scholarly paper and/or presentation. Students will be evaluated through the use of examinations, quizzes, assignments, and participation in class activities, discussion, lab skills, and at the clinical sites.

Completion of course evaluations on Canvas and through the Individual Development and Educational Assessment (IDEA) evaluation is an essential activity for students to provide feedback to the instructor and to the BSN program about the learning value of specific activities, assignments, and textbooks for the achievement of program outcomes.

The progression policies of the BSN program are as follow:

1. Students must complete the following pre-requisite courses prior to beginning the BSN program: BIO 1090 & 1090L, BIO 1100 & 1100L, BIO 1080 & 1080L, Chem 1110 & NURS 1910.

2. Students must receive a C+ or higher in all nursing courses. Failing the theory, clinical, or lab portion of a course will result in a failing grade in all components of that course. This would only be considered one course failure.
3. Students must maintain an overall GPA of 2.0 or above (including general education, supporting, pre-requisite, and nursing courses).
4. Students who earn less than a C+ in a nursing course are not allowed to take any other nursing course requiring that course as a prerequisite until an acceptable grade is achieved.
5. Nursing Department Grading Scale – the following grading scale is applicable to all nursing courses (header: NURS) in the BSN program.

A+ 98-100%	B+ 88-89%	C+ 78-79%	D+ 68-69%	F 59% & below
A 93-97%	B 83-87%	C 73-77%	D 63-67%	
A- 90-92%	B- 80-82%	C- 70-72%	D- 60-62%	

National Council for Licensure Examination (NCLEX)

During the last semester of the BSN program, students will be provided with the materials, directions and resources needed to begin the process to apply for licensure as a registered nurse in the state of Nebraska. Upon successful completion of the BSN program, the ND will submit the required form for each graduate to the graduate's designated State Board of Nursing licensing bureau. This form will verify the applicant is a graduate of an approved school of nursing and is eligible to take the National Council for Licensing Examination for Registered Nurses (NCLEX-RN). It is the responsibility of the graduate nurse to provide the other required materials to apply for the licensure exam. Upon receipt of all materials, the graduate nurse is notified of an exam date.

Appeals process- In the event that a BSN student has a complaint or concern they must first take the issue to the faculty member involved. If a resolution is not achieved, the student must take the issue to the BSN Program Director. If a resolution is still not achieved, the student must take the issue to the Chair of the Nursing Department. If resolution is not achieved after communicating with the faculty member, BSN Program Director, and Chair of the Nursing Department, the student may access the Appeals Process encompassed within the Code of Student Conduct or they may activate the Grade Appeal process. Both the Code of Student Conduct and Grade Appeal Information can be found within NWU policies.

BSN Program Specific Policies

Exams

Exams will be administered in a proctored environment. Students who do not comply with the testing expectations are at risk of receiving a zero on the exam and/or course failure. These consequences are at the discretion of faculty.

- During the exam, all personal belongings (including but not limited to coats/jackets, backpacks, wearable technology, and cell phones) must be placed against the wall and out of the student's reach. No hats or caps may be worn during the exam. Students wearing long-sleeves may be asked to pull them up for faculty to visualize the hands, wrists, and lower forearms during testing.
- Faculty will not answer questions regarding exam content during testing.
- If calculators may be utilized on the exam, they will be provided.
- One piece of scratch paper will be allowed but must be provided by the exam proctor and returned immediately upon completion of the exam. A pen or pencil may also be utilized during testing but cannot be retrieved from personal belongings once the exam has begun. Exam proctors will not supply writing instruments.

Standardized Achievement Tests

The purposes of the standardized achievement tests are to:

1. Evaluate the individual's knowledge of a specific subject area;
2. Compare an individual's scores to scores of other nursing students in a Bachelor of Science in Nursing Program;
3. Compare the individual's composite score to composite scores nationally;
4. Evaluate the probability of the student passing NCLEX; and
5. Provide standardized testing experience.

Exam Tardiness and Absenteeism

Students are expected to take exams as scheduled. Students arriving late for exams cause disruptions, disturbing the concentration of those students who arrived on time. Therefore:

- Students are expected to be in their seats in the testing room, ready to start the exam, at the scheduled time. Students who are late for the exam will not be permitted to enter the exam room and will be marked absent from the exam.
- In the event of an unexpected situation that is beyond the student's control, the student must notify faculty using the preferred method of contact as specified in the course syllabus prior to the beginning of the scheduled examination.

- Rescheduling of exams will be done based upon the availability of exam proctors. Students will not be allowed to miss class or clinical to make up an exam.
- The exam must be made up within one week of returning to campus. The faculty will discern if an absence is excused. Unexcused absences will result in a 5% deduction in the exam grade for each day the exam is late. Failure to make up the exam after 7 days will result in a zero for that exam. If the student has more than one unexcused exam absence, the exam may be made up, but the maximum score allowed will be 80%.
- The instructor reserves the right to administer an alternative exam to students taking it outside of the scheduled time.

Clinical Experiences

Clinical Focus: Learning in the clinical environment focuses on safety, nursing process, hierarchy of needs, communication, advancement of clinical skills, advancement of assessment skills, along with advancement of the understanding of pathophysiology to include medications, labs, diagnostic tests, and other significant data.

Clinical Assignments: Assignments will be made by the course faculty and program director. In most cases, students will be assigned to a clinical group of 5-8 students. Students remain in their assigned group for the entire course. Extenuating circumstances may necessitate group re-assignment. Once established, clinical groups are final. Students are not allowed to switch groups or clinical sites for any reason.

Methods of Clinical Instruction: A variety of teaching strategies applicable to the clinical experience utilize patient care, case study, simulation, demonstration, return demonstration, discussions groups and/or individual, individual supervision, pre/post conferences, reflective journaling, concept mapping, and clinical reasoning activities.

Observational Experiences: Students may participate in experiences that are observational only. Students must adhere to the assigned facility's dress code, policies, and procedures during those experiences. While in the observation role, students are not to provide direct patient care. Students may have a written assignment to complete following the observation experience.

Clinical Evaluation & Graded Learning Opportunities

Assessment Methods: Clinical instructors and staff nurse preceptors will assess student knowledge through observation, discussion, and questioning during patient care. Medical administration safety is also an important area of patient care that will include

verbal questioning and direct observation as to action, therapeutic response, side effects, and proper medication administration.

Clinical Grading: Clinical courses follow the NWU Core Nursing Course Grading Scale. In addition to the successful completion of all clinical hours, students must obtain consistent satisfactory marks on all clinical assignments and clinical behaviors to obtain a satisfactory final performance evaluation at the end of the clinical rotation and pass clinical. The student must be successful in both theory and clinical to pass the course.

Weekly Clinical Performance Evaluation: The student will be evaluated each clinical day and/or weekly per the clinical evaluation form on a Satisfactory, Unsatisfactory, Needs Improvement basis. The instructor will provide feedback by the end of the clinical week regarding performance strengths, areas needing improvement, and a summary of observations, conclusions, and recommendations. The student is to critically review their own performance and incorporate instructor feedback into future clinical experiences. The student and instructor are responsible for signing the evaluation form each week, indicating that feedback has been given by the instructor and reviewed with the student. Students who receive a 3rd unsatisfactory weekly clinical evaluation will fail the clinical portion of the course and therefore, fail the course.

Midterm & Final Clinical Performance Evaluation: Student progress will be reviewed through narrative midterm and final evaluations. The midterm evaluation is graded on a Satisfactory, Unsatisfactory, Needs Improvement basis. If the student receives an Unsatisfactory score on the midterm evaluation, the student will be “at risk” of failing clinical.

Clinical Remediation Plan: If at midterm, a student is considered “at risk” for clinical failure, a Clinical Remediation Plan will be completed by the clinical instructor and signed by the clinical instructor and the student. The student must follow the Clinical Remediation Plan and correct behaviors identified by the end of the course. Students who are “at risk” at midterm must achieve Satisfactory marks on the final evaluation. The student must achieve a Satisfactory score for each objective by the end of the clinical rotation. If the student does not achieve a Satisfactory score for each objective by the end of the clinical rotation this indicates that the objectives were not met and therefore constitutes a clinical failure. The student must also achieve a Satisfactory score on the final evaluation to pass the course.

Self-Reflection: Students participate in self-reflection by journaling their responses to prompted questions each week of clinical. Students submit this assignment to the clinical instructor via the learning management system for grading.

Math Competency Assessment: Students will take math assessments that include dosage calculations, conversions, and intravenous rate calculations throughout the curriculum. Students will be required to achieve a 100% on their final math assessment in NURS 4970 Internship prior to entering the course and starting their clinical hours. Each semester prior that students are enrolled in a clinical course, they must pass the math assessment with a score of 90% or better. Failure to pass the math assessment will result in remediation prior to a subsequent attempt. Students must achieve a passing score of 90% before administering medications in the clinical setting. Failure to pass the assessment after three attempts will result in failure of the course. The score earned on the first attempt will be recorded in the clinical course gradebook.

Clinical Requirements

Professionalism: Students are expected to respect school and clinical site property and adhere to policies at both locations. Students are not permitted in the clinical or laboratory setting without the presence or permission of instructor. Failure to do so will result in a failure of the course.

Students are expected to act in accordance with the ethical standards placed upon a nurse, according to the American Nurses Association. Failure to act with honesty and integrity towards a patient, other students, or faculty member may result in clinical failure.

Students are expected to implement the values of Nebraska Wesleyan University. Any knowledge of unprofessional, unethical or dishonest behavior will be fully investigated.

Clinical/Laboratory Dress Code: Students will follow the clinical dress code policy (including name badge) when attending a clinical experience or participating in a scheduled laboratory. Refer to the guidelines. Any violation may cause the student to be sent home with a clinical failure for the day. Name badges are required for all clinical experiences. Students who arrive without their name badge will be sent home and receive an Unsatisfactory weekly clinical evaluation; lost clinical or laboratory hours must be made up.

Attendance: Students must arrive to clinical experiences on time. If students are late, they will be sent home with a clinical absence and will be required to make up the

experience. Special circumstances will be addressed on a case-by-case basis. If the student will be absent on a clinical day, the student must notify the clinical instructor at least 30 minutes prior to the start of the clinical shift. Students should also notify lead course faculty following a clinical absence.

Skill Performance: Students must be able to describe equipment and steps in any procedure or skill. C; policy and procedure manuals and skills textbook should be utilized. No procedures or skills are to be done without the instructor's presence or approval to proceed.

Medication Administration: Only students who successfully pass the dosage calculation exam are allowed to administer medications in the clinical environment. Initially, clinical instructors must review and see every medication before it is administered to a patient. After a safe level of competence has been determined and documented by the clinical instructor, students may begin giving medication under the direct supervision of the assigned resource nurse. Administering a medication without the supervision of the clinical faculty or resource nurse may result in automatic clinical failure. Students will be expected to discuss drug information for their assigned patient(s).

Communication & Presence on the Unit: Students must introduce themselves to the resource nurse and communicate the patient cares they will be providing. Students must report off to the resource nurse and the clinical instructor prior to leaving the clinical area for break and at the end of the shift. Students are encouraged to take a 15-minute break and 30-minute meal break. Students are not permitted to leave the clinical area during the clinical day.

Clinical Conferences: Students are required to attend all scheduled clinical conferences. Pre-conferences, if utilized by the clinical instructor, will take place at the beginning of the clinical shift. Post-conference will take place immediately after clinical and is facilitated by the clinical instructor. Pre and post conferences are times to discuss assigned patients, clarify misconceptions, and cover any other topics of interest. If unit staff participate in a shift huddle, students will be expected to take part in that experience.

HIPPA & Use of Handheld Devices: Students are encouraged to appropriately utilize online resources such as Nursing Central via computer or handheld device to enhance learning. Use of handheld devices in the clinical setting may be further regulated by clinical agencies and should never take place at the bedside. Students are fully responsible for following all regulations of the Health Insurance Portability and

Accountability Act (HIPAA). Students are strictly prohibited from using cameras in the clinical setting. Inappropriate use of handheld devices or violation of HIPAA guidelines will result in disciplinary action.

Hospital documentation with patient identifiers (name, social security number, medical record number, etc.) is NOT to be removed from the facility. Worksheets used to assist the student in obtaining patient data will not contain patient identifiers. Students may not scan, photograph, or copy via electronic or digital media. This is a HIPAA violation and can result in disciplinary action or course failure.

Clinical Make Up: Successful completion of all clinical hours is required to pass the course. Clinical make up time may be provided for students who have unexpected and unavoidable situations arise that necessitate absence from clinical. More than one day of clinical absence may result in clinical failure or incompleteness of the course. Valid extenuating circumstances will be evaluated by faculty and the program director. In the event of a campus-wide closure, clinical experiences will be arranged at a later date.

Simulated Clinical Experiences

Students may participate in Simulated Clinical Experiences (SCEs). The SCEs provide students with an opportunity to care for patients they may or may not encounter in the clinical environment. The simulated clinical learning environment allows students to apply content they have already learned, expand their knowledge of course content, critically analyze different applications of course content, practice clinical judgment, and learn from making mistakes in a controlled setting.

Students must adhere to the clinical dress code. No food or drink is allowed in the lab/simulation environment. No cell phone usage for personal calls/messaging is allowed.

It is expected students will arrive prepared, ready to learn and participate. Students are expected to treat the simulated patient with the same care and respect as an actual patient would expect to be treated. The inability to participate in a professional and ethical manner will result in dismissal from the SCEs.

Assessment of Simulated Clinical Experiences: Evaluation of student learning will be conducted to evaluate whether students have met the objectives for the scenario. This evaluation will be recorded in the student's weekly clinical evaluation. Students will also conduct evaluations of simulated care experiences. These results will be tabulated and included in course evaluations at the end of each course.

Preparation for Simulated Clinical Experiences: Preparation is required prior to SCEs. It is permissible to collaborate with the other students in your clinical group when preparing for this clinical experience. However, collaboration with any students who have already participated in the SCEs is strictly prohibited.

Clinical Dress Code

The clinical dress code applies to any clinical facility and lab as specified by each course. The uniform and identification badge are to be worn in the clinical area only while functioning as a NWU Student Nurse. It is not to be worn in public places including those used for social entertainment or in clinical facilities while there as an employee. Students who arrive to a clinical site in violation of the dress code may be asked to leave and be required to make up the missed clinical hours. In addition, the student may receive an Unsatisfactory in clinical for failure to adhere to the dress code.

When no client contact occurs and if the health agency permits, students may wear their lab coat over appropriate dress clothes and shoes with student nurse photo ID badge in lieu of the uniform. Shorts, jeans, stretch pants, leggings, sleeveless tops, bare midriffs, tight clothing, and shirts with low necklines are never allowed.

1. Uniform

- Black NWU scrub bottoms and top with insignia
- Must be kept neat and clean with no visible wrinkles
- NWU Nursing Program student nurse identification badge
- If desired: Black scrub jacket with NWU insignia may be worn over the scrub top. Fitted solid white or black shirts may be worn under the scrub top. No other colors are permitted.
- Black NWU polo can be worn for Community Health clinical experiences and when conducting pre-lab at facilities the day before clinical.

2. Shoes

- Must be clean and in good condition with no visible dirt or wear.
- Athletic or leather; no sandals, open-toe or open-back shoes. No Crocs, clogs, or casual shoe styles allowed.
- Primarily black or white only. No distracting colors or patterns.

3. Lab Coats

- If allowed by the clinical agency, the NWU Nursing Program lab coat may be worn over the uniform. It must have the NWU insignia and be worn with the NWU Nursing Program student nurse identification badge.

4. Hair

- Hair is clean, neatly arranged, and secured off of the shoulders
- Extremes in hair style such as cut-outs, mohawks, or unnatural hair color are not acceptable
- No decorative hair ornaments or hats
- Beards and mustaches must be neatly trimmed or face clean-shaven

5. Nails

- Clean and not to extend beyond the tips of the fingers
- Only clear nail polish is allowed
- No acrylic tips, artificial nails, gel, or shellac

6. Jewelry/Body Art

- Rings—wedding band only
- Earrings: No more or larger than one small post earring per ear lobe
- No other visible jewelry including tongue or facial rings/studs/spacers, bracelets, or necklaces. An exception will be made for medical identification notifications
- Watch with second hand
- Tattoos/branding should be covered. Exception: Small tattoos on the hands, wrists, or lower arm, that could not be interpreted by clients, families, and/or the public as offensive (not limited to hateful, violent, profane, nudity, etc), may be left uncovered.

7. Healthcare Agency Policies

- All students must adhere to the policies of the healthcare agency whose facilities are being utilized in accordance with the Nursing Program's guidelines. Such policies may regulate dress code, conduct, personal phone calls, smoking, facial hair, etc.

Clinical Nursing Activities

The type of activities performed while providing nursing care will be based on the student's present level of nursing knowledge and skill and the client's status.

Students are not to perform any procedures that require training or certification beyond entry level (i.e. CAPD, ACLS, PALS, NALS). Additionally, the following activities are NOT permitted:

1. Taking verbal or phone orders from providers
2. Serving as a witness to legal documents
3. Administering IV chemotherapy
4. Verifying doses of high alert medications (i.e. heparin, insulin, blood)

5. Engaging in any activity a nursing instructor decides is inappropriate for a student to do under the circumstances

Students must always have a clinical instructor or staff nurse/preceptor present during the following procedures:

- Removal of central or arterial line
- Administration of IV or epidural narcotics/controlled substances including PCAs
- Administration of IV heparin or IV insulin

Standard Precautions/Infection Control

Students performing client care in any clinical setting will follow the Centers for Disease Control (CDC) Exposure Protection Guidelines or, as required by the clinical site, for the purpose of preventing the spread of infection and for their own safety. When exposure is possible, personal protective equipment shall be used.

Students exposed to body fluids shall follow the clinical site protocol are at minimum:

1. Wash the area immediately with a disinfectant agent; for eye splashes rinse the area with clean water
2. Report the incident to the clinical instructor and/or preceptor
3. The student should immediately go to an Emergency Department, Employee Health (if available), or Urgent Care to seek triage and treatment.
4. The clinical instructor and student will notify the agency department supervisor and Chair.
5. The student will complete an agency site incident report and submit a copy of the form to the Nursing Program Instructor who will follow the procedures of the agency and NWU
6. Information from the U.S. Department of Labor, Occupational safety & Health Administration (OSHA) is available at: [OSHA Information](#)

Transportation and Meals

The student assumes responsibility for all transportation to and from the agency/practicum and any other clinical experiences. As a matter of personal safety, students are not to transport patients for any reason; patients are to make their own arrangements for transportation. Each student assumes responsibility for their own meals.

Privacy and Confidentiality

Nurses are held to a high standard for the purpose of protecting the dignity and rights of patients encountered in the practicum setting. It is the student's responsibility to

attentively protect private health information following HIPAA guidelines and policies established with the clinical and practicum settings. Students must use discretion in communicating verbally and in writing regarding protected patient information both within and outside clinical settings. It is recommended that discussion of patient be avoided on web-based social networking sites. Failure to adhere to professional standards or privacy, confidentiality, and respect for the rights and dignity of patients during clinical practicum may result in justification for a failing grade for the clinical practicum.

Privacy of Educational Records

The Family Education Rights and Privacy Act (FERPA) of 1974 provides specific rights to students regarding the privacy of their educational records. In short, it helps define what is and what private information is not. “Directory information” may be disclosed without student consent unless requested by the student to withhold this information.

Social Media Policy

The Nursing Department at NWU adheres to the American Nurses Association’s guidelines for social media. The NWU policy on social media represents the University, Nursing Program, faculty, staff, students and/or prospective students, and healthcare agencies in a professional legal manner following HIPAA and FERPA. Social media can be defined as any electronic communication disseminated through social medial tools and applications.

- Protect confidential, propriety, and sensitive information: Do not post any confidential or proprietary information about NWU, faculty, staff, students, clinical facilities and/or practicum sties, patients/clients and others who you have contact with in the student nurse role.
- Respect and adhere to copyright and intellectual property rights of the NWU and the Nursing Department as a whole.
- Do not use NWU or Nursing Department logos, graphics, marks, or name to promote any personal causes (promotion of products, posters, fliers, postings, publications, and political parties).
- No personal communication on electronic devices (cell phones, PDAs, notebooks, etc.) during classroom instruction and/or in patient/clinical areas. In case of emergency, students shall leave the classroom and/or patient/clinical area to respond as necessary.
- Electronic devices (cell phones, PDAs, notebooks, etc.) used in the class will be limited to note taking and interactive class activities.

- Recording of professors, students, staff members, patient/family members, healthcare site personnel and/or healthcare site is prohibited.
- There is no such thing as a “private” media site. Students are to be aware of their association with NWU ND in online media networks. Students are to present themselves professionally to clients, faculty, and potential employers. Each student needs to protect themselves and take sole responsibility and accountability for what they post.
- Absolutely no pictures or videos are to be taken at a clinical site.

Consequences

- Violations of patient/client privacy with electronic devices (cell phones, PDAs, notebooks, etc.) will be subject to HIPAA procedures/guidelines and consequences.
- Any confidential or unprofessional information shared by students may result in disciplinary action including failure in the course and/or dismissal from the BSN program.
- Students are legally responsible for their individual posting and could be subject to liability if they are found defamatory, harassing, or in violation of any other applicable laws.

ANA’s Principles for Social Networking

1. Nurses must not transmit or place online individually identifiable patient information.
2. Nurses must observe ethically prescribed professional patient-nurse boundaries.
3. Nurses should understand that patients, colleagues, institutions and employers may view postings.
4. Nurses should take advantage of privacy settings and seek to separate personal and professional information online.
5. Nurses should bring content that could harm a patient’s privacy, rights, or welfare to the attention of appropriate authorities.
6. Nurses should participate in developing institutional policies governing online conduct

The National Council of State Board of Nursing (NCSBN) provides a guideline for use of social media (www.ncsbn.org)

Accreditation

The Bachelor of Science in Nursing and Master of Science in Nursing programs are accredited by the Commission on Collegiate Nursing Education (CCNE). The Bachelor of Science in Nursing program is also accredited by the Nebraska Board of Nursing.

Mission and Purpose of CCNE

The Commission on Collegiate Nursing Education is an autonomous accrediting agency, contributing to the improvement of the public's health. The Commission ensures the quality and integrity of baccalaureate, graduate, and residency programs in nursing. The Commission serves the public interest by assessing and identifying programs that engage in effective educational practices. As a voluntary, self-regulatory process, CCNE accreditation supports and encourages continuing self-assessment by nursing programs and supports continuing growth and improvement of collegiate professional education and entry-to-practice nurse residency programs.

CCNE accreditation is a nongovernmental peer review process that operates in accordance with nationally recognized standards established for the practice of accreditation in the United States. Accreditation by CCNE is intended to accomplish at least five general purposes:

1. To hold nursing programs accountable to the community of interest – the nursing profession, consumers, employers, higher education, students and their families, nurse residents – and to one another by ensuring that these programs have mission statements, goals, and outcomes that are appropriate to prepare individuals to fulfill their expected roles.
2. To evaluate the success of a nursing program in achieving its mission, goals, and expected outcomes.
3. To assess the extent to which a nursing program meets accreditation standards.
4. To inform the public of the purposes and values of accreditation and to identify nursing programs that meet accreditation standards.
5. To foster continuing improvement in nursing programs – and, thereby, in professional practice.

Complaints about the NWU Nursing Program may be submitted in writing or by phone to:

Commission on Collegiate Nursing Education (CCNE)
American Association of Colleges of Nursing
One Dupont Circle, NW Suite 530
Washington, D.C. 20036
Phone: 202-463-6930

General Policies for Undergraduate Programs at NWU

Wesleyan Alert System and Class Cancellation Due to Weather- The Wesleyan Alert System has changed to an opt-out method. This means all cell phone information on file for all faculty, staff and students has been uploaded to the Wesleyan Alert System. You are no longer responsible for setting up a Wesleyan Alert System account and maintaining its information. You can set up a Wesleyan Alert System account here: [Wesleyan Alert System](#)

The Wesleyan Alert System is the fastest way for the university to notify you of an emergency, including school closing information. This service is used for emergency purposes only.

If weather conditions appear dangerous or threatening, NWU may cancel classes. In the event of a campus closure, all nursing-related activities are also cancelled and will be made up according to course policy. NWU will announce any cancellations through the Wesleyan Alert System, the University website, and on participating television and radio stations.

Students are asked not to call NWU officials to find out if classes are cancelled. Classes will be held unless there is an announcement to the contrary announced through the media, all-student email, on the NWU website, and through the Wesleyan Alert System.

Sidewalks will be shoveled for safety by the snow removal emergency crew. The Library and the Weary Center, at the discretion of the directors, will offer limited hours of operation for students on campus. Library hours will be announced through a recorded message on the main Library telephone line. The City of Lincoln may issue a parking ban due to snow, which includes fines or towing for unmoved vehicles.

NWU Identification Card

A nursing student ID card is provided when a student begins classes for the first time. The cost of replacing a lost ID is \$25.00. Replacement IDs are available through the NWU mailroom. All costs related to replacement are the responsibility of the student. Students can order their student ID cards here: [Student ID Card Request](#)

For the student's safety and security, the student may be requested to present student ID to campus security or NWU officials. If students are asked for identification by security or any NWU official, the student must present it. The student may use their ID for free admission to campus activities such as theatre and music presentations, check cashing, intercollegiate athletic events, and Library loan. Students who pay the additional fee to use the Weary Center are required to present their current Student ID.

Textbook Purchase

Students can access information regarding book ordering through the online bookstore. Textbook ISBN numbers are provided for ordering textbooks either through the campus bookstore or a vendor of the student's choice. Nursing Central App must be purchased through the NWU bookstore. Students can access the NWU bookstore at: [NWU Bookstore](#)

Parking

Vehicle permits are required on all vehicles using NWU parking areas at the Lincoln campus. All parking areas have signage and are marked by color coding specifying whether they are restricted, reserved, or general parking. Additional information on parking violation tickets, towing, and safety violations are in the NWU Student Handbook.

Handicap Parking is available at each NWU campus site. There is handicap parking near Burt Hall in the NWU lot directly across the street to the south of Burt Hall. Students can access the NWU parking policy and information at: [Parking Policy and Information](#)

Cochrane-Woods Library Access

NWU nursing students have access to the campus library. All students may also access the Cochrane-Woods Library online collection at: [Woods Library](#)

Computing Service and Instructional Technology

NWU uses Canvas as a Learning Management System that allows students and faculty to connect and share information. Syllabi and course documents, including assignments, are made accessible using this format. Students upload assignments and grades are posted through this system. Students can access computer and Canvas information and assistance at: [Canvas & IT Support](#)

Students are required to have an NWU username and password. These are necessary to access Office 365, the NWU email account, and the Canvas learning site. Every course has a corresponding Canvas site. Students are expected to regularly (several times per week) check their Office 365 accounts and currently enrolled Canvas course sites for information necessary for their academic success in the nursing program.

Student Health Services

Student Health Services is located on the first floor of Burt Hall, North. All nursing program students are offered basic healthcare services. Student Health Services provides a variety of services, including lab work, provider appointments, immunizations, and medical consultations. Student Health Services may be contacted at 402-465-2375 or at: [Student Health Services](#)

Incomplete Grade

An “I” (Incomplete) is given for work left incomplete for reasons that the instructor and the Chair of Nursing Program consider valid. Students are eligible for an incomplete grade only if they have already completed 75% of the course work with a grade of “C” or above. The percentage of completion is determined by the instructor. A student must request an incomplete grade from the instructor.

If the instructor and the department approve the request, the student must complete an Incomplete Agreement form (available from the Academic Advisor or Registrar’s Office) with the instructor and the Chair of the Nursing Program. The work for an Incomplete must be finished within the time allotted by the instructor (maximum of one year from the close of the term in which the student is enrolled). The instructor stipulates what the final grade will become if the work is not completed on the Incomplete Agreement form.

If the work is completed in time, the instructor determines the final grade according to the quality of the student’s performance. If the work is not completed by the designated time, the Registrar assigns the grade stipulated on the Incomplete Agreement form. The “I” remains on the student’s permanent record.

A permanent Incomplete is allowed only in cases resulting from a catastrophic event in the life of a student, such as an incapacitating illness or other problems beyond the control of the student, which prevents the student from completing the work. In such cases, the student, his or her proxy, or the instructor can petition the Dean of NWU for a Permanent Incomplete.

Repeated Courses

When a student repeats a course, both grades remain on the student’s transcript, but only the last grade earned (whether higher or lower) and the associated credit(s) are used to determine hours earned and the student’s grade point average. Students who repeat a course and earn a grade of “F” lose any credits previously earned for that course.

Academic Integrity

Academic integrity is one of the principles of a university community. NWU encourages and expects the highest standards of academic integrity from all students. The Code of Student Conduct states, “cheating, plagiarism, or other forms of academic dishonesty” are subject to disciplinary action. For additional information refer to the Student Code of

Conduct found in the Nebraska Wesleyan Student Handbook posted on the NWU website.

Code of Conduct

NWU distributes a Code of Student Conduct to all students upon admission to their program of study. The nursing profession is held to a higher standard of ethical conduct; thus the following information is distributed and is to be observed.

Guidelines for Standards of Professional Conduct

The nursing faculty believes that standards of professional conduct are an inherent part of professional presentation, communication, and socialization and expect students enrolled in the nursing program to adhere to the standards. Students practice within the boundaries of the Nebraska State Board of Nursing Practice Act, or applicable state Practice Act, the American Nurses Association (ANA) Code of Ethics for Nurses, guidelines from NWU, and the Nursing Program, as well as by any policies and regulations of the healthcare agency where they are assigned for clinical learning.

Students can access the Nursing Scope and Standards of practice at the American Nurses Association Publications, ANA Code of Ethics at: <https://www.nursingworld.org/coe-view-only>

The use of abusive language or disruptive behavior directed toward peers, staff, faculty, or clinical site personnel will not be tolerated and may result in dismissal from the program. Such behavior is inconsistent with professional standards and inappropriate for students aspiring to a career in nursing.

Standards of Professional Conduct include the following:

- Accountability – Is answerable for one's action; answers to self, the client, the profession, and the institution.
- Agency's policies and procedures – Reads and adheres to the agency policies and procedures.
- Civility – All students in the Nursing Program are expected to contribute to a positive learning environment. As a nursing student, students are expected to be reflective, courteous, respectful, and empathetic to classmates, instructors, and other college staff assisting the student in learning.
- Confidentiality – Respects the privacy of patients and respects privileged information; follows the principles of HIPAA.
- Dependability – Is trustworthy and reliable.

- ETHICAL – Adheres to the ANA Code of Ethics with Interpretative Statements establishing the ethical standard for the nursing profession. Access noted above.
- Honesty – Practices fairness and straight forwardness of conduct, displays moral excellence and truthfulness.
- Legal – Operates within the standards of care related to the nurse’s role in the education setting.
- Professional appearance – Adheres to established dress code in all clinical and professional activities.
- Punctuality and promptness – Is on time for all classroom and clinical assignments.
- Respect – Treats others with compassion, consideration and in a professional collaborative manner.
- Responsibility – Executes duties associated with the nurse’s particular role.
- Safety – Prevents or minimizes risks for physical, psychological, or emotional jeopardy, injury or damage.

A violation of the Standards of Professional Conduct may result in failure of the course and/or dismissal from the nursing program.

Student Expectation in Reporting Unprofessional Conduct

During the course of study in the BSN program, a student may observe behaviors in others that appear to violate the standards of academic and/or professional integrity or actions that have a potential to harm another individual. Each student has the responsibility to report any questionable activity to the instructor and/or the Chair of the Nursing Department. Personal responsibility is an essential component of professionalism.

Professional Boundaries

Students enrolled in a nursing program must respect the importance of establishing and maintaining professional boundaries. In a student role, professional boundaries exist between the student and the instructor and between the student and the client/patient. Students unclear of proper behavior or of an appropriate response to a client/patient should consult the instructor for guidance.

1. Student and Faculty- Faculty and students will maintain a professional relationship at all times:
 - a. Students should not expect an instructor to act as a personal counselor or therapist. Students should seek assistance from counselors at the University.

- b. Students should not ask or expect the instructor to join an individual, group, or class in any social situations while the course is in progress.
 - c. Students should not offer the instructor material gifts or money as gratitude for instruction. Instructors may accept cards or notes when students wish to thank the instructor.
- 2. Student and Patient- Students will maintain a professional nurse-patient / nurse-client relationship with consumers of healthcare with whom they come in contact:
 - a. Students providing nursing care strive to inspire the confidence of patients. Students must treat all patients, as well as other healthcare providers, professionally. Patients can expect those providing nursing care to act in their best interests and respect their dignity. The student should refrain from inappropriate involvement in the patient's personal relationships.
 - b. Boundary violations may result when there is confusion between the needs of the student and those of the patient. Such violations are characterized by excessive personal disclosure by the student, secrecy, or even a reversal of roles.
 - c. The nursing student demonstrates compassionate care for a patient/client and families when the student exhibits the following:
 - i. Listening
 - ii. Attention to the patient/client
 - iii. Presence
 - iv. Communication
 - v. Helping attitude
 - vi. Understanding

Disciplinary Action Guidelines

When a nursing student is in violation of any requirement contained in this Nursing Student Handbook, they are subject to disciplinary action or immediate dismissal. All students should carefully review the Nursing Student Handbook and the Nebraska Wesleyan Student Handbook sections on Academic Misconduct and Disciplinary Standards.

Zero Tolerance

The NWU Nursing Department supports a Zero Tolerance Policy for the following behaviors:

- 1. Intentionally or recklessly causing physical harm to any person on the campus or at a clinical site, or intentionally or recklessly causing reasonable apprehension of such harm.
- 2. Unauthorized use or possession of any weapon or explosive device on the campus or at a clinical site.

3. Unauthorized use, distribution, or possession for purposes of distribution of any controlled substance or illegal drug on the campus or at a clinical site.

Nursing students engaging in this misconduct are subject to immediate dismissal from nursing classes and disciplinary action as described in the Nebraska Wesleyan Student Handbook under Zero Tolerance Policy.

Academic Misconduct

Cheating on an examination, written work (plagiarism); falsifying, forging or altering college records will result in disciplinary actions outlined in detail in the NWU Code of Student Conduct. Cheating includes, but is not limited to the following:

1. Copying from others during an examination.
2. Communicating exam answers with another student during an examination.
3. Offering another person's work as one's own (plagiarism). Completion of an examination for another student or asking someone to take an examination for you.
4. Sharing answers for a take-home examination or assignment unless specifically authorized by the instructor.
5. Tampering with an examination after it has been corrected, and then returning it for more credit.
6. Using unauthorized materials, prepared answers, written notes or information concealed in an exam or elsewhere during an examination.
7. Acquisition, without permission, of tests or other academic material belonging to a member of the college faculty or staff.
8. Removal of tests from the classroom, duplication of written notes from a test, or copies of questions or answers on any manner of copying device, including any type of camera, during test review sessions.
9. Any student who knowingly or intentionally helps another student perform any of the above acts of cheating or plagiarism is subject to discipline for academic dishonesty.
10. Any preparation of written material that is fraudulent and/or untruthful.
11. Plagiarism includes, but is not limited to, the use of paraphrasing or direct quotation of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

Student Practice Regulations

Nursing students practice within the boundaries of the Nebraska State Board of Nurse Practice Act, the ANA Code of Ethics for Nurses, guidelines of the NWU Nursing Program Handbook for Students, and the policies and regulations of the healthcare agency where they are assigned for clinical learning. Examples of unsafe practice include, but are not limited to the following:

- Refusal of an assignment based on client's race, culture, religious preference or medical diagnoses.
- Denies, covers-up or does not report own errors in clinical practice.
- Ignores and fails to report dishonest or unethical behavior in others.
- Practices skills considered below standards and/or outside the scope of practice for professional nurses.
- Lacks information processing ability necessary for making appropriate clinical judgments or decisions.
- Interacts inappropriately with agency staff, co-workers, peers, patients, patients' families, and faculty resulting in miscommunication, disruption of the learning and/or patient care environment.
- Misuse of private health information and principles of confidentiality.
- Lack of preparation for clinical practice.
- Failure to respect client rights and dignity.
- Soliciting, borrowing, or removing property or money from another person.
- Assuming client care tasks for which the registered student nurse lacks the education or competence to perform.
- Removing drugs, supplies, equipment, or medical records from the clinical setting.
- Abandoning clinical responsibilities; leaving clinical agency or patient assignment without notification.

A violation of the Student Practice Regulations may result in failure of the course and/or dismissal from the nursing program.

Unusual Occurrence Guidelines

An unusual occurrence is any event that has potential for harm to any person while in the BSN program or clinical agencies.

1. Upon notification the faculty and student will meet to determine the nature of the occurrence. The faculty member will determine the necessary actions required for follow-up of the occurrence.
2. Documentation of the occurrence and an action plan for correction will be completed and signed by the faculty member and the student.

3. Any student failing to notify the instructor immediately upon discovery of an unusual occurrence will be subject to disciplinary actions including course failure and program withdrawal.
4. When a behavior occurs that could jeopardize life, impede recovery, or interfere with the maintenance of the patient's current health status, a conference will be held as soon as possible with the nursing student, nursing instructor, and the Chair of the Nursing Department.
5. Any student unable to demonstrate safe and competent patient care, who fails to maintain the clinical compliance with the health and safety requirements, or who has excessive absences will be removed from the clinical assignment and receive a failing grade in the course.

Background Checks and Drug Screening

The purpose of this policy is to assure the safety and well-being of patients, students, faculty, and staff in the clinical and academic environments and to attest to clinical agencies the students' eligibility to participate in clinical activities. This policy applies to all undergraduate and graduate students, on-ground and online, enrolled in any of NWU's Nursing Program options.

Background investigations and drug screening will be conducted as a condition of admission for undergraduate and graduate students. Enrollment in clinical courses and placement in clinical agencies are contingent upon successful completion of the background investigation and the drug screen. In addition, serious results of this investigation may affect candidacy for the licensure and certification examinations and employability in nursing.

- Students in the NWU Nursing Programs need to complete these requirements for admission to the desired program.
- Students must disclose any convictions of a crime and/or conviction of criminal offenses prior to admission and during their nursing program (self-report). Student report is to be made to the BSN Program Director within seven days of conviction.
- Students must remain current on all requirements of the program, including Castlebranch™ (e.g. TB screening, CPR).
- Students will not be allowed to participate in clinical or lab-based learning experiences if Castlebranch requirements are not met and maintained.
- This may impact a student's ability to successfully complete the courses and/or program.

Confidentiality

All background investigations and drug screening will be kept strictly confidential and disclosed only to those who have a legitimate educational interest in their contents or for any other purpose permitted by FERPA or state law. Any breach of confidentiality will be considered serious and appropriate disciplinary action will be taken.

Procedure Permission to Conduct the Investigation

Permission to conduct this required background investigation (and drug screen) will be obtained by CastleBranch when the student registers with the company. The student can download and print copies of all documents. The student is responsible for the cost of the background check, drug screen, and Immunization Tracker.

Adverse Information from Background Investigation and/or Drug Screen Results

1. The background investigation and drug screen results are made available to the Chair of the Nursing Department
2. The Chair will evaluate the results and, depending upon the finding, may consult with the Nursing Admissions Committee. If warranted, the Nursing Admissions Committee may consult with full-time nursing faculty for a decision regarding admission to the nursing program.
3. The student may contact the Chair to discuss adverse information.
4. The student may choose to provide a written explanation of adverse information.
5. The student may contest the results of the investigation. The student will directly notify the vendor, CastleBranch, to contest the results of the adverse information.
 - i Failure to complete any part of this process in the described timeframe will result in a hold being placed on the student's ability for continued enrollment in the nursing program. Until a final decision is made, the individual will not be allowed to move forward in the nursing program.
6. If the student accepts the background check as accurate or self-reports a criminal conviction or offense, determination will be made regarding the student's eligibility for admission to the program based upon the ability to participate in clinical courses and the potential for licensure as a Registered Nurse.
 - a. The Chair will communicate with the student as appropriate. The goal will be to verify the information is correct, to hear the student's explanation, to direct the student to the licensure agency for consultation.
 - b. The Chair will determine clinical eligibility on a case-by case basis. Consideration will be given to:
 - Number of convictions
 - Nature, seriousness and date(s) of occurrence of the violation(s)

- Rehabilitation
 - Relevance of the crime committed to healthcare professional standards
 - State or federal requirements relative to the healthcare profession
 - All known information regarding the student, including the written explanation
- c. Any other evidence demonstrating an ability to perform clinical and academic expectations competently and free from posing a threat to the health and safety of others.
 - d. Conviction of a criminal offense (felony or misdemeanor) may make the student ineligible to be assigned to a clinical site, making program completion/graduation unattainable. In addition, conviction may make the BSN graduate ineligible to take the licensure exam (NCLEX-RN). In order to ensure that the student can participate in the required clinical experiences, they must have an acceptable criminal background investigation.

**Any identified misrepresentation, falsification, or material omission of information from the application discovered during the acceptance process and deliberation of clinical course eligibility may result in exclusion of the student from continued clinical participation or immediate dismissal.*

Amendments or Termination of this Policy

Nebraska Wesleyan University Nursing Program reserves the right to modify, amend, or terminate this policy at any time. Any changes/revisions to the handbook will be communicated to all BSN students.

Children in the Learning Environment

As an institution of higher education, the Nebraska Wesleyan University Nursing Department is committed to developing student excellence and promoting an education environment conducive to learning. The faculty understands that balancing school, work, and family can present challenges to parents particularly when it comes to childcare. However, the presence of children in class, lab, and clinical activities can create dilemmas in confidentiality, disruption, appropriateness, and safety. To preserve a proper learning environment, the nursing department prohibits the presence of children in class, lab, and clinical activities. The student is responsible for making proper childcare arrangements that will enable them to meet the BSN program obligations. If a student has an emergency regarding childcare, the faculty member is authorized to accept children in the classroom, at the faculty's discretion, for a limited time.

Drug & Alcohol Statement

NWU urges its students to exercise mature judgment and social responsibility when making decisions regarding the use of alcoholic beverages and other drugs and will implement appropriate procedures to protect the interests of the students and the University community. Such procedures may include a screening process or the request for an evaluation from a qualified professional to determine the seriousness of the problem. This University community prohibits the sale, possession, distribution or use of illegal drugs by students, faculty, and staff.

Violations of law and/or violations of the Code of Student Conduct shall be adjudicated by the proper judicial bodies. Consumption or possession of alcohol is prohibited in any public area. It is a violation of the laws of the State of Nebraska and the alcohol policy for students under the legal drinking age (21 years of age) to consume or possess alcoholic beverages. It is also illegal for a person under the age of 21 to be present at gatherings where alcohol is present. The University will take action against students involved in procuring alcoholic beverages for minors.

Guests are bound by the same rules regarding alcoholic beverages and illegal drugs. Violators will be asked to leave the campus and/or referred to local authorities.

Violations may be referred directly to local authorities and/or action may be taken by the University. The University Judiciary will impose sanctions on students for violations of the Alcohol and Drug Policy consistent with local, state and federal law. These sanctions may include disciplinary warning, disciplinary probation, fines, restitution, revocation of privileges or restriction of activities, disciplinary suspension or expulsion as well as termination of the residence hall contract. Local authorities may impose legal sanctions that may include incarceration and/or fines for those found guilty of violating local, state and federal law.

For information and access to counseling, treatment, support groups and rehabilitation programs contact Student Health Services (ext. 2375), the Career and Counseling Center (ext. 2224) and/or the Lincoln Council on Alcoholism and Drugs (402-475-2694).

To view the complete NWU Alcohol and Drug Policy, go to [Student Alcohol & Drug Policy-](#)

Drug Testing Policy

Students are prohibited from using or being under the influence of alcoholic beverages, illegal drugs, or prescription drugs that impair their judgment while participating in any learning experience, including preceptorships and clinical experiences in a healthcare

facility, school, or institution or other work location as a participant in the Nursing Program.

If a faculty member or clinical instructor perceives the odor of alcohol or observes behavior which raises a reasonable suspicion that the student is impaired by alcohol or drugs, the instructor shall follow the steps set forth below. Behaviors which may indicate possible impairment include, but are not limited to – slurred speech, unsteady gait, confusion, or poor judgment.

- The instructor will remove the student from the patient care site or assigned work area and notify the supervising personnel at the clinical agency that the student has been sent home.
 - The student will be required to submit to a drug test. The instructor will contact a transportation service and arrange for the student to be transported to a testing facility designated by NWU.
 - The student must have a picture ID in their possession to complete the drug testing.
 - After testing, the instructor will ensure that the student has made appropriate arrangements for safe transportation to his or her residence.
 - If the student admits that he or she has used alcohol or drugs, the student will still be required to undergo drug screening.
1. If the results of the test(s) are negative for drugs, alcohol, or other illegal substances, or for non-prescribed legal substances, the Chair and clinical instructor will meet with the student within 24 hours after receiving the test results to discuss the circumstances surrounding the impaired clinical behavior.
 - a. If the screening was due to the perceived odor of alcohol, the student will be required to discontinue the use of whatever may have caused the alcohol-like odor before being allowed to return to the clinical setting.
 - b. If the screening was due to behavioral indicators, the faculty member and the Chair will consider whether a medical condition may be responsible for the symptoms and refer the student for a medical evaluation.
 - c. Based on the information provided and further medical evaluations if warranted, the Chair and faculty member will make a decision regarding the student's return to the clinical setting.
 2. If the results of the test(s) are positive for alcohol or other illegal substances or for non-prescribed legal substances, the Chair will require the student to withdraw from all nursing courses for a period of one year. The student will pay for all costs

associated with the for-cause drug-screening test. The results of the positive screening test will be reported to the State Board of Nursing as applicable.

3. If a student refuses to submit to “for cause” testing:
 - a. The instructor will remove the student from the clinical/preceptor setting pending a full investigation.
 - b. The instructor, in consultation with the student, will make arrangements for the student’s safe transportation to his or her residence.
 - c. Failure to comply with any aspect of this policy will result in administrative withdrawal from the program.

Student Grievances Against Faculty Members

Student grievances against a faculty member should be addressed with the faculty member in a professional manner. If the issue is not resolved, students may take the issue to the Chair of the Nursing Department. If resolution is not met, grievances can be taken to the NWU Dean of Undergraduate Studies. A student may also file a complaint against the faculty with the NWU Judiciary Committee.

Should a student believe that their grade is incorrect or unfair, a student should follow the procedures outlined in the Grade Change/Appeal Policy available in the Nebraska Wesleyan Catalog.

Faculty Grievances against Students

For faculty grievances against students, follow procedure outlined in the “Code of Student Conduct” or on the NWU website. It includes a statement of philosophy and authority for student discipline, a series of definitions that relate to conduct and discipline, a list of types of misconduct that are subject to disciplinary sanctions, a description of judicial procedures, and a list of sanctions that may be applied for misconduct.

Specific misconduct outlined in the Code includes academic dishonesty and other misconduct including acts of dishonesty, disruption of University activities, physical and verbal abuse, theft and property damage, failure to comply with directions of University policies and law, possession of controlled substances, violation of alcohol policies, unauthorized possession of firearms or explosives, unauthorized participation in campus demonstrations, disorderly conduct, University computer abuse, and abuse of the judicial system.

Policy and Procedure for Student Petitions

Students who wish to request exceptions to academic rules and policies may file a petition for this with the NWU Dean of Undergraduate Studies. Forms may be obtained on Inside NWU.

Academic Advisors

Each student is assigned an academic advisor to assist with creating an academic plan of study and path to graduation. Advisors are available by appointment to meet with students throughout their time at NWU. As a general guideline, we suggest that students meet at least twice a semester whether by phone or in person to ensure awareness of all opportunities to complete course requirements.

A current update of a student's academic coursework toward their degree can be found on-line through Self-Service. The report enables students to track their progress, as students are ultimately responsible for completing academic programs.

Attendance Policy for the BSN Program

Many BSN courses meet several times per week. Infrequently, required course learning experiences may need to be scheduled on alternative days, depending on the nature of the activity. Attendance and punctuality are mandatory.

Because a specified percentage of the student's course grade is based on class participation, tardiness and/or absenteeism will be reflected in the student's grade for the course. Students are expected to be prepared for class and participate in class discussions. Attendance is crucial to meeting course objectives through student participation in presentations, discussion, and group activities.

If a student has an anticipated or an emergent absence from a course, they are encouraged to speak with their faculty member regarding their ability to meet the course objectives.

Summary/Disclaimer

This Nursing Student Handbook contains many of the general policies and procedures which also may be encountered in NWU Student Handbook. Other resources with information include the NWU course catalog, course syllabi, and faculty.

Nebraska Wesleyan University policies as well as the Nursing Program policies, procedures, and processes may undergo changes during your enrollment as a student.

Notification of new information that may affect you will be provide as needed. Be sure to check Canvas and your NWU email weekly for updates.