

# Nursing Program Student Handbook

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NEBRASKA  
WESLEYAN  
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## **MISSION, GOALS, PHILOSOPHY, and CORE VALUES**

### **Nebraska Wesleyan University Mission Statement**

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

### **Mission Statement of the Nursing Program**

The Nursing Program of Nebraska Wesleyan University is dedicated to the intellectual and professional growth of our students within the context of a liberal arts education. The Nursing Program promotes excellence in nursing practice and nursing scholarship within a framework of theoretical and experiential learning.

### **Nursing Program Goals**

1. By 2020, 80% of Traditional BSN Graduates will be able to obtain Registered Nurse licensure.
  - AEB: NCLEX pass rate June, 2018
2. By 2020, the nursing program will maintain or exceed the benchmark for each standard in the Systematic Plan of Evaluation.
  - AEB: a benchmark of 5 on 1-7 Likert scale, or 3.5 if on a 1-5 Likert scale.
3. By Fall of 2018, the MSN (Leadership Track) online program will be launched.
  - AEB: Fall semester courses approved and offered in the online format.
4. By 2020, the MSN/MBA enrollment numbers, based on institutional standards, will support both face-to-face and online programs.
  - AEB: Enrollment of at least 10 students per program cohort per site.

(Developed by Nursing Assessment & Evaluation Committee-January 2017;  
Reviewed and Approved by Nursing Faculty-February 13, 2017.)

### **Philosophy of the Nursing Program**

The Nursing Program (NP) shares the Nebraska Wesleyan University's (NWU) 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 Nursing Program believes that nursing is a professional discipline with academic and practice dimensions encompassing both the science and the art of the discipline. Academically, nursing utilizes theories and research to generate and extend nursing knowledge. Nursing knowledge guides nursing practice.

As a practice profession, nursing serves society through delivery of direct and indirect healthcare services to individuals, families, and communities from diverse populations within various environments. The faculty believes that each person has worth and dignity and the potential for growth. Persons interact with their environment in a dynamic manner and are both influenced by and adapt to their environment in differing ways. Health is viewed as a state of physical, mental, and spiritual well-being. Nursing assists persons to maximize health capabilities.

The faculty believes that learning is a lifelong, active process, which takes place in the learner and 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. (Rev. 05.20.2014 – approved electronically by nursing faculty).

### **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 traditional 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 NURSING PRACTICE**

### **Essentials of Baccalaureate Education for Professional Nursing Practice (2008)**

NWU Nursing Program uses as foundational statements *The Essentials of Baccalaureate Education for Professional Nursing Practice* (American Association of Colleges of Nursing (AACN, 2008). Traditional BSN and RN-BSN Program Learning Outcomes specific to nursing education at NWU are closely associated with the Nine Essential Statements. 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 Traditional BSN and RN-BSN Program Learning Outcomes identified in Table I below.

Table I. Congruency Between Nine Essential Statements and NWU Nursing Program Learning Outcomes

Essentials of Baccalaureate Education for Professional Nursing Practice (2008)	NWU Traditional BSN and RN-BSN Program Learning Outcomes
<p><i>Essential I: Liberal Education for Baccalaureate Generalist Nursing Practice</i></p> <ul style="list-style-type: none"> <li>A solid base in liberal education provides the cornerstone for the practice and education of nurses.</li> </ul>	<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><i>Essential II: Basic Organization and Systems Leadership for Quality Care and Patient Safety</i></p> <ul style="list-style-type: none"> <li>Knowledge and skills in leadership, quality improvement, and patient safety are necessary to provide high quality health care.</li> </ul>	<p>NPLO 2. Apply leadership concepts and communication skills within healthcare systems to collaboratively manage patient care quality and safety.</p>
<p><i>Essential III: Scholarship for Evidence Based Practice</i></p> <ul style="list-style-type: none"> <li>Professional nursing practice is grounded in the translation of current evidence into one's practice.</li> </ul>	<p>NPLO 4. Evaluate sources of evidence-based practice including research and other scholarly works for application in professional nursing practice.</p>
<p><i>Essential IV: Information Management and Application of Patient Care Technology</i></p> <ul style="list-style-type: none"> <li>Knowledge and skills in information management and patient care technology are critical in the delivery of quality patient care.</li> </ul>	<p>NPLO 7. Utilize multiple technologies to access and manage information to guide patient centered compassionate care.</p>
<p><i>Essential V: Health Care Policy, Finance, and Regulatory Environments</i></p> <ul style="list-style-type: none"> <li>Healthcare policies, including financial and regulatory, directly and indirectly influence the nature and functioning of the healthcare system and thereby are important considerations in professional nursing practice.</li> </ul>	<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>
<p><i>Essential VI: Interprofessional Communication and Collaboration for Improving Patient Health Outcomes</i></p> <ul style="list-style-type: none"> <li>Communication and collaboration among healthcare professionals are critical to delivering high quality and safe patient care.</li> </ul>	<p>NPLO 2. Apply leadership concepts and communication skills within healthcare systems to collaboratively manage patient care quality and safety.</p>
<p><i>Essential VII: Clinical Prevention and Population Health</i></p> <ul style="list-style-type: none"> <li>Health promotion and disease prevention at the individual and population level are necessary to improve population health and are important components of baccalaureate generalist nursing practice.</li> </ul>	<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>
<p><i>Essential VIII: Professionalism and Professional Values</i></p> <ul style="list-style-type: none"> <li>Professionalism and the inherent values of altruism, autonomy, human dignity,</li> </ul>	<p>NPLO 5. Demonstrate professionalism and compassion within the scope of a multicultural changing society.</p>

integrity, and social justice are fundamental to the discipline of nursing.	
<p><i>Essential IX: Baccalaureate Generalist Nursing Practice</i></p> <ul style="list-style-type: none"> <li>The baccalaureate-graduate nurse is prepared to practice with patients, including individuals, families, groups, communities, and populations across the lifespan and across the continuum of healthcare environments.</li> <li>The baccalaureate graduate understands and respects the variations of care, the increase complexity, and the increased use of healthcare resources inherent in caring for patients.</li> </ul>	<p><b>NPLO 8. Practice compassionate, high-quality professional nursing care with patients, families, and populations in complex care environments.</b></p>

### Essentials of Master’s Education in Nursing (2011)

NWU Nursing Program uses as foundational statements *The Essentials of Master’s Education in Nursing* (American Association of Colleges of Nursing (AACN), 2011). The MSN Program Learning Outcomes specific to nursing education at NWU are closely associated with the Nine Essential Statements. This association is demonstrated in Table II below.

Students graduating from the NWU Master’s of Science in Nursing Program will be able to meet the Program Learning Outcomes identified in Table II below.

Table II. Congruency Between Nine Essential Statements and NWU Nursing Program Learning Outcomes

Essentials of Master’s Education in Nursing (2011)	NWU Master’s of Science in Nursing Learning Program Outcomes
<p><i>Essential I: Background for Practice from Sciences and Humanities</i></p> <ul style="list-style-type: none"> <li>Recognizes that the master’s-prepared nurse integrates scientific findings from nursing, biopsychosocial fields, genetics, public health, quality improvement, and organizational sciences for the continual improvement of nursing care across diverse settings.</li> </ul>	<p>NPLO 2. Analyze theories for application to research and in the advanced practice role.</p>
<p><i>Essential II: Organizational and Systems Leadership</i></p> <ul style="list-style-type: none"> <li>Recognizes that organizational and systems leadership are critical to the promotion of high quality and safe patient care. Leadership skills are needed that emphasize ethical and critical decision making, effective working relationships, and a systems-perspective.</li> </ul>	<p>NPLO 1. Function in the advanced practice role of the nurse educator or nurse leader.</p>
<p><i>Essential III: Quality Improvement and Safety</i></p> <ul style="list-style-type: none"> <li>Recognizes that a master’s-prepared nurse must be articulate in the methods, tools,</li> </ul>	<p>NPLO 2. Analyze theories for application to research and in the advanced practice role.</p>



<p>performance measures, and standards related to quality, as well as prepared to apply quality principles within an organization.</p>	
<p><i>Essential IV: Translating and Integrating Scholarship into Practice</i></p> <ul style="list-style-type: none"> <li>Recognizes that the master's-prepared nurse applies research outcomes within the practice setting, resolves practice problems, works as a change agent, and disseminates results.</li> </ul>	<p>NPLO 7. Evaluate and develop research that improves nursing education, leadership, the practice of nursing and health outcomes.</p>
<p><i>Essential V: Informatics and Healthcare Technologies</i></p> <ul style="list-style-type: none"> <li>Recognizes that the master's-prepared nurse uses patient-care technologies to deliver and enhance care and uses communication technologies to integrate and coordinate care.</li> </ul>	<p>NPLO 6. Provide leadership to influence health care policy, health care delivery and finance.</p>
<p><i>Essential VI: Health Policy and Advocacy</i></p> <ul style="list-style-type: none"> <li>Recognizes that the master's-prepared nurse is able to intervene at the system level through the policy development process and to employ advocacy strategies to influence health and health care.</li> </ul>	<p>NPLO 6. Provide leadership to influence health care policy, health care delivery, and finance.</p>
<p><i>Essential VII: Interprofessional Collaboration for Improving Patient and Population Health Outcomes</i></p> <ul style="list-style-type: none"> <li>Recognizes that the master's-prepared nurse, as a member and leader of interprofessional teams, communicates, collaborates, and consults with other health professionals to manage and coordinate care.</li> </ul>	<p>NPLO 3. Utilize effective verbal and written communication in the role of the advanced practice nurse.</p>
<p><i>Essential VIII: Clinical Prevention and Population Health for Improving Health</i></p> <ul style="list-style-type: none"> <li>Recognizes that the master's-prepared nurse applies and integrates broad, organizational, client-centered, and culturally appropriate concepts in the planning, delivery, management, and evaluation of evidence-based clinical aggregates/identified populations.</li> </ul>	<p>NPLO 5. Integrate cultural understanding in professional practice.</p>
<p><i>Essential IX: Master-Level Nursing Practice</i></p> <ul style="list-style-type: none"> <li>Recognizes that nursing practice, at the master's level, is broadly defined as any form of nursing intervention that influences healthcare outcomes for individuals, populations, or systems. Master's level nursing graduates must have an advanced level of understanding of nursing and relevant sciences as well as the ability to integrate this knowledge into practice. Nursing practice interventions include both direct and indirect care components.</li> </ul>	<p>NPLO 4. Model professional values and standards when providing leadership within the role of the advanced practice nurse.</p>

## ADMISSION

### Essential Functions for Undergraduate and Graduate Admission

Nursing Programs at Nebraska Wesleyan University are rigorous and intense and place specific requirements and demands on the students enrolled in a nursing program.

The following abilities and expectations must be met by all students applying to the BSN or MSN 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 you question whether reasonable accommodations would allow you to meet the requirements for a specific program option, please contact the for Nursing for guidance.

Applicants must demonstrate:

- **Ability to use senses:**
  - 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, IV's 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 feel differences in skin temperature and to 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 and ability to feel with one's hands to insert tubes, prepare medications, and perform technical skills.
- **Ability to Communicate:** Ability to communicate effectively in English in 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.
- **Ability to Problem Solve:** Intellectual and conceptual ability to think critically in order to make decisions, which include measuring, calculating, reasoning, analyzing, prioritizing, and synthesizing data.
- **Ability to Maintain Emotional Stability:** Ability to function safely under stress and adapt to changing clinical and patient situations
- Meet technical computer skills/competency

- The perseverance, diligence and commitment to complete the BSN or MSN program as outlined.
- Flexibility and the ability to adjust to changing situations and uncertainty in classroom and clinical situations.
- Maintain professional behavior in the classroom and clinical settings  
(Approved by Nursing Faculty and NWU Attorney-06.24.16)

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

### **Student Responsibilities**

All students are expected to have basic word processing skills and competency with electronic email, database searches, and web searches. 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 online at least weekly or more often if enrolled in a nursing course to become apprised of important announcements and information from the NP or faculty members.

### **Nondiscrimination Policy**

The NP upholds the philosophy and policy of NWU regarding nondiscrimination. The nondiscrimination policy of NWU is as follows:

“Nebraska Wesleyan provides equal opportunity to all qualified persons in all areas of the University operation, including education, and decisions regarding faculty appointment, promotion or tenure, without regard to race, religion, age, sex, creed, color, disability, marital status, or national or ethnic origin, or sexual orientation.”

### **Students with Disabilities**

NWU seeks to maintain a supportive environment for students with disabilities. To ensure their equal access to all educational programs, activities, and service; federal law requires that students with disabilities notify the University, provide documentation, and request reasonable accommodations. Students needing accommodations can notify Services for Students with Disabilities Coordinator (402-465-2346).

For more information on the Americans with Disabilities Act (ADA) see the NWU Student Handbook. A concise list of resource persons is available in the student orientation packet received at New Student Orientation, at NWU home page, and through the Student Life Office (800-541-3818).

### **Health Requirements**

The NP requires a completed confidential health history form for each student to be submitted via Castle Branch™. Immunization records are to be submitted as well. 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.

### **Automobile Insurance**

Students are also required to have access to an automobile and carry insurance for the vehicle. Auto insurance cards and copy of the student's drivers 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 Director of Nursing Programs (Chair) for review.

### **Certification in Cardiopulmonary Resuscitation**

Students in the BSN & MSN programs must hold current CPR certification for Health Care Providers. A current certification card must be submitted to the Castle Branch™ website.

### **Types of Admission**

**Degree Seeking** – Qualified students have submitted all necessary paperwork, met all standards and requirements, and provided all official transcripts. These formally accepted students can register for specific nursing courses. Students must successfully complete a drug screen, background check, and all of the requirements noted on the Castle Branch™ Immunization Tracker to be allowed continued enrollment in the nursing program.

**Probation** – Students may be admitted on academic probation if previous GPAs do not meet the admissions standards for acceptance in good standing. A student on probation must earn, after the first semester, the required grade point average corresponding with his or her nursing program requirements. At times and at the request of the Director of Nursing Programs, the Nursing Admissions Committee reviews student applications for possible admission on academic probation.

### **Financial Information**

Tuition rate is based upon the nursing program in which the student is enrolled.

NWU's financial aid program is designed to assist talented 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.

Federally funded loans are available to eligible BSN students. Federally funded grants, loans, and scholarships may be available for MSN 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 NWU Student Handbook and/or contact the NWU Financial Aid Office (420-465-2167).

### **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 and MSN 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 of the top 35th percentile in their graduating class are invited to join in the spring. Students in the MSN program who meet membership requirements of a 3.5 GPA in their graduating class are also invited in the spring. Members are inducted in the Sigma Theta Tau Nu Rho Chapter at a special ceremony typically conducted the last week of March.

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 PROGRAM**

### **Traditional Bachelor of Science in Nursing (BSN) Degree**

The Traditional 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 when NWU is known, as well as its innovative, nationally recognized teaching.

The nursing curriculum combines general education and nursing, with nursing content beginning after acceptance to the NP. Nursing is a profession for individual interested in a lifetime of challenge. 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 the ability to synthesize knowledge from several disciplines.

The Traditional nursing curriculum is a four-year program which combines general education and nursing, with nursing content beginning the in the sophomore year. Students majoring in the Traditional program take 67 credit hours of nursing courses and 59-61 credit hours of required (supportive) courses and elective non-nursing courses. Upon successful completion of the Traditional program, the graduate is awarded the Bachelor of Science in Nursing (BSN) degree by NWU. Graduates with the 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 a wide range of health care settings such as inpatient services, ambulatory care and community health agencies. Graduates are also prepared to pursue an advanced degree.

### **Admission to NWU Traditional BSN Program**

The nursing program is open to applicants who satisfy the entrance requirements of NWU and the Nursing Program (NP). Students are eligible to participate in extracurricular activities made available by NWU to students of all disciplines.

The admission into the NP 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 registered professional nurses.

Admission to the Traditional program is separate from admission to NWU. Applicants must submit a separate application to the NP for admission to the Traditional BSN program. Admission priority will be given to students who have successfully completed all the courses listed in the Traditional curriculum for the first year. The pre-requisite courses, which account for approximately 34 semester hours, include Chemistry, English, Mathematics, Microbiology, Anatomy and Physiology I and II, Medical Terminology, Psychology, and Sociology; or equivalent courses.

A grade lower than C in any of these pre-requisite courses will delay or alter admission to the NP. Applications are screened for selection on a competitive basis by the Nursing Admissions Committee. Approximately half of each cohort is designated as Honors Admissions. The remaining openings in the cohort are admitted by a holistic process as specified on the Nursing Program Traditional Admission Worksheet. The Nursing Admissions Committee may choose to designate alternates. The application period is designated for each year on the NWU Nursing website. All application materials must be submitted within one week of the closing date. Depending upon demand and capacity, the Nursing Program may re-open the application period. An applicant is only allowed one application per year and may only apply a total of two times to the Traditional program.

**Acceptance to the Traditional Program is contingent upon meeting the following requirements. The student must:**

1. Meet all NWU admission requirements.
2. Submit two references.
3. Complete a nursing pre-entrance exam as designated by NWU NP. A score of 50% or higher on the Kaplan Admissions Exam is required to continue in the admission process.
4. Successfully complete a Certified Nurse Aid course and be documented on the Nebraska State Registry or the equivalent from another state.
5. Attain a grade of C or above in all pre-requisite courses.
6. Have a cumulative GPA of 2.50 or above.
7. A total Nursing Admission Score of 67 points or higher is required for admission to the program or for designation as an alternate.

**Completion of the admissions process is contingent upon meeting the following requirements. The student must**

1. Be certified in Cardio-Pulmonary Resuscitation (CPR) with Basic Life Support (BLS) from the American Heart Association or equivalent certification.
2. Demonstrate evidence of physical and mental health by submitting the appropriate health form to the NP via Castle Branch website.
3. Successfully complete the required background check and drug screen via Castle Branch 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. Signature of essential function form.

NOTE: Background checks, drug screening, and documentation of other requirements is handled by Castle Branch at student expense.

**Direct Entry Admission-** The Direct Entry Admission program offers highly qualified students a guaranteed place in the next cohort of the Traditional program. The number of Traditional 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. Up to 75% of each cohort can be designated as Direct Entry Admission candidates who successfully complete the requirements to maintain their status, the nursing application, interview and recommendations are waived, except Direct Entry students must complete their Certified Nursing Assistant and CPR certifications. Direct Entry Admission students will continue their course of study in the Traditional program.

- Admission is granted if the student meets these criteria by the end of the senior year of high school.
  - High school eligibility requirements:
    1. Cumulative GPA: 3.5 or above
  - Requirements in college to maintain Direct Entry status
    1. Maintenance of cumulative 3.0 GPA
    2. No repeated courses
    3. No pass/fail courses in sciences (except labs)
    4. A grade below C (2.0) in any course is not accepted
    5. Must be a full time student (at least 12 credits per semester) and follow required curriculum
    6. Must meet with a NWU nursing faculty advisor once per semester to plan and monitor course progression

### **Direct Entry Admission – College Students**



- Direct Entry Admissions as a College Student -
  - Cumulative 3.5 GPA
  - No repeated courses
  - No pass/fail courses in sciences (except labs)
  - No grade below C (2.0) in any course
  - Must be a full time student (at least 12 credits per semester) and follow advised curriculum
  - Must meet with a Nebraska Wesleyan University nursing faculty advisor once per semester to plan and monitor course progression
- Direct Entry Admission if Student has already obtained Bachelor's or Graduate Degree
  - Graduated with a cumulative 3.5 GPA or higher
  - No grade below C (2.0) in any prerequisite course needed
  - Must meet with a NWU nursing faculty advisor once per semester to plan and monitor course progression

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

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

**Advanced Standing Admission** – Students requesting to receive nursing credit for previous nursing education must:

1. Submit an application for admission and request review of previous coursework for Advanced Standing to the nursing program.
2. Be eligible for admission to the university.
3. Meet all admission requirements of the NP.
4. Provide transcripts and documents from all previous colleges/universities for evaluation by the Chair and nursing faculty.
5. Submit documents that verify reasons for leaving the previous nursing program in which the student was enrolled.
6. Letter of recommendation from most recent nursing school.
7. Admissions committee may request an interview with applicant.

A decision regarding admission to the traditional program and placement within the program will be made by the Chair and nursing faculty.

**Retention** –

1. To continue in the nursing curriculum, each student must maintain a college grade point average of 2.0 or above and a **C+** or above in all nursing courses.
2. Progression in the Traditional program requires a grade of C or higher in prerequisite and supporting courses, and grade of **C+** or higher in nursing course.
3. Students must maintain a passing grade in the nursing lab and/or clinical portion of each nursing course and must have a **C+** or above in the theory portion of each required nursing course in order to obtain a final grade of at least a **C+** in the course.
4. In unsatisfactory clinical performance is characterized by dangerous, inappropriate, or irresponsible behavior which 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.
5. CPR (Cardio-pulmonary resuscitation) Basic Life Support (BLS) certification must be kept current while enrolled in nursing courses.
6. 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 in each course with a clinical component. 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 will require mediation with the course faculty member.
7. Students enrolled in clinical courses may be subjected to random drug screens and background checks by the NWU nursing program or at the request of the clinical agency.
8. Students must be compliant with Castlebranch including annual immunizations.

**Readmission** – A student may be readmitted to the Traditional according to the following guidelines

1. A period of one year will elapse before a student is readmitted to the Traditional BSN program since nursing courses are taught in sequence and normally are offered only once a year.

2. Application for readmission to clinical nursing courses must be filed with the NP by February 1st for readmission to fall semester. Before readmission is considered the following conditions will apply:
  - a. The applicant will be required to demonstrate evidence of retention of knowledge and skills acquired from previous nursing courses;
  - b. The applicant will be required to retake Kaplan Integrated tests given in nursing courses and/or the previous level of nursing;
  - c. The applicant must achieve designated benchmarks on Kaplan Integrated tests, or complete Kaplan remediation if score is less than benchmark, and successfully pass skill evaluations.
3. Readmission is contingent on space availability
4. All students will be evaluated on an individual basis with consideration given to each student's potential for successfully completing the program, which includes both clinical and academic performance. Readmission may be denied even if space is available.
5. A student may repeat a nursing course in which a grade of **C** or below was achieved only one time.
6. A student who receives two grades of **C** or below in nursing courses (regardless of whether the course was repeated with a higher grade earned) will not be eligible for readmission.
7. Students must comply with admission and retention policies.

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

**Traditional 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 use of examinations, quizzes, assignments, and participation in class activities, discussion, lab skills, and at the clinical sites.

Completion of course evaluations on Blackboard is an essential activity for students to provide feedback to the instructor and to the nursing program about the learning value of specific activities, assignments, and textbooks for the achievement of program outcomes.

Progression in the Traditional BSN Program of Study – The progression policies of the Traditional program are as follow:

1. Students must complete all pre-requisite courses by end of 3<sup>rd</sup> semester in traditional program.

2. Students must receive a **C+** or higher and satisfactorily complete the clinical portion of the course. Failing either the theory or the clinical portion of a course equals failing the course.
3. Earn 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. A student receiving a **C** or below in a nursing course may repeat that course one time.
6. A student who receives two grades of **C** or below in any nursing courses will be administratively withdrawn from the Traditional program.
7. Traditional BSN students must maintain a cumulative average on exams of 78% in all nursing courses (header: NURS) in order 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 in order to pass the course. Rounding on the cumulative exam average score is allowed to the nearest tenth only. (Example – 77.50% or above is rounded to 78%. 77.49% is rounded to 77%).
8. Nursing Department Grading Scale – the following grading scale is applicable to all nursing courses (header: NURS) in all nursing programs.

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

### **National Council for Licensure Examination (NCLEX)**

During the last semester of the nursing 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 Traditional program, the NP will submit the required form for each graduate to the Nebraska 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.

The Nebraska State Board of Nursing could prevent graduates who have been convicted of a crime or have been under treatment for drug abuse, from taking the Registered Nurse Licensure Exam. Situations are reviewed on a case-by-case basis at the time of application for licensure.

Nebraska Department of Health and Human Services (DHHS) states the following:

101-003.01B2b, These certain applicants must submit the following to the Department:

1. A full explanation of the pending charges, conviction, denial, disciplinary action, or pending disciplinary action;
2. Official records as requested by the Department related to the conviction, denial or discipline, for example: probation reports, court records, licensure disciplinary reports, or chemical dependency evaluation.

101-003.01B2c. The Department of the Board may require these applicants to undergo an interview by Department staff or the Board in order to clarify or amplify information contained in the official record.

### **Requirements for RN-BSN Admission**

Admission to NWU – Selected degree programs available through evening and other alternatively scheduled classes are intended exclusively for working adults in the community or “nontraditional” students. Nontraditional students are defined in many ways, but at NWU, the term refers to undergraduates who have multiple roles, such as full-time employee, parent, or community volunteer; and the student role is part-time. These students are usually age 23 or older. Applicants who do not fit the NWU profile of a nontraditional student should talk with an admissions staff member for further guidance.

NWU admission requirements for first year or transfer candidates also apply to nontraditional student applicants. Nontraditional students are not, however, required to take the ACT or any other entrance exam.

### **Bachelor of Science in Nursing Degreed (RN-BSN)**

The RN-BSN program at NWU offers students the personal attention associated with a private, liberal arts education. Our program facilitates the specific needs of

nontraditional students pursuing professional growth and mobility. The RN-BSN students enjoy the small faculty-student ratio for which NWU is known, as well as innovative, nationally recognized teaching.

The RN-BSN nursing major at NWU consists of 32 credit hours, including courses such as nursing theory, nursing research, management and leadership, and population-based nursing. General education requirements, course all students must take at NWU in order to graduate, also are required for the BSN degree. These requirements include coursework in liberal arts disciplines such as humanities, social sciences, fine arts, and the natural sciences.

The RN-BSN program is intended for individuals who have graduated from a state accredited associate degree program (or formerly a diploma nursing school). All students taking nursing courses must hold a current unencumbered license as a registered nurse in the state of Nebraska, Iowa, or other compact state.

### **Admission to RN-BSN Program**

The RN-BSN program is a 32 credit hour program that prepares students to achieve the BSN program learning outcomes. The following are required for admission and continued enrollment to the Bachelor of Science in Nursing degree program:

1. Admission to Nebraska Wesleyan University
2. 2.5 GPA or above
3. Completed Nursing Program application form
4. Official transcripts from the school of nursing and each college or university attended
5. Two letters of support verifying academic and professional abilities from education or work-related associates
6. Copy of an unencumbered Nebraska, Iowa or compact state RN license
7. Copy of current CPR card
8. Successful completion of Castle Branch™
9. Signed Essential Functions form
10. Completion of the following nursing prerequisites:
  - a. English (3 hours)
  - b. Introductory Psychology (3 hours)
  - c. General Sociology (3 hours)
  - d. Anatomy and Physiology (6-8 hours)\*
  - e. Microbiology (3-4 hours)\*
  - f. Chemistry (3-4 hours)\*

\*One must include a laboratory

Students must submit documentation of the following via the Castle Branch™ website:

- Evidence of physical and mental health by submitting the appropriate health form via the Castle Branch™ process.
- Successfully complete the required background checks and drug screen
- Provide documentation of current screenings and immunizations
- Provide documentation of vehicle insurance and driver's license (or state ID card)

NOTE: The services of Castle Branch™ and the cost of any required immunizations are at the student's expense. Other admission requirements may be added as required by accrediting bodies or by clinical sites (e.g. specific immunizations).

### **Procedures for Application to the RN-BSN Program**

1. An application may be obtained by contacting NWU or by completing the on-line application on the NWU website: [www.nebrwesleyan.edu](http://www.nebrwesleyan.edu)
2. International students should request the International Student Application for Admission and Financial Certification form from the International Student Advisor.
3. The recruiting staff reviews completed applications. All applications are reviewed by the Chair and as needed by the Nursing Admissions Committee. Review by full time nursing faculty may occur at the request of the Nursing Admissions Committee.
4. If the application information meets the admission criteria, the student will be provisionally accepted into the NP. Following successful completion of the Castle Branch™, drug screening, and submission of other required documents to Castle Branch™; the applicant will receive a letter of acceptance into the BSN program. In the event Castle Branch™ process yields a record, the student's record will be confidentially reviewed by the Chair and nursing faculty for admission approval. Additional information may be requested from the student by the Chair.
5. Official transcripts are required as part of the admission process. The Registrar's Office provides an official Academic Analysis.
6. Upon completion of the Academic Analysis, the student and academic advisor will each receive a copy of the Academic Analysis. The advisor will schedule an appointment with the student to review the information in the Academic Analysis.
7. Once a student has been accepted and registered for the program, they will be assessed a matriculation fee as a new degree-seeking student. Other

fees may be added as required for program associated costs (for example – program evaluation fee, Kaplan Integrated Testing fee, etc.)

8. The advisor will meet with the student to determine the Academic Plan of Study. A copy of the Plan of Study will be given to the student and a copy will be retained in the student's file.

### **RN-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 use of examinations, quizzes, assignments, and participation in class activities and discussion. Completion of course evaluations on Blackboard is an essential activity for students to provide feedback to the instructor and to the NP about the learning value of specific activities, assignments, and textbooks for the achievement of the program learning outcomes.

**Probation** – Students may be admitted on academic probation if previous GPAs do not meet the admissions standards for acceptance in good standing. A student on probation must earn, after the first semester, the required grade point average corresponding with his or her nursing program requirements. At times, and at the request of the Chair of Nursing Department, the Nursing Admissions Committee reviews student applications for possible admission on academic probation.

### **Progression in the RN-BSN Program of Study**

The progression policies of the Department of Nursing require RN-BSN students to do the following:

1. Earn a 2.0 GPA (grade C) or above in all nursing courses
2. Earn an overall GPA of 2.0 or above
3. A student who receives two grades of C- or below in any nursing courses will be administratively withdrawn from the RN-BSN Program

### **MASTER OF SCIENCE IN NURSING PROGRAM**

#### **Requirements for Graduate Admission (MSN Degree)**

Applicants to NWU's graduate programs must fulfill the following general admission requirements:

- Earn a baccalaureate degree from a regionally accredited institution
- Graduate with a GPA of 3.0 on a four point scale
- Maintain a grade point average of 3.00 or above for graduate work completed



International students should contact the University for additional admission requirements for applicants who are not U.S. citizens.

Applicants not meeting the specified admissions requirements may apply to be considered for conditional admission. Graduate-level credits from regionally accredited institutions, with grades of B- or better, are transferable, as deemed appropriate by the NP and the Registrar's Office. A maximum of 9 graduate credit hours can be transferred.

### **Admission to Master of Science in Nursing Program (BSN-MSN)**

The Master of Science in Nursing (MSN) is a 40-credit hour program that prepares students to be leaders in the field of nursing, as nurse educators, administrators and managers, or entrepreneurs. The following are required for admission and continued enrollment in the MSN degree program:

1. Official transcripts from all previously attended institutions
2. Completion of the Master of Science in Nursing Admission Application form
3. Baccalaureate nursing degree from a program accredited by the Accreditation Commission for Education of Nurses (ACEN), Commission on Collegiate Nursing Education (CCNE), or the Commission for Nursing Education Accreditation (CNEA).
4. Copy of current unencumbered active Nebraska or compact state RN license
5. Successful completion of Castle Branch™, which includes criminal background check, Iowa & Nebraska Adult/Child Protective Services check, drug screens, and other requirements as outlined on Castle Branch™ website for NWU students
  - a. Students must submit documentation of the following via Castle Branch™
    - i. Evidence of physical and mental health by submitting the appropriate health form via the Castle Branch process
    - ii. Successfully complete the required background checks and drug screens
    - iii. Provide documentation of current screenings and immunizations
    - iv. Provide documentation of vehicle insurance and driver's license (or stat ID card)

NOTE: The services of Castle Branch™ and the cost of any required immunizations are at the student's expense. Other admission requirements may be added as required by accrediting bodies or by clinical sites (e.g. specific immunizations).

6. Two letters of support verifying academic and professional abilities
7. Personal Education Goals Statement page
8. A cumulative undergraduate grade point average of 3.0 or above on a four point scale
9. Signed Essential Functions form

### **Admission to the RN to MSN Nursing Program (RN-MSN)**

The RN-MSN program is a 63-credit hour program that allows students to be awarded a BSN degree partway through the program. Several courses (9-credit hours) are taken at the master's level and meet requirements for both the BSN and MSN degree.

The following are required for admission to the MSN degree program:

1. Official transcripts from all previously attended institutions
2. Completion of the Master of Science in Nursing Admission Application form
3. A copy of current unencumbered active Nebraska or compact state RN license
4. One year of experience working as a registered nurse within the last three years
5. Successful completion of Castle Branch™, which includes criminal background check, Iowa & Nebraska Adult/Child Protective Services check, drug screens, and other requirements as outlined on Castle Branch™ website for NWU students
  - a. Students must submit documentation of the following via Castle Branch™
    - i. Evidence of physical and mental health by submitting the appropriate health form to the NP
    - ii. Successfully complete the required background checks and drug screens
    - iii. Provide documentation of current screenings and immunizations
    - iv. Provide documentation of vehicle insurance and driver's license (or stat ID card)

NOTE: The services of Castle Branch™ and the cost of any required immunizations are at the student's expense. Other admission requirements may be added as required by accrediting bodies or by clinical sites (e.g. specific immunizations).

6. Two letters of support verifying academic and professional abilities
7. Personal Education Goals Statement page

8. A cumulative undergraduate grade point average of 3.0 or above on a four point scale
9. Signed Essential Functions form
10. Completion of the following nursing prerequisites:
  - a. English (3 hours)
  - b. Introductory Psychology (3 hours)
  - c. General Sociology (3 hours)
  - d. Anatomy and Physiology (6-8 hours)\*
  - e. Microbiology (3-4 hours)\*
  - f. Chemistry (3-4 hours)\*

\*One must include a laboratory

All of the requirements as stated in the Admission to the Master of Science in Nursing must be met for admission into the RN to MSN program with the exception of the earned BSN degree.

### **Procedures for Application to the Master of Science in Nursing (MSN) Program**

1. Applicants complete an on-line application by accessing [www.nebrwesleyan.edu](http://www.nebrwesleyan.edu)
2. International students should request the International Student Application for Admission and Financial Certification form from the International Student Advisor.
3. The recruiting staff review completed applications. All applications are reviewed by the Chair and as need by full time nursing faculty.
4. Applicants previously admitted to the NP must complete all requirements via the Castle Branch™ website for final admission to the program.
5. The student's official transcripts must be received and documented in the Nursing Program Office or the Advantage Office and are then forwarded to the Registrar's Office for official analysis.
6. Upon completion of the Academic Analysis, the student and academic advisor will each receive a copy of the analysis. The advisor will schedule an appointment with the student to review the information in the Academic Analysis.
7. The advisor will meet with the student to determine the Academic Plan of Study. A copy of the Plan of Study will be given to the student and a copy will be retained in the student's file.

### **MSN Program Evaluation Methods**

Most course require written and/or oral projects. Students should expect to be evaluated related to skills in organizational development; communication of

scholarly work; application of evidence-based practice, quality improvement, research, problem solving, critical thinking; and the ability to clearly synthesize concepts and information. Students will be evaluated through use of examinations, quizzes, written papers, oral presentations, and participation in class activities and discussions. Completion of course evaluations on Canvas is an essential activity for students to provide feedback to the instructor and to the nursing program about the learning value of the specific activities, assignments, and textbooks for the achievement of the nursing program learning outcomes.

## **Graduate Policies**

### **Academic Probation**

- Any graduate student with a semester GPA below a 2.67 GPA or a cumulative GPA of 2.50 or lower is placed on Academic Probation.

### **Academic Dismissal**

- Academic dismissal is the involuntary termination of a student from his/her master's program. A probationary period may or may not have been established prior to dismissal. Re-entry at a later date is at the discretion of the university and is based on a new application. Academic Dismissal occurs under the following circumstances:
  - Any graduate student with a semester GPA below a 2.67 at the end of probationary semester or a cumulative GPA of 2.50 or lower at end of probationary semester.
  - A student who receives 2 grades of B- or below in any nursing courses will be administratively withdrawn from the MSN program.
  - Any student granted an incomplete for NURS 5990 that fails to complete the course requirement in the allotted time frame, will be assigned a grade of F and will be dismissed from the program.

### **Repeat of a Course**

- A graduate course may not be repeated more than once; i.e. the student cannot take a course more than twice. Withdrawal from a course does not count in this instance as taking the course. Course number NURS 5990 may not be repeated. If an MSN course is taken twice and grade of B- or better is not achieved, the student will be academically dismissed.

**Probation** – Students may be admitted on academic probation if previous GPAs do not meet the admissions standards for acceptance in good standing. A student on probation must earn, after the first semester, the required grade point average corresponding with his or her nursing program requirements. At times, and at the request of the Chair of Nursing Department, the Nursing Admissions Committee reviews student applications for possible admission on academic probation.

### **MASTER OF SCIENCE IN NURSING / MASTERS IN BUSINESS ADMINISTRATION PROGRAM (Joint Degree)**

The Master of Science in Nursing/Masters in Business Administration (MSN/MBA) was developed as a combination of NWU's existing MSN and MBA programs. Graduates of NWU RN-BSN program or any student who holds a BSN, may enroll in the full MSN/MBA joint degree, which is 28 hours of core Nursing courses, 12 hours of core Business courses, 10 hours of Healthcare Management courses, and one three-hour elective. The Healthcare Management courses are unique to this joint degree program and represent coursework combining both Nursing and Business curricula.

#### **Admission to the MSN/MBA Joint Degree Program**

Student completes online application via the NWU website as follows:

1. Student has earned BSN degree with GPA of 3.0 or higher
2. Student has unencumbered active state nursing license (with expiration date)
3. Two years' work experience
4. Accesses free online application
5. Provides undergraduate transcripts from all colleges attended
6. NWU graduate transcript request
  - If student graduated from NWU and did not transfer in any courses from another institution, the students does not need to request transcripts from NWU.
  - If student transferred courses from another institution to NWU, students needs to download, complete and sign the Inner Campus Transcript Request Form; then mail, email, or FAX it to:

Registrar's Office  
Nebraska Wesleyan University  
5000 Saint Paul Avenue

Lincoln, NE 68504-2796

FAX: 402-465-2565

Email: registrar@nebrwesleyan.edu

7. Successful completion of background check, drug screen, and immunization tracker through Castle Branch™.
8. Provide two references
  - Upload the names and email addresses of two education or work-related associates. NWU will send student's references an online form to complete in support of student's application
9. Resume
  - Upload current resume
10. Personal goal statement
  - In 300-500 words, student will describe reason for pursuing the MSN/MBA joint degree, addressing professional, personal and education goals. Student will elaborate strengths they bring to the NWU MSN/MBA program. The personal goal statement may be uploaded or entered on the online application for admission.

The Chair and the MBA Program Director will review students' applications. These formally accepted students can register for specific nursing courses or MBA courses. Students must successfully complete all admission requirements, a drug screen, background check, and all of the requirements noted on the Castle Branch™ Immunization Tracker to be allowed continued enrollment in the nursing program.

**Probation** – Students may be admitted on academic probation if previous GPAs do not meet the admissions standards for acceptance in good standing. A student on probation must earn, after the first semester, the required grade point average corresponding with his or her nursing program requirements. At times, and at the request of the Chair of Nursing Department, the Nursing Admissions Committee reviews student applications for possible admission on academic probation. MSN requirements as previously listed in this handbook are required for the MSN/MBA joint degree program as well.

All MSN policies as outlined in this handbook apply to the MSN/MBA joint degree program.

### **Post Masters Certificates**

The Post Graduate Certificates in Nursing are to provide students with the advanced knowledge and practical techniques they will need to serve in their chosen fields of interest: 1) focusing on the nurse as educator or 2) focusing on the nurse as leader. The certificate programs also prepare students for the challenges of modern nursing through its overall emphasis on trans-cultural nursing, ethics, research and the application of knowledge and skills in a practice setting.

### **Admission Requirements**

A Master's degree in nursing with courses completed in research and healthcare, transcultural healthcare, concepts and theories in nursing, and critical issues in healthcare is required for admission to the Post Masters Certificate in Nursing program.

### **Online Application Via the NWU Website:**

1. Master of Science in Nursing degree (GPA of 3.0 or higher)
2. Unencumbered active state nursing license (with expiration date)
3. Free online application
4. Undergraduate transcripts from all colleges attended
5. NWU graduate transcript request
  - If student graduated from NWU and did not transfer in any courses from another institution, the student does not need to request transcripts from NWU.
  - If student transferred courses from another institution to NWU, the student needs to download, complete and sign the Inner Campus Transcript Request Form; then mail, email, or FAX it to:  
Registrar's Office  
Nebraska Wesleyan University  
5000 Saint Paul Avenue  
Lincoln, NE 68504-2796  
FAX: 402-465-2565  
Email: registrar@nebrwesleyan.edu
6. Completion of the Castle Branch™ process for continued enrollment in the program
7. Two references
  - Upload the names and email addresses of two education or work-related associates. NWU will send student's references an online form to complete in support of student's application

The Chair of Nursing Department will review the application. Admission may be granted with continued enrollment contingent upon successful completion of the Castle Branch process (drug screen, background check, Immunization Tracker requirements). The potential student is responsible for all costs associated with the Castle Branch™ process. MSN requirements previously listed in this handbook are required for the MSN Post Master's Certificate program.

## **GENERAL POLICIES FOR UNDERGRADUATE AND GRADUATE 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.

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/clinical. NWU will announce any cancellations through the Wesleyan Alert System, the University website, and on the following participating television and radio stations:

- TV
  - KOLN Channel 10/11; Lincoln
  - KLKN Channel 8; Lincoln
  - KXKO Channel 42; Omaha
  - KETV Channel 7; Omaha
  - WOWT Channel 6; Omaha
  - KMTV Channel 3; Omaha
- FM – Radio
  - KTGL 92.9
  - KRKR 95.1
  - KZKX 96.9
  - KFGF 98.1
  - KBBK 107.3
  - KIBZ 104.1
  - KLNC 105.3
  - KFRX 106.3
- AM – Radio



- KKAR 1290
- KFAB 1110
- KFOR 1240
- KLIN 1400
- KLMS 1480

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. 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, Library loan. Students who pay the additional fee to use the Weary Center are required to present their current Student ID. *The student identification card is to be worn at all times during clinical and practicum activities.*

### **Textbook Purchase**

Students can access information regarding book ordering through the bookstore online. Textbook ISBN numbers are provided for ordering textbooks either through the campus bookstore or a vendor of the student's choice.

### **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. Nontraditional students obtain their parking permits at the Burt Hall reception desk for the Lincoln campus. Parking permits are not required for the Omaha educational site.

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. In Omaha, there is handicap parking available on all levels of the parking garage of the First National Bank Building. The Omaha educational site occupies the 7<sup>th</sup> floor of this building.

### **Cochrane-Woods Library Access**

NWU nursing students have access to the campus library on the Lincoln campus. All students may also access the Cochrane-Woods Library online collection at: [www.nebrwesleyan.edu/cochrane-woods-library](http://www.nebrwesleyan.edu/cochrane-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: <https://www.nebrwesleyan.edu/csit/>

Students are required to have an NWU username and password. These are necessary to access Office 365, the NWU email account, and access 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 are located on the first floor of Burt Hall, North in Lincoln. All nursing program students are offered basic healthcare services. Registered nurses are available 0800-1200 and 1300-1700. In addition to full weekday services through the nurses' and doctors' hours, Student Health Services provides a variety of other services, including flu shots and mental health services. Student Health Services may be contacted at 402-465-2375 or at: <http://www.nebrwesleyan.edu/current-undergraduates/student-supports/student-health-services>

### Nebraska Wesleyan University Undergraduate Grading System

Please note that values in the left column (Excellent, Good, Satisfactory, Marginal and Failure) do not apply to the Graduate Nursing Programs because grades of C+ and below are failing in those programs.

Excellent	A and A+	4.00 grade points
	A-	3.67 grade points
	B+	3.33 grade points
Good	B	3.00 grade points
	B-	2.67 grade points
	C+	2.33 grade points
Satisfactory	C	2.00 grade points
	C-	1.67 grade points
	D+	1.33 grade points
Marginal	D	1.00 grade points
	D-	0.67 grade points
Failure	F	0.00 grade points
W	Withdrawal (student initiates before the end of the fifth week of the semester, or appropriately pro-rated date, such as the 3 <sup>rd</sup> week for 5-week courses)	
WA	Administrative Withdrawal (faculty or administration initiates)	
P	Passed without grade (course offered on pass/fail basis) Pass-Student designated non-traditional grade; earned "C-" or better	
F	Fail-Student designated non-traditional grade; earned "D+" or lower; must retake course if necessary for degree to graduate; student may pay tuition	
PX	Passed by examination	
I	Incomplete	
AU	Audit (no credit)	

## Graduate Grading System

Approved by the Graduate Studies Committee September 14, 2016

The following grades factor in the Grade Point Average (GPA):

Excellent	A and A+	4.00 grade points
	A-	3.67 grade points
Good	B+	3.33 grade points
	B	3.00 grade points
Satisfactory – Minimum grade for prerequisite and graduate degree requirement	B-	2.67 grade points
Marginal – Not acceptable toward prerequisite or graduate degree requirement	C+	2.33 grade points
	C	2.00 grade points
	C-	1.67 grade points
Failure	F	0.00 grade points

### Withdrawal

A student who withdraws from a course after the drop deadline but before the withdrawal deadline receives a “W” (Withdrawal) on the official transcript. A Withdrawal is not computed in the grade point average. After the withdrawal deadline, a student may not withdraw and a grade is recorded. If extenuating circumstances dictate withdrawal from a class after the withdrawal deadline, a student may petition the Dean of NWU for consideration of a late withdrawal.

The withdrawal deadline is published at the beginning of the course schedule each fall and spring. The current course schedule can be accessed on the NWU website at:

<http://www.nebrwesleyan.edu/registrars-office/course-schedules#uc>

### **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.

### **Audit**

A student may registrar for a course on an audit basis if space is available after first obtaining permission from the instructor. A student will earn no credit for a course taken on an audit basis. The designation of “AU” required attendance of at least 75% of the class sessions. Should the student not fulfill this obligation, the instructor will indicate so on the final grade report and the course will not be recorded on the student’s transcript. Certain course may not be audited.

### **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 Student Code of 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:

<http://www.nursingworld.org/default.aspx>.

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 nursing 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 Program. Personal responsibility is an essential component of professionalism.

### **Professional Boundaries**

Students enrolled in a program of nursing 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 college.
- 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 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.

**Disciplinary Action Guidelines**

When a nursing student is in violation of any requirement contained in this Nursing Student Handbook, he/she is 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. Those codes can be found in the catalog or student handbook. Dismissals and suspensions for reasons based on academic misconduct and student discipline, as well as reasons based on the Nursing Student Handbook, will proceed according the NWU Nursing Program Performance and Policy.



## **Zero Tolerance**

The NWU Nursing Program 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 the detail in the NWU “Code of Student Conduct” booklet. 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 paraphrase 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 Iowa Board of Nursing, 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 nursing 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 Program.
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 from the clinical experience and classroom settings 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 on-line, 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 ongoing their nursing program (self-report).
- Students must remain current on all requirements of the program and document via Castle Branch (e.g. TB screening, CPR).

### **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 Castle Branch 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 Program
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 the adverse information.
4. The student may choose to provide a written explanation of the adverse information.

5. The student may contest the results of the investigation. The student will directly notify the vendor, Castle Branch, to contest the results of the adverse information.

**Failure to complete any part of this process in the described time-frame 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:
    - i. Number of convictions
    - ii. Nature, seriousness and date(s) of occurrence of the violation(s)
    - iii. Rehabilitation
    - iv. Relevance of the crime committed to healthcare professional standards
    - v. State or federal requirements relative to the healthcare profession
    - vi. 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 Traditional BSN graduate ineligible to take the licensure exam (NCLEX-RN). In order to ensure that the student can participate in

the required clinical experiences, he/she must have an acceptable criminal background investigation.

**NOTE:** 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.

#### **Administration and Interpretations**

Questions about this policy and procedure may be directed to the Chair.

#### **Amendments or Termination of this Policy**

Nebraska Wesleyan University Nursing Program reserves the right to modify, amend, or terminate this policy at any time.

#### **Children in the Learning Environment**

As an institution of higher education, the Nebraska Wesleyan University Nursing Program 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 program prohibits the presence of children in class, lab, and clinical activities. It is the responsibility of the student and the faculty member to make proper childcare arrangements that will enable him/her to meet the obligations of the nursing program.

#### **Passport**

**Passport must be completed every year by each student enrolled in NWU Nursing Program.**

NWU Nursing program has clinical assignments at healthcare facilities that require consistent education of all staff, students, faculty, and others to meet specific regulatory requirements. Total Clinical Placement (TCPS) Orient Pro provides the mandated regulatory education that all healthcare professionals must review each year. TCPS has developed a common curriculum that is applicable across a variety of healthcare facilities. This content is reviewed yearly for continued applicability and updated as needed to reflect changes in the healthcare

environment and regulatory changes – such as OSHA and The Joint Commission’s National Patient Safety Goals. Content is presented online for the following content areas:

- Emergency Preparedness
- Infection Control & Blood Borne Pathogens
- Caring for a Diverse Population
- Safety in the Healthcare Environment
- Confidentiality & Compliance

NWU Nursing Program has partnered with TCPS online orientation program, otherwise known as Passport.

### **Drug & Alcohol Statement**

NWU urges its members 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.

The health risks of using illegal drugs and/or alcohol are difficult to predict due to the unknown chemicals involved in these substances. Beverage alcohol is a central nervous system depressant. It slows down bodily functions such as heart rate, pulse and respiration. Drinking large enough amounts of alcohol over a period of time can produce psychological and physical dependence or alcoholism. Prolonged heavy drinking can lead to stomach irritation, ulcers, malnutrition, high blood pressure, lowered resistance to disease, and possible irreversible brain and nervous system damage. Alcohol can be harmful to unborn babies, resulting in fetal alcohol syndrome. There is also a wide range of health risks associated with the use of illegal drugs such as marijuana, cocaine, and anabolic steroids. The diminishment of intellectual ability, long-term genetic damage and other health risks may be severe and lead to permanent impairment or even death.

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:  
<http://www.nebrwesleyan.edu/current-undergraduates/policies-and-procedures/alcohol-and-drugs-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 his/her 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. In the event that resolution is not met, grievances can be taken to the NWU Dean of Colleges. A student may also file a complaint against the faculty with the NWU Judiciary Committee.

Should a student believe that his/her 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**

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. Forms may be obtained by contacting the student’s Academic Advisor.

### **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 his or her 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 his or her Web Advisor account by clicking on "Academic Analysis." The report enables students to track his or her progress, as students are ultimately responsible for completing academic programs.

### **Attendance Policy for Traditional BSN, RN to BSN, MSN, and MSN/MBA Programs**

Many Traditional courses and most RN to BSN and MSN classes meet one day a week. Infrequently, required course learning experiences may need to be scheduled on alternative days, depending on the nature of the activity. Attendance and punctuality is mandatory.

Because a specified percentage of your course grade is based on class participation, tardiness and/or absenteeism will be reflected in your 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.

## **TRADITIONAL BSN PROGRAM SPECIFIC POLICIES**

### **Exams**

During administration of an exam, all personal belongings must be placed against the wall in the classroom. No hats, caps, or wearable technology may be worn during the exam. Faculty will not answer questions during the exam regarding exam content.

Traditional BSN students must maintain a cumulative average on exams of 78% in all nursing courses (header: NURS) in order 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 in order to pass the course. Rounding on the cumulative exam average score is allowed to the nearest tenth only. (Example - 77.50% or above is rounded to 78%. 77.49% is rounded to 77%).

Nursing Department Grading Scale – the following grading scale is applicable to all nursing courses (header: NURS) in all nursing programs.

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

### Make-up Test (Exam or Quiz) Procedures

If a student takes a test outside the scheduled time, this will be considered a make-up test. The test must be made up within one week of the originally scheduled time. Failure to do so will result in a zero for that test. A student may miss one test without penalty, as long as the test is made up. If the student misses more than one test, the test may be made up but the maximum score allowed is 80%. Any further make-up tests are a maximum of 50%.

### 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.

Kaplan Integrated Testing services will be used for the standardized achievement testing. Students will be notified of the cost related to testing prior to Fall semester each year.

### **Kaplan Testing:**

The Kaplan focused review and exam is worth 100 points or (10%) of your grade. The review is worth 75 points (7.5%) and exam is worth 25 points (2.5%). To receive all points for the review the student will complete an untimed focus review in (1) attempt with a minimum of 2 hours of review, and achieve at least a 95% to earn all 75 pts. Students who score less than national mean on a Kaplan exam for specified topic will earn 0 points for Kaplan exam score. Faculty teaching the course will provide student with the specific national mean set by Kaplan. See grading scale below.

<b>Focused Review 75 points (7.5%)</b>	<b>Kaplan Exam score 25 pts (2.5%)</b>
Completed before sitting for exam	If you meet or exceed the national mean for exam topic: 25 pts.
Focused Review, 1 attempt @ 95%: 50 pts.	Exam Score Less than national mean: 0 pts.
2 hours minimum preparation: 25 pts.	Students who score below the mean will receive an option to earn 5 points back if they do 1 hour of further remediation over the content missed on the proctored exam.

### **Clinical Expectations**

#### Clinical focus:

Clinical studies focus 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 Methods of Instruction:

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

#### Assessment of Clinical Student Progress:

The clinical instructor assesses knowledge base 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 Evaluation Methods:

Clinical is graded on a Satisfactory/Unsatisfactory/Needs Improvement basis. Refer to clinical evaluation form. Students must obtain consistent satisfactory marks on all clinical assignments, and clinical objectives to obtain a satisfactory evaluation for the clinical component. The student is evaluated each clinical day and/or weekly per the clinical evaluation form. The instructor provides feedback by the end of the clinical week regarding performance strengths, areas need improvement, and a summary of observations, conclusions, and recommendations. The student is to critically review own performance and incorporate instructor feedback into future clinical experiences. The student and

the instructor are responsible for signing the evaluation from each week, indicating that feedback has been given by the instructor and reviewed by both the student and instructor.

A narrative midterm evaluation and final evaluation is completed by the clinical instructor and the student to review progress. The midterm evaluation is graded on a Satisfactory/Unsatisfactory/Needs Improvement basis. If the student receives an Unsatisfactory, on the midterm evaluation, the student is “at risk” of failing clinical. The student must pass clinical to pass the course. A Clinical Remediation Plan is completed for “at risk” students 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 for each objective by the end of the clinical rotation. If the student does not achieve a satisfactory 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 achieve a Satisfactory on the final evaluation as well to pass the course.

**Students who receive a 3rd unsatisfactory overall clinical evaluation for the weekly clinical score will fail the clinical portion of the course and therefore, fail the course.**

**Students who miss a clinical experience must complete those hours during the scheduled make up day. Students are only allowed to make up one day of clinical. If a second clinical is missed, this will result in either an Incomplete in the course or failure of the clinical portion of the course and therefore, fail the course.**

If the student does not pass clinical, the student will receive a grade of “F” for the course and must repeat the entire course including theory and clinical.

Students are responsible for completion of all assignments.

**The student must successfully complete clinical to pass the course. The student must also pass the theory portion to pass the course.**

Self-Reflection

Students complete a clinical self-reflection each week of clinical. This requirement may be met through journaling or prompted questions. The student submits this on Canvas by 0800 following the last clinical day of the week.

#### Math Competency Assessment

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 in each course with a clinical component. 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 will require mediation with the course faculty member.

#### Clinical Requirements

Students in the lab are expected to respect school property. Failure to do so will result in a failure of the course.

Name badges are required for clinical experiences. Students who arrive without their name badge will be sent home and receive an unsatisfactory on their clinical evaluation.

Students must show up on time. If students are late, they will be sent home with a clinical absence and will need 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 and clinical area at least 30 minutes prior to the start of the clinical shift.

Refer to the student handbook for dress, hair, uniform, and other regulations. Any violation may cause the student to be sent home and a clinical failure for the day. Students are expected to act in accordance with the ethical standards placed upon a nurse according to the American Nurses Association standards. Failure to act with honesty and integrity towards a patient, other students, or faculty member may result in clinical failure.

Students are responsible for obtaining their own patient information after the faculty member selects the patient. The clinical instructor will inform student of

when and where assignments will be posted. Students are to pre-lab the day before clinical, unless otherwise noted by course faculty. This includes gathering thorough patient data to develop a nursing process and concept map. Early arrival to clinical start time is suggested. Unsatisfactory preparation may result in dismissal from the clinical area for the day and mandatory make-up for the clinical experience.

**A concept map is required for each assigned patient. Each new patient assigned requires a new concept map unless directed otherwise by the clinical instructor.**

Hospital documentation with patient identifiers (name, social security number, medical record number, etc.) is NOT to be removed from the facility. Any worksheets 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 (Health Insurance Portability and Accountability Act of Privacy) violation and can result in disciplinary action or course failure.

If the student cannot demonstrate that they are prepared to care for their assigned patient(s) the student may be sent home and receive a clinical failure for the day. Students must be fully prepared by knowing their patient's medication, treatments, and pathophysiology of patient's illnesses.

Students must introduce themselves to the nurse assigned to each patient, and communicate the care that they will provide.

Students must be able to describe equipment and steps in any procedure or skill. Hospital 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.

The clinical instructor must review and see every medication before it is administered to the patient. Giving medication without the supervision of the clinical faculty or resource nurse may result in automatic clinical failure for the course. Students will be expected to discuss drug information for the assigned patient(s).

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 must attend the pre- and post-conference. Pre-conference will take place immediately prior to clinical and is facilitated by the clinical instructor. Post-conference will take place immediately after clinical and is facilitated by the clinical instructor. Pre- and post-conference are times to discuss assigned patients, clarify misconceptions, and cover any other topics of interest.

Students are encouraged to take a 15-minute morning break and a 30-minute lunch break. Students are not permitted to leave the clinical area during the clinical day.

#### Clinical Makeup

Clinical makeup time is provided for students who have unexpected and unavoidable situations arise that necessitate absence from clinical. More than 8 hours absence in a course with a clinical component may result in clinical failure or incompleteness of the course. Valid extenuating circumstances are evaluated by course faculty and the Traditional BSN Program Coordinator.

#### Use of Handheld Devices

Students are encouraged to appropriately utilize online resources (via computer or handheld devices) to enhance learning. Use of handheld devices in the clinical setting is regulated by clinical agencies. All students are fully responsible for following all regulation of HIPAA. Students are prohibited from using cameras in the clinical setting. Inappropriate use of handheld devices or violation of HIPAA guidelines will result in disciplinary action.

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

### **FINES AND FEES**

#### Clinical or Lab Absence Fee:

After 16 hours of absence in one academic year, the student will be charged \$50.00 for each additional clinically-related course experience that required schedule adjustments. The student will be required to make-up the clinical experience(s). This fee defrays part of the cost of providing clinical makeup sessions.

A \$100.00 fee will be charge to any student who is a no-show or does not call to report an absence for any clinical or lab experience.

### Simulation Lab and Skills Lab

Students may utilize the simulation lab and/or the skills lab for extra practice of skills. Students need to sign up for lab time or tutoring with their instructor or the Traditional coordinator. An instructor or skills lab assistant must be present. Students are responsible for leaving the skills lab neat and clean, as well as for any school property that is damaged.

### Traditional BSN Clinical Dress Code and Laboratory Dress Code

The uniform dress code applies to any clinical facility and lab as specified by each course. The uniform and identification badge is to be worn in the clinical area only while functioning as a NWU Student Nurse. It is not to be worn in a clinical facility while there as an employee of the facility. Students who arrive to a clinical site in violation of the dress code may be asked to leave. In addition, the student may receive an Unsatisfactory in clinical for failure to adhere to the dress code.

When no client contact occurs (if health agency permits), students may wear full uniform or lab coat over appropriate dress clothes with student nurse photo ID badge and NWU ID card. **(NO SHORTS, JEANS, STRETCHPANTS, LEGGINGS, SLEEVELESS TOPS, BARE MIDRIFTS or TIGHT CLOTHING. TATTOOS AND FACIAL PIERCINGS MUST NOT BE VISIBLE).**

#### 1. Uniform

- Components of **full** uniform
- NWU uniform with insignia
- NWU Nursing Program Student Nurse identification badge (worn at all times in clinical area)
- A long or short sleeve **white** shirt may be worn under uniform top if desired. **No other colors are permitted.**
- May be worn to NWU classes and lab when necessary
- Not to be worn in other public places including locations for social entertainment

#### 2. Shoes

- Shoes must be **mostly leather** (must not be permeable) and primarily black or white only
- No holes, vents, or open-backs are allowed (no Crocs or clogs or similar styles allowed)

#### 3. Lab Coats

- If allowed by the 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. A black scrub jacket may also be worn over the uniform and must have the NWU insignia

4. Hair

- **Clean hair, neatly arranged, and off the shoulders** – when in uniform or lab coat
- Hair that is dyed must be a naturally occurring *hair color*
- Extremes in hair style such as cut-outs, mohawks, or unnatural hair color are not acceptable
- Decorative hair ornaments, crocheted bun covers, headbands, or hats are inappropriate
- Beards and mustaches must be neatly trimmed or face clean-shaven

5. Nails

- Clean, **not**, to extend beyond the tips of the fingers
- Only clear nail polish is allowed
- Acrylic tips, other artificial nails, gel, or shellac are not allowed

6. Jewelry/Body Art

- Rings—wedding band only
- Earrings—one small post earring per ear lobe only
- Necklaces—none
- Bracelets—none on wrists or ankles
- Watch with second hand
- No other visible jewelry including tongue or facial rings/studs/spacers
- No visible tattoos. All tattoos must be covered during lab and clinical.

7. NWU ID Badge

- All students must wear their ID badge during all clinical site visits (pre-clinical and clinical rotation)

8. 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.

### **Traditional BSN 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.

However, the following activities are NOT permitted:

1. Taking verbal or phone orders from physicians
2. Serving as a witness to legal documents

3. Administering IV chemotherapy
4. Engaging in any activity a nursing instructor decides is inappropriate for a student to do under the circumstances
5. **Students are not permitted to perform any procedures that requires training or certification beyond entry level, e.g., CAPD, ACLS, PALS, and NALS.**

### **RN-BSN and MSN Clinical/Practicum Dress Code**

Nebraska Wesleyan nursing students need to dress appropriately when they are in the clinical/practicum setting and/or making presentations as a requirement for a course. Students are representatives of their profession, the school and the clinical site.

The following guidelines are expected in the clinical setting:

- The NWU student ID is to be work at all times during clinical/practicum experiences
- Hair will be neat and clean
- Fingernails are to be short and clean with only light shades of nail polish. **NO ARTIFICIAL NAILS ARE ALLOWED**
- Class rings, wedding and engagement rings, watches, and small earrings may be worn at clinical sites

The uniform for both RN-BSN and MSN students will consist of the following:

- Lab coat in white; no other school name or employer can be visible
- Attire should be washable and business-like in appearance
- No sandals are allowed; no tennis or athletic shoes; no open toe or open heel shoes, no Crocs or clogs
- Sleeveless shirts, t-shirts, tank tops, and any caps with statements on them are not allowed. Shirts and blouses should have collars; turtlenecks are acceptable. Men are encourage to wear a shirt and necktie. Women may wear slacks, however no shorts or capris are allowed. No denim of any type is allowed.

### **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 <http://www.osha.gov/SLTC/bloodborne pathogens/postexposure.html>

### **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 such as Facebook. 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 for All Undergraduate and Graduate Students**

### **Purpose**

The Nursing Program at NWU supports the use of social media in the teaching and learning environment. 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.

### **Definition**

Social media can be defined as any electronic communication disseminated through social medial tools and applications; which includes by is not limited to Facebook, Twitter, You-Tube, Myspace, LinkedIn, Wikipedia, Second Life, Flickr, blogs, podcasts, texts, RSS feeds, Allnurses.com

### **Policy**

- 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 Program as whole.
- Do not use NWU or Nursing Program 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 patient/clinical areas. In case of emergency, student 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.

- Videotaping of professors, students, staff members, patient/family members, healthcare site personnel and/or healthcare site is prohibited without written permission.
- There is no such thing as a “private” media site. Students are to be aware of their association with NWU Nursing Program 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 Nursing 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.

NWU Nursing Program adheres to the American Nurses Association’s guidelines for social media.

#### **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.

([www.nursingworld.org](http://www.nursingworld.org))

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

### **Leave of Absence or Withdrawal from Master's Program**

*Leave of Absence from Master's Program:* A student wishing to take a leave of absence for the upcoming term(s) should declare this intention to his or her advisor or program director. A leave of absence allows the student to maintain an active status within the program without enrollment. Within the leave of absence the student may re-enroll for courses by notifying his or her advisor. The time limit to complete degree requirements is not reduced for students who take a leave of absence, unless a petition to grant an extension is submitted and approved.

*Withdrawing from Master's Program:* A student wishing to withdraw from his or her master's program must declare his or her intentions in writing to the program director and advisor.

A student withdrawn from a program who wishes to re-enter the program must re-apply for admission, send a new application fee and follow all other required application procedures in place at the time of reapplication. (If the re-entry is within one year from the withdrawal, the program director may waive the need for reapplication.) The original time limit to complete degree requirements remains in effect, unless a petition to grant an extension is submitted and approved. (Approved by Graduate Studies Committee-June 24, 2016)

### **Graduation Information**

Diplomas are issued twice each year, May and December. Students may complete degree requirements for the May diploma through August 30<sup>th</sup>. If the requirements are not completed before August 31, the student will receive a diploma indicating a December graduation date. Students may finish degree requirements for a December graduation through February 28<sup>th</sup>, if all degree requirements are not met at that time, the student will be considered a spring graduate.

Each student is responsible for making certain he or she has met all degree requirements. Notification is sent to students when they are close to meeting graduation requirements. In order to be a candidate for graduation, a student must file his or her graduation application in the Registrar's Office (if requested, the nursing office will forward completed applications on behalf of students). Applications must be submitted in a semester prior to graduation to determine if there are any deficiencies in a student's record. If deficiencies are found, the student should meet with the academic advisor to plan adjust his or her schedule as needed.

The graduation application is available in the Lincoln, Omaha and Iowa office reception areas. Typically the student submits the application to their academic



advisor who reviews the application and sends it directly to registrar. Within two weeks of receiving the graduation application in the registrar's office, the student is notified by a letter that includes an academic analysis, listing all the requirements completed and still needed for graduation.

### **Commencement Ceremonies (Graduation)**

Commencement (graduation) ceremonies are typically scheduled for the first Saturday of May. The ceremony is conducted in a formal setting on the main campus of NWU. Students receive information to order their gowns and announcements in mid-March.

Students are invited to participate in the "Wesleyan Walk" a tradition in which all graduates and faculty members walk from the Weary Center through the original archway located on 50<sup>th</sup> Street to the baccalaureate ceremony. The baccalaureate ceremony recognizes our affiliation with the United Methodist church. It features music, speeches by the president of the university, senior class sponsor, and another invited guest. This one hour ceremony takes place in the afternoon before the graduation ceremony.

### **Hooding of MSN Graduates**

Hooding of MSN graduates takes place during Commencement when the Graduate students' degrees are conferred.

Hoods are the most expressive component of the academic costume. They communicate the owner's school, degree and field of study through their length and colors of the lining and binding. Today's goods have evolved from a serviceable article of clothing to a type of elongated scarf draped over the shoulders and displayed down the back with the lining turned inside out.

NWU master's degree graduates and candidates receive their hood because of the level of education they have pursued beyond the baccalaureate degree. Nebraska Wesleyan University school colors were gold and brown, hence these colors on the hood. (School colors were changed to gold and black.) The velvet trim on the hood signifies the scholar's field. For example, a Master of Science in Nursing candidate hood is apricot (the color of Nursing), with gold and brown trim. The hood for the joint degree MSN/MBA is a combination of nursing and business colors.

### **Accreditation**

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

### **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

**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.