The faculty and staff hope you enjoy your classes at W.S.U. We also wish you the best of success in your professional career.

The College of Nursing and Health faculty reserves the right to revise the nursing requirements or the sequence as deemed necessary at any time to prepare students for new and emerging roles in nursing. Course requirements or sequence scheduling may be changed.

The information contained in this handbook is informational only, and not intended to be contractual in nature.
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## RESOURCES AT WSU
### WHERE TO GO FOR HELP!

### MAIN CAMPUS

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<td>160 University Hall, 775-3132</td>
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| APA Format                   | University Writing Center, 116 SSC, 775-4186  
www.wright.edu/academics/writingctr/ |
| Closures/Cancellations       | Listen to local radio/TV stations or call the WSU Info Line: 937-775-3500 or visit www.wright.edu |
| CONH Computer Lab            | 009 University Hall, 775-3731                                            |
| Counseling & Wellness Services| 053 Student Union, 775-3407 or 3406                                      |
| Evolve or HESI Access        | 388 University Hall, (Suzanne Homer), 775-3044                            |
| Simulation & Learning Resource Center (CONH) | 025 University Hall, 775-3697 or 3095                                     |
| Learning Disabilities       | Office of Disability Services, 180 University Hall, 775-5680             |
| Registration into closed Classes | If other sections of classes are open, contact the instructor of the course; If all sections of nursing classes are closed, contact Nicole at 937/775-5266 |
| Resume writing               | Career Services, E334 Student Union, 775-2556                             |
| Student Success & Tutoring  | 388 University Hall (Suzanne Homer); 775-3044; Suzanne.homer@wright.edu |
| Test Anxiety                 | University Tutoring Services, 122 Student Success Center, 775-2280  
www.wright.edu/cps/studentsuccess/testanxiety.htm |
| Tutoring for GE classes      | University Tutoring Services, 122 Student Success Center (SSC), 775-2280  |
| Association of Student Nurses @ WSU | 089 University Hall, 775-4537                                     |
### RESOURCES AT WSU
### WHERE TO GO FOR HELP!

#### LAKE CAMPUS

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<td>Student Success Center, 182 Andrews Hall, 419-586-0326</td>
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<td><strong>Closures/Cancellations</strong></td>
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<td>WSU Info Line:  1-800-237-1477 or 419-586-0300 or visit</td>
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<td>Health &amp; Wellness Clinic, 187 Andrews Hall, 419-586-0398</td>
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<td><strong>Evolve or HESI Access</strong></td>
<td>182B Andrews Hall (Lynn Franck), 419-586-0389</td>
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<td><strong>Simulation and Learning</strong></td>
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<td><strong>Resource Center</strong></td>
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<td><strong>Tutoring for Nursing</strong></td>
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In September 1973, following studies conducted in the 1960’s by interested community health care administrators and nurse educators revealing a need for a baccalaureate nursing program, Wright State University College of Nursing and Health started the first baccalaureate nursing program with sixty-one students. In 2013, about 700 undergraduate students are enrolled. The undergraduate programs include traditional, RN/BSN for licensed registered nurses who wish to pursue a Bachelor of Science degree in nursing, and most recently an accelerated option, Baccalaureate Entry Accelerates Career Opportunities in Nursing (BEACON). This option allows students with a non-nursing bachelor’s degree to earn a BSN in 16 months. The College of Nursing and Health first received full accreditation from the National League for Nursing in May 1976. In April 2005, full accreditation was awarded by Commission on Collegiate Nursing Education, and it was renewed November 2014 until fall 2024. In the fall of 2016, the first cohort of pre-licensure students began the nursing program at the Lake Campus site.

In January 1978, the College of Nursing and Health admitted the first students to its master’s program. Just a year and a half later, in June 1979, the first graduates completed the program. Within six months, the College received accreditation from the National League for Nursing for a period of eight years for the masters program. Currently, approximately 220 students are enrolled in the graduate program. Beginning in 1993, a number of graduate specialties were added to the master’s program, including Family Nurse Practitioner, Child and Adolescent Health, Acute Care Nurse Practitioner, Adult Health Clinical Nurse Specialist, Nursing Administration, and Nursing Education. In April 2005, the College of Nursing and Health received full accreditation from the Commission on Collegiate Nursing Education for 10 years, and in 2015, it was renewed for another 10 years. The Doctorate of Nursing Practice was started in January 2008. Two additional graduate programs, the Psychiatric-Mental Health Nurse Practitioner program began in Fall 2013, and a Neonatal Nurse Practitioner program will begin in Fall 2014.

In June 1984, the school entered into a collaborative agreement with the Division of Nursing at Miami Valley Hospital to form a Center for Excellence in nursing education. This agreement affords unique opportunities for research, clinical practice, and education. The College of Nursing and Health has contracts with 48 other agencies in the area which are used for clinical experiences and research.

In 1993, H.B. 478 established Wright State and Case Western Reserve universities as Advanced Practice Nursing pilot projects. This legislation allows advanced practice nurses to be reimbursed through the Ohio Department of Human Services and gives advanced practice nurses prescriptive authority. ODHS has established rules and regulations for reimbursement of advanced practice nurses. The bill requires a formulary committee of advanced practice nurses appointed by the Ohio Board of Nursing, MDs appointed by the Ohio Board of Medicine, a pharmacist appointed by the Ohio Board of Pharmacy and the State Commissioner of Health to recommend rules and regulations for prescriptive authority, develop a formulary, and approve prescriptive protocols for advanced practice nurses in the pilot projects.

MISSION STATEMENT

The Wright State University-Miami Valley College of Nursing and Health provides excellence in innovative educational programs as the foundation for lifelong learning; serves our community locally, regionally, nationally, and internationally; performs scholarship that enriches and guides the profession of nursing; and empowers faculty, staff, students, and alumni to reach their full potential.

Approved FO: 10/23/13

VISION STATEMENT

The Wright State University-Miami Valley College of Nursing and Health will be a leader in the transformation of the educational enterprise in Ohio and beyond through collaborative partnerships, civic engagement, and service supported by scholarship to advance and empower nursing in an inclusive, respectful environment.

Approved FO: 10/23/13
PHILOSOPHY

The College of Nursing and Health supports Wright State University's mission of teaching, research, and service. The faculty believe in the acquisition of knowledge, the exploration for new knowledge, the advancement of lifelong learning, and the search for basic truth. The faculty share the commitment of the University to respond to issues affecting the diversity of the global community.

The Faculty Believe:

The human community consists of individuals, families, groups, organizations, and communities. An individual is a dynamic being whose body, mind, and spirit develop over the life span. Individuals have inherent worth, dignity and the potential to be discerning, caring, creative, and rational beings within the context of their developmental stage and life situation. Individuals make choices which create the self and provide opportunity for change.

Individuals are members of families who may serve as cohesive, dynamic support systems providing nurturance and protection as well as transmitting cultural values. Individuals form groups, organizations, and communities to share responsibilities and meet human needs. Vulnerable and underserved groups require shared responsibility by all humanity for communication, understanding, and peaceful coexistence.

Individuals, families, groups, organizations, and communities affect and are affected by their interactions with the environment. The environment is the context of human existence; the quality affects the human potential for health. The human community has a responsibility to protect, conserve, and promote the health of the environment.

Health and illness are dynamic coexisting processes which influence balance, harmony, and vitality within each individual. Both processes depend on environmentally affected and genetic capabilities, initiative, knowledge, individual choice, and value judgments. Well-being is a perception held by the individual of his or her ability to function in society and attain satisfying relationships with self and others as well as their ability to seek or find meaning in existence.

The discipline of nursing integrates knowledge derived from empirical, aesthetic, ethical, and personal sources to provide safe care that is scientifically and culturally sound. Professional nursing is grounded in liberal arts education and requires knowledge in nursing, the other sciences, arts, the humanities, and technology. Liberally educated nurses bring a unique blend of knowledge, judgment, skills, and caring to the healthcare team that delivers treatment and services in complex, evolving healthcare systems. Nursing's social mandate is to promote health and wellness, prevent disease and disability, and care for those who are ill or dying in the settings in which they are found. Professional nurses function autonomously, as well as collaboratively with clients and interprofessionally within a multifaceted health care system providing basic organizational and systems leadership.

Professional nurses use critical thinking and methods of scientific inquiry to generate new knowledge, analyze data, recognize patterns, establish priorities, and promote evidence-based practice. Professional nurses address issues important to the profession of nursing, question dominant assumptions, and solve complex problems related to individuals, groups, and population-based health care. The professional nurse epitomizes an appropriate set of values and ethical framework for practice by consistently demonstrating core values of altruism, excellence, caring, ethics, respect, communication, and accountability. As advocates for quality outcomes and safety for all individuals, professional nurses must be knowledgeable and active in health care policy, finance, and regulatory environments.

Nursing education is an interactive teaching-learning process within a collegial and interdisciplinary environment. Education facilitates critical thinking and inquiry, ethical insight, caring, communication, creativity, an appreciation of the past, sensitivity to societal diversity, and professional competence. Teaching includes assessing, advising, guiding, facilitating, modeling, sharing knowledge, and evaluating. Learning is a lifelong self-directed process of change that includes synthesizing knowledge, skills and values necessary for expanding the dimensions of the individual, which increasingly will include graduate study for the professional nurse.

R:\CONH\Staff\Undergraduate Programs\Curriculum Committee\CONH Philosophy
Approved 3/9/09; Affirmed Faculty Org, 8/27/14
The graduate will:

1. Demonstrate a solid base in liberal education that provides the cornerstone for the practice and education of nurses. (Essential I)

2. Demonstrate knowledge and skills in leadership, quality improvement, and patient safety necessary to provide high-quality health care. (Essential II)

3. Apply current evidence using clinical reasoning in one’s professional nursing practice. (Essential III)

4. Demonstrate knowledge and skills in information management and patient care technology which are critical in the delivery of quality patient care. (Essential IV)

5. Demonstrate knowledge regarding healthcare policies, including financial and regulatory, which directly and indirectly influence the nature and functioning of the healthcare system. (Essential V)

6. Communicate and collaborate with the healthcare professionals critical to delivering high quality and safe patient care. (Essential VI)

7. Demonstrate knowledge and skills in health promotion and disease prevention at the individual and population level necessary to improve population health. (Essential VII)

8. Demonstrate professionalism and the inherent values of altruism, autonomy, human dignity, integrity, and social justice which are fundamental to the discipline of nursing. (Essential VIII)

9. Demonstrate knowledge skills, and attitudes necessary to care for patients, including individuals, families, groups, communities, and populations across the lifespan and across the continuum of healthcare environments. (Essential IX)

10. Understand and respect the variations of care, the increased complexity, and the increased use of healthcare resources inherent in caring for patients. (Essential IX)
BSN GRADUATE OUTCOMES

The graduate will:

1. Meet the requirements for graduation which encompasses the arts, the sciences, and nursing for the basis of professional nursing practice. (Essential I)

2. Use basic organizational and systems leadership skills for client safety and quality client care. (Essential II)

3. Integrates current relevant evidence in professional nursing practice. (Essential III)

4. Implement health care information technology in the management of client care. (Essential IV)

5. Analyze legislative and regulatory processes relevant to the provision of health care. (Essential V)

6. Use effective interpersonal and interprofessional communication and collaboration to improve client health outcomes. (Essential VI)

7. Implement health promotion and disease prevention interventions at the individual and community levels to improve population health. (Essential VII)

8. Exhibit professionalism and the inherent values of altruism, autonomy, human dignity, integrity, and social justice. (Essential VIII)

9. Practice at a baccalaureate nurse generalist level with clients across the lifespan and in a variety of settings; considering the variation, complexity, and resources necessary for the provision of care. (Essential IX)
State of Ohio  LAW REGULATING THE PRACTICE OF NURSING - AMENDED 2012

Chapter 4723: NURSES

4723.01 Nurse definitions.
As used in this chapter:
(A) "Registered nurse" means an individual who holds a current, valid license issued under this chapter that authorizes the practice of nursing as a registered nurse.
(B) "Practice of nursing as a registered nurse" means providing to individuals and groups nursing care requiring specialized knowledge, judgment, and skill derived from the principles of biological, physical, behavioral, social, and nursing sciences. Such nursing care includes:
   (1) Identifying patterns of human responses to actual or potential health problems amenable to a nursing regimen;
   (2) Executing a nursing regimen through the selection, performance, management, and evaluation of nursing actions;
   (3) Assessing health status for the purpose of providing nursing care;
   (4) Providing health counseling and health teaching;
   (5) Administering medications, treatments, and executing regimens authorized by an individual who is authorized to practice in this state and is acting within the course of the individual's professional practice;
   (6) Teaching, administering, supervising, delegating, and evaluating nursing practice.
(C) "Nursing regimen" may include preventative, restorative, and health-promotion activities.
(D) "Assessing health status" means the collection of data through nursing assessment techniques, which may include interviews, observation, and physical evaluations for the purpose of providing nursing care.

Amended by 129th General Assembly File No.194, HB 303, §1, eff. 3/20/2013.
Amended by 128th General Assembly File No.14, SB 89, §1, eff. 3/29/2010; Effective Date: 09-26-2003; 04-07-2005; 03-30-2007

4723.03 Unlicensed practice.
(A) No person shall engage in the practice of nursing as a registered nurse, represent the person as being a registered nurse, or use the title "registered nurse," the initials "R.N.," or any other title implying that the person is a registered nurse, for a fee, salary, or other consideration, or as a volunteer, without holding a current, valid license as a registered nurse under this chapter.
(B) No person shall engage in the practice of nursing as a licensed practical nurse, represent the person as being a licensed practical nurse, or use the title "licensed practical nurse," the initials "L.P.N.," or any other title implying that the person is a licensed practical nurse, for a fee, salary, or other consideration, or as a volunteer, without holding a current, valid license as a practical nurse under this chapter.
(C) No person shall use the titles or initials "graduate nurse," "G.N.," "professional nurse," "P.N.," "graduate practical nurse," "G.P.N.," "practical nurse," "P.N.," "trained nurse," "T.N.," or any other statement, title, or initials that would imply or represent to the public that the person is authorized to practice nursing in this state, except as follows:
   (1) A person licensed under this chapter to practice nursing as a registered nurse may use that title and the initials "R.N."
   (2) A person licensed under this chapter to practice nursing as a licensed practical nurse may use that title and the initials "L.P.N."
   (3) A person authorized under this chapter to practice nursing as a certified registered nurse anesthetist may use that title, the initials "C.R.N.A." or "N.A.,” and any other title or initials approved by the board of nursing;
   (4) A person authorized under this chapter to practice nursing as a clinical nurse specialist may use that title, the initials "C.N.S.,” and any other title or initials approved by the board;
   (5) A person authorized under this chapter to practice nursing as a certified nurse-midwife may use that title, the initials "C.N.M.,” and any other title or initials approved by the board;
   (6) A person authorized under this chapter to practice nursing as a certified nurse practitioner may use that title, the initials "C.N.P.,” and any other title or initials approved by the board;
   (7) A person authorized under this chapter to practice as a certified registered nurse anesthetist, clinical nurse specialist, certified nurse-midwife, or certified nurse practitioner may use the title "advanced practice registered nurse" or the initials "A.P.R.N."
(D) No person shall employ a person not licensed as a registered nurse under this chapter to engage in the practice of nursing as a registered nurse. No person shall employ a person not licensed as a practical nurse under this chapter to engage in the practice of nursing as a licensed practical nurse.
(E) No person shall sell or fraudulently obtain or furnish any nursing diploma, license, certificate, renewal, or record, or aid or abet such acts.

Amended by 129th General AssemblyFile No.194,HB 303, §1, eff. 3/20/2013; Effective Date: 04-10-2001; 04-07-2005

4723.32 Exemptions.
This chapter does not prohibit any of the following:

(A) The practice of nursing by a student currently enrolled in and actively pursuing completion of a prelicensure nursing education program, if all of the following are the case:
   (1) The student is participating in a program located in this state and approved by the board of nursing or participating in this state in a component of a program located in another jurisdiction and approved by a board that is a member of the national council of state boards of nursing;
   (2) The student's practice is under the auspices of the program;
   (3) The student acts under the supervision of a registered nurse serving for the program as a faculty member or teaching assistant.

(B) The rendering of medical assistance to a licensed physician, licensed dentist, or licensed podiatrist by a person under the direction, supervision, and control of such licensed physician, dentist, or podiatrist;

(C) The activities of persons employed as nursing aides, attendants, orderlies, or other auxiliary workers in patient homes, nurseries, nursing homes, hospitals, home health agencies, or other similar institutions;

(D) The provision of nursing services to family members or in emergency situations;

(E) The care of the sick when done in connection with the practice of religious tenets of any church and by or for its members;

(F) The practice of nursing as a certified registered nurse anesthetist, clinical nurse specialist, certified nurse-midwife, or certified nurse practitioner by a student currently enrolled in and actively pursuing completion of a program of study leading to initial authorization by the board of nursing to practice nursing in the specialty, if all of the following are the case:
   (1) The program qualifies the student to sit for the examination of a national certifying organization approved by the board under section 4723.46 of the Revised Code or the program prepares the student to receive a master's degree in accordance with division (A)(2) of section 4723.41 of the Revised Code;
   (2) The student's practice is under the auspices of the program;
   (3) The student acts under the supervision of a registered nurse serving for the program as a faculty member, teaching assistant, or preceptor.

(G) The activities of an individual who currently holds a license to practice nursing in another jurisdiction, if the individual's license has not been revoked, the individual is not currently under suspension or on probation, the individual does not represent the individual as being licensed under this chapter, and one of the following is the case:
   (1) The individual is engaging in the practice of nursing by discharging official duties while employed by or under contract with the United States government or any agency thereof;
   (2) The individual is engaging in the practice of nursing as an employee of an individual, agency, or corporation located in the other jurisdiction in a position with employment responsibilities that include transporting patients into, out of, or through this state, as long as each trip in this state does not exceed seventy-two hours;
   (3) The individual is consulting with an individual licensed in this state to practice any health-related profession;
   (4) The individual is engaging in activities associated with teaching in this state as a guest lecturer at or for a nursing education program, continuing nursing education program, or in-service presentation;
   (5) The individual is conducting evaluations of nursing care that are undertaken on behalf of an accrediting organization, including the national league for nursing accrediting committee, the joint commission on accreditation of healthcare organizations, or any other nationally recognized accrediting organization;
   (6) The individual is providing nursing care to an individual who is in this state on a temporary basis, not to exceed six months in any one calendar year, if the nurse is directly employed by or under contract with the individual or a guardian or other person acting on the individual's behalf;
   (7) The individual is providing nursing care during any disaster, natural or otherwise, that has been officially declared to be a disaster by a public announcement issued by an appropriate federal, state, county, or municipal official.  

(H) The administration of medication by an individual who holds a valid medication aide certificate issued under this chapter, if the medication is administered to a resident of a nursing home or residential care facility authorized by section 4723.64 of the Revised Code to use a certified medication aide and the medication is administered in accordance with section 4723.67 of the Revised Code.

Amended by 129th General AssemblyFile No.194,HB 303, §1, eff. 3/20/2013; Effective Date: 09-05-2001; 06-30-2005; 03-30-2007; 2007 HB119 09-29-007
POLICIES RELATED TO STUDENT CONDUCT
WHILE PROVIDING NURSING CARE

The Ohio Board of Nursing and Wright State University-Miami Valley College of Nursing and Health require all students to adhere to the following requirements while providing nursing care. Violation of any of these requirements may result in failure of a nursing clinical; dismissal from the College of Nursing and Health and dismissal from Wright State University. All nursing students are subject to the student conduct code as listed in the Wright State University Student Handbook. A nursing student may also be referred to the University Office of Community Standards and Student Conduct for additional disciplinary actions, if deemed necessary. (Ohio Board of Nursing Law and Rule Chapter 4723-5-12)

(1) A student shall, in a complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the student for the patient, and the patient’s response to that care.

(2) A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.

(3) A student shall not falsify any patient record or any other document prepared or utilized in the course of, or in conjunction with, nursing practice. This includes, but is not limited to, case management documents or reports or time records, reports, and other documents related to billing for nursing services.

(4) A student shall implement measures to promote a safe environment for each patient.

(5) A student shall delineate, establish, and maintain professional boundaries with each patient.

(6) At all times when a student is providing direct nursing care to a patient the student shall:
   (a) Provide privacy during examination or treatment and in the care of personal or bodily needs; and
   (b) Treat each patient with courtesy, respect, and with full recognition of dignity and individuality.

(7) A student shall practice within the appropriate scope of practice as set forth in division (B) of section 4723.01 and division (B)(20) of section 4723.28 of the Revised Code for a registered nurse; and division (F) of section 4723.01 and division (B) (21).

(8) A student shall use universal blood and body fluid precautions established by Chapter 4723-20 of the Administrative Code;

(9) A student shall not:
   (a) Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a patient;
   (b) Engage in behavior toward a patient that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.

(10) A student shall not misappropriate a patient’s property or:
   (a) Engage in behavior to seek or obtain personal gain at the patient’s expense;
   (b) Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the patient’s expense;
   (c) Engage in behavior that constitutes inappropriate involvement in the patient’s personal relationships; or
   (d) Engage in behavior that may reasonably be interpreted as inappropriate involvement in the patient’s personal relationships.

   For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to the behaviors by the student set forth in this paragraph.
(11) A student shall not:

(a) Engage in sexual conduct with a patient;
(b) Engage in conduct in the course of practice that may reasonably be interpreted as sexual;
(c) Engage in any verbal behavior that is seductive or sexually demeaning to a patient;
(d) Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a patient.

For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to sexual activity with the student.

(12) A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the student in any of the following:

(a) Sexual contact, as defined in section 2907.01 of the Revised Code;
(b) Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.

(13) A student shall not self-administer or otherwise take into the body any dangerous drug, as defined in section 4729.01 of the Revised Code, in any way not in accordance with a legal, valid prescription issued for the student, or self-administer or otherwise take into the body any drug that is a schedule I controlled substance.

(14) A student shall not habitually or excessively use controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice.

(15) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of the use of drugs, alcohol, or other chemical substances.

(16) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability;

(17) A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance;

(18) A student shall not misappropriate or attempt to misappropriate money or anything of value by intentional misrepresentation or material deception in the course of practice;

(19) A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court.

(20) A student shall not aid and abet a person in that person’s practice of nursing without a license, practice as a dialysis technician without a certificate issued by the board, or administration of medications as a medication aide without a certificate issued by the board.

(21) A student shall not prescribe any drug or device to perform or induce an abortion, or otherwise perform or induce an abortion;

(22) A student shall not assist suicide as defined in section 3795.01 of the Revised Code.

(23) A student shall not submit or cause to be submitted any false, misleading or deceptive statements, information, or document to the nursing program, its faculty or preceptors, or to the board.

(24) A student shall maintain the confidentiality of patient information. The student shall communicate patient information with other members of the health care team for health care purposes only, shall access patient information only for purposes of patient care or for otherwise fulfilling the student’s assigned clinical responsibilities, and shall not
disseminate patient information for purposes other than patient care or for otherwise fulfilling the student's assigned clinical responsibilities through social media, texting, emailing or any other form of communication.

(25) To the maximum extent feasible, identifiable patient health care information shall not be disclosed by a student unless the patient has consented to the disclosure of identifiable patient health care information. A student shall report individually identifiable patient information without written consent in limited circumstances only and in accordance with an authorized law, rule, or other recognized legal authority.

(26) For purposes of paragraphs (C)(5), (C)(6), (C)(9), (C)(10), (C)(11), and (C)(12) of this rule, a student shall not use social media, texting, emailing, or other forms of communication with, or about a patient, for non-health care purposes or for purposes other than fulfilling the student’s assigned clinical responsibilities.

Promulgated Under: 119.03; Statutory Authority: 4723.07; Rule Amplifies: 4723.06
Prior Effective Dates: 02/01/1996, 04/01/1997, 02/01/2002, 02/01/2004, 02/01/2007, 02/01/2008, 02/01/2012, 02/01/2014
The ANA House of Delegates developed the following Code of Ethics for Nurses with Interpretive Statements which were revised in 2015.

| Provision 1 | The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person. |
| Provision 2 | The nurse’s primary commitment is to the patient, whether an individual, family, group, community, or population. |
| Provision 3 | The nurse promotes, advocates for, and protects the rights, health, and safety of the patient. |
| Provision 4 | The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care. |
| Provision 5 | The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth. |
| Provision 6 | The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care. |
| Provision 7 | The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy. |
| Provision 8 | The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities. |
| Provision 9 | The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy. |
Preamble

The Code of Conduct is based on national standards and an understanding that society has great trust in the nursing profession to provide safe and competent care. Learning to be a nurse means learning what is expected of a professional. Through academic study and clinical experience, the student nurse will learn to care for patients with a multitude of health conditions across the life span. Nursing students learn to work within a team and to collaborate with the many health care professionals in the practice arena. This Code of Conduct is a statement of professional behavior founded on professional values, ideals and obligations in nursing, and an agreement to uphold quality and safety standards in a patient-centered care model.

As students, we commit to follow the obligations and ideals for Nursing Students in the College of Nursing and Health at Wright State University:

Academic Integrity
- Be responsible for my own work in class, online, and in clinical settings
- Uphold an environment of accountability both personally and professionally
- Report any witnessed evidence of academic dishonesty to the faculty
- Follow all CONH policies and procedures as outlined in the student handbook
- Use social media responsibly as outlined in the CONH social media policy

Personal Honor
- Be respectful in all relationships with faculty, staff, peers, and patients
- Maintain patient confidentiality and respect patient autonomy
- Perpetuate an environment of honesty and trust in all situations
- Recognize the inherent dignity and worth of every person—including yourself
- Strive to reach the highest levels of ethical, moral, spiritual, and cultural understanding in each interaction with the public
- Commit to integrating and embracing the ethical principles for the conduct of nursing
- Refrain from hazing, sexual misconduct, use of alcohol or drugs with patient contact, violence in the academic setting, bullying, destruction of school property or the property of others, or being in possession of dangerous weapons on university property or any clinical agency as a student from WSU

Clinical Professionalism
- Be personally accountable for actions and omissions in Practice and refrain from any action that may cause unnecessary harm
- Aim to create a therapeutic and professional relationship with patients
- Promote and encourage lifelong learning and professional development
- Practice within the scope of practice as dictated by national standards and the Nurse Practice Act in the state of Ohio
- Provide compassionate care
- Prepare thoroughly for patient care each day so that the care I may provide is safe and of the highest quality
- Use opportunity to improve faculty and clinical staff understanding of my needs

Approved as written by students F14: UG Curr 9/10/14; Slight revision by Grad Curr 10/15/14; Affirmed UG Curr 11/12/14
R:\off_conh-restricted\Organizational Hdbk\Core Docs CONH\Student Code of Conduct.docx
## GRADUATION PLANNING STRATEGY #1 & #2 (MAIN CAMPUS)

**Note:** Must have 2 MC in WS Core and 2 IW Courses. Must earn a “C” or better in all nursing courses.

### Fall start, Fall Graduation (Class of F17 & F18)

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<td><strong>May 15th</strong> CONH Application deadline</td>
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5/24/13

### Spring start, Spring graduation (Class of S17 & S18)

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<td>WSC E3 History (3)</td>
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5/24/13

GRAND TOTAL OF PROGRAM = 120 SEMESTER HOURS

WSC E = Wright State University Core Element      MC = Multicultural      IW = Integrated Writing course

Revised Executive Committee: 5/24/13//Color: Gray

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**Wright State University-Miami Valley College of Nursing & Health**  
**Pre-licensure BSN Graduation Planning Strategy for**  
**Fall Start (starting F17)**  
**MAIN CAMPUS**

### Year 1  
**May 15th CONH Application deadline**  
1. **FALL**  
   - ANT 2100: Human Anatomy I (4)  
   - BIO 1050: Biology of Food (4)  
   - ENG 1100: Eng Composition (3)  
   - PSY 1010: Intro (4)  
   - **Total 15**

   - **ANT 2120: Human Anatomy II (4)**  
   - **CHM 1020: Organic Chem (4)**  
   - **PSY 3410: Lifespan Psych (3)**  
   - **STT 1600: Statistics (4)**  
   - **Total 15**

2. **SPRING**

### Year 2

1. **FALL**  
   - **Total 13**

   - **ENG 2120: Research & Argument (3)**  
   - **M&I 2200: Microbiology (4)**  
   - **NUR 2100: Assessment (3)**  
   - **NUR 3100: Patho (3)**  

2. **SPRING**

### Year 3

1. **FALL**  
   - **Total 16**

   - **NUR 3420: Mental Hlth (6)**  
   - **NUR 3480: Care Adults (7)**  
   - **WSC E3 History (3)**  

2. **SPRING**

### Year 4

1. **FALL**  
   - **Total 15**

   - **NUR 4420: Critically Ill (6)**  
   - **NUR 4440: PH Nur (6)**  
   - **WSC Elective (MC or IW) (3)**  

2. **SPRING**

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**GRAND TOTAL OF PROGRAM = 120 SEMESTER HOURS**

WSC E = Wright State University Core Element  
MC = Multicultural  
IW = Integrated/Intensive Writing Course

For Note: **Must have 2 MC in WS Core and 2 IW Courses. Must earn a “C” or better in all nursing courses.**

Revised Executive Committee: 9/16/16  
R:\off_conh-restricted\staff\Course Patterns\GPS Pre-Licensure F17 Start.doc
# Pre-licensure BSN Graduation Planning Strategy #1 & #2

**GPS starting S17 & forward (MAIN Campus)**

## Spring start, Fall graduation (Pattern #2)

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<td>ANT 2120: Anatomy II (4)</td>
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**GRAND TOTAL OF PROGRAM = 120 SEMESTER HOURS**

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Revised Executive Committee: 9/16/16
R:\off_conh-restricted\staff\Course Patterns\GPS Spring Pre-Licensure S17 Start.doc
# Fall start, Spring Graduation

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<td>NUR 3420: Mental Hlth (6)</td>
<td>NUR 3300: EBP (IW) (3)</td>
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<td>NUR 3480: Care Adults (7)</td>
<td>NUR 3440: OB (4)</td>
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<td>WSC E4 Arts/Hum Elective (MC or IW) (3)</td>
<td>NUR 3460: Peds (4)</td>
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<td></td>
<td>Total 16</td>
<td>WSC E3 History (3)</td>
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<td>Total 16</td>
<td>Total 14</td>
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<td><strong>Year 3</strong></td>
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<td>NUR 4420: Critically Ill (6)</td>
<td>NUR 4460: Lrdship/Mgt/Prcpt (10)</td>
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<td>NUR 4440: PH Nur (6)</td>
<td>WSU Elective (MC or IW) (3)</td>
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<td>WSC Elective (MC or IW) (3)</td>
<td>Total 13</td>
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</table>

**GRAND TOTAL OF PROGRAM = 120 SEMESTER HOURS**

WSC E = Wright State University Core Element  
MC = Multicultural  
IW = Integrated/Intensive Writing Course

**Note:** Must have 2 MC in WS Core and 2 IW Courses  
Must earn a “C” or better in all nursing courses

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WSU CONH Undergraduate Student Handbook (Updated: 10/23/17)
The accelerated option of the pre-licensure Bachelor of Science in Nursing program is designed for veterans and active duty personnel from the Air Force, Army and Navy with medical or healthcare experience. This program recognized the healthcare training of military personnel, so they can achieve their BSN in a shorter time frame.

### Fall start, Spring Graduation

<table>
<thead>
<tr>
<th>YEAR</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
</tr>
</thead>
</table>
| Year 1 | NUR 2124: Assessment (IW) (7)  
NUR 3100: Patho (3)  
ENG 2120: Research & Argument (3)  
HLT 3400: Pharmacology (3)  
Total 16 | NUR 3420: Mental Hlth (6)  
NUR 3480: Care Adults (7)  
NUR 3200: Family Diversity (IW) (3)  
Total 16 | NUR 3300: EBP (IW) (3)  
NUR 3440: OB (4)  
NUR 3460: Peds (4)  
Total 11 |
| Year 2 | NUR 4420: Critically Ill (6)  
NUR 4440: PH Nur (6)  
SOC 2000: Intro to Soc (3)  
Total 15 | NUR 4460: Lrdship/Mgt/Prcpt (10)  
ATH 2500 (WSCE3) (MC) (3)  
NUR 4140: Disaster Elective (OPTIONAL)  
Total 13-16 |

**GRAND TOTAL OF PROGRAM = 120 SEMESTER HOURS**

WSC E = Wright State University Core Element  
MC = Multicultural  
IW = Integrated Writing course

**Note:**  
Must have 2 MC in WS Core and 2 IW Courses  
Must earn a “C” or better in all nursing courses

Additional courses may be needed to fulfill all graduation requirements.  
**120 semester hours required for BSN Program**

**Please note this is a typical pattern but each student’s program of study will be individualized to meet the student’s needs**


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Wright State University-Miami Valley  
College of Nursing & Health  
SEMESTER COURSE DESCRIPTIONS & PREREQUISITES  
Pre-licensure BSN Program

**HLT 3400: Concepts of Pharmacology**  
Credit Hours: 3 credits (42 class hrs) *55-minute hours  
Catalog Description: Fundamental pharmacologic principles of physiological responses to drugs, therapeutic outcomes, and potential drug interactions. Prepares for critical thinking in application of pharmacotherapy principles.  
Prerequisites: ANT 2120 minimum grade of “C”  
Corequisites: None  
Restrictions: None

**NUR 2100: Health Promotion and Assessment of Adults**  
Credit Hours: 3 credits: 2 cr didactic (28 class hrs) *55-minute hours;  
1 cr lab/clinical (28 hrs: 24 lab hours and 4 clinical hrs) *55-minute hours  
Catalog Description: Incorporates self-directed activities to promote maximum health in self and others. Development of a systematic approach to obtaining a complete health history and performing physical assessment to determine health and illness in adults.  
Prerequisites: ANT 2120, PSY 3410 both with minimum grade “C”  
Corequisite: NUR 2100L  
Restrictions: Admission to CONH

**NUR 2124: Transition to Professional Nursing Role for Unlicensed Healthcare Providers** (Integrated Writing “IW” crse)  
Credit Hours: 7 variable credits: 3 cr didactic (42 class hrs) **55 minute hours**  
2 cr clinical total (56 clinical hrs) **55 minute hours**  
2 cr lab total (56 lab hrs) **55 minute hours**  
Catalog Description: Introduces non-Registered Nurse healthcare personnel to the role of the professional nurse; introduction to nursing theories with emphasis on interprofessional, intraprofessional, and patient-centered communication skills and critical reasoning in the application of nursing process. Includes laboratory and clinical experiences basic to clinical practice in care of adults. This is an integrated writing course.  
Prerequisites: ANT 2120, CHM 1020, PSY 3410, all with minimum grade of “C”  
Pre or Co-req: HLT 3400; NUR 3100; SOC 2000 if taken as prereq, must be minimum grade of “C”  
Restriction: Must be enrolled in the CONH Accelerated BSN Option

**NUR 2400: Introduction to Clinical Nursing**  
Credit Hours: 7 credits: 3 cr didactic (42 class hrs) *55-minute hours;  
2 cr clinical/lab (56 clinical hrs), 2 cr lab (56 lab hrs) *55-minute hours  
Catalog Description: Introduces nursing theories with emphasis on interprofessional, intraprofessional, and patient-centered communication skills, the lab and clinical experiences basic to clinical practice, critical reasoning, and the application of health assessment skills in the clinical setting.  
Prerequisites: SOC 2000, NUR 2100 both with minimum grade of “C”  
Pre or Co-req: HLT 3400, NUR 3100 both with minimum grade of “C” if already taken  
Corequisite: 2400C  
Restriction: Must be enrolled in the CONH

**NUR 3100: Concepts of Pathophysiology Across the Lifespan**  
Credit Hours: 3 credits (42 class hrs) *55-minute hours  
Catalog Description: Focuses on physiologic change, clinical manifestations, and diagnostic criteria in a variety of disease processes across the lifespan that are fundamental to the development of critical reasoning and planning of nursing care.  
Prerequisites: ANT 2120, CHM 1020 both with minimum grade “C”  
Restrictions: Must be enrolled in the CONH or by permission of instructor.
NUR 3200: *Health, Wellness and Diversity within Families* (Integrated Writing “IW” course)
Credit Hours: 3 credits (42 class hrs) *55-minute hours
Catalog Description: Foundation course in culture and family nursing. Emphasizes concepts, models, theories and strategies consistent with a philosophy of health and wellness in the context of human diversity for individuals and families. This is an Integrated Writing course.
Prerequisite: None
Restriction: Must be enrolled in the CONH

NUR 3300: *Foundations of Research and Evidence-Based Practice* (Integrated Writing “IW” course)
Credit Hours: 3 credits (42 class hrs) *55-minute hours
Catalog Description: Introduction to the research process and evidence-based practice. Emphasizes the critical appraisal of current evidence that guides professional nursing practice. This is an Integrated writing course.
Prerequisites: NUR 2400, ENG 2120 or equivalent, and STT 1600 all must be a minimum grade of “C”
Corequisites: NUR 3440 and NUR 3460
Restrictions: Must be enrolled in the CONH.

NUR 3420: *Critical Reasoning in Nursing Care of Individuals and Groups in Mental Health*
Credit Hours: 6 credits: 3 cr didactic (42 class hrs) *55-minute hours; 3 cr clinical/lab (72 clinical hrs & 12 lab hrs) *55-minute hours
Catalog Description: Focuses on critical reasoning and in the care of individuals and groups with common mental health disorders. Emphasizes therapeutic use of self for enhancing effective communication. Incorporates principles from abnormal psychology, group dynamics, milieu nursing, and complex care relationships, substance use/abuse, crisis intervention, delivery models.
Prerequisites: NUR 2400 (or NUR 2124), NUR 3100, NUR 3200, HLT 3400 all with minimum grade of “C”
Corequisite: NUR 3420C
Restrictions: Must be enrolled in the CONH.

NUR 3440: *Critical Reasoning in Nursing Care of Women and the Childbearing Family*
Credit Hours: 4 credits: 2 cr didactic (28 class hrs) *55-minute hours; 2 cr clinical/lab (48 clinical clock hrs & 8 lab hrs) *55-minute hours
Catalog Description: Focuses on critical reasoning and care of women and expanding families including mothers, fathers, and newborns. Delivery of holistic, family-centered care that reflects understanding of fetal growth and development, physiological/pathophysiological changes of pregnancy, culture, family transitions and reproductive health issues.
Prerequisites: NUR 2400 (or NUR 2124), NUR 3100, NUR 3200, HLT 3400 all with minimum grade “C”
Corequisites: NUR 3300, NUR 3460, NUR 3440C
Restrictions: Must be enrolled in the CONH.

NUR 3460: *Critical Reasoning in Nursing Care of Children*
Credit Hours: 4 credits: 2 cr didactic (28 class hrs) *55-minute hours; 2 cr clinical/lab (48 clinical hrs & 8 lab hrs) *55-minute hours
Catalog Description: Focuses on critical reasoning and care of children, adolescents, and families. Delivery of holistic, family-centered care that incorporates understanding of growth and development, culture, pathophysiological changes, and family transitions.
Prerequisites: NUR 2400 (or NUR 2124), NUR 3100, NUR 3200, HLT 3400 all with minimum grade “C”
Corequisites: NUR 3300, NUR 3440, NUR 3460C
Restrictions: Must be enrolled in the CONH.

NUR 3480: *Critical Reasoning in the Nursing Care of Adults*
Credit Hours: 7 credit hours: 3 cr didactic (42 class hrs) *55-minute hours; 4 cr clinical/lab (96 clinical hrs & 16 lab hrs) *55-minute hours
Catalog Description: Focuses on critical reasoning and nursing care of adults in acute care settings. Delivery of holistic, patient-centered care that incorporates understanding of pathophysiology, pharmacology, and medical and nursing care principles.
Prerequisites: NUR 2400 (or NUR 2124), NUR 3100, NUR 3200, HLT 3400 all with minimum grade “C”
Corequisite: NUR 3480C  Restrictions: Must be enrolled in the CONH

NUR 4140: Nursing Elective
Credit Hours: 1-12 credit hour(s)
Catalog Description: Topics vary. Specific titles announced in semester class schedules.
Prerequisites: Admission to the CONH
Corequisites: None

NUR 4140: Nursing Elective: Acute Care Nursing Roles/Nurse Intern Program
Credit Hours: 4 credits (1 credit seminar (28 clock hours); 3 credits internship clinical (minimum 168 hours precepted internship clinical)
Catalog Description: Exploration of acute care nursing roles is accomplished through precepted internship clinical experiences in an acute care hospital. The development of critical thinking skills is enhanced through case studies, projects, and nursing role analysis in a seminar format.
Prerequisites: Completion of all 3000 level nursing courses and permission of faculty.
Corequisites: None

NUR 4150: Independent Study
Credit Hours: 1-4 credit hour(s)
Catalog Description: Faculty-directed, individualized study of student-selected topics.
Prerequisites or coreqs: None
Restrictions: Permission of instructor

NUR 4420: Critical Reasoning in Critical Care Nursing Across the Lifespan
Credit Hours: 6 credits: 2 cr didactic (28 class hrs) *55-minute hours;
  4 cr clinical/lab (96 clinical hrs & 16 lab hrs) *55-minute hours
Catalog Description: Focuses on critical reasoning in the care of individuals across the lifespan experiencing acute physiological crisis. Integrates concepts from previous courses with concepts of critical care nursing in a variety of clinical settings.
Prerequisites: NUR 3300, NUR 3420, NUR 3440, NUR 3460, NUR 3480 all with minimum grade “C”
Corequisites: None
Restrictions: Must be enrolled in the CONH

NUR 4440: Public Health Nursing in the Political System (Service learning course)
Credit Hours: 6 credits: 3 cr didactic (42 class hrs) *55-minute hours;
  3 cr clinical/lab (72 clinical hrs & 12 lab hrs) *55-minute hours
Catalog Description: Integrates nursing and public health concepts/trends to assess community health needs. Stresses primary, secondary, and tertiary prevention for health of individuals, families, and groups including lifestyle and genetic factors affecting population health. Examines global aspects of the social, political, legal-ethical, and environmental issues influencing health care and health policy. This is a service learning course.
Prerequisites: NUR 3300, NUR 3420, NUR 3440, NUR 3460, NUR 3480 all with minimum grade “C”
Corequisites: None
Restrictions: Must be enrolled in the CONH.

NUR 4460: Leadership and Management in Transition to Professional Nursing
Credit Hours: 10 credits: 2 cr didactic (28 class hrs) *55-minute hours
  8 cr clinical/lab (200 clinical hrs & 24 lab hrs) *55-minute hours
Catalog Description: Facilitates the transition from student to professional nursing role through concentrated experience in selected clinical areas. Managerial and leadership concepts, issues and roles are examined and applied in various health care settings.
Prerequisites: NUR 4420, NUR 4440 both with minimum grade “C”
Restrictions: Must be enrolled in the CONH
NUR 4980: Honors Project Proposal Development
Credit Hours: 2 credits
Catalog Description: Under the guidance of a faculty member, students develop an honor’s project proposal.
Prerequisites: NUR 3300 minimum grade of “C”
Restrictions: Admission to the College of Nursing and Health Honor’s Program

NUR 4990: Nursing Honors Independent Study
Credit Hours: Variable credit of 1-4 semester hours.
Catalog Description: Under the guidance of a faculty member, students implement and complete the honors project proposed in NUR 4980. Variable credit of 1-4 semester hours which can be repeated over several semesters. Program requires a minimum total of 2 semester hours but may be extended to a maximum of 4 semester hours.
Prerequisites: NUR 4980
## RN-BSN Graduate Planning Strategy

<table>
<thead>
<tr>
<th>BLOCK 1: ALL MUST BE COMPLETED BEFORE YOU ADVANCE TO NEXT BLOCK</th>
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<tbody>
<tr>
<td><strong>NUR 3100</strong>: <em>Concepts of Pathophysiology Across the Lifespan</em></td>
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<tr>
<td>Credit Hours: 3 credits</td>
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<tr>
<td>Prerequisites: ANT 2120 and CHM 1020 both must be minimum grade “C”</td>
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</table>

| **NUR 3300**: *Foundations of Research and Evidence-Based Practice* (Integrated Writing Course) |
| Credit Hours: 3 credits                                      |
| Prerequisites: ENG 2120 or equivalent, and STT 1600 all must be a minimum grade of “C” |

| **NUR 4800**: *Transition to the Role of the Professional Nurse* |
| Credit Hours: 3 credits                                      |
| Prerequisites: ENG 1100, ENG 2120 or equivalent, PSY 1010, and HLT 3400 all must be minimum grade of “C” OR |

| **NUR 4801**: *Transition to the Role of the Professional Nurse for Unlicensed Nursing Students* |
| Credit Hours: 3 credits                                      |
| Prerequisites: ENG 1100, ENG 2120 or equivalent, PSY 1010, and HLT 3400 all must be minimum grade of “C” |

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<tr>
<th>BLOCK 2: ALL MUST BE COMPLETED BEFORE YOU ADVANCE TO NEXT BLOCK</th>
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<tr>
<td><strong>NUR 4810</strong>: <em>Nursing Care in a Genomics Era</em></td>
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<tr>
<td>Credit Hours: 3 credits</td>
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<tr>
<td>Prerequisites: NUR 3100, NUR 3300, and 4800 or 4801 all must be minimum grade of “C”</td>
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| **NUR 4830**: *Holistic Nursing Practice using Complementary & Alternative Therapies* (Integrated writing “IW” course) |
| Credit Hours: 3 credits                                      |
| Prerequisites: NUR 3100, NUR 3300, and NUR 4800 or 4801 all must be minimum grade of “C” |

| **NUR 4850**: *Collaborating for Improving Patient Health Outcomes* |
| Credit Hours: 3 credits                                      |
| Prerequisites: NUR 3100, NUR 3300, and NUR 4800 or 4801 all must be minimum grade of “C” |

| **NUR 4860**: *Policy and Politics: Leading and Managing Health Care* |
| Credit Hours: 3 credits                                      |
| Prerequisites: NUR 3100, NUR 3300, and NUR 4800 or 4801 all must be minimum grade of “C” Corequisite: NUR 4870 |

| **NUR 4870**: *Advancing Communities Towards Healthy Outcomes* |
| Credit Hours: 3 credits                                      |
| Prerequisites: NUR 3100, NUR 3300, and NUR 4800 or 4801 all must be minimum grade of “C” Corequisite: NUR 4860 |

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<th>BLOCK 3: FINAL COURSES</th>
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<tbody>
<tr>
<td><strong>NUR 4880</strong>: <em>Critical Reasoning in Complex Health Care Systems</em></td>
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<tr>
<td>Credit Hours: 3 credits</td>
</tr>
<tr>
<td>Prerequisites: NUR 4810, NUR 4830, NUR 4850, NUR 4860, and NUR 4870 all must be minimum grade of “C” Corequisite: NUR 4890</td>
</tr>
</tbody>
</table>

| **NUR 4890**: *Application of Leadership and Management Concepts to Nursing Process* |
| Credit Hours: 3 credits: 1 cr didactic (14 hrs); 2 cr clinical (56 fieldwork hrs) *55-minute hours |
| Prerequisites: NUR 4810, NUR 4830, NUR 4850, NUR 4860, and NUR 4870 all must be minimum grade of “C” Pre or Corequisite: NUR 4880 |

Approved UG Curr: 3/2015 R:\off_conh-restricted\staff\Undergrad Programs\Semester Patterns\RN-BSN Pattern.docx
NUR 3100: Concepts of Pathophysiology Across the Lifespan  
Credit Hours: 3 credits (42 class hrs) *55-minute hours  
Catalog Description: Focuses on physiologic change, clinical manifestations, and diagnostic criteria in a variety of disease processes across the lifespan that are fundamental to the development of critical reasoning and planning of nursing care.  
Prerequisites: ANT 2120, and CHM 1020 both with minimum grade "C"  
Restrictions: Must be enrolled in the CONH or by permission of instructor.

NUR 3300: Foundations of Research and Evidence-Based Practice (Integrated writing course)  
Credit Hours: 3 credits (42 class hrs) *55-minute hours  
Catalog Description: Introduction to the research process and evidence-based practice. Emphasizes the critical appraisal of current evidence that guides professional nursing practice. Integrated writing course.  
Prerequisites: NUR 2400; ENG 2120 or equivalent; and STT 1600 all must be a minimum grade of “C”  
Restrictions: Must be enrolled in the CONH.

NUR 4800: Transition to the Role of the Professional Nurse  
Credit Hours: 3 credits (42 class hrs) *55-minute hours  
Catalog Description: Synthesis of concepts, theories, processes, issues of informatics, and models to facilitate transition into professional nursing.  
Prerequisites: ENG 1100, ENG 2100 or equivalent, and PSY 1010 all must be minimum grade of “C”  
Corequisites: None  
Restrictions: Admission to RN-BSN Program

NUR 4801: Transition to the Role of the Professional Nurse for Unlicensed Nursing Students  
Credit Hours: 3 credits (42 class hrs) *55-minute hours  
Catalog Description: Synthesis of concepts, theories, processes, issues of informatics, and models to facilitate a seamless transition of Associate Degree or Diploma prepared nursing student who is awaiting NCLEX passage into professional nursing role.  
Prerequisites: ENG 1100, ENG 2100 or equivalent, and PSY 1010 all must be minimum grade of “C”  
Corequisites: None  
Restrictions: Pre RN-BSN Program

NUR 4810: Nursing Care in a Genomics Era  
Credit Hours: 3 credits (42 class hrs) *55-minute hours  
Catalog Description: Foundation course in genomics and determinants of health that explores essential competencies for professional nurses to improve clients’ health and increase their longevity. Emphasizes health and wellness in context of human diversity for individuals and families. Implications for best practices associated with genomic information including ethics and counseling are highlighted.  
Prerequisites: NUR 3100, NUR 3300, and 4800 or 4801 all must be minimum grade of “C”  
Restrictions: Admission to RN-BSN Program

NUR 4830: Holistic Nursing Practice using Complementary and Alternative Therapies (Integrated writing “IW” course)  
Credit Hours: 3 credits (42 class hrs) *55-minute hours  
Catalog Description: Introduction to complementary and alternative therapies (CAT) to promote holistic nursing for individuals across the lifespan through various health care systems. Emphasis is on model of relationship-based care to promote care of patient, family, colleagues, and self. This is an integrated writing course.  
Prerequisites: NUR 3100, NUR 3300, and NUR 4800 or NUR 4801 all with minimum of “C”  
Corequisites: None  
Restrictions: Admission to RN-BSN Program
NUR 4850: **Collaborating for Improving Patient Health Outcomes**

**Credit Hours:** 3 credits (42 class hrs) *55-minute hours

**Catalog Description:** This interactive course prepares nurses for the 21st century role aimed at improving quality of care and patient safety in healthcare systems with the use of technology and evidence-based decision-making among interprofessional teams.

**Prerequisites:** NUR 3100, NUR 3300, and NUR 4800 or NUR 4801 all with minimum of “C”

**Restrictions:** Admission to RN-BSN Program

NUR 4860: **Policy and Politics: Leading and Managing Health Care**

**Credit Hours:** 3 credits (42 class hrs) *55-minute hours

**Catalog Description:** Integrates leadership and management concepts to influence policies to promote health and prevent disease and reduce disparity across health care settings. Examines global aspects of the demographic, social, political, legal-ethical, and environmental issues influencing health care and health policy.

**Prerequisites:** NUR 3100, NUR 3300, NUR 4800 or 4801 all must be minimum grade of “C”

**Corequisite:** NUR 4870

**Restriction:** Admission to RN-BSN Program

NUR 4870: **Advancing Communities Towards Healthy Outcomes**

**Credit Hours:** 3 credits (42 class hrs) *55-minute hours

**Catalog Description:** Integrates population-based concepts to assess populations. Emphasizes all levels of prevention to promote health of individuals, families, and groups; including lifestyle and genetic factors impacting population health.

**Prerequisites:** NUR 3100, NUR 3300, NUR 4800 or 4801 all with Minimum of “C”

**Corequisite:** NUR 4860

**Restriction:** Admission to RN-BSN Program

NUR 4880: **Critical Reasoning in Complex Health Care Systems**

**Credit Hours:** 3 credits (42 class hrs) *55-minute hours

**Catalog Description:** Examines system and organizational theories for the practice of professional nursing to incorporate safety and quality improvement initiatives that improving quality patient outcomes across complex health care systems.

**Prerequisites:** NUR 4810, NUR 4830, NUR 4850, NUR 4860, and NUR 4870 all must be minimum grade of “C”

**Corequisite:** NUR 4890

**Restriction:** Admission to RN-BSN Program

NUR 4890: **Application of Leadership and Management Concepts to Nursing Process**

**Credit Hours:** 3 credits: 1 cr didactic (14 hrs) *55-minute hours; 2 cr clinical (56 fieldwork hrs) *55-minute hours

**Catalog Description:** Examines theories and strategies of leadership and management for the practice of professional nursing while incorporating safety and quality improvement initiatives and improving quality patient outcomes. Application of leadership concepts, skills, and decision-making in the provision of nursing care, team coordination, and participation in evidence-based improvement/change projects. Fieldwork provides opportunity for professional immersion experience.

**Prerequisites:** NUR 4810, NUR 4830, NUR 4850, NUR 4860, NUR 4870 all must be minimum grade of “C”

**Pre or Corequisite:** NUR 4880

**Restriction:** Admission to RN-BSN Program

(Revised 10/9/13; 11/13/13; 2/12/14; 6/1/15; 10/14/15)

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HONORS PROGRAM

The University Honors Program is designed to meet the academic needs of superior students. It requires honors courses throughout the undergraduate curriculum. Information can be obtained from the University Honors Program office, 243 Millett Hall, 775-2660 and on the web at www.wright.edu/academic/honors/.

CONH HONORS PROGRAM

See the CONH Honors Handbook on our home page at http://nursing.wright.edu/
INDEPENDENT STUDY IN NURSING - NUR 4150

This course offers students an opportunity to define a topic for independent study to meet individual needs that are not available within the nursing curriculum.

PROCEDURE:

1. No prerequisites are required
2. A full-time faculty advisor will be selected by the student to facilitate the experience.
3. The student meets with the identified faculty member and obtains an agreement before registering for the independent study.
4. The student writes learning outcomes, course outline, requirements, and a plan for evaluation. The student submits document to a faculty member having some expertise in the chosen area of study preferably by the 12th week of the semester prior to registering for the independent study. If the faculty person agrees to serve as the student's advisor, the faculty person refines the course plan, as needed, in collaboration with the student.
5. Approval of the instructor and Assistant Dean is required.
6. See Student Handbook for the “Request for Independent Study” form. The form is completed and signed by the instructor and Assistant Dean. The completed form is submitted to the CONH Student Affairs office to provide permission for the student to enroll in the Independent Study course.
7. The student completes the independent study in the semester in which the student is registered.
8. The faculty member submits the syllabus to the CONH administration according to the CBA.

UG Curr, 9/10/14; 2/10/16

See next page for form
REQUEST FOR INDEPENDENT STUDY - NURSING 4150

Deadline for submission: Preferably by the 12th week of semester prior to enrollment.

Student’s Name: ______________________________________________________

UID #: __________________

Plan to enroll: Semester ________ Year ______ Credits ______

This course provides for individual study in an area of nursing not available through regular course offerings. Permission of the College of Nursing and Health is necessary. The student designs objectives, a course outline, requirements, and plan for evaluation and submits this to a full-time faculty member having some expertise in the chosen area of study preferably by the 12th week of the semester prior to enrollment. If the faculty person agrees to serve as the student’s advisor, the faculty person refines the course, as needed.

ATTACH AN OUTLINE OF YOUR COURSE OBJECTIVES AND SUBMIT TO THE FACULTY MEMBER FOR APPROVAL. NOTE: The plan should include how the student will engage in a minimum of 45 hours of work for each credit hour.

☐ Approved  ☐ Denied

Faculty Signature: ____________________________

Date: ____________________________

☐ Approved  ☐ Denied

Assistant Dean Signature: ____________________________

Date: ____________________________

NOTE: The original of this form with a copy of finalized objectives accepted by both student and faculty must be submitted to the College of Nursing and Health Student Affairs Office (160UH Main campus or 182B Lake Campus) prior to enrollment in the course. The instructor and the student should also keep a copy with an outline of course objectives as well as a copy must also be submitted to the Faculty Assistant for filing.

Approved: UG Curr, 9/10/14; 2/10/16
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R:\off_conh-restricted\staff\Forms\Student\Request for Independent Study 4150 Form.docx
WRITING ACROSS THE CURRICULUM

**Goals of the writing across the curriculum program** Wright State University’s Writing Across the Curriculum (WAC) program has three goals:
- To help students grow as writers,
- To encourage students to use writing as a tool to discover and communicate ideas, and
- To introduce students to discipline-specific ways of writing.

**Learning outcomes** Wright State students will be able to produce writing that
- Demonstrates their understanding of course content,
- Is appropriate for the audience and purpose of a particular writing task,
- Demonstrates the degree of mastery of disciplinary writing conventions appropriate to the course (including documentation conventions), and
- Shows competency in standard edited American English.

**Recommended graduation requirement** for students making the transition from quarters to semesters, the previous requirement of four Writing Intensive (WI) courses for General Education has been reduced to three courses in the Wright State Core. Students may use either WI (quarter) or IW (semester) courses to meet this requirement. For students transferring to Wright State in fall quarter or 2012 or thereafter, the number of IW courses required for the Core depends upon the number of transfer hours applied to the Core in the term that they matriculate. A full statement of the policy is available at [http://www.wright.edu/academics/wac/](http://www.wright.edu/academics/wac/). Students with questions should be referred to their advisors.

All students must complete the two-course IW requirement in the major.

**Change of designation from WI to IW** Courses in the program will be described as Integrated Writing (IW) courses rather than Writing Intensive. In IW courses, writing with guidance from the course instructor is an important component of the learning, but writing instruction may not be the main focus of the course.

**Description of IW courses**
Courses should be designated as IW only when the learning outcomes of the course, typical mode of instruction, and class size are compatible with the IW outcomes identified above. Courses that are approved for the Integrated Writing (IW) designation must meet the following requirements:
- The course syllabus identifies the course as an IW course.
- The IW learning outcomes are listed on the syllabus.
- A significant amount of writing is required: a minimum total of 2,000 words in IW Wright State Core courses and a minimum total of 5,000 words in IW courses in the major.
- Students will receive response to their writing and have opportunities to use that response to improve their writing.
- Writing assignments are integrated into the course design. Students should not be able to pass the course without completing the writing assignments.
- Criteria for evaluating writing are clearly articulated and provided to students.
- These courses include NUR 3200 and NUR 3300 for pre-licensure students, and NUR 3300 and NUR 4830 for RN-BSN students.
Transfer Students—IW Requirements in the Major
All transfer students must satisfy the IW requirement in the major either by completing two IW courses at Wright State or by completing one designated IW course in the major and an independent writing project or independent reading course as described below.

Transfer students can satisfy the IW requirements in the Wright State Core in the following ways:
- Transfer students who have completed the Ohio Transfer Module will be considered as having met the IW requirement in the Wright State Core.
- Transfer students who have completed the equivalent of the Wright State Core when they matriculate at Wright State will be considered as having met the IW requirement in the Wright State Core.
- Transfer students who have completed the equivalent of less than 50% (less than 19 semester hours) of the Wright State Core when they matriculate at Wright State must complete two IW courses in the Wright State Core.
- Transfer students who have completed the equivalent of 50-75% (19-28 semester hours) of the Wright State Core when they matriculate must complete one IW course within the Wright State Core.
- Transfer students who have already completed the equivalent of 75% or more of the Wright State Core may satisfy the IW requirement by completing one IW course in the Wright State Core or by preparing an acceptable portfolio that includes writing on demand or by completing an approved advanced writing course.

Transition and Returning Students—IW Requirements in Wright State Core
Transition and returning students can satisfy the IW requirements in the Wright State Core in the following ways:
- Transition and returning students who have completed the General Education requirements in effect when they matriculated will be considered as having met the IW requirement in the Wright State Core.
- Transition and returning students who have completed three or more WI courses in the current General Education program will be considered to have completed the IW requirement for the Wright State Core.
- Students who have completed two WI courses in the current General Education program must complete at least one IW course in the Wright State Core.
- Students who have completed one WI course in the current General Education program must complete at least two IW courses in the Wright State Core.

Returning, transfer, transition, or other students who cannot successfully complete two IW courses in the Wright State Core (excluding the Wright State Core writing requirement) may satisfy the IW requirement in any of the following ways:
- pass one IW course in the Wright State Core and earn a grade of C or better in an approved advanced writing course.
- pass one IW course in the Wright State Core and prepare an acceptable portfolio that includes writing on demand.
- earn a grade of C or better in an approved advanced writing course and prepare an acceptable portfolio that includes writing on demand.
- complete an additional IW course in the major beyond the two required IW courses in the major.

The above options are limited to meeting the IW requirement for the Wright State Core.

Transition and Returning Students—IW Requirements in the Major
All students must complete at least two courses designated either WI (quarter courses) or IW (semester courses) in the major. Any combination of WI and IW courses will satisfy this requirement. Returning, transfer, transition, or other students who cannot successfully complete two IW or WI courses in the major may satisfy this requirement by completing an independent writing project within the program or by taking a designated IW independent reading course. Each department will designate the appropriate course needed to complete the requirement. Students may use an independent writing project or designated IW independent reading course to fulfill only one of the two-course requirement. This option is limited to fulfilling the IW requirement in the major. Whenever changes to the curriculum result in a redistribution of IW courses in the major, departments should ensure that the individual advising plans for transition students address the IW requirement in the major.

WAC Semester Conversion 4 Approved, Faculty Senate, July 12, 2012
POLICIES & GENERAL INFORMATION

It is the responsibility of nursing students to familiarize themselves with regulations that apply to all university students. Students should refer to the most current undergraduate catalog and university student handbook for those policies and procedures currently in effect. Nursing students are also responsible for checking their Wright State email account and Pilot courses daily. **Students are accountable for all information posted.**

**Academic Advising**

Students are encouraged to contact an advisor for career information, course planning, and academic counseling in the office of Student and Alumni Affairs (160UH Main Campus or 171 Dwyer Lake Campus) at least once each year. Students are encouraged to run a DARS report at the end of each semester to make sure courses and grades have been recorded correctly.

**Academic Policies**

Please note admission policies for prelicensure and for the RN/BSN Completion program are posted on the College of Nursing and Health website.

It is important to note that all prelicensure students are admitted to either the Lake or Main campus. Once admitted to a campus, students will complete the nursing program of study at that campus.

*Completion (Graduation) Policy for both Pre-licensure BSN and the RN-BSN Students*

In order for the pre-licensure and RN-BSN students to be eligible for the Bachelor of Science degree in Nursing, the student must have:
1. earned a minimum of 2.0 cumulative grade point average
2. completed the minimum number of 120 semester hours
3. completed the specific course requirements as identified for obtaining the bachelor of science degree in Nursing
4. completed all general education requirements
5. satisfactorily fulfilled the writing across the curriculum and the multi-cultural course requirements
6. fulfilled the University’s residency credit requirement
7. filed an application for graduation with the Office of the Registrar according to dates posted by that office

Affirmed UG Curr, 10/8/14; 11/12/14

*Dismissals from the CoNH and Readmission*

At the end of each semester, the records of all students experiencing academic issues and withdrawals will be reviewed. These students are encouraged to meet with an academic advisor to discuss the College of Nursing and Health’s academic progression policies and to receive referrals for appropriate academic support services.

Students who demonstrate lack of progress may be dismissed from the College of Nursing and Health for **any** of the following reasons:

1. Both the semester and cumulative grade point averages are below 2.0 for two consecutive semesters.
2. Students who receive a grade of "D," "F," "U," or "X" in a nursing course and repeats that course with a grade of "D," "F," "U," or "X."  
3. Students who receive a grade of "D," "F," or "X" in a second nursing course. (NOTE: Only one nursing course may be repeated.)  
4. Students who exhibit a pattern of repeated withdrawals from courses in the nursing program of study.  
5. Students who receive a grade of "D," "F," or "X" in a science course and repeats that course with a "D," "F," or "X."  
6. Students who receive a grade of "D," "F," or "X" in a third science course. (NOTE: Only two science courses may be repeated.)  
7. Students must have 'C' or higher in courses in the nursing program of study (See**).  
8. Inability to complete the program within 9 semesters once enrolled in NUR 2100.  

*Science courses: ANT 2100 & 2120; BIO 1050, 1070, 1120, 1150; CHM 1020; M&I 2200; HLT 3400  

**Required courses in which students must earn a "C" or better: all nursing courses, ATH 2500, SOC 2000, STT 1600, ANT 2100 & 2120, Biology 1050, 1070, 1120 or 1150, CHM 1020, ENG 1100 and 2100/2120, M&I 2200, PHR 340 or HLT 3400, PSY 1010 & 3410,  

Procedures:  
A. Students dismissed from the College of Nursing and Health may have the option to transfer to another academic unit if their academic standing in the University is satisfactory.  
B. Students who meet one of the criteria for academic dismissal will be given one semester to transfer out of the College of Nursing and Health. If the transfer process is not initiated by the student, Student Affairs personnel will automatically notify the Registrar to assign the student to a nondegree status.  
C. Once students have been dismissed from the College of Nursing and Health, students are not considered /eligible for readmission. However, students who feel they have had unusual circumstances that have resulted in failure to meet progression policies may use the most current procedure for completing an undergraduate petition (see most current petition guidelines). Any students readmitted to the nursing program must meet the curriculum requirements in effect at the time of readmission.  

UG Curr 4/8/15  

Leave of Absence Policy  
Any student that anticipates the need for a leave of absence must request and receive approval for said leave. The leave of absence must be for a defined period of time (i.e., not indefinite) and may include but is not limited to an absence required to support military related activities. If applicable, students who obtain approval for a leave of absence prior to the leave will have the progression standard of completing the program within 9 semesters extended to accommodate the requested leave. If the student is not continuously enrolled and takes no classes for more than three semesters, the student will be considered withdrawn from Wright State University.  

Leave of Absence:  
1. All requests for a leave of absence are to be submitted on the Leave of Absence form to the Associate Dean by the student or student representative ideally prior to the semester in which leave is desired. The Associate Dean will make a determination based upon the circumstances as presented in each individual case.  
2. The first semester a student returns from leave they are not guaranteed enrollment in a nursing course. Enrollment will depend on space availability and first priority is given to students who are following their original program of study.
B. Returning after leave of absence:
   1. Students who are out for a leave of absence for longer than three semesters will be required to complete independent study upon return which can be completed concurrently with return to nursing courses. Military students who have a leave of absence to fulfill military duty obligations are exempt from this requirement. Students who are out for a leave of absence for less than three semesters may request to complete the independent study.
UNDERGRADUATE LEAVE OF ABSENCE REQUEST FORM

Please complete the following information and submit to the office of the Associate Dean of Academic Affairs. If possible, submit this form at least one semester prior to the requested leave of absence. Provide any documentation to support leave request as applicable.

Name:___________________________________     Date______________________________

UID_____________________________________    Email:_______________________________

Home Address:

Dates Leave of Absence Requested (NOTE: Dates cannot be indefinite):

Reason for Leave of Absence:

Leave of Absence is (check one)  ☐ Approved      ☐ Denied

Rationale:

Nine semester rule completion extended to (Semester/Year):_______________________________

______________________________________________________________________________

Signature of Associate Dean for Academic Affairs

Date ____________________________________________________

1. Original Student file
2. Copy sent to student

R:\conh-restricted\Organizational Handbook\Forms\Student\Leave of Absence Form Undergraduate.docx
UG Curr:  10/12/16
The College of Nursing and Health (CONH) recognizes that many adult learners have knowledge and skills developed through both academic and non-academic training and experience that may be equivalent to college-level coursework. This policy outlines the procedures for awarding credit for CONH courses through transfer of academic credit from an appropriate regionally accredited institute of higher education as well as through assessment of prior learning through standardized examinations, CONH administered examinations, and portfolio assessment. Undergraduate students in the RN-BSN completion pathway may transfer in a maximum of 9 credits of nursing courses obtained collectively through transfer credit or prior learning assessment procedures outlined in these guidelines. For graduate students, credit obtained collectively through transfer courses or prior learning assessment procedures outlined in these guidelines cannot exceed 50% of that required for the degree being pursued or no more than 33% for a graduate certificate.

Procedure:

1. **Transfer of Credit from a Regionally Accredited Institute of Higher Education**
   A. **Transfer of Graduate Level Courses:** Upon recommendation of the student’s adviser and the approval of the College of Nursing and Health and the Graduate School, graduate credit completed at another graduate school may be transferred to the student’s program at Wright State. Credit may be transferred if the following conditions are met:
      1. The student was admitted and enrolled as a graduate student at the institution where the graduate credit was completed. In addition, the student left in good standing at the other institution. The institution must be an appropriate regionally accredited academic institution or an academic institution with high academic standards deemed appropriate and acceptable by the Wright State.
      2. The grades in the courses to be transferred are “B” or better.
      3. The credit is within the seven-year time limit for master’s degree, five year limit for certificate programs, and ten year limit for doctoral programs.
      4. An official transcript reflecting the course work is on file in the Graduate School.
      5. The faculty reviews the course for equivalency to the WSU required course with CONH form completed (Transfer Credit Approval Form) and placed in student file. Review will either note approval or denial of course(s) for transfer credit. Accepted courses will be reflected on the student’s program of study.
      6. The student has a program of study sent to the Graduate School. The program of study must clearly reflect the student’s required and elective courses, including those in which transfer credit was accepted.
   B. **Transfer of Undergraduate Level Courses:** Upon recommendation of the student’s adviser and the approval of the College of Nursing and Health, undergraduate credit completed at another undergraduate institution may be transferred to the student’s program at Wright State. Credit may be transferred if the following conditions are met:
      1. The student was admitted and enrolled as a student at the institution where the undergraduate credit was completed. In addition, the student left in good standing at the other institution. The institution must be a college or university that is regionally accredited.
      2. The grades in the courses to be transferred are “C” or better.
      3. Science courses must be within the five-year time limit (for science courses only as stated in the Undergraduate Student Handbook)
      4. An official transcript reflecting the course work is on file
      5. The student’s advisor reviews the transfer of credit request and recommends that the course(s) be accepted for transfer credit and reflects this information on the program of study. If the student advisor is unclear regarding transfer of credit, the Assistant Dean reviews the course for
equivalency with faculty teaching a similar course at WSU to determine if course is equivalent to the WSU required course. Transfer credit form documenting decision placed in student file (See Transfer Credit Approval Form on the following pages).

6. The student has a program of study on file that clearly reflects the student’s required nursing and other supporting courses. The program of study must include enough courses for student to meet current residency requirements.

c. Students who disagree with a decision regarding transfer of credit made by the College of Nursing and Health may pursue a petition as outlined in the most recent petition guidelines for the type of course (undergraduate or graduate).

2. Credit by Examination
A. External Standardized Exams: The CONH will clearly make available any courses in which standardized examination is an option for course equivalency of a nursing course on the college website. Information available on the website will include courses with equivalent exams, required score for credit on the exam, and eligibility for the exam. All eligible students will be offered the option of taking the exam for course credit. In addition to costs assessed by the testing authority, students may also need to complete the most recent Prior Learning Assessment (PLA) Registration form and pay appropriate Wright State University processing fees to receive credit. The form can be accessed from the following link: https://www.wright.edu/academic-affairs/policies/prior-learning-assessment-procedure-and-form. Students may only repeat any standardized exam once to achieve the passing score for credit. Students passing the exam will receive a ‘P’ grade for that course.

B. College of Nursing and Health Administered Examinations: Courses in which credit for prior learning can be awarded through examinations created and administered by the CONH will be clearly identified on the college website. All students eligible to take the course will be eligible to sit for the internally administered exam. Students must complete the most recent Prior Learning Assessment (PLA) Registration form and pay appropriate college and Wright State University processing fees to receive credit. The form can be accessed from the following link: https://www.wright.edu/academic-affairs/policies/prior-learning-assessment-procedure-and-form. Students may only repeat any standardized exam once to achieve the passing score for credit. Students passing the exam will receive a ‘P’ grade for that course.

3. Credit by Portfolio Assessment
A. Student’s may provide a formal written request for recognition of learning by developing a portfolio that provides documentation of equivalent and comparable course objectives or competencies for submission by internal analysis in the CONH.

B. Courses eligible for internal portfolio assessment are made available to students on the college website with all students eligible for credit given the opportunity to submit a portfolio for review.

C. Students may submit a portfolio for assessment up to two times. A second portfolio can be submitted after 30 days of receiving notice of outcome of the initial portfolio assessment.

D. Portfolios are reviewed by a nursing faculty trained in assessing portfolios for credit using standardized rubrics for portfolio assessment.

E. Students must complete the most recent Prior Learning Assessment (PLA) Registration form and pay appropriate Wright State University processing fees to receive credit.

F. It is highly recommended that students consult an advisor for guidance on how to submit a successful portfolio for assessment.

G. Portfolios must contain the following elements:
   1) Introduction—Statement of purpose of the portfolio providing introduction of the student and summary of portfolio contents.
2) Course Identification—Clear indication of the CONH course the student is requesting to have considered for credit including course objectives.

3) Narrative—A narrative outlining how the student feels he/she has met each course objectives based on any previous coursework, work experience, training, etc. The narrative is written in APA style with references as appropriate. The narrative should provide a clear and organized description of how the student feels they have met each course objective of the course.

4) Appendices—Each portfolio should include Appendices providing supporting documentation as evidence to support the narrative with each Appendix numbered alphabetically starting with the Letter ‘A.’ Examples of supporting documentation to include in the Appendices include letters of verification from an employer/supervisor, work products, videos or audio recordings, course completion or CEU certificates, websites, etc. A portfolio may be denied due to lack of appropriate documentation.

5) Authentication—Final signed statement indicating authenticity of the information and documentation as true and the student’s own work.

Grad Curr 9/16/15; 12/9/15; UG Curr 11/18/15; 1/13/16
Wright State University-Miami Valley
College of Nursing and Health
TRANSFER CREDIT APPROVAL FORM

Student Name__________________________________________  WSU UID # ____________________

Address_______________________________________________________________

Phone____________________  WSU Email ________________________________________________

Course Transfer Requests:

1. Name of Course Taken: _______________________________________________________________
   Credit Hours: _______  □ quarter hours   OR   □ semester hours
   Institution: _____________________________________________________________
   Final Grade: ___________  Date of Completion: _________________________________
   Requesting transfer and equivalence for NUR_______________
   Equivalency reviewed and □ Approved   □ Denied (check one). Comments:
   ________________________________________________________________

   Signature of Department Approval  Title  Date

2. Name of Course Taken: _______________________________________________________________
   Credit Hours: _______  □ quarter hours   OR   □ semester hours
   Institution: _____________________________________________________________
   Final Grade: ___________  Date of Completion: _________________________________
   Requesting transfer and equivalence for NUR_______________
   Equivalency reviewed and □ Approved   □ Denied (check one). Comments:
   ________________________________________________________________

   Signature of Department Approval  Title  Date

3. Name of Course Taken: _______________________________________________________________
   Credit Hours: _______  □ quarter hours   OR   □ semester hours
   Institution: _____________________________________________________________
   Final Grade: ___________  Date of Completion: _________________________________
   Requesting transfer and equivalence for NUR_______________
   Equivalency reviewed and □ Approved   □ Denied (check one). Comments:
   ________________________________________________________________

   Signature of Department Approval  Title  Date

Original completed form filed in student’s record and used to develop program of study. Copy
sent to student with decision.

R:\off_conh-restricted\Organizational Hdbk\Policies\Academic Policies\+ALL Prior Learning Policy.docx
PORTFOLIO ASSESSMENT STATEMENT OF ORIGINAL WORK

I am submitting a portfolio for assessment for equivalency to the following course offered at Wright State University:

________________________________________________________________________________________
College/Department

________________________________________________________________________________________
Course Number Course Title

I affirm that all materials submitted with this portfolio are my original work. I have properly referenced other sources that I used in my narrative. I have not copied work from other sources nor claimed other’s work as my own. I understand that submitting plagiarized work is a violation of the WSU Code of Student Conduct (https://www.wright.edu/community-standards-and-student-conduct/code-of-student-conduct)

_____________________________________            __________________________       _____________
Last Name (please print)                             First name                                             U ID #

_______________________________________________         __________________________________
Signature                                                                 Date
Successful progression through the nursing program is dependent upon the student meeting established CONH criteria as well as all Wright State University criteria.

**Guidelines for progression in program:**
1. Students have 9 semesters to complete the 6 semester BSN curriculum, starting with the semester enrolled in NUR 2100.
2. Students have 8 semesters to complete the 5 semester Veterans/Accelerated BSN program, starting with the semester enrolled in NUR 2124.
3. A minimum grade of C must be achieved to pass a required nursing course and progress in the major. A student who receives a grade of "D," "F," "U," or "X" in a nursing course may have an opportunity to repeat the course one time only.
4. Only one nursing course may be repeated. If a second nursing course is not successfully completed, the student will be dismissed from the nursing program.
5. Students must maintain a 2.0 cumulative grade point average or higher to continue in nursing courses.
6. All prerequisite and corequisite courses, including non-nursing courses, must be completed as specified.
7. As a practice profession, students must abide by the standards as indicated in the ANA nursing Code of Ethics, Ohio Board of Nursing rules and regulations, Wright State University Code of Conduct, and the WSU College of Nursing and Health Student Code of Conduct. Failure to do so may result in dismissal from the nursing program.

**Changes in the Program of Study:**
1. Courses in the nursing major are sequentially planned. This means that, unless otherwise specified, nursing courses must be successfully completed in the order and semester listed on the curriculum pattern. Since nursing courses are not offered each semester, unsuccessful attempt of any course may result in a later graduation date.
2. The College of Nursing and Health makes every effort to accommodate students who are out of sequence in the nursing clinical courses so that they may progress through the program in a timely manner. However, students who continue through the program as scheduled in their original program of study are given first preference for available spaces in all nursing courses.
3. Leave of Absence: Students who cannot attend courses for a term or more for any reason must notify the appropriate Assistant Dean to obtain approval for a leave of absence. Refer to the Leave of Absence Policy for further information.

**Academic Support:**
1. At the end of each semester, the Office of Student and Alumni Affairs reviews the record of all students experiencing academic issues and withdrawals. These students are encouraged to meet with an academic advisor in the Office of Student and Academic Affairs to discuss the College of Nursing and Health’s academic progress policies and to receive referrals for appropriate academic support services.
Academic Dismissal from the College of Nursing and Health

1. Students who demonstrate lack of progress may be dismissed from the College of Nursing and Health for any of the following reasons:
   a. Both the semester and cumulative grade point averages are below 2.0 for two consecutive semesters.
   b. Inability to complete the program within 9 semesters once enrolled in NUR 2100 or 8 semesters after enrolled in NUR 2124.
   c. The student earns a grade of "D," "F," "U," or "X" in a nursing (NUR) course and repeats that course with a grade of "D," "F," "U," or "X."
   d. The student earns a grade of "D," "F," "U," or "X" in a second nursing (NUR) course. (NOTE: A student may repeat only one nursing course.)
   e. The student earns a grade of "D," "F," "U," or "X" in a science course and repeats that course with a grade of "D," "F," "U," or "X."*
   f. The student earns a grade of "D," "F," "U," or "X" in a third science course.* (NOTE: A student may repeat only two of the science courses.)
   g. Students must earn a 'C' or higher in courses in the nursing program of study (See**).
   h. Withdrawals from HLT or NUR courses during 2 terms.
   i. Commit an egregious patient safety error; violate a Social Media or HIPAA policy; or demonstrate a pattern of safety, code of conduct, or other pattern of behavior incongruent with safe, professional nursing care and/or the CONH Code of Student Conduct.

   *Science courses: ANT 2100 & 2120; BIO 1050, 1070, 1120, 1150; CHM 1020; M&I 2200; HLT 3400
   **Required courses in which students must earn a "C" or better: all nursing (NUR) courses, ATH 2500; SOC 2000; STT 1600; ANT 2100 & 2120; Biology 1050, 1070, 1120 or 1150; CHM 1020; ENG 1100 and 2100/2120; M&I 2200; PHR 340 or HLT 3400; PSY 1010 & 3410.

2. A student dismissed from the College of Nursing and Health may have the option to transfer to another academic unit if their academic standing in the University is satisfactory.
3. Students who meet one of the criteria for academic dismissal will be given one semester to transfer out of the College of Nursing and Health. If the transfer process is not initiated by the student, Student Affairs personnel will automatically notify the Registrar to assign the student to a non-degree status.

Readmission to the CONH:
1. Once students have been dismissed from the College of Nursing and Health, students generally are not considered eligible for readmission. However, students who feel they have had unusual circumstances that resulted in failure to meet progression policies may use the most current procedure for completing an undergraduate petition (see petition guidelines). Any students readmitted to the nursing program must meet the curriculum requirements in effect at the time of readmission.

RELATED POLICIES: CONH Leave of Absence Policy, CONH Grading Scale Policy, University and CONH Academic Misconduct Policies, CONH Student Code of Conduct, CONH Undergraduate Petition Policy, Ohio Board of Nursing 4723-5-12 Program Policies; CoNH Guidelines for Practicing Safe and Professional Care.

UG Curr 2/11/13, 4/08/13, 9/07/16, 4/12/2017; Faculty Assembly 4/19/17
Progression, Dismissal, and Readmission in the RN-BSN Completion Program

Successful progression through the nursing program is dependent upon the student meeting established CONH criteria as well as all Wright State University criteria.

Guidelines for Progression in Program

8. Students have 5 years to complete the RN-BSN curriculum, starting with the semester enrolled in NUR 4800/4801.
9. A minimum grade of C must be achieved to pass a required nursing course and progress in the major. A student who receives a grade of "D," "F," "U," or "X" in a nursing course may have an opportunity to repeat the course one time only.
10. Only one nursing course may be repeated. If a second nursing course is not successfully completed, the student will be dismissed from the nursing program.
11. Students must maintain a 2.0 cumulative grade point average or higher to continue in nursing courses.
12. All prerequisite and corequisite courses, including non-nursing courses, must be completed as specified.
13. As a practice profession, students must abide by the standards as indicated in the ANA nursing Code of Ethics, Ohio Board of Nursing rules and regulations, Wright State University Code of Conduct, and the WSU College of Nursing and Health Student Code of Conduct. Failure to do so may result in dismissal from the nursing program.

Program of Study
1. All students will develop an intended plan of study with their academic advisor.
2. The plan may be modified as needed with advisor approval in the 5-year period.
3. If the RN-BSN student cannot complete the program of study as submitted, the student must make an appointment with their advisor before dropping a class.
4. Revised programs of study are developed with their Advisor using the following guidelines:
   a. Courses are offered according to enrollment and according to a faculty-approved curriculum.
   b. If program requirements change, plans for graduation may also change.
   c. If a student gets off track from the intended progression to graduation and upon return course enrollment is full, the student will need to wait until the next course offering to complete it.
5. The College of Nursing and Health makes every effort to accommodate students who are out of sequence in the nursing clinical courses so that they may progress through the program in a timely manner. However, students who continue through the program as scheduled in their original program of study are given first preference for available spaces in all nursing courses.
6. Leave of Absence: Students who cannot attend courses for a term or more for any reason must notify the appropriate Assistant Dean to obtain approval for a leave of absence. Refer to the Leave of Absence Policy for further information.

Academic Support
2. At the end of each semester, the Office of Student and Alumni Affairs reviews the record of all students experiencing academic issues and withdrawals. These students are encouraged to meet with an academic advisor in the Office of Student and Academic Affairs to discuss the College of Nursing and Health’s academic progress policies and to receive referrals for appropriate academic support services.

Academic Dismissal from the College of Nursing and Health
4. Students who demonstrate lack of progress may be dismissed from the College of Nursing and Health for any of the following reasons:
a. Both the semester and cumulative grade point averages are below 2.0 for two consecutive semesters.

b. Inability to complete the program within 5 years once enrolled in NUR 4800/4801.

c. The student earns a grade of "D," "F," "U," or "X" in a nursing (NUR) course and repeats that course with a grade of "D," "F," "U," or "X."

d. The student earns a grade of "D," "F," "U," or "X" in a second nursing (NUR) course. (NOTE: A student may repeat only one nursing course.)

e. The student earns a grade of "D," "F," "U," or "X" in a science course and repeats that course with a grade of "D," "F," "U," or "X."

f. The student earns a grade of "D," "F," "U," or "X" in a third science course. (NOTE: A student may repeat only two of the science courses.)

g. Students must earn a 'C' or higher in courses in the nursing program of study (See**).

h. Commit an egregious patient safety error; violate a Social Media or HIPAA policy; or demonstrate a pattern of safety, code of conduct, or other pattern of behavior incongruent with safe, professional nursing care and/or the CONH Code of Student Conduct.

*Science courses: ANT 2100 & 2120; BIO 1050, 1070, 1120, 1150; CHM 1020; M&I 2200

**Required courses in which students must earn a "C" or better: all nursing (NUR) courses, ATH 2500; SOC 2000; STT 1600; ANT 2100 & 2120; Biology 1050, 1070, 1120 or 1150; CHM 1020; ENG 1100 and 2100/2120; M&I 2200; PSY 1010 & 3410.

5. A student dismissed from the College of Nursing and Health may have the option to transfer to another academic unit if their academic standing in the University is satisfactory.

6. Students who meet one of the criteria for academic dismissal will be given one semester to transfer out of the College of Nursing and Health. If the transfer process is not initiated by the student, Student Affairs personnel will automatically notify the Registrar to assign the student to a non-degree status.

**Readmission to the CONH**

2. Once students have been dismissed from the College of Nursing and Health, students generally are not considered eligible for readmission. However, students who feel they have had unusual circumstances that resulted in failure to meet progression policies may use the most current procedure for completing an undergraduate petition (see petition guidelines). Any students readmitted to the nursing program must meet the curriculum requirements in effect at the time of readmission.

**RELATED POLICIES:** CONH Leave of Absence Policy, CONH Grading Scale Policy, University and CONH Academic Misconduct Policies, CONH Student Code of Conduct, CONH Undergraduate Petition Policy, Ohio Board of Nursing 4723-5-12 Program Policies; CoNH Guidelines for Practicing Safe and Professional Care.

UG Curr 2/11/13, 4/08/13, 9/07/16, 4/12/17; Faculty Assembly 4/19/17

**Second Baccalaureate Degree Students**

In general, students who have a baccalaureate degree in another major and are returning to earn a second baccalaureate degree in nursing can be considered to have fulfilled general education requirements. Second degree students must complete all prerequisite courses and apply for admission to the College of Nursing and Health based on the most current application instructions and deadlines.
Academic Misconduct

Academic misconduct as defined in the Wright State University Student Handbook "includes but is not limited to plagiarism (submission of an assignment as the student's original work that is wholly or in part the work of another person) or dishonest conduct during an examination (including possession of tests or notes not authorized by the instructor or of a device prepared specifically for the purposes of cheating; communication with another person other than the instructor, by any means; looking at another person's paper; violation of procedures prescribed to protect the integrity of an examination; cooperation with another person in academic misconduct)."

Examples of Academic dishonesty include, **but are not limited to**, the following behaviors:

Using external assistance during an examination, including:
- Communicating in any manner with another student during an examination;
- Copying material from another student’s examination;
- Permitting another student to copy from your examination;
- Using notes, calculators, or other devices during an examination without expressed consent from the instructor; and
- Utilizing the assistance of a third party in completing a "take home" exam when such assistance is not expressly permitted.

Falsifying information, including:
- Inventing or altering data for a laboratory experiment or field project;
- Altering the content of a graded paper and resubmitting it to the instructor under the pretense of an error in grading; and
- Creating a fictional citation for a research paper.

Taking credit for the work of others, including:
- Quoting, paraphrasing, or otherwise using the words or ideas of another as your own without acknowledging or properly citing the other (commonly called plagiarism);
- Submitting as your own work any paper, homework assignment, take-home examination, computer program, artistic work, or other academic product created wholly or in part by, provided by or obtained from another.

Engaging in improper conduct such as:
- Obtaining or reading a copy of a confidential examination in advance of the time it will be administered without the knowledge and consent of the instructor;
- Reusing a paper or essay submitted in a previous term or course; Creating or making changes to your academic record or changing grades; Stealing, changing, destroying, or impeding the academic work of another student.

PROCEDURE:

1. Alleged violations of academic misconduct may be reported by faculty, staff, or students in the CONH.
2. A violation may be reported to the faculty of the course in which the alleged act occurred, the appropriate Assistant Dean (or equivalent academic administrator) of the CONH, or a member of the staff of the Office of Community Standards and Student Conduct.
3. Faculty-Student meetings will be held as described in the Wright State University Code of Student Conduct.

4. All matters relating to academic misconduct are referred to the Office of Community Standards & Student Conduct.

5. Penalties for academic dishonesty and the student procedure in academic dishonesty prosecution are clarified in the Wright State University Student Handbook and on the Office of Judicial Affairs website www.wright.edu/students/judicial.

6. CONH sanctions, including course failure and/or dismissal from the nursing program, will be applied for students who violate the WSU Student Code of Conduct and/or any applicable state nursing practice or federal policies.

7. Additional sanctions may be imposed by the WSU Office of Community Standards & Student Conduct.

8. A student accused of a violation of academic integrity is not permitted to drop or withdraw from the course in which the allegation of academic dishonesty occurred while the matter is under review.

RELATED POLICIES: Wright State University Code of Conduct, Office of Community Standards and Conduct, ANA Code of Ethics, CONH Student Code of Conduct

Advanced Standing Policy for Veterans and Active Duty Military

All veteran and military students applying to the university have the opportunity to earn academic credit for prior military coursework and occupational experience. Already established university procedures allow students to earn college credit for any military training based on the American Council on Education (ACE) guidelines. By providing documentation of military training or transcripts of any previous college courses, students will be awarded appropriate credit for any applicable prerequisite or core courses.

1. **Awarding Academic Credit**: Military students and veterans should supply documentation of training transcripts to the CONH on acceptance to the CONH for evaluation. Students may transfer courses from any other accredited program or enroll in Wright State University courses to complete any needed core or prerequisite courses.

2. **Translation of Military Clinical Skills**: Veteran and military students with a military medic/corpsman background have the ability to apply to the WSU VBSN accelerated option that will allow them to challenge nursing courses for academic credit on an individual basis. To earn credit, students must satisfactorily provide evidence of equivalent military training or complete a faculty-developed evaluation of skills specific for each course, approved by the Undergraduate Curriculum Committee, to receive credit for up to a maximum of two credits of laboratory experience in NUR 2124 and one credit of clinical experience for all clinical courses except NUR4460 and 3 credits of NUR 3200.

Attendance Policy

Students are expected to attend all classes, clinical, and laboratory sessions on time and stay for the scheduled period.

1. Students who know a scheduled class, laboratory, or clinical experience will be missed are responsible for notifying faculty in advance. It is recommended this be done as soon as a planned absence is identified.
2. Students with unplanned absences for a scheduled class, laboratory, or clinical experience are responsible for notifying faculty as soon as possible.

3. Extenuating circumstances are those that are severe and exceptional, unforeseen and unavoidable, and close in time to the request for the exception and may include serious illness, hospitalization, accidents, injuries, military duty, etc. Events not considered extenuating circumstances include but are not limited to work commitments, vacations, weddings, non-university related athletic or other special events.

4. The student is required to provide documentation of extenuating circumstances that would prevent attendance for any clinical, laboratory, or graded classroom experiences (quizzes, exams, in-class assignments, etc.) to be considered excused.

5. Documentation may include, but is not limited to, health care provider letter, accident reports, military orders, and/or hospital records.


Classroom/On-line Didactic Courses

1. All course syllabi will provide expectations for attendance including whether attendance will be factored into the final course grade.

2. In the event that a class is missed because of a faculty-approved extenuating circumstance, the student assumes responsibility for any material missed during the class and for contacting faculty regarding any required make-up assignments based on the class absence.

3. Faculty reserve the right to determine if missed exams or in-class assignments can be made up and the type of make-up exam or assignment to be given.

4. Make-up exams will not be given early and require documentation of extenuating circumstances prior to taking the make-up exam (see above).

Clinical/Laboratory

1. All syllabi with clinical and/or laboratory components will include the minimum number of clinical and laboratory hours required for the course.

2. Clinical experiences will not be scheduled on university scheduled holidays or when the university is officially closed (i.e. weather-related issues). Each course coordinator or lead faculty will work with clinical faculty and students to determine a clinical schedule for any clinical days when the university is closed (i.e. holiday, weather closures, etc.) that must be made-up to ensure meeting the minimum clinical hours for the course.

3. Students are responsible for notifying the instructor and/or clinical agency in advance when absence is unavoidable unless the student can validate that a situation existed that prevented this notification. Failure to notify the instructor and/or clinical agency is unprofessional behavior that may result in clinical failure.

4. Clinical absences must be made up regardless of whether or not the student is currently meeting course outcomes. Attending clinical on an alternate day or with an alternate clinical group may be an option. NOTE: Clinical cannot be made up with non-clinical assignments.

5. Students with restrictions or limitations may not attend clinical experiences. Students with injury or illness that affects the ability to participate in clinical after the start of the semester will be expected to provide documentation from a provider that states the date the student may return to the clinical setting with no restrictions or limitations. Documentation must be provided to the clinical faculty prior to student returning to the clinical setting.

6. Even with a documented extenuating circumstance that is determined by faculty as an excused absence, students may not be able to progress if there are extended or repeated absences affecting the ability to meet course laboratory and clinical hour requirements of a given course. In the event the student has an issue that results in extended and repeated absences, the student is encouraged to
contact a CONH academic advisor for consideration of options before the university-approved drop date.

7. For undergraduate courses:
   a. Students who miss the first week of clinical and clinical orientation are not guaranteed the ability to receive a make-up and continue in the course as many facilities only offer orientation at specific dates and times.
   b. Students who miss more than one clinical day (1/2 term courses) or 2 clinical days (full term courses) are not guaranteed the ability to make up the missed hours whether the absences were excused or not.
   c. If students miss clinical time because the faculty member is ill or the university is closed, clinical time will be made up.
   d. Undergraduate students in precepted clinical experiences must meet the clinical hour requirement in the term for which they are registered. Students should consider withdrawing from the course before the university drop deadline if extended absences will prevent the student from fulfilling the clinical hours.

RELATED POLICIES: CoNH Student Illness/Injury Policy, CoNH Guidelines for Practicing Safe and Professional Care Policy, Ohio Board of Nursing 4723-5-12 Program Policies, WSU Excused Absence Guidelines, CBA Faculty Rights and Responsibilities

Audit

When class space permits and with the written permission of the instructor and approval by the Associate Dean, a student may audit a nursing course. Students who audit a course do not receive a grade or credit for it. Students may not use an audited course to establish full-time status.

In order to audit a course, students must obtain the appropriate signatures on the “Registration Activity Form” and return it to Raider Connect by the end of the first week of the semester. Requests to audit beyond the first week are not permitted.

Canceled Classes and Clinical Experience

The decision to close the University due to a weather emergency will be made by 5:00 am and announced through the University’s emergency notification system.

1. If the University is closed, all classes, laboratory, and clinical experiences for CONH students are canceled. In the event of inclement weather, students may call either the Information Booth line at (937) 775-5740 or the general University number, (937) 775-3333, or check the University website at www.wright.edu. All closings are posted on the website. Students may also sign up to receive email and text notifications of all closings. Lake Campus students should listen to the local radio/TV stations for updates, or sign up to receive email and/or text notifications of all closings. Students may also contact the WSU info line at (800) 237-1477 or (419) 586-0300 for more information.

2. If the University closes or cancels classes after students have arrived in a clinical experience, the faculty and students may not continue with the clinical experience. If there is concern for the student’s safety that leaving immediately would increase the likelihood for harm, students may stay in clinical until it is
safe to leave (i.e., a tornado). A decision to send students home will be made by the faculty member in this event. All missed clinical time must be made up.

3. During inclement weather when the University has not officially canceled classes, individual faculty and students must make their own decision about whether they can travel to the University or clinical agency. In the event that a faculty member is unable to attend a class, the faculty member must follow procedures in the CONH Guidelines for Cancelled Classes and Faculty Absences. Clinical must be made up with clinical experiences; lab must be made up with lab experiences. Communication between faculty and students during these emergency situations is vital and faculty will develop an emergency call plan with their clinical students.

Admin, 9/9/15

Classification of Students

Students who do not complete their program of study as outlined on admission or progress in a timely manner may be subject to new curriculum requirements at both the lower and upper division.

Clinical Facilities

The College of Nursing and Health uses a variety of clinical facilities within the community, such as: Preschools, schools, extended care facilities, hospitals, and community clinics and services. In addition, nursing students will be required to visit clients in the community. Students must provide their own transportation to all clinical facilities which may be anywhere in the main campus or Lake campus region (i.e., up to 90 minutes driving time).

Communication between Students and Faculty

The best means of communicating with faculty and staff is through the WSU email account unless specifically told otherwise by course faculty. The CONH does not maintain a list of non-WSU email addresses of students.

1. The WSU email account is automatically set up for students and activated once they have received their CATS computer account username and password.
2. Students are responsible for checking their WSU email frequently; daily is recommended.
3. Dayton Campus students must report name, address, and phone number changes to the Registrar’s Office and to the CONH Administrative office.
4. Lake Campus students must report name, address, and phone number changes to the Enrollment Services office in 170B Dwyer Hall.

Faculty Assembly 4/19/17

Concerns and Issues Policy

Students may have a concern or an issue with some aspect of the class or clinical environment. To resolve the problem, students should proceed in a stepwise fashion to individuals with increasing authority.

1. If a student is dissatisfied with some aspect of a course or clinical, and the concern is not a grade issue, the student should:
   a. Confer with the instructor involved.
   b. If not resolved, meet with course coordinator (if clinical course with multiple sections) or the lead faculty. For graduate students, meet with the appropriate Concentration Director.
c. If the issue is still not resolved, then the student may meet with the appropriate CONH Assistant Dean or Director of the Lake Campus nursing program.
d. If the issue is still not resolved, then the student may meet with the College of Nursing and Health Dean.
e. If a student feels the issue still has not been resolved, the student may contact the WSU Office of Student Support Services.

2. If a student has issues with a final course grade, the student should complete the steps listed on the Academic Mediation Policy and Form.

RELATED POLICIES: Academic Mediation Policy and Form (see next page)
Faculty members retain the authority to make the final determination of the grade to be awarded to each student in his or her class. After a final course grade has been awarded, the grade can only be changed by the faculty that assigned the grade. In the event that a student and the faculty member cannot come to an agreement regarding the final course grade, the following procedure is to be followed.

PROCEDURE:
1. The student will discuss the matter with the faculty member.
2. If there is no resolution, the student and faculty member will discuss the matter with the course coordinator or appropriate director.
3. If there is no resolution, the student will submit a request to mediate the final grade to the appropriate Assistant Dean. This form must be submitted within ten (10) working days of posting of the final course grade.
   A. Within 10 working days after receiving the mediation form, the Assistant Dean will:
      1) confirm the student has already discussed the final grade with the faculty member who assigned the grade and the course coordinator or concentration director,
      2) confirm the student has given a copy of the formal complaint to the faculty member,
      3) ensure that no computational or other error has been made in reporting the grade,
      4) meet with the student to review the complaint, and
      5) either review the complaint with the faculty member and offer a perspective for the faculty member’s consideration or consult with the student about proceeding to step 4 with review of grade by a faculty panel. This should be done within 10 working days after the student has met with the Assistant Dean.
4. If the course grade is unchanged, the student may appeal to the Associate Dean for Academic Affairs, within 10 working days after receiving notification from the faculty member, requesting a 3-member panel review. The Associate Dean will then select three objective faculty members who have had no involvement in the case.
   A. The panel members will:
      1) Ask the faculty member for any additional information that should be considered,
      2) Seek further information from any involved party, if they have reason to believe that pertinent information might be available,
      3) Meet to formulate their joint recommendation, and
      4) Report their findings to the faculty member with a copy to the Associate Dean. This should be accomplished within 10 working days after the request has been filed with the Associate Dean.
   B. After receiving the perspectives from the selected faculty members, the faculty member responsible for the grade will:
      1) Convey his/her decision to the student in writing within 10 working days of receiving the report from the faculty committee.
      2) Notify the Associate Dean of the decision and when it was conveyed to the student.
5. Based on the outcome of the mediation, the student may meet with an Academic Advisor to discuss a plan of action including a petition or updated program of study.
Completion of this form provides documentation that the student and faculty have followed the College of Nursing & Health policy for grade mediation.

<table>
<thead>
<tr>
<th>Student</th>
<th>UID</th>
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<tbody>
<tr>
<td></td>
<td>Grade final</td>
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**Faculty responsible for assigning the grade**

**Explanation of the grade dispute (attach additional pages as needed)**

**Step 1**
Verification of student meeting with faculty
Grade remains unchanged ☐
Grade will be changed to _______

**Step 2**
Verification of student meeting with Course Coordinator or appropriate Director

**Step 3**
Verification of student meeting with Assistant Dean

**Step 4**
If the student wishes to appeal to the CoNH Dean, the Dean will convene a three member faculty panel to review the student’s request for mediation of a final grade. AT THIS POINT, THIS FORM SHOULD BE GIVEN TO THE DEAN.

**Panel Recommendation to the Faculty**
Grade should stand as final _______ Grade should be changed to _______
Panel Chair: __________________________ Member ____________________________
Member ____________________________ Date __________________

After the panel has reviewed the complaint and provided a perspective to faculty member, the faculty member notifies the student of the decision as to whether or not the grade will be changed.

**Step 5**
Student meets with academic advisor.
Critical Incident/Near Miss Policy

Errors or near misses are a risk with students who are novice practitioners and must be minimized to the extent possible. A record must be kept of all errors and near misses so that faculty may analyze occurrences and develop a plan to reduce risk.

Definitions:
1. **Error** - an act of omission or commission that leads (or could potentially lead) to an undesirable patient outcome
2. **Near Miss** - an incident or behavior which had the potential to cause injury or illness, but did not actualize due to chance, corrective action and/or timely intervention given the level of the student.

PROCEDURE:
1. The nursing student will report all errors or near misses immediately to the clinical instructor, assigned nurse, and/or preceptor as appropriate.
2. The patient’s condition will be assessed and treated as indicated.
3. The student or individual discovering the error will report to the nurse caring for the patient. Facility specific error documentation will be completed with assistance of the clinical instructor. A student in conjunction with the faculty member will complete any facility-required error reporting paperwork or notify the faculty member when working in a precepted clinical experience.
4. A University Occupational/Non-Occupational Injury/Illness & Incident Report and/or Sharps Injury Form Needlestick Report are completed and returned to the Associate Dean as appropriate to the incident.
5. A WSU CONH Critical Incident Tracking Tool will be completed by the student and clinical faculty. The form will be used to document any student improvement plan as indicated by the specific incident. One copy of the form will be kept with the student’s Clinical Evaluation Tool for the specific clinical course.
6. A copy of the form will be given to the Associate Dean for filing in the nursing department.
7. The Program Assessment Committee will analyze the data for any trends in incidents and report this data at least once each semester during the academic year with a report provided to the Undergraduate Curriculum Committee meeting or more often if trends indicate a need for an immediate program improvement plan.
8. Students who fail to notify faculty of any and all clinical errors or near misses are at risk of dismissal from the nursing program.
9. All persons involved with the incident and this procedure will maintain confidentiality of the student and incident as appropriate.
10. While the laboratory setting is designed to provide a safe environment for learning, faculty will determine if specific circumstances may also dictate completion of the tracking form if an error occurs in the laboratory setting based on the specific situation.

The following will result in mandatory clinical failure (see form posted on the website):

- 1 or more criteria in red OR
- Criteria score of 16 or more OR
- Incident involves fraud, theft, drug abuse, diversion, sexual misconduct, mental/physical impairment or any other significant legal violation (i.e., HIPAA, etc.)

Undergrad Curr, 4/9/14; Program Assessment Comm 9/16/15
**Disability Services**

Students requiring accommodations due to a physical and/or learning disability should notify the course faculty prior to or at the beginning of the course. Contact between the Office of Disability services (ODS), associate dean and faculty can be initiated at the student’s request to plan for and coordinate student services. Please contact ODS (937/775-5680 or Lake Campus 419/586-0366) to learn about their services if an undocumented disability is suspected.

**Dosage Calculation Policy**

To promote safety in medication administration, students must demonstrate proficiency in calculating medication dosages.

1. A leveled dosage calculation exam is administered during the first nursing assessment and fundamentals courses that will count towards the student’s final grade. This examination will include dosage calculation questions. Students will have up to three attempts to achieve a score of 95% on these exams with the first attempt counting towards the student’s course grade. Students who do not achieve a minimum score of 95% on the first attempt will be required to remediate and retake the second and third dosage calculation exam no later than the University’s course add/drop date. A student should allow a minimum of 24 hours between exam attempts to facilitate remediation. Students will be allowed to attend clinical in fundamentals but will not be permitted to administer medications during the week of remediation.

2. A proctored dosage calculation exam will also be offered at the beginning of each clinical course with the exception of NUR 2100 and NUR 2400. Content in each dosage calculation exam will be cumulative from prior semesters and levelled appropriately for the specific course. Each exam will have a minimum of 10 dosage calculation problems in any format.

3. Students will have three attempts to achieve a minimum passing grade of 100% on the dosage calculation exam.

4. Students who do not achieve a minimum score of a 100% on the first attempt will be required to remediate and retake a second exam. Students who do not achieve a minimum score of a 100% on the second attempt will be required to remediate and retake a third exam. All exams should be completed no later than the University’s course final drop date. A student cannot take a subsequent test on the same day of a failure.

5. Students will be allowed to attend clinical but will not be permitted to administer medications until successful completion of a dosage calculation exam.

6. Students who do not achieve a minimum score of a 100% on the third attempt of the dosage calculation exam will not be able to attend clinical. Students who are not able to attend clinical will be unable to meet course objectives required to successfully pass the course. These students are strongly encouraged meet with a nursing advisor prior to the university final drop date to determine their options for meeting progression requirements.

7. Course faculty reserve the right to incorporate dosage calculation questions representing both previously learned content as well as content learned in the course into each course exam.

**RELATED POLICIES:** Ohio Board of Nursing Chapter 4723-5

Faculty Assembly 4/19/17
Dress Code for RN-BSN Completion Students

The RN-BSN completion students will present themselves in professional attire while completing fieldwork projects.

1. RN-BSN students completing fieldwork projects or acting as a representative of WSU CONH must:
   a. Wear professional attire appropriate to and consistent with agency policy.
   b. Dayton Campus: To obtain a Wright 1 card and/or a photo nursing ID card/badge, students go to the ID Center in O55 Student Union.
   c. Lake Campus: To obtain a Wright 1 card and/or a photo nursing ID card/badge, students go to 170 Dwyer Hall on Lake Campus.
   d. Wear identification as an RN and WSU CoNH student.

Electronic Device and Social Media Policy

Social media is defined as media designed to be disseminated through social interaction, created using highly accessible and scalable publishing techniques. Examples include but are not limited to LinkedIn, Twitter, Facebook, Second Life, Flickr, YouTube, Instagram, and MySpace. Social media are powerful and far reaching means of communication that can have a significant impact on your professional reputation and status as a student at Wright State University-Miami Valley College of Nursing and Health (WSU CONH). Social media sites postings can blur the lines between personal voice and institutional voice. The purpose of this policy is to help clarify use of devices by students in a way that is conducive to learning, maintains compliance with clinical practice policies and also protects the student’s and college’s reputation. This policy is not inclusive of all situations related to social media.

Procedures:

- All cellular phones, pagers, and electronic and/or wireless devices must be in silent mode during all classroom and laboratory experiences.
- All cellular phones, pagers, and electronic and/or wireless devices will be turned off and out of sight during examinations, quizzes, and graded events.
- Cell phone usage in clinical setting is dictated by agency/hospital contract and/or instructor preference.
- Individual course faculty have the discretion of enforcing more restrictive course policies related to these devices in the classroom setting. These policies will be spelled out in individual course syllabi for students.
- **Protect confidential and proprietary information:** Do not post confidential or proprietary information about other people (including but not limited to patients, faculty and staff, other students, preceptors, and co-workers). Adhere to all applicable federal requirements (such as FERPA and HIPAA) as well as university and clinical agency policies.
- **Comments or photographs posted on social media sites that describe, or attempt to describe, any clinical experiences are prohibited, with or without identifying information.**
- Respect copyright and fair use: Always consider copyright and intellectual property rights when utilizing social media sites. Adhere to all applicable laws and regulations.
- Don’t use Wright State University logos for endorsements: Do not use the Wright State University logo or any other university images or iconography on personal social media sites, including pictures of students in their uniform where the WSU CONH logo can be seen. Pictures of WSU CONH students or faculty should only be posted with the consent of all individuals involved.
- **Terms of service:** Obey the Terms of Service of any social media platform employed.
“Friending”: WSU-CONH strongly discourages the use of social media sites to “friend” faculty and clinical agency personnel. Students shouldn’t initiate or accept friend requests with these individuals unless there is an in-person friendship that pre-dates the professional student nurse relationship. In addition, a student shall not use social media, texting, emailing, or other forms of communication with, or about a patient or patient’s family member, for non-health care purposes or for purposes other than fulfilling the student’s assigned clinical responsibilities.

Think (and rethink) before sharing on a social media sites: Privacy is very hard to maintain, and never guaranteed, when utilizing social media sites. Before posting anything, think about the consequences of what would happen in the event that it becomes widely known (for example printed in a newspaper or posted on a bill board) and how that would impact both the student and the university. Search engines can retrieve posts years after they are created, and communications can be forwarded or copied. If the student posting would not speak the comment in class or to a member of the media, think about if it should be posted online. Remember that postings may affect potential employer’s hiring decisions.

Be respectful and professional: Responses should be considered carefully in light of how they would reflect on the student posting and/or the university and its institutional voice. Never post anything that is obscene, defamatory, profane, libelous, threatening, harassing, abusive, hateful, or embarrassing to another person or entity, including patients, families, faculty, staff, fellow students, and agency personnel. Students are expected to adhere to professional standards including the ANA Code of Ethics.

Identify personal views as personal: If a student identifies his/herself as a Wright State University student online, it should be clear that the views expressed are not necessarily those of the institution. For example: “The views expressed on this site are completely my own and do not represent the views or policies of WSU CONH or any of its affiliated clinical agencies.” Considering adding this language to the profile or “about me” section.

Only access social media sites outside of clinical, laboratory, or class time.

Use social media names and URL’s that don’t identify WSU CONH: Avoid using your WSU email address as your primary contact on social sites. Your social media avatar should not include WSU’s name or logo.

Avoid providing healthcare advice or provider referrals: WSU CONH doesn’t endorse people, products, services, or organizations. Whenever your affiliation with WSU CONH is known or implied, you should not give or request advice or referrals.

Add value to the WSU community with what you post: Be accurate and factual. If you make an error, post the correction immediately within the original post.

Violations:

All complaints regarding possible violations of this policy will be investigated. Consequences for failure to abide by any component of this policy may range from failure of a course to dismissal from the program based on the type and seriousness of the violation. Privacy violations are especially serious: Violations involving protected health information (PHI) will result in disciplinary action or expulsion. In addition, students may be subject to federal HIPAA fines or prosecutions from the affected individuals or clinical agencies.

Violations of these policies may result in expulsion from the CONH or Wright State University.

Violations may be sanctioned by the university: Refer to the Wright State University Community Standards and Student Conduct Code of Conduct. See http://www.wright.edu/students/judicial/.

Financial penalties: Students may be required to reimburse WSU CONH if the university incurs legal costs related to an inappropriate social media posting.

Personal liability: Libel and defamation of character may be subject to civil proceedings brought forward by the injured party. These would be separate from any university sanctions.

Additional consequences: WSU-CONH may have mandatory reporting obligations to licensing and credentialing bodies.
Rationale: While the use of cellular phones and other electronic devices provide educational benefit to students, their use must not disrupt the learning environment. In addition, the increasing use of these devices for accessing and posting information on social media sites must promote a professional image that does not violate policies related to protection of sensitive and confidential information.

My signature below indicates that I have received a copy of the WSU CONH Social Media Policy that is located and maintained in the student handbook on the WSU CONH official website at http://www.wright.edu/nursing/

I further understand that it is my responsibility to read and comply with the policy contained in the handbook and any revisions made to it.

________________________  ______________________  ______________________
Signature                  Printed Name                  Date

Disclaimer: WSU and the CONH are not responsible for postings on social media as referenced in the above policy.

UG Curr, 05/14/12; Revised FO, 08/27/14
Grading Scale for CONH Courses

93 - 100 = A  
84 – 92.99 = B  
75 – 83.99 = C  
66 – 74.99 = D  
Below 66 = F  

Note:  
1) Earning below a 75% in a nursing course will result in failure to progress in the nursing program.  
2) Rounding of final course grades will not occur.

NUR courses with a clinical component:

1. All students must pass both the didactic (classroom) and the clinical/lab components of a clinical course in order to earn a passing grade (A, B, or C) in the course.

2. In order to pass the didactic component of a clinical course, three criteria must be met:  
   a. Students must earn an average of exam scores that is greater than or equal to 75%.  
   b. Students must earn an overall course grade of 75% per the final grade calculation method stated in the syllabus.  
   c. Students must earn a passing grade on all assignments listed as Pass/Fail.

3. In order to pass the clinical/lab components of a clinical course, students must meet the standards identified on the student evaluation form.

4. Course grades will be calculated in the following manner for clinical courses:  
   a. Students passing both the didactic and clinical/lab components of the course will earn a final course grade based on the student’s quantitative evaluation data.  
   b. Students passing the didactic component of the course but failing the clinical/lab component of the course indicates an inability to apply that knowledge in practice will earn an “F” for the final course grade.  
   c. Students failing the didactic component of the course, but passing the clinical/lab component of the course will earn a “D” or “F” based on the assigned percentages for each grade.  
   d. Students failing both the didactic and clinical component of the course will earn an “F” for the final course grade.

For CoNH (NUR and HLT) courses without a clinical component:

1. In order to pass a NUR or HLT course which is didactic only, the following criteria must be met:  
   a. Students must earn an overall course grade of 75% per the final grade calculation method stated in the syllabus.  
   b. Students must earn a passing grade on all assignments listed as Pass/Fail.

Faculty Senate  11/16/16
Health and Insurance Requirements

All students must provide evidence of compliance with required documents when due. Students may not participate in clinical experiences without appropriate documentation of all requirements. This policy applies to any clinical, practicum or field experience at both the undergraduate and graduate levels.

PROCEDURE:

1. The student is responsible to ensure that they are compliant at all times while enrolled in the nursing program.
2. Documentation is due by August 1st for first clinical course in fall semester; by April 1st for the first clinical course in summer semester; and by December 1st for the first clinical course in spring semester.
3. Documentation is to be submitted to the on-line compliance management system except as instructed.
4. Failure to provide appropriate documentation when due for every clinical course in which they are enrolled will not be allowed to participate in the clinical experience and thus cannot pass the course. The CoNH reserves the right to administratively drop for failing to meet the clinical compliance requirements.
5. Students who temporarily drop out of the program are responsible for contacting the appropriate Clinical Placement Coordinator regarding these requirements before re-entering clinical nursing courses.
6. The student is responsible for any costs necessary to meet these requirements.

Background Checks

1. All students are required to complete both federal and state background checks prior to enrollment in the CoNH. Subsequent testing may be required by clinical agencies. Refer to the “Background Check” policy.

Verification of RN Licensure

1. RN-BSN and graduate students must provide evidence prior to enrollment of a current unencumbered license as an RN in the state in which the clinical experience will occur. Verification must be from the appropriate Board of Nursing or NURSYS website.
2. Renewals must be entered in the on-line document management system before expiration of the current license.

Medical

1. Initial health assessment report: A medical examination must be completed prior to the first clinical experience with documentation that the student has no health restrictions that may hinder their ability to perform in clinical, laboratory, or class. Further updates may be required throughout the program by a clinical agency. The student completes demographics and Section I; the healthcare provider completes Sections II and III (CoNH 4-page form).
2. Immunizations and/or Titers: Most immunizations and titers require documentation only once during the program. Some, such as tetanus, may expire during the course of study. Others, such as Hepatitis B series, are on a specific time schedule.
3. Tuberculosis (TB) screening: Students must provide documentation that screening has been conducted prior to enrollment and ongoing as specified.
4. Required documentation and schedule are listed in the Documentation Procedures and Timeline
**Personal Health Insurance**

1. Students are required to carry health insurance while enrolled in the nursing program.
2. Students must submit a photocopy of their personal health insurance policy or card (both sides of card) which verifies the policy number.
3. Students who purchase health insurance each semester through the university are responsible for submitting a copy of their receipt at the beginning of each semester. A receipt should be requested from Raider Connect when the semester's fees are paid.
4. Should the student’s health insurance change while in the program, the student must submit the new documents as soon as possible.

**Cardiopulmonary Resuscitation (CPR) Certification**

1. Basic Cardiac Life Support (BLS) Certification to include child, infant, and obstructed airway resuscitation as well as AED use is required throughout the clinical experiences. Only the following American Heart Association courses are accepted starting January 1, 2017: Basic Life Support (BLS) for Healthcare provider course;
2. Proof must be submitted prior to beginning the first clinical, practicum or field experience and updated prior to expiration.
3. In addition to CPR, competencies such as Advanced Cardiovascular Life Support, Pediatric Advanced Life Support, or Neonatal Resuscitation Program must be submitted if required by a graduate specialty concentration.
4. Both sides of the card should be copied and submitted.

**WSU Bloodborne Pathogen Training**

1. Information will be provided on how to complete this requirement through Pilot.
2. An email will be sent to the student confirming completion of this training.
3. A copy of this email should be submitted to the online document tracking system prior to the first clinical experience and each subsequent fall semester.

**Pre-licensure only: Greater Dayton Area Hospital Association (GDAHA) Clinical Passport**

1. The link to the education and the confirmation test will be provided to students prior to the first acute care clinical experience and each subsequent fall semester.
2. The signed Clinical Passport Quiz should be returned to the undergraduate clinical coordinator.

**Drug and/or Alcohol Testing**

1. Clinical sites may require students meet additional requirements such as drug screening. It is the student’s responsibility to ensure these compliance requirements are met by the scheduled due date.
2. Students who are licensed nurses are also at risk for having findings related to criminal offenses or drug/alcohol screenings reported to the appropriate Board of Nursing

**EF Note: Liability Insurance**

1. Student liability insurance is covered in course fees. Any student wishing to review the policy may request a copy from the Dean’s office.
2. Liability insurance is limited to activities directly associated with clinical duties required by the CoNH.
3. In addition to the blanket coverage provided by the CoNH, the CoNH recommends that all licensed students (RNs and LPNs) carry personal liability coverage.
DOCUMENTATION PROCEDURES AND TIMELINE

Except as noted, documentation should be uploaded to the online document management system. Students should keep copies of all submitted documents for their own records.

If your first clinical course is in fall: due August 1
If your first clinical course is in spring: due December 15
If your first clinical course is in summer: due April 1

Submit prior to admission:

- Background checks: both federal and state
- Verification of RN licensure (applicable to licensed students only)

Submit prior to first clinical experience:

- Initial Health Assessment report
- Immunizations and titer:
  - Tetanus/Diphtheria/Pertussis (TDaP)
    - Submit documentation of a Tdap booster within the past 10 years.
    - The renewal date will be set for 10 years from the administered date of the booster.
  - Measles, Mumps Rubella (MMR)
    - One of the following is required:
      - Two vaccinations OR
      - Positive antibody titer for all three components (lab report required)
    - If the series is in process, submit what has been received; the series should be completed as due.
    - If any titer is negative or equivocal, the student must receive one booster and provide a second titer.
    - If born before January 1, 1957, students are excluded from this requirement.
  - Hepatitis B
    - Both of the following are required:
      - Three vaccinations AND
      - A positive antibody titer (lab report required) OR signed waiver refusing titer.
    - If the series is in process, submit what has been received; the series should be completed as due. The first two doses must be completed prior to clinical experience with the third completed during the school year, no later than six months from first injection.
    - If any titer is negative or equivocal, the student must receive one booster and provide a second titer.
  - Varicella Zoster (Chicken Pox) vaccine
    - One of the following is required:
      - Two vaccinations OR
      - Positive antibody titer for varicella (lab report required)
    - If the series is in process, submit what has been received; new alerts will be created for reminders to complete the series.
If any titer is negative or equivocal, the student must receive one booster and provide a second titer.

_____ Influenza (Flu) vaccine
Documentation of an influenza vaccination administered during the current flu season is required by October 15th. For Spring admits, the deadline is December 15th. The renewal date will be set for October 15th of the following flu season.

_____ Tuberculosis screening
One of the following is required:
- Option 1: Initial two-step Mantoux test (two skin tests, one week apart) followed by annual one-step Mantoux tests. Subsequent tests are required prior to the anniversary date from the previous test.
- Option 2: Documentation of a negative QuantiFERON Gold TB test or negative T-Spot TB test. Students who have previously received a BCG vaccination for TB must provide documentation. The Annual Symptom Report is due each fall.

Positive TB Skin Reactors - Positive reaction to Mantoux test: An initial chest x-ray, Quantifieron-TB Gold (QFT®) or T-SPOT.TB test must be completed. If results of these are negative, the student must complete an annual symptom report form. Positive results require treatment prior to any clinical placement.

_____ CPR Certification (and ACLS, PALS or NRP if required for your program)
Provide a copy of both sides of the signed card or an official document verifying successful completion of the course.

_____ Health Insurance Card
Submit a copy of both sides of the card. For WSU Student Health Insurance, submit a copy of the paid bill or receipt each semester.

_____ WSU Bloodborne Pathogen Training
Submit email confirmation training has been completed

_____ Pre-licensure only: Greater Dayton Area Hospital Association (GDAHA) Clinical Passport
Submit to the Undergrad Clinical Placement Coordinator or the Clinical Instructor

Requirements that need to be renewed after admission

_____ RN-BSN and graduate students only: Copy of RN licensure verification upon renewal.

_____ Influenza vaccine (each flu season by October 15th)

_____ Tuberculosis screening: Should be one of the following.
- Mantoux testing: One step test if completed within one year of previous testing. Otherwise, two step will be required.
- Previous negative chest x-rays (for positive reactors to mantoux testing), Quantifieron-TB Gold (QFT®) or T-SPOT.TB tests: Completion of annual symptom report.

_____ Healthcare Provider CPR (completed every 2 years by the expiration date of the card, through American Heart Association only)

_____ Health Insurance Card (for changes and/or semester renewals of WSU health plan)

_____ Bloodborne Pathogens Quiz on Pilot (every fall semester)

_____ Pre-licensure students only: GDAHA Clinical Passport (every fall semester)
INFLUENZA IMMUNIZATION FORM FOR STUDENTS

Student Name (Please print): ___________________________________________

University ID #: ______________________________

Inactivated Vaccine Administered

Lot #: ___________________________ Manufacturer: ____________________________

Expiration Date: ________________

Dose: 0.5 mL Route: IM Deltoid ☐ Left ☐ Right

Time: ________________ Date: ________________________________

☞ Note: Flu vaccine is due annually by October 15th of each year.

EXCEPTION: For students who start their FIRST clinical class in Spring, the deadline is December 15th of their admission year.

Provider Signature _____________________________ Date ________________

9/12/16
R:\off_conh-restricted\staff\Forms\Student\Influenza Immunization Form.doc
ANNUAL TUBERCULOSIS SCREENING

Student name ___________________________________ (Please print legibly)

This screening is required before starting your first clinical course. Thereafter, annual reviews are required by the anniversary date of the previous test.

**TWO-STEP MANTOUX**

First-Step Date: ____________ Result: ☐ Positive ☐ Negative
Second-Step Date: ____________ Result: ☐ Positive ☐ Negative
Thereafter, annual one-step is required by the anniversary date of the initial test.

Date: ____________ Result: ☐ Positive ☐ Negative

**OR**

**T-SPOT OR QUANtIFERON Gold TB TEST**

Date: ____________ Result: ☐ Positive ☐ Negative
Thereafter, annual test is required by the anniversary date of the initial test.

Date: ____________ Result: ☐ Positive ☐ Negative

**IF POSITIVE TB REACTORS** Documentation of the following must be provided:

Initial Chest x-ray Date: ____________ Result: ☐ Positive ☐ Negative
Thereafter, annual symptom review is required by the anniversary date of the initial test (see annual symptom review form)

**OR**

NEGATIVE T-Spot or QuantiFERON Gold TB Test

Date: ____________ Result: ☐ Positive ☐ Negative
Thereafter, annual test is required by the anniversary date of the initial test.

Date: ____________ Result: ☐ Positive ☐ Negative

**If positive Negative T-Sport or QuanteFERON, you must get a Chest X-ray**

Provider Signature ____________________________ Date ________________

10/25/16
R:\conh-restricted\Organizational Handbook\Forms\Student\TB Screening Form.doc
ANNUAL TUBERCULOSIS CONTROL CLINICAL QUESTIONNAIRE
STUDENT SELF-REPORT

Name ____________________________ (Please print legibly)

<table>
<thead>
<tr>
<th>Have you had any unexplained change in your respiratory status?</th>
<th>Yes</th>
<th>No</th>
<th>If yes, give details:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unexplained cough lasting 3 or more weeks that may produce discolored or bloody sputum</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shortness of breath</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chest pain</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pain with breathing or coughing (pleurisy)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Do you have any of the following symptoms?</th>
<th>Yes</th>
<th>No</th>
<th>Comments?/Explanations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unintended weight loss</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unexplained loss of appetite</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unexplained fever</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unexplained fever</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unexplained night sweats</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unexplained chills</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Any other unexplained changes in personal health status? If yes, please explain</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I verify the above information is accurate.

Date ________________  Student Signature ________________________________

Please upload this form into the student compliance system.
10/26/16
R:\conh-restricted\Organizational Handbook\Forms\Student\TB Self Report Student.doc
**Identification Cards/Badges**

All University students are required to have a Wright 1 card which serves as a photo ID and a library card. However, all students in the CONH are required to wear a nursing ID badge/card at all times during clinical, lab, or field work experience.

1. **Pre-licensure Students**
   a. Dayton Campus: To obtain a Wright 1 card and/or a photo nursing ID card/badge, students go to the ID Center in 055 Student Union.
   b. Lake Campus: To obtain a Wright 1 card and/or a photo nursing ID card/badge, students go to 170 Dwyer Hall on Lake Campus.

2. **RN-BSN Students**
   a. Students must wear identification as an RN and WSU CONH RN-BSN student identification badge.
   b. Dayton Campus: To obtain a Wright 1 card and/or a photo nursing ID card/badge, students go to the ID Center in 055 Student Union.
   c. Lake Campus: To obtain a Wright 1 card and/or a photo nursing ID card/badge, students go to 170 Dwyer Hall on Lake Campus.
   d. Student will obtain their ID badge from the RN-BSN Advisor.

3. A minimal fee is charged for issue and replacement of cards.

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**Illness & Injury Policy**

Students will ensure that any health requirements are completed prior to every clinical course. Students will also promptly notify the assigned instructor of any physical and/or behavioral health condition that may affect his or her performance or safety in a clinical setting. The assigned clinical instructor is responsible for assessing and taking action on any physical and/or behavioral health change that is noticed or brought to their attention.

1. Students enrolled in clinical courses will provide evidence of completion of all required health requirements to the assigned clinical instructor on the first day of clinical. It is the student’s responsibility to provide any updated health information as appropriate during the term.
2. It is the student's responsibility to report any changes in health status that would affect ability to participate safely in clinical to the assigned clinical faculty in a timely manner (i.e. communicable illness, injury, pregnancy, etc.).
3. All students who have been released from class/clinical/laboratory experiences for 3 or more consecutive days for physical/medical/psychological reasons may not return to class/clinical/lab until a release is on file from the respective health care provider stating the student is fit for duty. Students must present documentation prior returning to the class/clinical/lab experience. This information is then given to the CONH Office of Student & Alumni Affairs.
4. In the event of an extended illness, the student may need to contact a CONH academic advisor for consideration of options for successfully completing the program of study.
5. The student will assume financial responsibility for his or her own health care needs.

Medical Emergency in the Classroom, Lab, and Clinical Setting
- If the emergency occurs in the classroom or lab setting, 911 will be called.
- A student requiring emergency treatment while in the clinical setting will be taken to the emergency room for emergency treatment as applicable.

Medical Nonemergency in the Classroom, Lab, or Clinical Setting
- If a student becomes ill while in the classroom, lab, or clinical setting, the instructor will allow the student to rest in a quiet area until arrangements can be made for transportation home. The student should follow up with their health care provider.

Injury to a Nursing Student in the Clinical Setting
- An incident report will be completed for the agency. The Wright Way Policy 6031: Emergency Care for Illness and Injuries and WSU Wright Way Policy 6032 Occupational/Non-Occupational Injury/Illness & Incident Report are also to be completed and placed on file in the appropriate Associate Dean’s office.

Student Exposure to Blood or Body Fluids in the Clinical Setting
- In the event of a student needlestick or exposure to a bloodborne pathogen while in clinical or lab setting (Main or Lake Campus students), call 937/208-2873 (during regular business hours Monday-Friday) or 937/208-8000 (during nights, weekends and holidays). The Wright Way Policy 6034 Non-Occupational Exposure to Blood-Borne Pathogens should be followed including appropriate documentation that is filed in the Associate Dean’s office or in 182B Andrews Hall Lake Campus.

UG Curr, 4/2014; Revised by Admin: 9/17/14; 6/6/16

The Nursing Simulation and Learning Resource Center (025 University Hall)

The Nursing Simulation and Learning Resource Center (NSLRC) meets the needs of faculty and students throughout the undergraduate and graduate curriculum. As part of course requirements students will attend lab sessions as specified in course syllabi. Students learn fundamental and advanced skill content, nursing assessment, and nursing intervention through simulation. Additionally, students have access to the lab on an individual basis to meet their specific learning needs. Periodically, students may be asked to return to the lab to remediate over specific skill content, when deemed appropriate by clinical faculty.

At the Lake Campus, the NSLRC is located in 184 Andrews Hall. Open lab hours for the NSLRC will be posted outside of the door.

A laboratory fee is assessed for clinical nursing courses. Fee statements will be processed through the Bursar’s office.

See the following lab guidelines.
Welcome to the Wright State University College of Nursing and Health Nursing Simulation and Learning Resource Center (NSLRC). Please let us know how we can facilitate your lab experience. It is up to you, the student, to utilize the NSLRC and take advantage of practice opportunities to help make the most of your nursing education. We are here to help you.

**Goal**

The goal of the NSLRC is to provide Wright State University nursing students a realistic, safe environment to learn and practice essential nursing skills, as well as develop problem solving and critical thinking skills during simulation. These skills can then be utilized in the healthcare setting to provide the best nursing care possible in a safe and effective manner.

**Philosophy**

The NSLRC mission is in accordance with the mission of Wright State University College of Nursing and Health. The mission acknowledges that each student will be provided excellence in innovative educational programs as the foundation for lifelong learning, as well as be empowered to reach their full potential. The NSLRC will continue to serve students by providing a positive learning environment for all.

**Introduction**

The NSLRC exists to maintain an environment in which each student’s educational and professional development is promoted. The following guidelines exist to sustain a safe, successful learning environment and provide uniformity throughout the teaching/learning process.

**Dress Policy**

Students will attend skill check-off, skill remediation, and simulation in uniform with University ID (see student handbook for hair, tattoo, nail polish and body piercing guidelines). For safety reasons, closed toe shoes must be worn at all times.

**Lab Conduct/Behavior**

It is expected students will treat the NSLRC with respect and act in a professional manner when using the facilities. There will be no food allowed in the NSLRC. Drinks in covered containers will be permitted at the tables only, never around the manikins. All manikins are to be treated as if they are live patients. Manikins are not to be moved from the beds unless it is a part of the skill assignment (i.e., mechanical lift). The manikins are very expensive pieces of electronic equipment and need to be handled with care for longer life. Please get the assistance of an NSLRC staff if you need a manikin moved. Do not use ink pens, markers, lubricant found in your kits, or betadine near manikins as this will permanently stain/damage their skin. Please only use lubricant provided by the NSLRC staff. Students are not permitted to take photos with cell phones or other means of the manikins or lab experiences, including simulations. Only those students currently enrolled at Wright State University in the College of Nursing and Health are permitted in the NSLRC at any time. If you notice something is broken, needs restocking or our attention, please notify NSLRC staff immediately.

**Professional Responsibility**

Due to the busy schedule of the lab you are expected to show up as scheduled for any appointments. If you are more than 5 minutes late for an appointment, the lab staff has the discretion to decide whether or not your appointment needs to be rescheduled and/or refer you to your clinical faculty.
Clean Up

The NSLRC staff is not responsible for cleaning up after students. Please clean up after you practice, leaving the lab in the condition you found it. This includes beds in lowest positions with side rails up, head of bed down, manikins aligned and covered, trash disposed of, and all practice items replaced neatly where originally found. In this way all students will have a safe, clean environment to enjoy their lab experience.

Nursing Supply Bags

Each student entering 2400 will have purchased a Nursing Supply Bag equipped with most supplies needed to perform their skills check-offs. Bring this bag with you every time you come to the lab. Use these bags at home as well to help facilitate the mastering of your skills. Practice! Practice! Practice!

Open Lab

Open lab is offered to students to allow for practice time with some assistance from NSLRC staff that are available. Hours vary during the semester and can be found posted outside the Nursing Computer Lab entrance door, on the Open Lab door, as well as on the CoNH website under the NSLRC Open Lab and Remediation Appointment Site. An appointment must be made for all Open Lab, Make UP time, and Remediation appointments on this site. Failure to notify the Director of the NSLRC of cancellation of an appointment will result in your instructor being notified for unprofessionalism. Students must sign in and out of the NSLRC in the book provided at the main entrance door. Practice occurs in the Open Lab area located at the back of the Nursing Computer Lab. Students are expected to bring their Nursing Supply Bag. Other equipment will be provided.

Skill Remediation

Students must proficiently demonstrate skill competence throughout the program. Skill Performance Checklists will be available for review as “guidelines” for completing the skills. Students will be evaluated using the Skill Performance Checklists and will receive a grade of Pass or Fail. It is expected you will have reviewed the skill thoroughly before remediation, utilizing open lab times, and be prepared to remediate. You must sign in and out at the black book found at the front of the Open Lab area.

NUR 2400

Refer to the Skill Remediation Form for NUR 2400

General

Refer to the General Skill Remediation Form

Skills Videos

NUR 2400 students purchase a set of nursing skills videos with their Potter and Perry Fundamentals of Nursing textbook. These are the only videos that should be viewed when preparing for skill practice/check-off. Use these videos merely as an additional teaching method in conjunction with your Potter and Perry textbook, skill check off lists, and clinical instructor guidance. However, skill check off lists should be the ultimate guide as these will be the guidelines for evaluation.

Simulations

Simulations provide students the opportunity to improve and utilize their critical thinking, clinical reasoning, and clinical judgment skills, as well as gain new knowledge in a safe, controlled environment. Simulations are prepared by faculty utilizing a National League for Nursing template, current textbooks, and research articles that are Peer reviewed to ensure evidence based practice experiences. Simulations are held in the NSLRC at Wright State University main campus in Labs 1, 2, 3, and 056, the SHARE House at St. Leonard, and 184 Andrews Hall Lake Campus.

Various simulations occur throughout the undergraduate program. All students are expected to fully participate in the entire simulation, including debriefing, to get the most out of each experience. Please refer to the Undergraduate Student Handbook for more detailed information.
Student Simulation Evaluations

Each student will be asked to fill out an evaluation immediately upon the completion of each simulation. This feedback allows the NSLRC staff and clinical faculty the ability to make positive changes in the future for the simulations through feedback.

Confidentiality Agreement

All simulation scenarios and practice sessions involving students and/or recordings are considered confidential. All students are required to sign a Simulation Confidentiality Agreement form at the beginning of NUR 2100 through Certified Profile. These forms will be kept on file electronically until you graduate.

Safety Guidelines

Infection Control: Although everything pertaining to the patients and patient care is simulated in the NSLRC, students should follow standard precautions and transmission specific precautions when appropriate. This includes proper hand washing, use of PPE, and appropriate disposal of equipment (i.e., sharps in sharps boxes).

Latex Warning:
- The labs are NOT entirely free of latex containing products.
- Some essential products and manikins do contain latex.
- Wherever possible, latex free products and equipment have been purchased for the lab.
- Clean gloves in the NSLRC are latex free, Sterile Latex free gloves are available upon request.
- Signs are posted outside of each NSLRC lab regarding the potential risk of coming into contact with latex.
- If you are aware that you have a latex sensitivity, or suspect that you do, it is your responsibility to notify NSLRC staff.
- Individuals having a potential acute latex reaction should utilize appropriate emergency procedures and notify WSU Campus Police at extension 2111. Lake Campus students should contact the student services front desk at ext 0 or contact Mercer County Dispatch at (419) 586-7724. A WSU Incident Report form should also be completed.

Use of needles in the lab: Nursing students at Wright State University are not permitted to stick each other with any type of needle (ie. Lancet, Sub Q, Angiocath, etc.). However, in the event of a needle stick or other injury, please notify the NSLRC staff immediately and obtain first aid as necessary. The First Aid Kit can be found at the back of the NLRC in the cupboard labeled “First Aid Kit”. Forms must be filled out and sent to the appropriate department at WSU. The importance of not recapping needles is emphasized during lab.

Visitors: For safety reasons, no children are permitted in the NSLRC at any time.

Security and Emergencies: In case of an emergency please call Campus Security at extension #2111 (or 775-2111). For life threatening emergencies call 911. Lake Campus students should contact the student services front desk at ext 0 or contact Mercer County Dispatch at (419) 586-7724. There are Safety Data sheets and an Emergency Action Plan located in binders on the counter at the back of the NSLRC. Students are not allowed to bring children or guests to the NSLRC.

Disability Statement

The Americans with Disabilities Act requires that reasonable accommodations be provided for students with physical, sensory, cognitive, systemic, learning and psychiatric disabilities. If you need special accommodations, at the beginning of the semester, please contact the main campus Director of The Nursing Simulation and Learning Resource Center, Molly Mellon (molly.mellon@wright.edu), or the Lake Campus Director, Lynn Franck (lynn.franck@wright.edu or ext 8389).
Name/Address/Telephone Changes

Please notify the College of Nursing and Health Office (main or Lake Campus) as well as the Office of the Registrar of any change in name, address, or telephone number.

Nursing Pins

College of Nursing and Health pins are available to senior students preparing to graduate. Placement of an order is the responsibility of each student. To order the pins, go to www.jimcolemanstore.com/wright. Deadlines vary according to your graduation date.

Online or Web- Enhanced Courses

As many of our classes are web-enhanced or offered in online formats the College of Nursing and Health follows the recommendations for hardware, interconnectivity and software from CATS and the Center for Teaching and Learning. For minimal requirements for on campus computing see http://www.wright.edu/cats/guides/students.html. If you anticipate taking online courses, you will need more computing power than the minimal requirements. Please see http://www.wright.edu/dl/techreq.html for recommendations. In particular note that high-speed internet connections are assumed for distance learning in order to provide higher quality videos and presentations online.

Petition Process

Undergraduate students may petition for an exception to any university academic regulation, college program requirement, or for a course substitution.
1. Students interested in petitioning a university regulation or college program requirement should follow the most current university guidelines and complete the undergraduate petition process to request an exception.
2. Any petition involving a university policy or regulation (i.e. request to remove hours and points, request to drop or withdraw from a course, request to repeat a course, etc.), must be filed with WSU’s Registrar’s Office by the posted deadline for consideration during that month. Students should note the time limit for university level petitions.
3. Any petition involving a College of Nursing and Health program policy (i.e., apply for readmission after dismissal, departmental honors, etc.) is filed in the Registrar’s Office (Lake Campus submit to 182B Andrews Hall). Students must include the University undergraduate petition form and any supporting documentation by the posted university deadline for petitions for that month. Students are strongly encouraged to consult with an advisor to make sure the petition is clearly stated and documented.
4. Generally, petitions for exceptions to College of Nursing and Health program policies will not be reviewed for issues identified more than one year ago unless extenuating circumstances are documented that prevented filing the petition within one year’s time.
5. All petitions related to College of Nursing and Health program policies must be supported with appropriate documentation that addresses the student’s specific request. Students must provide documentation that includes extenuating circumstances (i.e. illness, family emergency, military duty, university error, etc.) or special circumstances that would warrant an exception to a college policy. Petitions may be denied due to insufficient documentation.
6. Once a student’s petition for a college level policy is reviewed and denied, the decision is final. A student may re-petition if additional documentation to support the petition becomes available.

Admin 4/25/17
Plagiarism Policy

All undergraduate Writing Intensive assignments and Honors papers as well as undergraduate and graduate written papers as applicable (independent study assignments, thesis and scholarly project papers) will be submitted by the student through a dropbox that screens for plagiarism. Settings that allow students to see the results of the plagiarism assessment and allow students the opportunity for multiple submissions to allow for correcting any identified deficiencies will be used. Specific communication will be included on course syllabi about plagiarism procedures.

UG Curr, 11/13; Admin 9/14; Faculty Org 10/22/14

Post-Exposure Plan to Infectious Substance

All students and faculty are responsible for following university and agency policies for dealing with exposure to needlesticks and/or bloodborne pathogens. The health insurance of the exposed student will be charged for all medical care received. Faculty with exposures will be covered under their specific insurance plan.

1. All students and faculty who are exposed to an infectious substance should follow the most current university guidelines for exposure (See Figure 1) that include immediate first aid and calling the on-call Wright State physician for guidance given the circumstances of the situation.

2. If applicable, follow any agency guidelines based on the exposure, including identifying and testing the source individual and any testing recommended by the clinical agency where the incident occurred.

3. Complete any agency required variance/incident report forms as appropriate prior to leaving the facility, or no later than 24 hours after the incident.

4. Complete university incident report documenting route of exposure and circumstances under which the exposure incident occurred. This shall be submitted on the university’s injury/illness report form available on the Environmental Health and Safety’s website (http://www.wright.edu/administration/ehs/resources/forms.html). If the exposure involved a needlestick the Needlestick Report/Sharps Injury form found at the same site must also be completed and submitted to Environmental Health and Safety.

RELATED POLICIES: Wright Way Policy 13350, Non-occupational Exposure to Bloodborne Pathogens, Wright State University Exposure Control Plan for Bloodborne Pathogens; CONH Student Illness and Injury Policy

Figure 1. Emergency Information Plan for Exposure to Infectious Substances
Practicing Safe and Professional Care

Students must demonstrate the knowledge, skills, and behaviors necessary to provide safe care for their assigned patient or patients based on the level of student and site of practice, including the laboratory setting. Safe practice includes having the ability to make sound judgments not affected by any impairment. Students should refer to the assigned course syllabi regarding safe practice as well as Ohio Board of Nursing rules.

A student whose clinical practice is judged to be unsafe, unprofessional, and/or potential for unsafe/unprofessional, may be removed from the clinical or laboratory experience. In order to be eligible to resume the clinical experience, the student who has been removed must comply with written and agreed upon stipulations prescribed by the faculty for returning to the clinical setting. The faculty, with appropriate input from the student, will develop a set of expectations that the student is to achieve to remedy those weaknesses in the current and/or subsequent term.

Consequences for unsafe practice, unprofessional practice, or patterns of practice issues may include failure of a nursing course or dismissal from the nursing program.

DEFINITIONS:
Unsafe Practice: Behavior in providing nursing care to clients that fails to achieve the standard of care, violates the nurse practice act, violates the ANA Scope and Standards of Practice, or calls into question the professional accountability of the student. Depending upon the degree of actual or potential harm a client may suffer, a one-time deviation from safe practice may be sufficient to judge a student unsafe and lead to sanctions that include course failure or dismissal from the nursing program.

Unprofessional Practice: Behavior in providing nursing care to clients that violates the ANA Scope and Standards of Practice, ANA Code of Ethics, or the WSU Student Code of Conduct.
Potential for Unsafe and/or Unprofessional Practice: Behavior with potential for unsafe and/or unprofessional practice in providing nursing care to clients that fails to achieve the standard of care, violates the nurse practice act, violates the ANA Code for Nurses and/or Standards of Practice, or calls into question the professional accountability of the student given their level in the program.

Under this guideline, examples of unsafe/unprofessional behavior include but are not limited to the following:

1. Failure to notify the agency and/or instructor of clinical absence;
2. Practicing in a clinical setting with any impairment that does or could interfere with the ability to practice safely;
3. Demonstrating behavior that puts a client at risk for harm by violating standards of care or specific safety instructions from a clinical faculty or preceptor;
4. Violating privacy rights of clients through breach of confidentiality of interactions or records or failure to protect privacy in personal care;
5. Refusal to accept responsibility for own actions or admit mistakes;
6. Dishonesty or covering up errors/information;
7. Failure to demonstrate appropriate professional boundaries;
8. Repeated tardiness or absences; and/or
9. Inability to change behavior in response to feedback.

PROCEDURES:

1. Any student who is judged to have unsafe, unprofessional, or potential for unsafe/unprofessional practice in a clinical or laboratory setting will be notified by faculty the day the behavior is identified.
   a. The faculty member will arrange to meet with the student to discuss in detail behaviors observed, actions needed to improve the student’s clinical practice, and when the student can return to the clinical setting. This meeting should be held before the next clinical experience.
   b. The student/faculty meeting should include development of a written student conference report outlining the unsafe and/or unprofessional behavior. The conference report must include plan of improvement and consequences for failure to successfully meet plan for improvement. See sample Student Conference Report attached. If a student refuses to sign the report, it should be documented.
   c. NOTE: An infraction that is egregious (Social Media violation, HIPAA violation, etc.) will lead to failure of the clinical course as well as possible additional sanctions imposed by the clinical agency.
   d. Any errors in patient care related to unsafe and/or unprofessional practice may also require completing a Critical Incident Report, which is submitted to the appropriate Assistant Dean.
   e. Unsafe and/or unprofessional behavior may result in immediate removal from the clinical setting, failure of the nursing course, and/or dismissal from the nursing program depending on the severity of the issue.

2. Any failure to completely comply with the specifications of the student conference report remediation plan or continued conduct and performance deficits will result in additional sanctions up to dismissal from the nursing program.

3. An undergraduate student who fails a course due to unsafe and/or unprofessional behavior must complete a minimum of 1 credit of Independent Study addressing areas of identified weakness. A student must successfully complete the independent study to be eligible to repeat the failed nursing course and remain in the nursing program.
4. Any student under investigation for violations of law or policy at the facility or the CONH or the University
   a) may not withdraw from the course until the investigation is complete.
   b) must be reported to the CONH Student Affairs Office, appropriate Assistant Dean, the CONH Dean, and the Office of Community Standards.
   c) will earn a grade of “F” for the course if found to have committed the reported violation. Additional sanctions may be issued by the Office of Community Standards.

5. Students who fail a course due to unsafe and/or unprofessional practice and who disagree with the evaluation that their clinical practice is unsafe and/or unprofessional are offered due process through the college Final Grade Mediation procedure or university petition process as applicable.

RELATED POLICIES: OBN 4723-5, WSU CONH Critical Incident Policy; WSU and College of Nursing and Health Student Code of Conduct, ANA Code of Ethics, Independent Study Policy for student failure

Faculty Assembly 3/22/17

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STUDENT CONFERENCE REPORT

Course _______  Student’s Name ________________________________________________

Preceptor’s Name (if applicable) ________________________________________________

Date ___________________

Reason for Conference:
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Student Comments:
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Student prescription for self-improvement:
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Faculty prescription for student improvement:
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Student Signature: _______________________________________________________

Faculty Signature: _______________________________________________________

Is follow-up conference necessary?  No ☐  Yes ☐ If yes, Date for Conference: __________

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R:\conh-restricted\Organizational Handbook\Forms\Faculty\Course.Teaching\Conference Report Form.docx
Pre-licensure Practicum Placement Process

The Undergraduate Clinical Placement Coordinator is responsible for soliciting preceptors for undergraduate students in pre-licensure courses utilizing a clinical preceptor. While students may not choose their own preceptor, all pre-licensure students taking part in the practicum experience will have the opportunity to provide input regarding their preferences. All experiences will be based on achievement of course objectives, requirements of accrediting and regulating bodies related to the use of preceptors in the clinical setting, clinical agency policies, clinical affiliation agreements, and WSU CoNH policies.

PROCEDURE:

A. The Undergraduate Clinical Placement Coordinator will solicit preceptors from clinical agency staff, including nurse managers and/or agency clinical education liaisons, for the number of students enrolled each term. A variety of clinical settings may be utilized including placements in specialty areas such as pediatrics, intensive care, or emergency settings.

B. The Clinical Placement Coordinator will solicit student demographical information required by the clinical agencies approximately two months prior to the start of the semester. The Clinical Placement Coordinator will also solicit student preferences for their preceptor placement. These preferences will be considered in assigning clinical placement, but placement meeting these wishes is not guaranteed.

C. The Clinical Placement Coordinator will assign students registered for the class with the preceptors provided by the clinical agencies. In making assignments to preceptors and clinical/specialty area, the Undergraduate Clinical Placement Coordinator will consider a variety of factors, including but not limited to: student preference, faculty input, HESI exam scores, previous clinical performance, and GPA and/or course grades. Clinical agency input and additional application information may be required for some specialty programs (e.g., Interdisciplinary Dedicated Education Unit, Versant, etc.).

D. Final placements are based on availability of preceptors provided by the affiliated clinical agencies each term. Final placement may include any shift, RN, or facility with which the CoNH has preceptor affiliation agreements. Students will only be placed with registered nurses who meet requirements for being a preceptor based on Ohio Board of Nursing (OBN) regulations (i.e., those who have completed an approved registered nursing program; have two years practice experience and demonstrated competency in the area of practice in which the preceptor provides supervision; and current, valid registered nurse licensure. A baccalaureate degree in nursing is preferred but not required).

E. Students will receive preceptor assignments after the start of the term, during the first week of classes or when made available by the clinical agencies. Students are not permitted to switch preceptor assignments with other students. Students may not request a change in preceptor unless the assigned preceptor is no longer available to work with the student.

F. Students and clinical faculty will work with preceptors to ensure completion of preceptor orientation and submission of all required preceptor paperwork, including the Preceptor Data form. The Preceptor Data form and licensure verification, which confirm that the preceptor meets OBN requirements for serving as a preceptor, must be submitted to the Undergraduate Clinical Placement Coordinator and verified prior to the student participating in any clinical hours.

G. In the event that the assigned preceptor is no longer available and/or clinical faculty determine a preceptor placement is not appropriate for the student, the clinical faculty will contact the Undergraduate Clinical Placement Coordinator to solicit a replacement preceptor for the student. The Undergraduate Clinical Placement Coordinator will work with the agency clinical education liaison or nurse manager to assign a new preceptor who meets the required qualifications.

NOTE: Students are not guaranteed a new preceptor in situations involving unsafe practice, including application of the CoNH Critical Incident Policy. Admin, 5/16
**Pregnancy**

For the health protection of the developing fetus, any student who is pregnant must notify the course instructors, both coordinator and clinical instructor, prior to the beginning of the term so clinical experiences can be planned with minimal exposure to known agents of fetal damage. Please also note this on the NUR 4460 placement sheet.

**Public Information**

Information identified below is listed as public information and may be released to anyone without the student’s written consent unless the student has formally prohibited the release of that information:
- the student’s name;
- all addresses (including email);
- telephone listings;
- major field of study;
- number of hours registered and full or part-time status;
- class standing (freshman, sophomore, junior, senior, graduate or professional);
- dates of attendance;
- degrees awarded and total hours earned;
- special honors and awards;
- the most recent previous educational agency or institution attended by the student;
- participation in officially recognized activities and sports;
- and weight and height of members of athletic teams.

**Recordings**

Audio and video recording of lectures, laboratory presentations, clinical conferences, meetings, phone or other conversation is not permitted without the permission of the instructor and other students present. Permission will always be granted to students for academic content who have a documented disability which makes such recordings necessary. However, an individual student may request his/her questions or comments not be recorded and such a request will be honored.

UG Curr, 11/13; Admin, 8/14
RN Licensure

Successful completion of the nursing program by prelicensure students leads to the Bachelor of Science in Nursing degree and eligibility to take the NCLEX (National Council of Licensure Examination) to obtain licensure as a registered nurse (RN) in the state where they apply for licensure upon successful completion of the exam.

Information about licensure and the NCLEX examination will be distributed prior to graduation during the prelicensure student’s last semester in the nursing program. Practice as a RN is prohibited in Ohio until the graduate is officially notified of successful completion of the licensure examination.

Each applicant for licensure will be required to answer questions on the application related to personal and legal history. In addition, the application asks about psychological history and illegal use of chemical and controlled substances. Among areas applicant must report to the Ohio Board of Nursing are whether the individual seeking licensure has been convicted of, found guilty of, pled guilty to, pled no contest to, or received treatment in lieu of conviction for the following:

1. A misdemeanor committed in the course of practice;
2. Any felony;
3. A crime involving gross immorality or moral turpitude;
4. A misdemeanor drug law violation;

If the applicant for licensure examination must answer any of these questions “yes”, the applicant is asked to submit explanatory documents with the application. Based upon the documentation submitted and further investigation, the Board will determine whether the candidate will be permitted to take the licensure examination or will be licensed. Other states have similar requirements and questions.

Ohio Revised Code, Section 4723-09, requires that those applying to obtain a license or certificate issued by the Ohio Board of Nursing must obtain a criminal records check that is completed by the Bureau of Criminal Identification and Investigation (BCII), including a check of Federal Bureau of Investigation Records. Only electronic finger printing is accepted. You will find approximately 80 locations around the state which offer electronic fingerprinting when you access the following website: www.webcheck.ag.state.oh.us/webcheckcommunity.htm. Be certain to identify the Ohio Board of Nursing as the agency to receive the results. The results must go directly from the Bureau of Criminal Identification and Investigation to the Ohio Board of Nursing to be valid.

Simulation

Students enrolled in clinical courses will be assigned to participate in simulation experiences. These experiences will include hands-on experiences in a simulation laboratory as well as other computer based simulation exercises. Students may be assigned to experience laboratory-based simulation in the university’s Simulation and Learning Resource Center, Lake Campus Laboratory, or any laboratory affiliated with a partnering educational or clinical institution. Each individual simulation laboratory will provide specific instructions regarding applicable laboratory policies, such as policies for handling mannequins and equipment, policies regarding food or drink, and policies regarding the use and disposal of sharps. Students will be expected to follow the specific laboratory’s policies when participating in a simulation experience at that facility.

1. Simulation experiences may be recorded with the student’s permission. Recordings are for educational purposes and debriefing opportunities with the appropriate faculty and students. A confidentiality agreement signed by students (see attached) protects privacy and discourages inappropriate discussion of the video contents or student’s performance in the simulation scenarios. Any viewing or
publication outside of the classroom, such as posting on YouTube, is unacceptable and will result in appropriate disciplinary action.

2. When engaged in simulation experiences at any setting, students will be expected to participate as if the simulation mannequin is a real patient in a real clinical situation. Students will be required to wear their college nursing uniform and name badge, unless otherwise instructed by course faculty. Faculty will provide specific instructions for students for simulation experiences as they relate to each course. In addition, in all simulation experiences at any simulation laboratory, the **minimum** expectations for simulations include:

   - Arrival for scheduled simulation experiences on time and demonstration of preparation for the experience based on assigned pre-simulation readings and other requirements
   - Introduction of self to the “patient” and acknowledging family/visitors as appropriate to the scenario
   - Use of standard patient identification procedures (name and date of birth)
   - Use of standard precautions before, during, and after all simulation experiences, including appropriate hand hygiene
   - Demonstration of assessment and data collection skills
   - Active participation in case scenarios and post-simulation debriefing
   - Demonstration of effective communication with interdisciplinary team members, patient, families, and peers using Quality and Safety Education for Nurses (QSEN) techniques such as SBAR (Situation, Background, Assessment, Recommendation).
   - Use of the six rights of medication administration (right client, medication, dose, route, time and documentation)
   - Demonstration of appropriate safety measures
   - Demonstration of appropriate professional behavior and conduct at all times, including refraining from use of cell phones or pagers unless specific permission has been given by course faculty

3. **Appropriate remediation and/or disciplinary action will be taken as a result of conduct that is unsafe, unethical, inappropriate, or unprofessional in any simulation laboratory.**

4. All simulation scenario experiences involving students and/or recordings are considered confidential. Discussion of scenarios or information from any laboratory or computer-based simulation experience is considered a violation of the university academic integrity policy. All students will sign a confidentiality agreement prior to taking part in a simulation experience (see attached copy of confidentiality agreement). Students are expected to uphold all requirements of the Health Insurance Portability and Accountability Act (HIPAA) and any other federal or state laws requiring confidentiality. Students agree to report any violations to the clinical instructor or course coordinator.

5. As stated in the Attendance Policy of this handbook, students are expected to attend all laboratory sessions, including assigned simulation experiences. Students who are unable to attend a scheduled experience should follow the policies outlined in the Attendance Policy and course syllabus. **Students who do not notify the instructor of a late arrival or an absence for a scheduled simulation experience will automatically receive a clinical failure for the day.**

6. In accordance with Centers for Disease Control (CDC) policies, sharps are to be handled safely and disposed of properly even in a simulated laboratory environment. In the event of a needle stick, university guidelines should be followed including completion of the Accident/Injury/Illness form as well as the Needlestick Report/Sharps Injury Report form.
SIMULATION CONFIDENTIALITY AGREEMENT

As a nursing student enrolled in the nursing program at Wright State University-Miami Valley College of Nursing and Health, I understand I will be actively participating in clinical simulation experiences. I understand that the content of these simulations will be kept confidential in order to maintain integrity of the learning experience for me and my fellow students. I understand that this includes maintaining the confidentiality of simulation by not sharing any information regarding simulation scenarios with my fellow students. I will also be observing fellow students within the clinical simulation laboratory and I will not discuss their performance with anyone outside of the simulation laboratory. I will report any violations of this policy to my assigned course faculty.

During all simulation scenarios, I am committed to help support and guide my peers in a positive, professional manner. I will not use demeaning, mocking or negative verbal, written or body language in response to any participant’s actions, thoughts, or behaviors before, during or after the scenario. I fully understand and acknowledge that the unauthorized release of confidential information or inappropriate exchange of information is prohibited. I understand that such actions violate university academic integrity policies and that my actions will result in consequences outlined in the university academic integrity violation procedures. I will exemplify Wright State University-Miami Valley College of Nursing and Health’s Student Code of Conduct by “perpetuating an environment of honesty and trust in all situations.”

Student Name (Please Print): ____________________________________________________________

Student Signature:  ________________________________________________________________

Date:  ________________________________________________________________

*This agreement is considered valid throughout student’s enrollment in all nursing courses involving simulation at Wright State University-Miami Valley College of Nursing and Health.

Approved UG Curr:  3/12/2012; 11/12/14
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**Smoking Policy**  (See the WSU Wright Way 6020 Smoking Policy)

**Stethoscope**

Students must purchase a stethoscope that has both the bell and diaphragm pieces. It should have 8-9 inches of dual tubing. The bookstore in the Student Union carries an appropriate stethoscope which comes in a kit with bandage scissors and a pen light.

**Standardized Testing for Student Success**

The College of Nursing & Health has a comprehensive testing program for all students in the pre-licensure baccalaureate nursing programs. Standardized tests are administered throughout and at the conclusion of the nursing program.

**Specialty/Mid-Curricular Exam Policy**

Students will be required to take HESI assessment tests (specialty tests) pertaining to each of the major course content areas. Each specialty test will be administered near the end of the course. Students are required to take each exam at the designated time. Testing will occur on campus and will be proctored.

1. Students will be required to take nationally, normed tests throughout the curriculum. Each exam is given as a part of a clinical course in the pre-licensure BSN curriculum.
2. **Students should strive for a score of 850 each time which is considered “satisfactory performance” by HESI.** Students who score 850 or above are considered to have mastered the content for the area tested. At the end of each testing period, the student should take that opportunity to review the individualized test analysis provided, and plan to take steps to improve in area deficient of the 850 score. Students may also seek assistance from the Student Success coordinator or the designated person at Lake Campus for remediation or success resources.
3. The specialty exam will count for 10% of the grade in the course in which the exam is given. If the conversion score is 99.99% it will be converted to 100%.
4. Students have one opportunity to take the exam – it cannot be repeated.
5. The conversion score will not be included in the 75% average required on course exams to pass the course.
6. Make up exams will only be given to students with documented extenuating circumstances.

Any student who earns below the passing score of 850 on the specialty HESI exam in a nursing course will be required to complete individualized remediation.

1. It is the responsibility of the student to complete the required individualized remediation based on results from the specialty HESI examination.
2. Students must submit documentation of completion of HESI remediation to the Student Success Coordinator or the designated person at Lake Campus during finals week. Determination of adequate remediation will be made by the Student Success Coordinator or the designated person at Lake Campus.
   a. If documentation of remediation is not received by the end of the semester, the Student Success Coordinator or the designated person at Lake Campus will notify the Course Coordinator and an incomplete (I) will be submitted for the course grade.

**HESI Exit Exam Policy**

The Exit Exam is a comprehensive computerized exam that uses the same test blueprint as is used by the National Council of State Boards of Nursing for the NCLEX-RN and is predictive of success on the NCLEX-RN.
A student who scores 850 or above on the Exit Exam has an “average probability” of passing NCLEX on the first attempt according to HESI.

1. The first exit exam will count for 10% of the grade in NUR 4460 (traditional). If the conversion score is 99.99% it will be converted to 100%.
2. The conversion score will not be included in the 75% average required on course exams to pass the course.
3. Any costs for retesting (or taking additional nursing courses) as required in this policy are the sole responsibility of the student. The cost of taking the exam the first time is included in the course lab fees.
4. Students are required to take the exam at the designated time. Testing will occur on campus and will be proctored. Make up exams will only be given to students with documented extenuating circumstances.

Starting Spring 2018, students will have two attempts to pass the HESI exit exam during their last semester.

1. HESI #1 will be taken during week 2 but no later than week 3 of the final semester (NUR 4460).
   a. Any student who earns below the score of 850 on the first HESI exit exam will be required to complete individualized remediation based on the results from the exit HESI exam.
   b. Students must submit documentation of completion of HESI remediation to the Student Success Coordinator or the designated person at Lake Campus by the deadline established which will be prior to the second attempt.
2. HESI #2 will be taken during week 10 of the final semester (NUR 4460).
   a. Any student who earns below 850 on the second attempt will be required to complete individualized remediation based on the results from the exit HESI exam.
   b. Students must submit documentation of completion of HESI remediation to the Student Success Coordinator or the designated person at Lake Campus by the deadline established.

Failure to achieve a score of at least 850 on the Exit Exam indicates the student is not fully mastering content and is a warning to the student that the student is at serious risk of failing NCLEX-RN and should aggressively remediate based on the analysis provided.

Faculty Assembly 10/18/17
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Student Newsletter

Student Affairs publishes a newsletter each semester to inform students of the activities, news, opportunities and changes occurring in the College of Nursing and Health. The newsletter reports on the achievements of faculty and students; changes in policy and curriculum; scholarship and employment opportunities; and student organization activities. The newsletter is published by the CONH and distributed to all nursing students via their WSU email account and is available on the CONH student website. Students may submit items they wish to include to Zane Jacks in 160UH.
**Student Organizations**

*Sigma Theta Tau International Zeta Phi Chapter*

Sigma Theta Tau International is the Nursing Honor Society. Membership is by invitation to baccalaureate and graduate nursing students who demonstrate excellence in scholarship and to nurse leaders who exhibit exceptional achievements in nursing. It is a nonprofit organization with chapters located on more than 500 college and university campuses around the world. The purposes of this society are to:

1. Recognize superior achievement
2. Recognize the development of leadership qualities
3. Foster high professional standards
4. Encourage creative work
5. Strengthen commitment to the ideals and purposes of the profession

Undergraduate and graduate students in the College of Nursing and Health who meet the following criteria will be invited to become members of Zeta Phi Chapter.

<table>
<thead>
<tr>
<th>Undergraduate Students</th>
<th>Graduate Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Completion of one half of the required nursing curriculum</td>
<td>1. Completion of at least ¼ of nursing curriculum.</td>
</tr>
<tr>
<td>2. Rank in the upper quarter (top 25%) of the class</td>
<td>2. Attain a cumulative grade point average of 3.5 or</td>
</tr>
<tr>
<td>3. Attain a cumulative grade point average of at least 3.0 on</td>
<td>better</td>
</tr>
<tr>
<td>4. Submit two letters of endorsement.</td>
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</tbody>
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Information about Zeta Phi Chapter can be found at [http://www.wright.edu/conh/zeta_phi/](http://www.wright.edu/conh/zeta_phi/)

*Association of Student Nurses at Wright State University*

The Association of Student Nurses at Wright State University serves as a student organization at Wright State University with the goal to mentor, support, and empower nursing students within the College of Nursing and Health. We strive to uphold the standards and ethics of the nursing profession, encourage community involvement, facilitate networking, and aid in the advancement of the whole person and his/her professional role as a future registered nurse. ASN operates at the local, regional, state and national levels to ensure high quality professional development for the nursing student.

**Student Signatures on Charts, Records, Progress Notes, etc.**

WSU-MV nursing students should sign records, etc. in the following manner:

All students will sign:

EX: Name, WSU SN

Registered Nurses may sign:

EX: Name, R.N., (WSU SN)
Testing

Policies to be followed by all students and faculty in undergraduate and graduate classes in the CONH.

PROCEDURE:  Student responsibilities:

Classroom Testing

1. Each student will take the exam and submit individually, unless it is administered by the faculty as a collaborative testing opportunity.
2. No late entry into exams without faculty permission. Students who are late and admitted to the testing environment must complete the test in the remaining allotted time.
3. No extra time may be given for taking the exam unless special circumstances, such as disability, etc. are documented.
4. No children or visitors are allowed during testing.
5. All cellular phones, pagers, and electronic and/or wireless devices will be turned off and out of sight during examinations, quizzes, and graded events. This includes items such as Apple watches.
6. Personal calculators are not permitted but faculty will provide calculators for student use as appropriate.
7. Only a wooden #2 pencil can be used.
8. No food or drinks are permitted during exams.
9. Students are requested to not bring books, backpacks, or purses to exam if possible. If students do bring these items, they will be requested to place them in a designated area of the room and retrieve them following the exam.
10. Hats may not be worn or be in student’s possession during the exam except to meet religious, medical, or cultural needs. This request must be communicated to the course faculty prior to the exam.
11. Students may not leave the room when the exam is in progress. If a student must leave the classroom, the exam booklet and answer sheet must be turned in to the proctor.
12. If a student is caught cheating during an exam, the student will receive an academic integrity violation notice, and the university’s Academic Integrity Policy and Process will be followed.
13. Students must return exam booklet and answer sheet.
14. Students may be required to show their WSU ID when turning in their exam and answer sheet.
15. It is the faculty member’s determination in how and when tests may be reviewed. Students may only review exams in a proctored setting. Students will not be allowed to take any notes or photos; any violation of this would be considered an Academic Integrity violation.

Additional Guidelines for Online Testing

1. A lock down browser with a mandatory webcam is required for all online testing.
2. A time limit and specific administration time may be established for the testing.
3. It is the responsibility of the student to ensure that he/she can access the online exam. Students should check for internet service type, firewall issues, etc. in advance of the exam to locate possible trouble spots.
4. Cheating is a breach of academic integrity. Any suspected cheating will be investigated per Academic Integrity policies.
**Testing Guidelines for Nursing Computer Lab**

Special Testing Situations: A special testing situation is one that requires scheduling a time to take the test. Usually the lab closes for these testing situations.

Guidelines for special testing situations include the following:

1. The student must show his/her nursing ID or other picture ID at sign in.
2. The student may ONLY work as an individual.
3. Students may NOT use resources such as their textbooks, class notes, or drug books while working on the test.
4. Students may NOT take notes while taking the test.
5. No conversation is permitted during testing times.
6. Breaks are permitted. (The longer tests have “break” points during the exam.) Students are not allowed to take notebooks with them as they leave the lab or bring anything back in when they return.
7. Students do NOT have to show their scores to the lab assistant. Scores are available online for faculty review.

**RELATED POLICIES:** WSU policy-http://www.wright.edu/students/judicial

Faculty Assembly 4/19/17
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**Uniform Policy**

Pre-licensure nursing students are required to follow the complete dress code when in uniform for all clinical and designated lab experiences or when otherwise representing the CONH.

**Uniform Requirements:**

1. The CONH uniform to be worn by pre-licensure students includes hunter green scrubs with the CONH logo embroidered on the chest and an optional hunter green long-sleeve warm-up jacket with the WSU-MV CONH patch sewn on the left sleeve.
2. Uniforms must be clean, neat, pressed, and in good repair. Uniforms must also fit properly. Fit may be tested by standing in front of a mirror while raising hands about head. If the abdomen is exposed by this movement, the attire is inappropriate -- the pants are hanging too low and/or the top is too short.
3. Students may wear a skirt or pants uniform.
4. Pants and skirts should be hemmed to the proper length and not drag the floor. Skirts must be below the knee and worn with white hose. Students who choose to wear ankle-length skirts must purchase the same hunter-green fabric directly from the designated vendor.
5. Shoes must be white or black (minimal colored markings) leather or vinyl with non-skid soles. Open toes or heels are not permitted. Shoes are expected to be clean and in good repair and worn only for clinical experiences.
6. Sock color should match color of shoes. No-show socks (footies) are not permitted. Shoestrings must match shoe color.
7. A short or long-sleeve T-shirt with a crew or v-neck, in white or black, may be worn underneath the scrub top. No words or graphics should be visible when worn under the scrubs. No other colors are permitted. Thermal underwear, sweaters, hoodies, or jackets are not permitted.
8. Official Wright State University picture ID or institution specific ID will be worn as required by the agency. A university ID is required when in uniform participating in lab experiences.
9. The uniform packages are to be purchased through the designated vendor.
**Professional Appearance Requirements:**

1. Hair is to be off the neckline and pulled back from the face. Long hair is to be worn so it does not fall below the base of the neck. Hair decorations must be kept plain and simple. White, brown, black, or plain metal colored hair bands may be worn. Head garments for religious or medical purposes are allowed but extreme styles and colors are not permitted. Facial hair must be kept neat and well-trimmed.
2. Only the following jewelry may be worn: a plain wedding band, a watch with a second hand, and one pair of stud earrings (one in each ear Lobe). No other jewelry is permitted.
3. Visible body piercing (including tongue rings and nose piercings) must be removed.
4. Tattoos must be covered by clothing or band aids as appropriate.
5. No nail polish or artificial nails permitted. Nails should be clean and short and not extend beyond the fingertip.
6. Make-up should be conservative and used in moderation. No perfume or aftershave should be used.
7. Gum chewing is not permitted.
8. At no time will a WSU CONH student smoke while in their official student nurse uniform or when representing the CONH in an official student capacity. Students with noticeable smoke odor are subject to dismissal from the clinical site by the clinical faculty.
9. Wrist-mounted fitness technology is permitted to be worn with the uniform.

Related policies: *WSU Wright Way 7230 Tobacco Free Policy; CONH Policy Identification Cards/Badges; CDC Guidelines for Hand Health Care*

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**Visitors in the Classroom**

The Guidelines for Non-Student Visitors in the learning setting addresses and outlines the circumstances under which it is appropriate for non-student visitors to be present in the learning setting. The intent of the policy is to provide a successful and safe learning environment for all students and to protect the privacy of all students.

Learning settings such as classrooms, lab, laboratory exam rooms, and the like, are typically not appropriate places for a non-student visitor to be present on a frequent or continuing basis. Exceptions to this general rule include:

a. Special occasions that are University or CONH-sanctioned and at which attendance by non-student visitors is encouraged, such as a prospective student visit or when part of the learning experience.

b. Visits should be coordinated with and approved by faculty.

c. Non-student visitors may be brought into a classroom by a student for brief visits or other exceptional times when common sense would dictate that it is more efficient (e.g., following or before a physician’s appointment). The student must supervise the non-student visitor and must ensure that the presence of the nonstudent visitor is not disruptive to the student, the instructor, or to other students in the class. It is not appropriate for non-student visitors, of any age, to be in the learning setting on a regular basis.

d. In the case of an unforeseen event, and if there are no other alternatives, students may have non-student minor children or adult dependents present in the classroom for brief periods of time provided the student obtains the faculty’s approval. The student must supervise the non-student visitor at all times and should not leave such persons in the custody of another CONH employee or student, even for brief periods of time.

e. Non-student visitors are prohibited visitation in the clinical setting at all times.