

College of Nursing

Student Policies and Procedures Handbook



Edition: 2015-2016

**The Undergraduate programs at the University of Wisconsin, Oshkosh
College of Nursing are accredited by the Commission on Collegiate
Nursing Education (CCNE), One DuPont Circle, NW, Suite 530, Washington,
DC 20036, (202)887-6791.**

The CON has the maximum accreditation for 10 years (2010-2020).

STUDENT HANDBOOK ON POLICIES AND PROCEDURES

The following College of Nursing Handbook includes policies and procedures that affect students in the College of Nursing [CON]. It is intended to supplement other information on the official website www.uwosh.edu/con and the University Bulletin. Students should also refer to the University Student Handbook, and the other College of Nursing Student Handbooks: Student Handbook of General Information and Student Handbook of Opportunities for Involvement in the College of Nursing.

Information in each of the College of Nursing Handbooks is subject to change. The information in this handbook is current as of 2015. Later revisions are announced through the Undergraduate Program Office and/or the College of Nursing website. **The student has the responsibility to know the current University and College Policies.**

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College of Nursing

PROFESSIONAL MAJOR ADMISSION Policy- Traditional Option

This policy is in effect for freshmen beginning fall semester 2015 and all others applying to clinical August 2016 and after.

Admission into the professional component of the program is selective, based on University, College, and agency resources, and College of Nursing admission criteria. Please note that admission to UW Oshkosh as a nursing major does not guarantee acceptance into the professional component of the nursing curriculum. Based on space availability, educational facilities, resources of the College of Nursing and clinical learning opportunities, it is possible that some qualified students may not be admitted. ***(If the admission class is not filled in any given semester, the Academic Standing Committee will provide notice via the CON website of a second admission cycle.)***

- **Each student has the responsibility for knowing university and college academic policies as they affect his/her status.**

Please note the deadlines below and ensure that the application is the current edition for the admission cycle. Applications are generally made available by early July and early December.

Students unsuccessful at being admitted in a given semester must submit a new written application in subsequent semesters to be considered for admission.

**Deadlines (by noon): August 30
January 30**

If the date falls on a weekend, the deadline is extended to the next regular business day.

Current University of Wisconsin Oshkosh Students:

Students eligible to apply to the clinical major (see criteria below) must submit the College of Nursing Professional Major Admission Application obtained online at www.uwosh.edu/con. Transcripts are not necessary for current UW Oshkosh students unless courses were taken elsewhere while still progressing at UW Oshkosh.

Prospective University of Wisconsin Oshkosh Students:

Transfer students seeking admission directly into the clinical major must complete two applications:

1. Undergraduate Admission Application for UW Oshkosh with transcripts.
Application is available online at www.apply.wisconsin.edu or at the UW Oshkosh Admission office in Dempsey 135. Please allow a minimum of 4 weeks for this application to be processed once submitted and fee paid.
2. College of Nursing Professional Major Admission Application according to deadlines above. The College of Nursing application is available online at www.uwosh.edu/con.

Students applying for BOTH the traditional and accelerated nursing options:

Students applying and accepted for the Traditional Option and the Accelerated Nursing Option must choose **ONLY** one option at a minimum of 1 month prior to the start of the regular 14 week university semester. Failure to comply with this request will result in the student's name being removed from the list of accepted students for BOTH options.

QUALIFICATIONS FOR ADMISSION TO PROFESSIONAL NURSING MAJOR

REQUIRED CRITERIA:

- Admission to the University of Wisconsin Oshkosh
- Sophomore standing (30 credits completed)
- Minimum of 3.0 GPA on the completed pre-nursing requirements (see courses listed below)
- All of the required courses and a total of 45 credits must be completed with a minimum "C" grade by the end of the semester in which you are applying (CD or C- are **not** acceptable).
- Standardized nursing entrance test; the adjusted individual total score and all subject scores at or above the program means (cost assumed by student). Please note that the testing company adjusts means periodically.
- Written statement demonstrating values appropriate for professional nursing (see application)
- Completion of nursing assistant course with clinical component AND CURRENT CNA certification [all states' certifications are accepted for admission purposes].
- Results of criminal and campus background checks comply with standards required for clinical placement.

PREFERRED CRITERIA:

- Nursing GPA of 3.25 or above
- Certified Nursing Assistant work experience or other relevant health care experience
- Activities reflecting a service orientation (i.e. community or health care volunteer work, student athlete, etc.)
- Experience with diverse populations (i.e. varying age groups, developmentally disabled, ethnic groups, individuals with special needs, etc.)

INTERVIEW:

- An interview is typically required. The topic, format, and evaluation methods are determined by academic standing committee; forms and additional information can be found on the College of Nursing website.

REQUIRED COURSEWORK:

Pre-nursing students are expected to meet with an advisor each semester.

Please note all courses must be completed with a minimum "C" grade (CD or C- are **not** acceptable grades).

- **Pre-Nursing Coursework:** These courses must be included in Nursing GPA for application.
4 out of the 6 required science courses (all include lecture **and** laboratory):

Biological Concepts	Bio-105 or 230
Anatomy	Bio-211
Physiology	Bio-212 or 319
Microbial Survey	Bio-233 or 309
Chemistry	Chem-101 or 105
Biochemistry	Chem-102 or 106

English Composition	WBIS 188, ENG 101, 202, 300, 310 or 312
Growth and Development	Nursing 200, Psych 391, or Ed Foundation 377
Psychology	Psych-101 or Psych-102, 104 or 110
6 credits	Any University Studies or Nursing Elective

Select any University Studies Program courses or College of Nursing approved nursing electives, but do NOT include the pre-requisite courses listed above.
- **Pre-Nursing GPA:**
A student's admission GPA will be calculated on the above courses (3.00 minimum). If more than 4 science courses are completed, the GPA will be calculated on the best 4 grades. The GPA is calculated to three decimal points.
- **Additional Pre-Nursing courses:**
These courses must also be completed prior to starting in the clinical major.

Speech	Comm-111
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Introduction to Professional Nursing Nsg-105
Health Practices with Diverse Population Nsg-215
Remaining 2 science courses from required list above.

OTHER REQUIREMENTS

COMPUTER COMPETENCIES

Health agencies use sophisticated computer systems. It is imperative that students are prepared to use computers in nursing practice. In the nursing major, computer concepts and skills are integrated into courses. Prior to entry into the clinical portion of the nursing major, students must have experience with technology-driven communication including word processing, online searches, email, power point, etc.

Students must purchase a laptop and hand-held computer device for use in the clinical major. Until that time, students may use the computers in Halsey, Polk, Radford, Sage and Swart computer labs. Information about technology, recommended computer standards, discounted software, and tutorials is located under the technology at www.uwosh.edu/current-students
www.uwosh.edu/CONIT

HEALTH, CPR, AND CRIMINAL BACKGROUND CHECK REQUIREMENTS

The College of Nursing students and faculty are guests when assigned to area clinical agencies for practical experiences. Health, CPR, and background check requirements follow agencies' policies. New requirements may be added without prior notice. All health and CPR requirements are mandatory to attend clinical courses. For questions, please contact undergradnrs@uwosh.edu (424-1028) or CertifiedBackground.com. Fees for immunizations, titers, TB tests, CPR class and background checks must be paid by the student.

The requirements must be met prior to beginning the Sophomore II clinical course and maintained throughout the clinical program. Documentation must be uploaded into student's CertifiedBackground.com account by the deadline, or the student will be removed from the clinical course.

1. IMMUNIZATIONS

Students will be notified about health requirements and deadlines upon admission into the clinical program. All immunization information must be uploaded into students' accounts with CertifiedBackground.com

Acceptable documentation of immunizations/immunity include a: a) copy of the clinic health record with agency name/address and student name clearly identified -health professional's signature also preferred, b) clinic or health professional's letterhead with immunizations recorded and signature, c) lab report of titer results, or d) copy of the Wisconsin Immunization Registry (<https://www.dhfs.wisconsin.gov/immunization/>).

Students must provide evidence of immunity to: a) 2 measles, mumps and rubella immunizations or titers which prove immunity, b) 2 varicella immunizations or titer (chicken pox), and c) hepatitis B series or titer. (A minimum of 2 hepatitis B immunizations are needed by the Sophomore II level with completion of the three shot series completed by the start of Junior I semester.) d.) An annual influenza immunization e) an adult Tdap.

Immunizations and titers may be obtained through the UW Oshkosh Student Health Center (424-2424).

2. TB/CPR

TB skin tests and CPR certification are mandatory and are scheduled through the College of Nursing. Students accepted for admission are notified regarding dates scheduled for mandatory TB tests and CPR certification. CPR certification through any other source is not acceptable. The College of Nursing schedule

ensures that the requirements are complete for the maximum duration of clinical course work.

3. **CRIMINAL BACKGROUND CHECK**

To comply with the State of Wisconsin Caregiver Law, each applicant must complete and submit, along with the application, a criminal history disclosure form. Students are notified when they must complete the background check at their own expense through CertifiedBackground.com. Additional background checks may be required.

The results of the criminal background check will be reviewed by the Undergraduate Academic Standing Committee. In determining the effect the results of a criminal background check will have on an applicant's qualification for the program, admissions personnel will be guided in part by the provisions of the Wisconsin Caregiver Law. Students must also meet the requirements for clinical placement set forth by clinical agencies. Certain violations of the law prohibit individuals from working in agencies used for clinical experiences during the nursing program. Information about crimes that constitute a bar to employment under the Wisconsin Caregiver Law and the effect of criminal history on licensure requirements is available through the College of Nursing

4. **DRUG AND ALCOHOL TESTING**

Random drug screening of students may be required by some clinical agencies or the College of Nursing. If required, the cost of the test is the student's responsibility.

TIME COMMITMENT

The nursing curriculum is challenging, labor intensive, and requires commitment and more time than most other courses of study. The curriculum is a full-time course of study. There are multiple courses each semester, including clinical courses which require a minimum of 3 hours of direct clinical experience per credit hour. This does not include time required for travel, preclinical visits to the clinical agency, or preparation/study prior to and after the clinical day. Clinical hours may be scheduled days, evenings, nights, and weekends. Course requirements may include testing during non-scheduled class hours. Students in the College of Nursing are therefore strongly advised to limit their hours of work and/or other non-student commitments during the academic year.

COSTS

Nursing is a professional discipline, and students enrolled in the nursing program must anticipate some additional costs that are directly related to the nursing program. These include uniforms, laboratory supplies, nursing textbooks and nursing resource software, standardized tests, criminal background check and associated record costs if court documents are needed, CPR, health requirements, and transportation associated with clinical experience. In addition to the costs indicated above, students are expected to have a watch with seconds indicated, nametag, penlight, pocket scissors, stethoscope, sphygmomanometer, hand-held computer device, and laptop computer.

Students in the professional nursing program **must provide their own transportation** to and from clinical experiences. Many clinical experiences will require travel to communities outside the city of Oshkosh.

Some of the above requirements may change. For more information, please contact the College of Nursing Undergraduate Program Office, UW Oshkosh, 800 Algoma Boulevard, Oshkosh, WI 54901, (920) 424-1028.

Revised 1/11, Edited 8/12
Edited and Approved by faculty 5/14
APC Approved 2/19/15
Faculty Senate Approved 3/3/15



College of Nursing

**PROFESSIONAL MAJOR ADMISSION Policy- Accelerated Option
*Pending Academic Policies Committee approval.***

Admission into the Accelerated Option (ACCEL) of the Undergraduate Nursing Program is selective, based on University, College of Nursing and healthcare agency resources, and College of Nursing/Accelerated Option admission criteria. Please note that admission to UW Oshkosh as a nursing major does not guarantee admission into the professional component of the nursing curriculum. Based on space availability, educational facilities, resources of the College of Nursing and clinical learning opportunities, it is possible that some qualified students may not be admitted.

Students are responsible for knowing University and College of Nursing academic policies as they affect their status.

The appropriate application for each cohort will be published to the College of Nursing, ACCEL web site at the beginning of the application cycle; approximately 10 months prior to the cohort start.

Applicants who are not offered admission may reapply a maximum of four times to a future cohort by completing the application process in full; application materials from prior applications cannot be moved forward.

Current University of Wisconsin Oshkosh Students:

Applicants who are current UW Oshkosh students do not need to submit transcripts as part of the application process, *unless* courses were completed at other colleges or universities while progressing at UW Oshkosh.

Prospective University of Wisconsin Oshkosh Students:

Transfer students seeking admission into the Accelerated Nursing Option must complete a UW Oshkosh application in addition to the ACCEL option application.

Transfer Undergraduate application for UW Oshkosh must include transcripts for all undergraduate coursework. Official transcripts from each institution attended must be submitted. The application is available online www.apply.wisconsin.edu Please allow a minimum of 4 weeks for the application to be processed once all transcripts are submitted and the application fee is paid.

Students submitting applications to BOTH the Traditional and Accelerated Nursing Options:

Students accepted to both the Traditional Option and the ACCEL Nursing Option must choose **ONLY** one Option, a minimum of 1 month prior to the start of the regular 14 week University semester. Failure to comply with this request will result in the student's name being removed from the list of accepted students for **BOTH** options.

QUALIFICATIONS FOR ADMISSION TO THE ACCELERATED ONLINE BACHELOR'S TO BSN OPTION

REQUIRED CRITERIA:

- Admission to the University of Wisconsin Oshkosh
- Prior completion of non-nursing bachelor's degree from accredited college or university with a minimum GPA of 2.5.
- Minimum of 3.0 GPA on the completed College of Nursing prerequisites; all prerequisite coursework must be completed by date on website (see courses listed below) with no prerequisite grade less than "C" grade (CD or C- are not-acceptable; see CON Progression Policy).
- Standardized nursing entrance test through a specified site [including UW Oshkosh sites] in application information on the website; the adjusted individual total score and all subject scores at or above the program mean (cost assumed by applicant). Please note the testing company adjusts means periodically.
- Results of criminal background checks comply with standards required for clinical placement. Criminal background check completed through service specified in application (cost assumed by applicant).
- Current CNA certification (all states' certifications are accepted for admission purposes).
- Ability to reside in one or more of the Approved States, listed on the website, while completing the program. An alternative may be possible for an available and approved clinical site within a federal jurisdiction, i.e. military or reservation facility.
- Ability of Accelerated Option to secure clinical rotations for the student in his/her community identified on the application for admission.

PREFERRED CRITERIA:

- Prerequisite GPA of 3.25 or above
- Certified Nursing Assistant work experience or other relevant healthcare experience
- Standardized nursing entrance test scores above the program means
- Activities reflecting service orientation [community volunteer]
- Experience with diverse populations (i.e. varying age groups, developmentally disabled, ethnic groups, individuals with special needs, etc.).
- All prerequisite coursework and bachelor's degree completed no later than the end of the semester prior to admission decisions.

INTERVIEWS:

- Applicants selected by the Admissions Committee are contacted via email to schedule a telephone interview with Accelerated Option faculty/staff.
- Subsequent to the telephone interview selected applicants are contacted via email to schedule an online interview (conducted via email).

REQUIRED COURSE WORK:

Prenursing students are expected to contact an advisor prior to submitting the application to Accel.

Please note all courses must be completed with a minimum "C" grade (CD or C- are **not** acceptable grades).

- **Pre-Nursing Coursework:** These courses must be included in Nursing GPA for application.
 - 4 out of the 6 required science courses (all include lecture **and** laboratory):

Biological Concepts	Bio-105 or 230
Anatomy	Bio-211
Physiology	Bio-212 or 319
Microbial Survey	Bio-233 or 309
Chemistry	Chem-101 or 105
Biochemistry	Chem-102 or 106
English Composition	
Growth and Development	Nursing 200, Psych 391, or Ed Foundation 377
Psychology	Psych-101 or <u>102</u>

*General Ed or Electives 6 credits

*General education/elective courses do NOT include the pre-requisites courses listed above.

- **Pre-Nursing GPA:**

A student's admission GPA will be calculated on the above courses (3.00 minimum). If more than 4 science courses are completed, the GPA will be calculated on the best 4 grades. The GPA is calculated to three decimal points. All science courses must be completed by the date listed on the UWO CON Accelerated website.

- **Additional Pre-Nursing courses:**

These courses must also be completed prior to starting in the clinical major.

Speech

Comm-111 or an equivalent course or experience

ADDITIONAL REQUIREMENTS:

Computer Competencies/Technology Requirements

Students accepted to the Accelerated Nursing Option must have a strong working knowledge of computer technology. Accelerated Nursing utilizes state-of-the-art technology to provide unique immersion learning experiences. All theory courses are delivered online. Students participate in online discussions, exercising their clinical knowledge in virtual classrooms, laboratory settings and in appropriate healthcare settings.

Cable, broadband, or satellite internet access is imperative. Slower internet connections will impede downloading of course materials and timely exam completion. Laptop computers, a handheld device and other computer accessories are provided to the student as part of his/her tuition.

Health, CPR, and Criminal Background Check Requirements

College of Nursing students and faculty are "guests" of healthcare agencies while completing clinical rotations. Each agency has specific health, CPR, and background check requirements which must be met by students; instructions for submitting such documentation will be emailed to admitted students. New requirements may be added without prior notice. All health and CPR requirements are mandatory for eligibility to attend clinical courses. Fees for immunizations, titers, TB tests, CPR certification and background checks are the responsibility of the student.

The following requirements must be met prior to beginning of the Adult Health I clinical course ("Boot Camp"). Documentation must be submitted by the specified deadline; failure to do so will preclude the student from participating in Boot Camp:

1. Immunizations

Health requirements, policy, and deadlines are sent via email to accepted students.

Acceptable documentation of immunizations/immunity include one of the following: copy of the Wisconsin Immunization Registry (<https://www.dhfs.wisconsin.gov/pr/logoff.do>); any other state immunization registry; other immunization tracking service employed by student's healthcare provider (must include clinic and provider name and address); medical record from a healthcare provider if submitted with a cover page including the clinic name/address/name of provider

Documentation from a health care provider must be supplied as evidence of immunity, to include: : 2 (two) MMR (measles, mumps and rubella) immunizations or titers which prove immunity; 2 (two) varicella (chicken pox) immunizations or titer; hepatitis B series or titer (minimum of 2 hepatitis B immunizations required by the beginning of the AHI Clinical with completion of the three shot series six months after the 2nd shot in the series); annual current year influenza immunization; tetanus-diphtheria (Tdap within the last 9 years). *If the most recent **Tdap** was more than ten years ago, documentation of a **Td** booster within the last 10 years is required.*

Local students may obtain immunizations and titers through the UW Oshkosh Student Health Center (920-424-2424).

2. CPR/TB Testing

CPR: CPR certifications must be **American Heart Association BLS(Basic Life Support) for the HealthCare Provider** (good for two years). CPR certification cannot expire during the program.

TB Testing: Students will be notified via email of the specific weeks during which TB testing must be accomplished; *do not complete early.*

3. Criminal Background Check

In compliance with the State of Wisconsin Caregiver Law, each applicant must complete and submit, along with the application, a criminal history disclosure form and a signed release form authorizing the university to conduct a criminal background check on the applicant. The cost of criminal background checks is the responsibility of the applicant.

Results of criminal background checks are reviewed by the College of Nursing Academic Standing Committee. The provisions of the Wisconsin Caregiver Law that impact licensed health care facilities are considered by admissions staff relative to applicants with criminal findings on their background check results. Certain criminal violations may prohibit individuals from working in healthcare facilities. Information about crimes that constitute a bar to employment under the Wisconsin Caregiver Law, and the effect of criminal history on licensure requirements, is available through the College of Nursing. See also, the College of Nursing Policy on Criminal History Search. This policy is subject to revision without prior notice. This requirement is mandatory for eligibility to attend clinical courses.

4. Additional Screenings

Random drug and alcohol screening and/or physical examination of students may be required by some clinical agencies or the College of Nursing. If required, the cost of the screening or exam is the responsibility of the student.

Time Commitment

The Accelerated Option is a mode of delivery of the Undergraduate Nursing Program which enables students with prior bachelor's degrees to earn their BSN in 12 months. Courses are completed at the rate of one credit hour per week with few scheduled breaks throughout the year. Clinical rotations are completed via the preceptor model; students complete clinical experience under the direct supervision of a registered nurse preceptor who is an employee of a healthcare agency. Students work the same schedule as their nurse preceptors to include days, evenings, nights, weekends, and/or holidays. Due to the compressed format of the curriculum, students need to be available 24/7 to work their preceptors' hours. The rapid pace and the flexibility required for precepted clinical experiences require a full-time commitment. Therefore, it is mandatory that students agree in writing to forgo all employment while completing the Accelerated Option. Students are also advised to limit other non-student commitments during the year.

Costs

Nursing is a professional discipline and admitted students must anticipate additional costs beyond tuition, including, but not limited to: uniforms, textbooks; nursing resource software; standardized tests; criminal background checks (and associated costs if court documents are needed); CPR certification; health requirements, including exams, immunizations, and titers; transportation associated with clinical experience; transportation, lodging and meals during campus residencies. In addition to the costs indicated above, students are expected to have a stethoscope, watch with seconds indicated, nametag, penlight, pocket scissors.

Above requirements subject to change. For further information, please visit the College of Nursing, Accel website.

Approved ASC 6/3/15

Approved by faculty 6/5/15



College of Nursing

STUDENT RELEASE AGREEMENT

I, _____, understand that the College of Nursing must maintain student records and distribute health, CPR, and criminal background information about students to required clinical agencies to meet required standards. I also understand that the College of Nursing must report aggregate student data to accrediting bodies, and may utilize student data for self-study/ or research purposes.

In light of these expectations, I, _____ hereby agree:

To the release and distribution of my individual health data, and CPR certification to clinical agencies as required.

To the release of information obtained through criminal history search to health care agencies in accordance with the Caregiver Law (Wisconsin Act 27).

To the release of the last 4 digits of my social security number if required by a clinical agency.

To the use of aggregate student data for self- study/research and accreditation purposes. I understand that no identification of my individual data will be permitted.

To the destruction of my personal student records including health information and background checks in 7 years from the date of graduation from the College of Nursing.

I have read and will comply with the following documents:

- Student Responsibilities Agreement
- Academic Honesty Policy
- Behavioral Expectations for Electronic Communication

Signature _____ UWO ID _____

Date _____

Return by _____ to:

Undergraduate Program Office
College of Nursing
University of Wisconsin Oshkosh
Oshkosh, WI 54901

1/08
05/09
01/10
8/10 & 3/11, 8/14



This form is to be completed and signed by current UWO students applying to the nursing program. Complete and attach this document to your written nursing application and submit by the deadline date. DO NOT SEND OR GO TO DEAN OF STUDENTS OFFICE FOR COMPLETION. The College of Nursing Program office will forward necessary information for processing.

STUDENT'S AUTHORIZATION TO DISCLOSE
INFORMATION IN EDUCATION RECORDS PURSUANT TO
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF
1974, AS AMENDED

I, _____ ID# _____

Give my permission for the Dean of Students Office to release information regarding my student records at UW Oshkosh to: (List all names).

UWO College of Nursing

This release is to stay in effect for: (Check one).

_____ the _____ semester of 20____ - _____

until graduation from UW Oshkosh.

_____ if no longer enrolled at UW Oshkosh.

Signed

Date

DEAN OF STUDENTS OFFICE • 125 DEMPSEY HALL
UNIVERSITY OF WISCONSIN OSHKOSH • 800 ALGOMA BLVD • OSHKOSH WI 54901-8606 •
(920) 424-3100, FAX (920) 424-2405

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College of Nursing

ESSENTIAL ABILITIES POLICY

The University of Wisconsin–Oshkosh (UW Oshkosh) College of Nursing educates individuals with a BSN or higher degree to competently practice nursing in varied healthcare settings and to apply for RN licensure or certification [graduate degrees] in the State of Wisconsin. The UW Oshkosh College of Nursing's programs leading to licensure or advanced practice in nursing require students to engage in a variety of complex and specific experiences. The successful completion of these experiences is necessary for the nursing student to demonstrate the integration and application of a broad body of knowledge and skills necessary to deliver safe and effective professional nursing practice across the spectrum of health and illness experienced by patients.

To this end, nursing requires a combination of physical abilities and motor skills, sensory abilities, affective, interpersonal, and communicative skills, cognitive abilities, behavioral and emotional sensitivity, and professionalism in order to satisfactorily practice. These abilities and skills are essential not only to deliver safe and effective professional nursing to patients, but also to ensure the health, safety, and well-being of the nursing student, fellow nursing students, faculty, other healthcare providers, and the community. Therefore nursing students must possess the following essential abilities, which are necessary to demonstrate competence in professional nursing, in order to be admitted to, continue, and successfully complete clinical programs at the UW Oshkosh College of Nursing:

Physical Abilities and Motor Skills

Nursing students should have sufficient physical abilities and motor function so that they are able to effectively and efficiently execute movements required to provide general care and treatment to patients in all health care settings. For example: For the safety and protection of individuals, the nursing student must be able to perform basic life support, including CPR, and function physically in an emergency situation. The nursing student must have the ability, within reasonable limits, to safely assist an individual in moving, for example, from a chair to a bed, or from a wheelchair to a commode, using appropriate bioengineering equipment consistent with national guidelines (e.g., the National Institute of Occupational Safety and Health) and to hold or otherwise care for infants and small children to meet their healthcare, emotional, and developmental needs. Fine motor skills and other psychomotor skills, including the use of one or both upper extremities, hands, and fingers, are needed for some essential tasks. Students are responsible to demonstrate essential skills and abilities safely and within an appropriate time frame in the laboratory, simulated experiences, community, and clinical agency settings.

Sensory Abilities

The nursing student must have sufficient: visual acuity to see details near and at a distance, as well as be able to discriminate colors accurately; auditory acuity to hear conversation and other sounds in order to assess and protect the health and safety of individual patients and others in the vicinity; and intact tactile sensation to assess (e.g., hot/cold; rough/smooth) and perform appropriate professional nursing functions. Sight and hearing are also necessary to communicate accurately and effectively. Auditory-visual-tactile perception and integration are needed to perform most essential nursing functions.

Situation-Appropriate Affect, Communication, and Interpersonal Skills

A nursing student must be able to communicate effectively with others, and effective communication requires consistency of message, integration of information, and synchrony with circumstances and other data. Situation-appropriate affect is necessary to convey emotions appropriate for the circumstances, and at the same time, to engage in interpersonal communication effectively and sensitively with others. The nursing student must express his or her ideas clearly and appropriately. (See also Behavioral/Emotional section below.) A nursing student must be able to convey or exchange information to conduct an appropriate health history; identify problems presented; explain alternative solutions; and give directions during treatment and post-treatment. The nursing student must be able to communicate

effectively in oral and written forms and interpret non-verbal communication. He or she must be able to process and communicate information on the patient's status with accuracy in a timely manner to other members of the healthcare team.

Cognitive

A nursing student must have sufficient cognitive abilities to be able to measure, calculate, reason, analyze, integrate, and synthesize in the classroom and a variety of nursing practicum settings. The nursing student must be able to quickly read and comprehend extensive written material, as well as comprehend oral communication. He or she must also be able to effectively gather information to assess and evaluate individuals, families, groups, and community/environmental situations, and act in a timely fashion using critical thinking. Likewise, the nursing student must be able to select from a plethora of existing information to assess and evaluate the same and take action that shows evidence of integrative functions and critical thinking. Clinical judgment requires the integration of information that results in rational, timely, and informed action, and the anticipation of consequences associated with those actions (or inactions). The nursing student must be able to engage in critical self-evaluation, including demonstrating a willingness and ability to give and receive feedback and to make a correct judgment in seeking supervision and consultation in a timely manner.

Behavioral/Emotional Sensitivity

A nursing student must have the emotional ability required to fully use his or her cognitive abilities, employ good judgment and carry out all responsibilities in a timely matter with respect to his/her professional nursing functions. In addition, the nursing student must be able to develop and maintain professional, sensitive, and effective relationships with individual patients, families, students, and others with whom he or she has professional contact, regardless of the circumstances, which frequently can be stressful. The nursing student must be able to control impulsive behaviors and act in a socially responsible way regarding his/her own behavior and recognize the same in others and take appropriate action as warranted. The nursing student must have the emotional stability to function effectively under stress and to adapt to the environment, which can change rapidly and unpredictably. The nursing student must be able to experience empathy for the situations and circumstances of others and effectively communicate that empathy. The nursing student must be cognizant of his or her values, attitudes, beliefs, affect, and experiences and how these things may influence his/her own perceptions, behaviors, and relationships with others. The nursing student must be able and willing to examine and change his or her behavior when it interferes with relationships with others so that he or she can function effectively and collaboratively in diverse academic and work environments.

Professional Conduct

The nursing student must be able to practice nursing in an ethical and professional manner adhering to the professional code of ethics and professional standards. S/he must possess characteristics including integrity, honesty, compassion, empathy, altruism, responsibility, and acceptance of differences. Nursing students must be able to engage in healthcare delivery in all settings and be able to deliver care to all client populations including but not limited to children, adolescents, adults of all ages, developmentally disabled persons, medically compromised individuals, individuals from all socioeconomic strata, and other vulnerable populations. Professional conduct is expected in both the academic and clinical/community environments. A nursing student must meet UW Oshkosh College of Nursing attendance requirements in all didactic courses and clinical activities.

Reasonable Accommodation for Disabilities

UW Oshkosh provides reasonable accommodation to qualified students with a disability. Upon admission, a nursing student who discloses a disability and requests accommodation may be asked to provide documentation of his or her disability for the purpose of determining appropriate accommodations, including modification to the program. The UW Oshkosh College of Nursing will provide reasonable accommodations, but is not required to make modifications that would substantially alter the nature or requirements of the program or provide auxiliary aids that present an undue burden. To matriculate or continue in the curriculum, the nursing student must be able to perform all the essential functions either with or without accommodation. Requests for accommodation should be directed to:

Disability Services
Dempsey Hall Room 125
University of Wisconsin Oshkosh
800 Algoma Blvd.
Oshkosh WI, 54901
Phone: 920-424-3100

Acknowledgements and References

Use with permission from, University of Wisconsin-Milwaukee College of Nursing Policy on Essential Abilities.

The aforementioned policy has been significantly modified from Katz, J.R., Woods, S. L., Cameron, C.A., & Millam, S. (2004). Essential qualifications for nursing students. *Nursing Outlook*, 52, 277-288.

NURSE SCHOLAR PROGRAM FOR THE TRADITIONAL OPTION

Participation in the Nurse Scholars Program provides early admission into the major for qualified students, and can reduce some of the competitive aspects of the freshman year while providing an intellectually challenging and stimulating course of study. As a prospective UW Oshkosh student you may have the academic credentials and dedication for achieving excellence in the nursing major through participation in the UW-Oshkosh College of Nursing Nurse Scholars Program. This is a program designed to directly admit academically gifted students into the clinical major as freshmen. The College of Nursing admission criteria for the clinical portion of the major are holistic, and not based solely on grade point average. Normally a student is not eligible to apply to the clinical portion of the major until specified pre-nursing required courses are completed, 30 credits are earned, and additional criteria are met including TEAS test, community service, and diversity experience. The College of Nursing admits students to the professional component of the baccalaureate program through a competitive process.

Students in the Nurse Scholars Program are selected for this honor upon completion of an application and interview during the senior year of high school. The required criteria for admission are listed below. The link for the application is provided upon request at clevelan@uwosh.edu. The interview will be scheduled after the application has been evaluated. Prospective Nurse Scholars will be required to come to the UW Oshkosh campus for the interview.

The Nurse Scholar application must be in coordination with the student's application to the University of Wisconsin Oshkosh. Students selected as UW Oshkosh Nurse Scholars will be pre-admitted into the clinical major and given priority registration for the pre-nursing required courses with the University Honors Program students during the first day of Odyssey [Odyssey is UW Oshkosh's Freshman Orientation Program.]. This provides optimal selection of required courses and sections. Continued assurance of admission into the clinical portion of the undergraduate nursing program is then contingent upon meeting the requirements listed below.

Invitation to the Nurse Scholars Program is extended, upon admission to the University of Wisconsin Oshkosh, to students intending to declare nursing as a major, and having a:

- **Composite ACT score of 28 or higher** and ranking in the **upper 5%** of high school graduation class,
- or
- **Composite ACT score of 29 or higher** and ranking in the **upper 10%** of high school graduation class,
- or
- **Composite ACT score of 30 or higher** and ranking in the **upper 15%** of high school graduation class.

In the case of unranked students, an ACT composite score of 28 or higher along with a GPA of 3.95 on a scale of 4.00 is required.

To maintain Nurse Scholar eligibility to start in the clinical portion of the traditional nursing option, the student must meet the following requirements during the first two semesters in the pre-professional year:

- **Maintain a credit load of at least 15 credits per semester**
- or
- **Earn 30 credits by the end of the second semester**
- and
- **Maintain at least a 3.30 grade point average during the freshman year**

The College of Nursing reserves the right to limit enrollment numbers in the Nurse Scholars Program.

Approved by CON Faculty Jan 2011 and APC May 2011



College of Nursing

PROGRESSION POLICY FOR STUDENT NURSES

The standards for retention/progression in the College of Nursing (CON) are consistent with the University Standards. In addition, the College of Nursing has the following policies. A student must achieve satisfactorily in all aspects of a nursing course to receive a satisfactory grade, i.e., both classroom and clinical. A grade of "C" or better must be obtained in each course in the major field of study in order for the student to continue in the nursing program. It is also required that students earn a "C" or better in all required non-nursing courses.

Repeating Pre-nursing courses

Students cannot repeat more than two of the required pre-nursing courses with a maximum of one repeat of any required science course. Students cannot repeat the course more than once. Students exceeding these limits will be removed from the nursing major.

Five year limit for completion of CON curriculum

Following admission, students must complete all degree requirements within a 5-year time period. Failure to do so may result in administrative removal from program or complete a required plan of remediation.

Clinical nursing major courses

A student earning a "C-," "D," or "F" grade in any course of the **clinical** major cannot progress to subsequent courses in the curriculum. In order to be considered to repeat the course, an appeal must be submitted to the Undergraduate Program Office of the College of Nursing (refer to the College of Nursing Appeal Policy, Procedure, and Appeal Form). Additionally, documents reflecting unprofessional conduct will be considered as part of any appeal as well as the faculty member's recommendation. The committee will decide whether or not the appeal merits approval. All academic standing committee decision progress to the Dean of the College of Nursing (CON) for final approval. **Upon a successful appeal, a student may repeat a failed course based upon the space available. The student must request registration through the Undergraduate Program Assistant.**

Progression based upon space available

A student whose curriculum progression has been interrupted **for any reason** (failure, drop/withdraw, illness, etc.) will **only be allowed to continue in each level of the curriculum** following successful appeal **if there is space available**. Priority will be given to students who progress without interruption followed by a student returning after military deployment, illness and health reasons. Students' placement in course/clinical sections will be the decision of the Undergraduate Program Director.

Appeal

- A student has the right to appeal any policy of The College of Nursing, and explain the reason's an exception should be made.
- The student who has been informed, he/she may not continue in the College of Nursing and who believes circumstances warrant an appeal, may do so in writing to the Undergraduate Academic Standing Committee. Refer to the College of Nursing Appeal Policy and Appeal Form.
- Faculty will submit their recommendation to the Undergraduate Academic Standing Committee at the time grades are submitted.

Revised with approval 12/07
Approved spring 2005
Revised with approval 12/07
Proposed 05/09
Faculty Approved 1/11
APC Approved May 2011, edited 3/13, 9/15



Guideline on Student Access to College of Nursing Syllabi

It is standard practice in the College of Nursing to provide students an electronic copy of all course syllabi on D2L. Prospective employers and graduate schools frequently request information about core nursing courses taken in the BSN program. Therefore, it is the student's responsibility to create and maintain an ongoing electronic file of nursing course syllabi in the professional major.

Approved by UGPC 5/14, edited 2/15
Approved by Faculty 3/15



Guideline for Clinical Make-up Traditional Undergraduate Option

A student must fulfill all clinical hours in a semester, therefore absences must be made up in a timely manner or the student earns an incomplete for that course. All incompletes must be resolved prior to a student progressing to the next level of the curriculum.

It is the student's responsibility to follow up with the clinical faculty to ensure make-up hours are scheduled in a timely manner. Clinical make-up will not be carried over into the interim unless there is a specific request made due to extenuating circumstances. Students are NOT to contact agencies or the simulation coordinator in the College of Nursing about make up; this is the faculty's responsibility. Students may not exceed 12 scheduled hours of clinical time per day or 40 hours per week.

Approved by UGPC 5/14, edited 2/15
Approved by Faculty 3/15



STUDENT GOVERNANCE GUIDELINES

The College of Nursing will build upon its tradition of developing caring and scholarly nurse leaders who positively impact contemporary and future healthcare.

Student Governance: Students participate in organizations and serve on a variety of committees to give input to the College of Nursing (CON).

A. Oshkosh Student Nurses' Association (OSNA): Representatives are elected annually from the junior and senior levels to serve on CON faculty committees as indicated in the CON bylaws. Student representatives solicit input from the student body as needed and provide a report to OSNA and the student body as appropriate.

B. Great Lakes Chapter of the American Assembly for Men in Nursing (GLAAMN): Officers in this organization interact with faculty and CON administration to provide input as appropriate.

C. Student Leadership Teams: Student leaders are representatives of the students in their cohort. Student leaders meet with the Level Facilitator to improve the curriculum and the flow of communication. Each student participant has a leadership role and assumes responsibility to promote communication between students, faculty, and staff. The meeting schedule is established by the Level Facilitator.

Traditional Option Student Leadership Team (STL) Guidelines

Student Role:

- Treat each other with respect.
- Maintain positive and professional interactions.
- Bring information about what is going well.
- Bring issues and concerns WITH possible solutions, constructive feedback, and suggestions.
- Bring issues that come from the group versus personal agendas from individuals.
- Follow chain of communication personally and encourage fellow students to do so.
- Ask the student bringing an issue what actions they have taken to resolve it, including discussing it with the involved faculty person.
- Explain results of Student Leader meetings to the group objectively.

Level Facilitator Role:

- Explore options and possible solutions with the student leaders.

- Strategize approaches with students to deal with difficult situations.
- Explore options and possible solutions with appropriate CON Committee.
- Give explanations when something cannot be changed.
- Share results of meetings with faculty objectively.

Accelerated Option Student Leadership (SLT) Team Guidelines

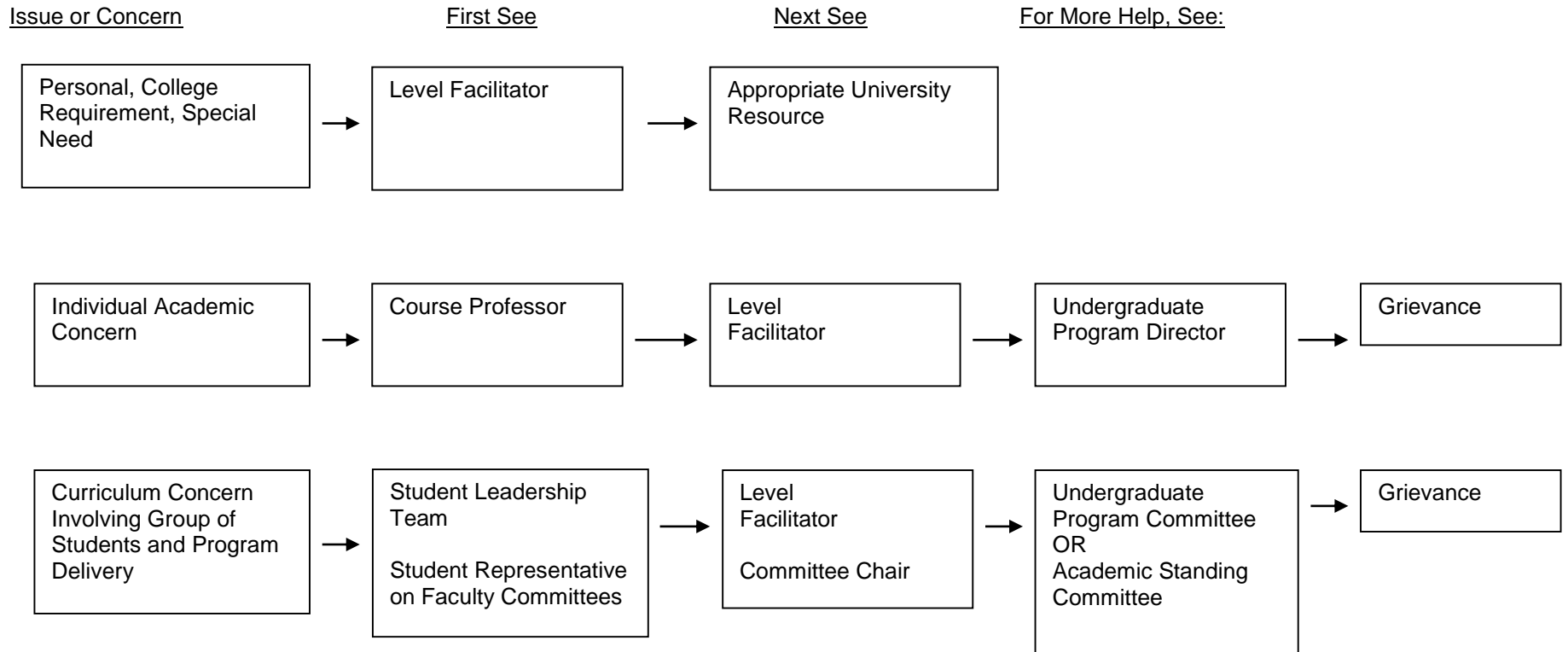
A document will be made available for everyone to share suggestions, thoughts, or concerns regarding the ACCEL program. This allows all students to provide input for continuous quality improvement of the program. It is possible that student input may help make changes or solve potential problems for the current and/or future cohorts.

SLT representatives are selected among cohort members. Students have the option of contacting any of the representatives directly to voice your concerns or add the issue to the document provided.

- One week prior to the SLT meeting, the student representatives will ask the cohort members to share issues and concerns with the caveat that possible solutions, constructive feedback, and suggestions are offered.
- SLT and membership feedback should reflect the “Student Role” as identified above.
- A minimum of three days prior to the next SLT meeting the SLT reps assess the information for patterns which represent a more collective student voice on specific issues.
- Following the chain of communication must be a centerpiece to maintain the legal and ethical integrity of the process.
- When specific ACCEL class issues are presented, **identify what actions have been taken to resolve it, including discussion with the involved faculty or staff.**
- Build an agenda based on the patterns specific to issues and concerns **coupled with the potential solutions, constructive feedback, and suggestions.**
- The agenda should be sent to the cohort for review three days prior to the scheduled SLT meeting. Although a vote need not be taken, the cohort will have an opportunity to voice their support or nonsupport on the agenda issues.
- Individual students will have issues and concerns ranging from none to a litany depending on their individual circumstances. That said, decisions **to make changes that significantly affect present and future cohorts will be based on historical data that shows an issue-pattern that requires change based on the best interest of the whole cohort.**
- Above all, keep it positive!

Approved by UGPC 5/2014, updated 8/15

College of Nursing (CON) CHAIN OF COMMUNICATION FOR STUDENTS



Approved 3/27/98
Revised 8/05
Revised 07/08, 3/13, 8/14, 8/15



College of Nursing

PART-TIME STUDY POLICY

(Requires prior approval)

The undergraduate traditional curriculum is designed as a full-time course of study unless admitted in the part-time cohort for the traditional option (begins fall 2016). For optimal learning in the nursing major, students are required to maintain full-time status. A part-time option is available **only** in rare cases. Part-time enrollment numbers will be calculated within the College admission and progression targets. The part-time option is based on space available in each level and shall not cause the designated numbers for admission and progression to exceed available clinical sites. Students are required to submit a request for part-time status in writing to the Undergraduate Program office and are encouraged to do so as early as possible. If you are granted part-time status, you must do the following:

- A. Follow the part-time curriculum as provided by the Undergraduate Program office.
- B. Write a letter to the Director of the Traditional Undergraduate Program by the end of each semester to secure part-time status for the upcoming semester.

The Pre-Licensure Director will inform the student if approval is granted. If at any time, the part-time student would like to begin full-time course work, the student must submit a letter requesting full-time status to the Undergraduate Program Office.

Students must complete all degree requirements within 5 years after admission into the professional major. Failure to do so may result in being dropped from the program or remedial work being required. Students admitted to the University Spring 2003 or later are required to complete 2 credits of nursing electives.

Spring 2011
Edited 3/13, 8/14



College of Nursing

HEALTH AND CPR POLICY

The CON and our associated clinical agencies have health and CPR requirements that apply to all students in the professional component of the major. **Agency requirements may be changed without prior notice. In addition, drug and/or alcohol tests and physical examinations may also be necessary without prior notice all at the students' expense.** All requirements must be met by the deadlines and are at the students' expense. No health or CPR requirement is permitted to expire during the clinical semester. All CPR courses must be taken through the College of Nursing. Students are required to maintain their own account with CertifiedBackground.com as a repository for all clinical requirements. All communications with the CON office staff must be treated with timeliness, courtesy, and respect.

It is the student's responsibility to submit accurate and timely health information along with the necessary documentation to maintain currency throughout the curriculum. Reminder notices will be sent through CertifiedBackground.com. It is expected that students fully cooperate and complete the requirement within the designated time frame. Clinical agencies conduct unscheduled audits of the CON records of student compliance therefore students not meeting deadlines will be removed from their clinical course. Readmission is based upon space available.

If a student is part time for any reason or has an interruption in the clinical semesters, it is their responsibility to ensure all requirements are met by the end of the 14 week semester to attend clinical in the following semester. Failure to comply with student health or CPR requirements will result in the cancellation of a student's clinical course.

All health and CPR records are confidential and maintained in N/E 148 or in a student's account with CertifiedBackground.com. It is expected that students maintain copies of all personal records. Student records stored in the CON will be destroyed 7 years after graduation. Please see attached materials regarding the details of the health and CPR requirements.

Revised 07/2008
Updated 07/2009
Edited 3/13, 8/14

Clinical Requirements Traditional Option

TRADITIONAL OPTION - Health Requirements Flowchart
the options

in Certified Background (CB) Account

For EACH of the items listed provide documentation for ONE of

Proper documentation can be a copy of the Wisconsin Immunization Registry (WIR <https://www.dhfs.wisconsin.gov/immunization/registry/>). Any other state immunization registry or any other immunization tracking service your doctor/clinic uses is acceptable as long as the student's name and clinic name and address are on the form. Other documentation from a doctor's office or workplace records can be used if the student's name and the clinic/workplace name and address are indicated. Campus Student Health Center provides all services to our nursing students. Fees for these services can be found at their website http://www.uwosh.edu/health_center/ or call at (920) 424-2424.

PLEASE NOTE: Requirements may change at any time. We are responsible for following our clinical agency expectations for clinical placement. Your flexibility and acceptance of any added requirements such as drug screening, physical exam, etc. is expected. Thank you.

Item Needed:	Option 1 (Preferred)	Option 2		
<p>MMR Vaccine/Titers (Please consult w/physician when making your decision.)</p> <p>WARNING: MMR immunizations will interfere with TB skin test if given less than 6 weeks before TB testing. Immunization can be obtained immediately after 2nd TB test is given. This does not pertain to TITERS.</p>	<p>2 MMRs OR Mumps titer – Positive/immune Rubella titer – Positive/immune Rubeola titer – Positive/immune</p> <p>Please see option 2 if any of your titers are negative (non-immune)</p>	<p>If a titer(s) comes up Negative (non-immune) you will be required to have a MMR booster with follow-up titer showing immunity. If still negative a 2nd MMR will be required. OR 2 MMR vaccines (1 month apart) (CDC guidelines do not require adults to re-titer after 2nd MMR)</p>		
<p>Varicella Vaccine/Titer (Chicken Pox)</p> <p>(Please consult with your Physician when making your decision.)</p> <p>History of disease not accepted. If you know you have had chicken pox a varicella titer will be required to prove your immunity.</p> <p>WARNING: Varicella immunizations will interfere with TB skin test if given less than 6 weeks before TB testing. Immunization can be obtained immediately after 2nd TB test is given. This does not pertain to the TITER.</p>	<p>Varicella titer – Positive/immune</p> <p>Important Titer Note: *Please see option #2 if titer comes up negative or equivocal.</p> <p>OR</p> <p>2 Varicella vaccines</p>	<p>Follow-up for a negative titer requires:</p> <ol style="list-style-type: none"> Complete varicella vaccine followed by titer 1-2 months after vaccine given. If still not immune, 2nd vaccine required. <p>OR</p> <ol style="list-style-type: none"> 2 varicella vaccines (1 month apart) 		

Item Needed:	Option 1 (Preferred)	Option 2	Option 3	Final Step
<p>Hep B Requirement</p> <p>1. Vaccine series completed as follows:</p> <ol style="list-style-type: none"> 1. First Injection 2. Second Injection – one month after first dose 3. Third Injection – six months after first dose 4. Titer – one to two months after third injection, proving immunity. <p>Minimum 2 of 3 vaccines required to start clinical.</p> <p>OR proof of positive Hep B titer</p> <p>OR if titer negative, student must complete Hepatitis B Intention form found on Certified Background and complete follow up if indicated.</p> <p>2. After Hepatitis requirement is met, student must complete the Fox Valley Health Care Alliance Hepatitis B Documentation form found on Certified Background.</p>	<p>If you received the Hep B series more than two months ago: Provide documented dates of 3 Hep B vaccines only.</p> <p>OR</p> <p>3 Hep B vaccines + titer proving immunity as follows:</p> <ol style="list-style-type: none"> 1. First Injection 2. Second Injection – one month after first dose 3. Third Injection – six months after first dose 4. Titer – one to two months after third injection, proving immunity <p>OR</p> <p>Hep B Titer – Positive/Immune</p>	<p>Hep B Titer – negative, non-immune or equivocal</p> <p>Seek the advice of your healthcare provider whether to receive a booster or repeat the series according to schedule in previous column followed by a repeat titer.</p> <p>Submit the Hep B Intention Form in the CB requirement to indicate the path you are taking. CB will open the appropriate requirement in your account.</p>	<p>If second Hep B titer is still negative, non-immune, or equivocal, you are a non-converter.</p> <p>You will need to provide all supporting documentation.</p>	<p>After Hep B requirement is met, each student signs Fox Valley Health Care Alliance form: HEPATITIS B VACCINE DOCUMENTATION indicating status of how Hep B requirement is met or whether declining Hep B vaccine and/or titer.</p> <p>Form is submitted one time at the end.</p>
<p>Tdap A single adult dose of Tdap is required.</p>	<p>Documentation for adult Tdap.</p>			

Item Needed:	Option 1 (Preferred)	Option 2	Option 3	
<p>TB Test</p> <p>NOTE: DO NOT COMPLETE EARLY! Clinics are held on campus the last two weeks of the semester in December and May.</p> <p><u>TB Tests CANNOT expire mid- semester.</u> <u>Test may be obtained from the following:</u></p> <ul style="list-style-type: none"> • UWO Student Health Center • Current Employer • Healthcare provider <p>◆Notes:</p> <ul style="list-style-type: none"> • QFT-G tests w/negative results can be done annually in place of TB skin test. CDC does not recommend going back and forth between QF Gold & skin test when a previous positive was indicated. • If positive reading was not clear student should consult with own healthcare provider to determine if they should try TB skin test again. • If a known BCG Vaccine was given. You should still receive TB testing. If you react from 1st test you DO NOT get 2nd step. • QFT-G is not affected by prior BCG vaccination and can be done in place of 2-step TB skin testing • Annual TB tests must be completed for the duration of the program whether in clinical or not. <p>MMR and Varicella Vaccines along with nasal influenza sprays can interfere with TB readings. Plan accordingly. See warning notices for these items or call with questions.</p>	<p>2 step TB test with documented Negative results</p> <p>Step 1: receive your first intradermal injection; have injection site examined by a health care provider between 48 and 72 hours after administration.*</p> <p>The second step is a TB skin test given between 7 and 21 days following the first TB test.</p> <p>Step 2: receive your second intradermal injection; have injection site examined by a health care provider between 48 and 72 hours after administration.</p> <p>OR</p> <p>Quantiferon TB Gold Test documenting Negative Results.</p>	<p>Annual TB Testing</p> <p>You will need a one step TB skin test, or QF Gold at the designated time we provide our TB clinics. Annual tests must not exceed 365 days.</p>	<p>Previous positive TB test(s)◆</p> <p>You will need to provide:</p> <ol style="list-style-type: none"> 1) Documented results of chest x-ray done within last year with completed TB Annual Questionnaire. <p>AND/OR</p> <ol style="list-style-type: none"> 2) Documentation of treatment for known positive with completed TB Annual Questionnaire & results of chest x-ray. <p>AND/OR</p> <ol style="list-style-type: none"> 3) QF Gold Blood Test documenting - Negative 	

Item Needed:	Option 1 (Preferred)			
<p>CPR Certification</p> <ul style="list-style-type: none"> American Heart Association Basic Life Support [BLS] for the Health Care Provider course must be completed upon admission with cohort. CPR courses are conducted at the UWO campus. Students are issued cards that must be signed and added to the student's account under clinical requirements. Certification must be renewed in Senior I semester to ensure extension throughout curriculum. Certification must not expire during a clinical semester. <p>IMPORTANT: If you are currently certified you are still required to take this course with your clinical group. This ensures that CPR certification does not expire during clinical semesters while you are in the nursing program.</p>	<p>Documentation of current American Heart Association BLS for Health Care Provider CPR certification upon admission and renewed in Senior I.</p> <p>Students whose curriculum has been interrupted for any reason must contact the office to be included in the appropriate CPR class so certification does not expire at any point during the curriculum.</p>			
<p><u>INFLUENZA Vaccine</u> <u>Vaccinations with live viruses may interfere with tuberculin skin test (TST), i.e. Nasal Spray vaccines are a live virus. Vaccination with inactivated viruses, such as the flu shot, doesn't interfere.</u> Important Note: students applying in Spring semester should plan ahead to have flu vaccine completed in the Fall and submitted with other health requirements by deadline!</p>	<p>Documentation of current year Influenza vaccine.</p> <p>Vaccine must be given a minimum of 10 days PRIOR to start of clinical. Mask must be worn for 1st 10 days of clinical if not completed within this timeframe.</p>			

Item Needed:	Option 1 (Required)	Option 2 (required)		
Background Information Disclosure Form (BID)	Complete, sign and date BID form after Sophomore 2 orientation at the beginning of the semester.	Annual renewal: Due prior to the first day of each Fall semester. Must be completed each Fall semester whether or not doing clinical.		
FVHCA Forms A & B Found on Fox Valley Health Care Alliance (FVHCA) website: http://www.fvhca.org/Students .	Review the two modules under Orientation Training on FVHCA website after Sophomore 2 orientation at the beginning of the semester: 1. Learning module #1: Infection control/OSHA/Bloodborne pathogens/Safety-Orientation 2. Learning module #2: HIPAA/Confidentiality/Compliance Program-Orientation. At the end of the training print and sign Form A & B	Due prior to the first day of the Fall semester. Must be completed each Fall semester whether or not doing clinical.		
FVHCA Form C Found on Fox Valley Health Care Alliance (FVHCA) website: http://www.fvhca.org/Students .	Complete the Healthcare Facility Orientation each semester there is a clinical. 1. For clinicals at an organization that is listed in Step 3 of FVHCA, complete the online orientation for that agency prior to the first day of clinical. 2. Orientation at the clinical agency/agencies will be given by the instructor the first day of clinical. 3. After these orientations (online if applicable and at all the agencies) are completed, fill out FVHCA Form C: <i>Healthcare Facility Specific Orientation Confirmation of Completion Form</i> . List each agency and date of orientation and sign.	Due each semester after agency/agencies orientation is completed including international clinical orientation at the beginning of the semester.		

Consequences to Not Fulfilling Requirements:

1. Failure to respond to requirements according to the deadlines and repeated notifications by the CON office is considered unprofessional behavior and will be documented accordingly on a Critical Event and Unprofessional Behavior Form.
2. Failure to meet the clinical and program requirements will result in not being allowed to participate in clinical and removal from the program.

Edited 3/13, 8/14; 10/14; 12/14; 1/15; 4/15



College of Nursing

CRIMINAL HISTORY SEARCH

- I. The University of Wisconsin Oshkosh College of Nursing, in compliance with Wisconsin Caregiver Law requires that all students complete a disclosure statement and submit to a criminal history search through the Wisconsin Department of Justice prior to admission. The Caregiver Law cites specific violations which are considered bars to employment and licensure in Wisconsin health care agencies. In addition, agencies require the following searches to be completed: Excluded Parties List and Office of Inspector General (see websites below for more information). Clinical agencies might prohibit placement of students with specific types of criminal records. Therefore, it is imperative that this information be known prior to admission into the College of Nursing.

Following the criminal record check, each student's report will be reviewed by the Assistant Director, Student Academic Affairs, College of Nursing. The existence of a criminal record does not constitute an automatic bar to admission. An individual's record will be considered as it relates to the Caregiver Law, clinical placement, duties and responsibilities in the program, eventual licensure and employment. Students will be contacted and informed of positive findings on the criminal background search and will be advised accordingly. Students requiring additional documentation (e.g., court documents such as the criminal complaint or judgment of conviction) will be responsible for the cost of those records.

The Caregiver Law requires a criminal history search and a disclosure statement to be completed every 4 years. Some clinical agencies require students to repeat the criminal background check prior to clinical placement. This is at the student's expense. The College of Nursing requires a new Disclosure form to be completed annually.

Only students who have evidence of a criminal record will be contacted following the search. Students will be notified by letter and/or telephone call. A follow-up appointment should be made with the Assistant Director, Student Academic Affairs (424-1193 or 424-2127) to discuss the implications for admission into the College of Nursing, subsequent licensure and employment. If court records are required by any agency, the student must assume the cost related to obtaining those documents.

All records are confidential and maintained under security. Records are released in accordance with agency policy and student signed release form. Student records are destroyed in 7 years following graduation.

If a student is charged and/or convicted of any crime following the initial background check, the student must inform the Assistant Director and Student Academic Affairs, two business days. Failure to do so may result in removal from the program.

- II. Procedure for Criminal History Search

New procedure for completion of Criminal Background Checks with Certified Background.com was initiated in June 2011.

Websites pertinent to the policy:

Wisconsin Administrative Code: Caregiver Background Checks and barred crimes: www.dhfs.state.wi.us

Excluded Parties List: www.epls.gov

Office of Inspector General: www.oig.hhs.gov

Updated 09/08

Updated 07/09

Updated 03/11, 3/13, 8/15



College of Nursing

Policy on students' background check

Completion of the BSN degree requires clinical experience in health care agencies. Some violations of federal, state, and local ordinances pose challenges for automatic approval for clinical placement. Agencies require students to submit a background information disclosure form (BID) annually. Students are then required to complete a background check at their own expense, as designated by the CON. This search includes multiple federal, state, and local data bases. In addition, individual's background records from campuses where students attended school are also part of the review process. The BID and the background checks are evaluated and considered as a part of the College of Nursing admission selection process. Individuals found guilty with any of the following violations may be considered on an individual basis for acceptance.

- One OWI or underage drinking within the last 5 years.
- Multiple OWI or underage drinking violations if more than 5 years ago with no additional issues noted.
- A single worthless check violation.
- Misdemeanors, limited to a single event, 15 years ago with no further issue noted.
- Ordinance violation that is disclosed, but nothing on Department of Justice report.
- Ordinance violation if it is disclosed and it occurred more than 10 years ago.
- A single violation of operating without a license or after revocation.

In addition, students may be asked to supply court documents including the police report and judgment of conviction; these records must be obtained at the student's expense. These documents are reviewed regarding the nature of a crime, in particular, whether violent or aggressive behavior occurred ie. disorderly conduct.

Students with expunged or dismissed crimes may be considered eligible candidates.

Proposed 3/9/15

Approved by UGASC 4/23/2015



Exam and Quiz Guideline UW Oshkosh College of Nursing TRADITIONAL Option

Classroom Testing

When exams and quizzes are taken in class, **they are proctored and attendance will be taken**. Any student attempting to take a proctored exam in an unapproved location will be reported for academic misconduct. Classroom exams are taken on D2L unless special accommodations are made for a paper test. Quizzes may also be on D2L. More than one proctor should be in the room during an exam if the entire student group in the level is to be tested. Faculty may request additional proctoring assistance by contacting the Level Facilitator; the Level Facilitator will solicit volunteer help from among level colleagues.

The site around students' computers or paper tests must be cleared and able to be visualized by the proctor. Faculty may approve the use of a single sheet of white paper for notes during the exam; this paper must have the student's name on it and must be submitted to the proctor at the end of the exam. All cell phones must be powered off; ***an exception may be made by faculty proctoring the exam if there are special circumstances, i.e. family emergency. In that case, the proctor will retain the phone and notify the student if needed.*** All personal property including cell phones, hats, and coats should be deposited in the front of the room. If a student needs to wear a coat during the test, it must remain on.

Online Testing

Online exams and quizzes are to be taken on D2L outside of class during a defined period of time. Students access the exams by clicking on "Quizzes" in the Navigation Bar. You will receive prompts to assure you are ready to take the exam. You are only able to access each exam once.

Classroom and Online Testing

Students are advised to save the answers of test items on D2L as they progress. All exams are timed. If a student surpasses the allotted time there is a risk of losing all responses and resulting in a significant impact on the score. It is suggested you take exams on a computer with DSL or other high-speed connection. Dial-up connections usually have "time-out" limits, may not recognize the student as active while taking an exam, and may drop the connection to the exam. These problems are not uncorrectable, but may create difficulties.

If the internet connection is disrupted, first try re-logging into D2L; the exam should be recorded as an unsubmitted attempt, the student should be able to re-enter and complete it. If D2L does not allow the student to continue or finish your exam, do not panic! Notify your instructor so that your exam can be reset and you can complete the test. Instructor contact information is listed under course information in content section and you will want to write it down outside of D2L, in case you need to contact the instructor during a D2L or internet outage.

Exams will be given at the specific times listed on the course schedule and everyone will be expected to take the exam during these times. Accommodations for longer exam times will be made if a student presents evidence for special accommodations from the Dean of Students or Project Success. Late exams are only permitted if there was appropriate communication with faculty and/or prior arrangements; all others will incur a penalty.

Approved UGPC 5/2014, 8/2015



College of Nursing

GRADING POLICY

The following scale is used by the College of Nursing when grading. Students must earn a grade of C or better to pass a theory or clinical course. The norm at the University of Wisconsin Oshkosh is to round up when the final grade percentage is at .5 level or higher. The Undergraduate Program Committee in the College of Nursing endorses this grading practice.

Undergraduate Program:

A	=	94 -100
A-	=	91 - 93
B+	=	89 - 90
B	=	86 - 88
B-	=	83 - 85
C+	=	80 - 82
C	=	77 - 79
C-	=	74 - 76
D+	=	71 - 73
D	=	68 - 70
D-	=	65 - 67
F	=	64 and below

A grade of C or higher is required to pass all undergraduate courses and to progress in the program.

Reviewed 4/04, Revised 8/06
Revised and approved by faculty 6-03-09 and 5/13

HONORS

Semester Honor Roll

Every student who has completed a program of at least 12 credit hours (not including P/F courses) during that semester and has received a semester grade point average of 3.30 or better, with no individual course grade below "C" is placed on the University Honor Roll.

University Honors Program

The University Honors Program is different than honor roll. Please visit their website for further information: www.uwosh.edu/honors/

Nurse Scholars Program

The Nurse Scholars Program is an early high school admission option for select students with exceptional ACT and high school GPA ranking. Please see further information in this handbook.


Dean's List


A semester grade point average of 3.75 or better computed on at least 12 semester credit hours (not including P/F courses) with no individual semester course grade below a "C" is required for inclusion on the Dean's List. Students earning grades which make them eligible for the Dean's List who have taken P/F courses causing their graded credits to fall below the required full-time status should contact the Undergraduate Program Office (N/E 148) or Assistant Director of Student Academic Affairs (N/E 20) for assistance.

Professional Appearance Policy

1. The CON scrubs and polo are available for purchase only through the approved, web address provided to you. Please follow the guidelines for dress code as follows:

Hospitals and long-term care agencies: 1. Navy scrubs (shirt and pants) with official CON patch and UW

Oshkosh College of Nursing embroidered on scrub top.  2. Comfortable shoes that are predominantly

white or navy are required. Crocs are acceptable without holes . Flesh tone or white hose or white socks are acceptable. Navy scrub jacket with patch is optional.

Community health settings: Navy UW Oshkosh College of Nursing polo shirt is to be worn with khaki dress slacks. Business casual street shoes are required.

Mental health settings: Professional appearing street clothes are to be worn with business casual street shoes or walking shoes.

CON laboratory: On skill check-off days, all students must follow the clinical dress code policy for hospitals and long-term care agencies as described above.

Please note that if a student's appearance does not meet the dress code policy, the student may be dismissed from clinical or lab setting.

2. All agency attire must be professional. Exposed cleavage, midriff, or low-riding pants are not permitted in labs or clinicals. Neutral-colored undergarments that are not visible are required to be worn under all nursing attire. Pants need to be hemmed so they do not touch the floor.

White or navy washable sweaters or turtlenecks are acceptable, if they are in accordance with particular health agency policies.

All shirts and pants must be professional. Leggings are not acceptable as they are too tight. All shirts must be long enough to cover the torso completely when standing, bending or moving. It is the student's responsibility to purchase new uniforms if previous ones shrink or become damaged.

3. A watch with a second hand or a digital watch is required. Stethoscope covers are not permitted. Bracelets, necklaces, or dangling earrings are not permitted. Rings other than wedding rings are discouraged.
5. Hats/caps are not to be worn in any clinical setting or in any exam situation. Religious headwear is exempt.
6. Hair should be above collar length or worn back and secured with a fastener. Hair must be a natural color: brown, black, blonde, red, or gray/white.
7. Fingernails should be clean and trimmed. Artificial or acrylic nails are prohibited. Fingernail polish may be worn if pale or neutral in color and completely intact.
8. Facial hair should be cleanly shaven or beards should be neatly trimmed and maintained.
9. Baseball caps are not to be worn in any clinical setting or in an exam situation.
10. Students must demonstrate excellent oral and body hygiene, including being free of tobacco smoke, body odor including halitosis and/or other body odor or perfumes.

Approved by Faculty 12/14/07

Revised 11-27-07

Revised 07/08

Revised 07/09, 08/14, 8/15



College of Nursing

BODY PIERCING AND TATTOO POLICY FOR THE CLINICAL SETTING

In an effort to promote safety and facilitate effective communication, students are not allowed to wear body-piercing jewelry on the face, neck, eyebrows, lips, tongue or any other visible body part while in the clinical and laboratory setting. Two pairs of small, post-type, non-dangling earrings in the ears are allowed. No dilators are allowed. All tattoos must be covered. Visible body modification for decoration purposes are forbidden.

This policy would cover agencies that do not have policies in place. For those agencies with policies, the stricter policy would take precedence.

CLASS ATTENDANCE POLICY

Each class face to face/clinical/lab/online or class related activity is designed to be an integral part of each student's education in the professional nursing program. Each student is, therefore, expected to be present and punctual for each class/clinical/lab or class related activity. The faculty member will determine what constitutes excessive absenteeism and will inform students at the beginning of the course. Excessive absences may require the student to withdraw from the course or earn a failing grade. The following are College of Nursing guidelines regarding absenteeism:

1. It is the student's responsibility to notify an instructor **before** any absence (anticipated or unanticipated) from a classroom/clinical session or part thereof. Faculty may request **medical** verification of illness. The instructor shall determine whether or not to approve the absence. The absence, if approved, constitutes an excused absence.
2. If a student will be absent from class for emergencies, medical reasons, or exceptional personal reasons, he/she is responsible, if capable of doing so, for contacting professors individually or through their departments. If the student, family member, or friend is not able to contact professors or the student will be absent more than three (3) class days, the Dean of Students Office may be asked to send notifications of the absence as reported to staff. The Dean of Students Office does not verify this information but often receives medical documentation for serious emergencies. (See *UW Oshkosh Student Handbook*).
3. In all cases of absence, excused or otherwise, the student is responsible for completing missed classroom work.
4. It is the student's responsibility to contact the instructor immediately upon return from an absence and to schedule an appointment in order to discuss class work missed. **Faculty may request a medical release for a student following an illness before permitting a student to return to clinical.**
5. Each instructor will determine if make-up work is necessary and/or sanctions to be invoked.

Edited 3/13, 8/15



College of Nursing

ELECTRONIC COMMUNICATION DEVICE POLICY

Electronic devices can be disruptive in the classroom and are not allowed in most clinical agencies. However, if a pager is occasionally needed for emergency use, it should be set to vibrate. If a phone is needed for emergency use, the student must notify the instructor prior to class. The student must leave the classroom to return a call. No use of communication devices, including texting or social networking during class, clinical or during scheduled exam times, will be permitted unless directed by instructor. Photography or audio recording in all its forms is prohibited without permission from faculty and classmates. Phones may be collected prior to exams and returned after.

Revised 8/06
Approved 5/05
Revised 7/08
Revised 07/09, 8/14

RECORDING CLASS LECTURES POLICY

The CON prohibits the use of all recording devices by students to record class lectures unless they have the express consent of the professor. Students with disabilities will inform faculty of their needs by utilizing the appropriate documentation secured through the Dean of Students' Office.

Permission to record a class applies exclusively to the student who received permission from the professor. The recording may not be accessed or utilized by any other individual. NO replication of the recording may be made without the permission of the professor.

Any professor may make any changes to the procedure regarding the recording of his/her own classes.

In accordance with the above policy, all students should be aware that any classes, and discussions held therein, are subject to being recorded.

Required form available on CON website.

Approved 5/08, 8/15



Permission to Record Class Lectures

I have read and fully understand the University of Wisconsin Oshkosh College of Nursing policy about recording class lectures.

Date: _____

Student's Name:

First	Middle	Last
-------	--------	------

I am requesting permission to record the following class:

Class Number and Section _____

Semester _____

Professor's Name _____

I hereby grant permission to record classes for the course and semester above.

Faculty/Academic Staff Signature

Date



College of Nursing

Behavioral Expectations for Electronic Communication

Netiquette

The following are expectations related to classroom behavior with laptops, cell phones, and hand held computer devices:

1. Instructors will determine computer use in each class. Students may be required to hand write class notes. Laptop computer use in the classroom is limited to class related activities. Use of unrelated websites during class time is not acceptable.
2. Hand held computer devices / cell phones used during classroom and lab hours are to be used for class related activities only. These devices are to be used during exams in class and lab ONLY with permission from the faculty.
3. Text messaging during class, lab, and exams is not permitted unless it is for a faculty-directed activity.
4. Computerized dictionary devices may be used by some students with English as a second language, if permitted by faculty.

The following are expectations related to class postings, discussions, and e-mails:

1. Proper grammar and spelling.
2. Clear communication, including understandable message and proper sentence structure.
3. Respectful tone to fellow students and professor at all times.
4. E-mail communications should include a salutation and ending, a reference to the class title, and a clear purpose or questions.
5. All communications with the CON office staff must be treated with timeliness, courtesy, and respect.

Social Media- Facebook, Twitter, blogs, etc.

The online environment is not secure or private! Avoid communicating anything regarding clinical experiences (including international clinical experiences), comments regarding your employers, instructors, or peers.

Students are personally responsible for the content they publish on blogs, wikis, and social networks, forum boards, or any other form of user-generated media. Be mindful that what you publish may be public for anyone to see and may be traced back to you even after many years -protect your privacy. This includes online publishing and discussion on blogs, wikis, file-sharing, user-generated video and audio, virtual worlds and social networks.

Popular social networks, blogs and forums that are used among students may include, but not limited to: MySpace, Face book, Twitter, Allnurses.com, Friendster, and Tumblr. If you are a member of any of these sites or others that are similar, make sure your material is appropriate and never include information, postings, pictures that could be offensive or hurtful to any other person.

Be thoughtful about how you present yourself. Nursing students are preparing for a career providing services to the public. The University of Wisconsin Oshkosh College of Nursing (UWOSH CON) and future employers hold you to a high standard of behavior. By identifying yourself as UWOSH CON student through postings and personal web pages, you are connected to your colleagues, clinical agencies, and even clients/patients. Ensure that content associated with you is consistent with your professional values and goals. If you are a new CON student, be sure to update your social profiles to reflect our guidelines.

Protect confidential information. While you are posting to your friends, many of the sites are open to anyone browsing or searching. Be thoughtful about what you publish. Do not disclose or use confidential information or that of any other person or agency. Respect HIPAA regulations. **NEVER** post any information about your clinical rotations or clients in any online forum or webpage.

Respect your audience and your coworkers.

Remember that UW Oshkosh CON is an organization whose students, faculty, and clients have a diverse set of customs, values, and points of view. Do not be afraid to be yourself, but respect others. This includes not only the obvious (no ethnic slurs, personal insults, obscenity, etc.) but also proper consideration of privacy and of topics that may be considered objectionable or inflammatory—such as politics and religion. Remember, what may be humorous to some, may be offensive to others. **Use your best judgment.** Remember that there are always consequences to what you post.

Failure to comply with these behavioral expectations directly violates our CON values and Student Responsibilities Agreement and will result in disciplinary action.

*Adapted from <http://www.ibm.com/blogs/zz/en/guidelines.html>. Accessed January 22, 2010.
SONDH Social Computing Guidelines_2010.doc; Distributed 2/8/2010.

*Social media presentation:

[https://cdnapisec.kaltura.com/p/1660922/sp/166092200/embedIframeJs/uiconf_id/24382231/partner_id/1660922?iframeembed=true&playerId=kaltura_player_1424107280&entry_id=0_izupbp07&flashvars\[streamerType\]=auto](https://cdnapisec.kaltura.com/p/1660922/sp/166092200/embedIframeJs/uiconf_id/24382231/partner_id/1660922?iframeembed=true&playerId=kaltura_player_1424107280&entry_id=0_izupbp07&flashvars[streamerType]=auto)

To review a more comprehensive set of Netiquette rules, go to:

<http://www.albion.com/netiquette/corerules.html>

University of Wisconsin Oshkosh and the College of Nursing have expectations for student behavior. Go

to <http://www.uwosh.edu/stuaff/policies-procedures> for university student handbook.

Go to <http://www.uwosh.edu/dean/conduct.htm> for student discipline code.

Approved 06/

Revised May 2010

Faculty approval September 2010

Revised 3/13, 8/14

AMERICAN NURSES ASSOCIATION -FACT-

Navigating the World of Social Media

The number of individuals using social networking sites such as Facebook, Twitter, LinkedIn, and YouTube is growing at an astounding rate. Facebook reports that over 10% of the world's population has a Facebook presence while Twitter manages more than 140 million Tweets daily. Nurses are making connections using social media. Recently, the College of Nurses of Ontario reported that 60% of Ontario's nurses engage in social networking (Anderson & Puckrin, 2011). Social networks are defined as "web-based services that allow individuals to 1) construct a public or semi-public profile within a bounded system, 2) articulate a list of other users with whom they share a connection, and 3) view and traverse their lists of connections and those made by others within the system" (Boyd and Ellison, 2007). These online networks offer opportunities for rapid knowledge exchange and dissemination among many people, although this exchange does not come without risk. Nurses and nursing students have an obligation to understand the nature, benefits, and consequences of participating in social networking of all types. Online content and behavior has the potential to either enhance or undermine not only the individual nurse's career, but also the nursing profession.

Benefits

- Networking and nurturing relationships
- Exchange of knowledge and forum for collegial interchange
- Dissemination and discussion of nursing and health related education, research, best practices
- Educating the public on nursing and health related matters

Risks

- Information can take on a life of its own where inaccuracies become "fact"
- Patient privacy can be breached
- The public's trust of nurses can be compromised
- Individual nursing careers can be undermined

ANA's Principles for Social Networking

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

References

Anderson, J., & Puckrin, K. (2011). Social network use: A test of self-regulation. *Journal of Nursing Regulation*, 2 (1), 36-41.
Boyd, S., & Ellison, N.B. (2007). Social network sites: Definition, history, and scholarship. *Journal of Computer Mediated Communication*, 13 (1), 210-230.

8515 Georgia Avenue, Suite 400
Silver Spring, MD 20910
1-800-274-4ANA
www.NursingWorld.org



College of Nursing

STUDENT RESPONSIBILITIES POLICY

Introduction

Students will be expected to be in compliance with all policies of the College of Nursing.

Professional Behavior

Students will demonstrate patterns of professional behavior which reflect the professional values as described in the *Essentials of Baccalaureate Education for Professional Nursing Practice*, as well as the legal and ethical codes of nursing; promote the actual or potential well-being of clients, health care workers, and self; demonstrate accountability in preparation, documentation, communication, and continuity of care; and show respect for the human rights of individuals.

Instructors are responsible to evaluate students based upon the above expected patterns of professional behavior. A student whose pattern of behavior is found to be unprofessional or is unsafe, including failure to follow the dress code, may be asked to leave a clinical agency/classroom, or may be terminated from a course for reason of unsafe practice or unprofessional conduct at any time during the semester. If the behavior is identified before the University drop date, the student will be directed to drop the course. If the drop date has passed, the student will receive a grade of "F" for the course. A student who has been terminated from a clinical has the right to appeal for readmission to the program to the Undergraduate Academic Standing Committee.

I. Nursing Laboratory Experiences

College Laboratories are simulated learning environments using technology to complement instruction. In this laboratory, students engage in learning activities on an individual basis or as a member of a group. Instructional materials in a variety of formats are available in this laboratory and provide opportunities for learners to acquire, to use, and to test out knowledge and skills. Satisfactory performance of the cognitive and psychomotor skills in the College laboratory is expected before the student applies the learning in situations with clients.

The amount of time required by the student in the College laboratory depends on his/her ability and motivation and on the complexity of the knowledge and skill to be learned.

II. Clinical Experiences

The clinical environment in agencies, community, and laboratory is designed to achieve program objectives. Students in this environment are learners and not practitioners, and come in contact with clients and health personnel. Each clinical experience has a clearly defined purpose or purposes which the learner understands.

College of Nursing administration reserves the right to alter the times, dates and locations of clinical sections as needed to better meet the needs of the students, College, and agencies. It is expected that students will accept unanticipated changes in a courteous and professional manner.

A. Guidelines for Evaluating Safe Practice

1. The student's practice meets the needs of the client from a biological, psychological, sociological, and cultural standpoint
 - Examples of Unsafe Practice: displays mental, physical and emotional behavior(s) which may negatively affect others' well-being, acts of omission (e.g., omit a

- treatment) or commission in care of client (e.g., drop a patient, failure to carry out psychomotor or communicative skills in a safe manner.
2. The student's practice demonstrates consistency in the responsible preparation, documentation, communication and promotion of continuity in the care of clients
 - Examples of Unsafe Practice: dishonesty, attempting activities without adequate preparation or assistance, inaccurate or incomplete communication.
 3. The student practices within the boundaries of the Wisconsin Nurse Practice Act, the guidelines of the course syllabus, policies of the College of Nursing, and the rules and regulations of the health care agency that is the site of the course
 - Examples of Unsafe Practice: habitual tardiness/absenteeism, criminal behavior, under the influence of drugs and/or alcohol in clinical.
 4. The student practices according to the American Nurses Association Code of Ethics and the Standards of Practice.
 - Examples of Unsafe Practice: does not maintain confidentiality, dishonesty, ignoring unethical behavior of other health care workers.
- B. The clinical instructor will:
1. Provide instruction, guidance, and interpretation of objectives during the clinical experience.
 2. Document patterns of behavior related to attainment of clinical objectives. (Documentation may include direct observation by the clinical instructor as well as by agency personnel and patient comments as appropriate. Written work will also be evaluated.)
 3. Give a notice of behavior which is not professional .
 - (a.) Provide specific facts of problem areas or deficiencies in relation to course objectives, evaluation tool(s), and performance.
 - (b.) Delineate corrective action, expected outcomes, and time for change in behavior in writing with copies given to the student and Undergraduate Program Director
 4. Meet with the student and level coordinator to examine concerns.
 5. Provide written summary of areas of deficiency, corrective actions, and outcomes on re-evaluation of student performance to student and Pre-Licensure Director.
- C. An instructor may remove a student from the clinical area due to unsafe practice or unprofessional actions. A student whose pattern of behavior endangers a client's, peer's, staff members, or clinical instructor's safety will receive notice warning via the Critical Event and/or Unprofessional Behavior Record as soon as the behavior becomes evident. Upon a decision by the faculty and level facilitator that the student's conduct is unsafe, the student may be terminated from the clinical practicum and will be directed to drop or will receive an "F" for the course. Documented evidence from the student, instructor, and/or agency staff will be considered in the decision to terminate a student from a clinical practicum. The student may appeal this decision to the Undergraduate Academic Standing Committee.

III. Clinical Incidents

A clinical incident (such as an injury, medication error or needle stick injury) that occurs during a clinical practicum course must be reported to the supervising clinical faculty and responsible agency personnel as soon as possible. The clinical agency and College of Nursing procedures must be followed. When the clinical incident presents the need for the student or patient to have tests, treatment or follow-up, the financial responsibility for the associated cost lies with the student. See Incident Report Policy.

IV. Academic Dishonesty

The College of Nursing follows University Policy in matters relating to academic dishonesty (e.g., plagiarism, cheating on exams, etc.). A copy of the University Policy is available in the office of the Dean of Students, Dempsey Hall. To view UW Oshkosh Student Discipline code, visit the Dean of Students website.

V. Written Work

The student is expected to type all papers and use proper grammar, spelling, sentence structure, and professional terminology in all written assignments. Written work that does not meet these requirements will be unacceptable and will receive an unsatisfactory grade. Plagiarism is considered unacceptable and may be a basis for failure in the course. This includes self-plagiarism where a student submits their own work that was done previously for a different class without citing oneself. In addition, faculty members may have other specific requirements for written communication which will be discussed as a requirement for the specific course.

Students are required to use an accepted documentation system for all written work. The APA format is required by faculty in the College of Nursing.

Reviewed 8/06
Revised 8/05
Approved January 1999
Revised 07/08
Updated 07/09, 08/14, 8/15



INCIDENT REPORT POLICY

Whenever a College of Nursing student, faculty or IAS is involved in an unexpected or adverse incident (including but not limited to falls, needle sticks or exposures), the Undergraduate Program Director or Graduate Program Director must be notified of the incident within 8 hours. The program director's office immediately notifies the Dean and the University of Wisconsin Oshkosh Risk Manager and provides a copy of the report which includes information regarding who, what, when, where, and how the incident occurred. All paperwork will be kept on file in the appropriate College of Nursing program office.

The University Risk Manager maintains a record of the incident and contacts the University of Wisconsin System Risk Management Office or Central Risk Management Office, as indicated, for advice. The UW Oshkosh Risk Manager acts as the liaison person with all official communication.

All costs that could include testing are the responsibility of the person involved in the incident unless the incident involves workman's comp. Please provide a copy of the detailed student remediation plan. This plan should accompany a copy of the incident report. Both are filed in the student's record. If CON employee is involved in an incident, please follow the Human Resources guidelines for workman's compensation.

*A copy of the agency incident report should be included if at all possible.

* **Note:** the person must complete the agency and College of Nursing (both if appropriate) incident report forms. Most importantly, the person involved should be concerned with safety issues first, and then complete paperwork within 24 hours of the incident.

06/02/05 Approved

08/06 Reviewed

05/2015 Revised



College of Nursing

STUDENT RESPONSIBILITIES AGREEMENT

I, _____, understand that I am required to adhere to all policies, procedures, and guidelines of the College of Nursing. I understand that the expectation of the College of Nursing is zero tolerance for conduct unbecoming of a professional evidenced by complying with policies in CON Student Policies and Procedures Handbook.

I further understand that alcohol and/or drug screening may be required at my own expense. Failure to comply may result in removal from the College of Nursing and/or failure of a course.

I understand the strict enforcement of the health, CPR and criminal history policies. I realize that noncompliance with the policies and deadlines may result in removal from my clinical course for the semester following the missed deadline.

I understand that findings on my criminal history search may require more in-depth investigation, including obtaining court documents at my expense, and may interfere with or preclude clinical placement and/or employment as a graduate nurse. I understand that I must disclose any new criminal or police charges within two business days and failure to do so may result in removal from the College of Nursing.

I understand that the Undergraduate Program Office has the right to adjust enrollment in clinical sections to meet program needs. I understand that due to resource allocations, I may be reassigned to alternate class or clinical sections without prior notice.

I will take responsibility for the payment of any additional fees associated with specific nursing courses, which includes items such as nurse packs and standardized testing. Nonpayment of these fees will result in an unsatisfactory grade in the associated course. I agree to fully participate in all standardized testing policies and procedures of the College of Nursing including State Board Examination Review.

I understand that I am responsible for the cost of any injuries or incidents that I am involved with in the classroom or clinical setting.

I understand that it is my responsibility to seek and follow the College of Nursing instructors' guidance at the first sign of academic difficulty to maintain good academic standing or risk having readmission denied if I do not achieve a passing course/clinical grade.

I understand that if I exhibit unprofessional behavior at any time during my student tenure at the University of Wisconsin-Oshkosh College of Nursing, there will be consequences that could mean being placed on a behavioral contract or dismissal from the nursing program.

Signature _____

UWO ID _____

Date _____

CON Level _____

Please retain a copy of this signed agreement for your records.

Return to:

Undergraduate Program Office -N/E 148
College of Nursing
University of Wisconsin Oshkosh
Oshkosh, WI 54901

Revised 8/06, 1/08, 5/09, 8/10, 3/11, 10/12, 4/13, 8/14, 8/15



College of Nursing

ACADEMIC HONESTY POLICY

All College of Nursing students are expected to practice and protect academic and personal honesty. Academic dishonesty is a critical violation of the University of Wisconsin Oshkosh policies and the College of Nursing professional values. Nursing graduates use the knowledge gained during education to make decisions that affect the health and well-being of others. This justifiably makes academic integrity as well as personal honesty essential attributes for the nursing profession. Therefore, any student cheating or attempting to cheat will be viewed as an individual who lacks the knowledge, skills, and values necessary to be a safe practitioner. To help ensure the safety of the public we serve, the College of Nursing will take the necessary actions to remove such individuals from the program.

The following are some examples of academic dishonesty (This list is not inclusive.):

- A. Communicating or attempting to communicate with another student(s) through verbal, electronic or written means before, during, or after a quiz/exam to help benefit oneself and/or others including:
 - Sharing information about a quiz/exam with any other student(s) after you have taken the quiz/exam.
 - Telling students what to study after you have taken the quiz/exam.
 - Taking a quiz or exam at home or another un-proctored location without authorization.
 - Taking a quiz/exam with other classmates at the same location without faculty permission [including Project Success].
 - Utilizing unauthorized resources or aids, such as hand held computer device/smart phone/pda for a quiz/exam or other academic activity.
 - Possessing unauthorized course material including exams or instructor’s resources.
 - Looking at another students exam or work for own benefit.
Discussing the actual quiz/exam (or any question on the quiz/exam) with anyone other than the professor(s) of that course.
 - Copying, pasting, and/or printing any portion of any quiz/exam by any method; this includes copying and pasting into an email to the instructor.
- B. Falsifying information such as clinical data, clinical hours or experiences, or another person’s signature on an attendance record.
- C. Failing to report any student suspected of committing academic dishonesty.
- D. Plagiarizing in all forms including using another student’s work or failure to identity your own or another’s work or properly cite a source. According to the Council of Writing Program Administrators, in "Defining and Avoiding Plagiarism: The WPA Statement on Best Practices" (<http://www.wpacouncil.org/node/9>), plagiarism in an instructional setting includes two main types:
 - "submitting someone else’s text as one’s own or attempting to blur the line between one’s own ideas or words and those borrowed from another source";
 - "carelessly or inadequately citing ideas and words borrowed from another source."

Penalties imposed for academic misconduct may be severe and are in accordance with the University Student Discipline Code, UWS 14. Students are responsible to be familiar with UW Oshkosh policies related to academic conduct found at <http://www.tts.uwosh.edu/dean/conduct.htm>

I have reviewed the information above and will strive to uphold the College of Nursing values. On my honor, I pledge to maintain academic and personal honesty at all times.

Signature: _____ ID #: _____ Date: _____

Print name: _____ Program and Level: _____

Approved by Academic Standing Committee 1/2010
Faculty Approval 2/19/10, Edited 5/2013, 8/2014, 8/2015



College of Nursing

Honor Pledge for Papers

Each course in the College of Nursing that requires the use of APA format will include the Honor Pledge for Written Assignments.

Students will add the following phrase to the message section in the drop-box prior to submitting their work.

"I pledge on my honor that I have not given, received, witnessed, nor have knowledge of unauthorized aid or plagiarism on this paper. By doing this I am supporting the mission, vision, and values (altruism, autonomy, human dignity, integrity, and social justice) of the College of Nursing."

The instructor for the course will indicate which assignments to include the Honor Pledge and if a different method for submission is desired.

National Student Nurses' Association, Inc.
Code of Academic and Clinical Conduct

PREAMBLE

Students of nursing have a responsibility to society in learning the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of health care environments.

The Code of Academic and Clinical Conduct is based on an understanding that to practice nursing as a student is an agreement to uphold the trust with which society has placed in us. The statements of the Code provide guidance for the nursing student in the personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.

A CODE FOR NURSING STUDENTS

As students are involved in the clinical and academic environments we believe that ethical principles are a necessary guide to professional development. Therefore, within these environments we:

1. Advocate for the rights of all clients.
2. Maintain client confidentiality.
3. Take appropriate action to ensure the safety of clients, self, and others.
4. Provide care for the client in a timely, compassionate and professional manner.
5. Communicate client care in a truthful, timely and accurate manner.
6. Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
7. Promote excellence in nursing by encouraging lifelong learning and professional development.
8. Treat others with respect and promote an environment that respects human rights, values and choice of cultural and spiritual beliefs.
9. Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care.
10. Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.
11. Encourage faculty, clinical staff, and peers to mentor nursing students.
12. Refrain from performing any technique or procedure for which the student has not been adequately trained.
13. Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self, or others.
14. Assist the staff nurse or preceptor in ensuring that there is full disclosure and that proper authorizations are obtained from clients regarding any form of treatment or research.
15. Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting that impair judgment.
16. Strive to achieve and maintain an optimal level of personal health.
17. Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues.
18. Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.

Adopted by the NSNA House of Delegates, Nashville, TN on April 6, 2001.



College of Nursing

Academic Misconduct Policy and Procedure

When an instructor identifies a student who has possibly engaged in academic misconduct they shall:

1. offer to meet with the student involved in order to review with him/her the belief that he/she engaged in academic misconduct and to give him/her an opportunity to explain.
2. exercise the option to invite another faculty member/colleague to sit in on the meetings with him/her/ if he/she would like.
3. shall determine if the student engaged in academic misconduct as defined in the code under UWS 14.03 (based on a preponderance of evidence). If the instructor determines that the student engaged in academic misconduct, the instructor will need to determine what sanction(s) under UWS 14.04 are appropriate.
4. document the decision in writing to the student(s) using the disciplinary letter (See sample letter and template). This letter must also be sent to both the Undergraduate Program Office (UGP office) in the College of Nursing and the Dean of Student's Office. *

*If the instructor decides on sanctions more serious than an oral reprimand, a written reprimand presented only to the student, or an assignment to repeat the work to be graded on its own merits, the instructor will need to send a decision letter to the student (**either US mail or personal delivery**). The decision will be kept on file in the Dean of Students Office and the UGP office.

Approved 1/14



College of Nursing

CRITICAL EVENT AND/OR UNPROFESSIONAL BEHAVIOR RECORD

Student name (type or print legibly)

Course #

Semester and Year

Level in CON

Date of Incident(s)

Date this form was discussed with the student

Location of Incident(s)

As documented below, this student has demonstrated professional and personal attributes that do not meet the standards of professionalism in clinical, classroom, lab or community settings, and safe clinical practice as identified in the Student Responsibilities Policy of the College of Nursing Student Handbook. The responsible faculty/academic staff will be taking the actions indicated below:

Faculty/Academic Staff: Check recommended action(s)

- Initial Warning, Written Warning, Failure of Course

A maximum of 3 Critical Event and/or Unprofessional Behavior Reports may be grounds for expulsion from CON programs.

Signature (faculty/academic staff) Date

Faculty/Academic Staff: Check (✓) the appropriate categories below and provide specific, relevant documentation related to the behaviors of concern.

- 1. The student fails to meet the standards of professionalism from a biological, psychological, sociological and/or cultural standpoint.
- Failure to carry out psychomotor/technical skills in a safe and/or professional manner.
- Failure to carry out communicative skills in a safe manner.
- Act of omission in the care of client.
- Act of commission in the care of a client.
- Displays mental, physical and/or emotional behavior(s) which negatively affect others.
- Does not come to class or clinical prepared.
- Other

Supporting documentation

required:

- 2. The student lacks consistency in responsible preparation, documentation and/or communication.

- Attempts activities without adequate preparation or assistance.
Demonstrates inaccurate or incomplete verbal/written communication.
Acts in such a way to create significant anxiety and/or stress to others.
Is verbally abusive and/or exhibits threatening, coercive or violent behavior toward anyone.
Is unable to achieve therapeutic nurse-patient relationships characterized by rapport, empathy and respect.
Violates the boundaries of professional nurse-patient/family relationships, e.g., engages in romantic or sexual relationships.
Is unable to maintain satisfactory relationships with others in clinical, university or community

- settings.
- Other _____

Supporting documentation: _____

3. The student fails to practice within the boundaries of the Wisconsin Nurse Practice Act, guidelines or the course syllabus, policies of the College of Nursing and the rules and regulations of the health care agency that is the site of the course.

- Is habitually tardy/absent.
- Is habitually tardy in submitting assignments.
- Exhibits criminal behavior.
- Is suspected of being under the influence of drugs and/or alcohol in class, clinical or university settings.
- Dresses inappropriately and/or exhibits nonprofessional appearance/behavior.
- Exhibits behavior that is offensive to others (sexist, racist, threatening, demeaning).
- Needs repeated reminders of responsibilities consistent with the policies of the College of Nursing and/or clinical agency.
- Other _____

Supporting documentation: _____

4. The student fails to meet American Nurses Association's *Code of Ethics* and *Standards of Practice*.

- Does not maintain confidentiality.
- Demonstrates dishonesty.
- Ignores unethical behavior of others.
- Does not demonstrate respect for others.
- Does not advocate for the rights of the patient.
- Misrepresents or falsifies actions or information.
- Other _____

Supporting documentation: _____

5. The student lacks effort directed toward self-improvement.

- Is resistant or defensive regarding suggestions to improve.
- Appears unaware of her/his deficiencies and the need to improve.
- Does not accept constructive criticism or take responsibility for errors.
- Is abusive or critical during times of stress..
- Demonstrates arrogance.
- Other _____

Outcome: _____

Revised 9/07
Revised 12/10
Edited 5/13, 8/14



College of Nursing

APPEAL POLICY FOR STUDENT NURSES

According to University guidelines, an appeal is a request to deviate from an existing policy (Admission Policy, Progression Policy/Course Repeat, Suspension/Probation). All requests for appeals are to be sent to the College of Nursing's Undergraduate Academic Standing Committee through the Undergraduate Program Office. Due process is followed in the appeal procedure. Submitting an appeal does not mean that the appeal will be granted.

Appeal Procedure

1. Student submits an appeal form to the Undergraduate Program Office (see form in *Student Handbook on the next page* and CON website under *Academic Policies*).
2. If the appeal concerns a grade of C- or lower in a core nursing course, faculty must complete the *Faculty Recommendation for Appeals* form. The student should follow up with the undergraduate program office (424-1028) to be certain the faculty form has been submitted before the deadline. **(See deadlines below.)**
3. It is a student's right to address the Academic Standing Committee regarding the appeal. If a student would like to do so, it is necessary to contact the Undergraduate Program Assistant for an appointment to address the committee at their next scheduled meeting.
4. Upon careful consideration of the appeal and **any associated faculty recommendations** submitted, the Undergraduate Academic Standing Committee votes to approve or deny the request.
5. All academic standing committee decision progress to the Dean of the College of Nursing (CON) for final approval.
6. The student will be notified **by email of the final decision.**

In general, the Academic Standing Committee meets monthly during the academic year; therefore, appeals may be submitted on an ongoing basis. Appeals for course failures (appeal for readmission due to a grade of C- or lower in a core nursing course) **MUST** be submitted no later than the following dates to be considered for course repeat in the following semester.

Deadlines for appeals related to unsatisfactory final course/clinical grades:

Fall Term

Appeals due by Friday of Week 1 of the January Interim.

Spring Term

Appeals due by Friday of Week 2 of the May Interim.

Undergraduate Academic Standing Committee meetings to consider appeals will be held during interim after the deadlines listed above. Contact the undergraduate program assistant for the meeting dates and to schedule an appointment to address the committee, if desired.

Appeals received after the semester deadline will be reviewed in the following semester according to the Academic Standing Committee meeting schedule.

Approved by Academic Standing Committee 1/17/07
Revised 11/07, Approved by Faculty 12/14/07
Updated 07/09, reviewed 3/13, updated 8/15, 2/16



College of Nursing

STUDENT APPEAL FORM

Date _____
Name _____
Permanent Address _____
 Phone _____
Local address _____
 Phone _____
Email _____
Student ID _____

I. State reason for your appeal (be specific).

II. Provide reasons and evidence to support your appeal (be specific).** Include self-evaluation as related to appeal.

Signature _____

* Must be typed in 12-point font, two-page limit.

**If you have received an unsatisfactory course grade, document what measures you will take to ensure your success in the future.

Approved by Faculty 12/14/07

Revised 11/07

Approved by Academic Standing Committee 1/17/07

Approved by CON faculty 2/16/07, 8/15



College of Nursing

**Undergraduate Academic Standing Committee
Faculty Recommendation for Appeals**

Semester: _____

Date: _____

Faculty Name: _____

Name of Student: _____

Address of Student: _____

Telephone Number of Student: _____

Course Number and Name: _____

Grade Received: _____

Do you recommend that the student be considered to repeat the course? Yes No

Any other recommendation?

Was the student was notified of the failing grade. Yes No

Date [Click here to enter text.](#)

Comments relative to your recommendation (or attach recommendation):

Level Facilitator comments:

Signature: _____

Date: _____

Date received by the office: _____

Approved by Faculty 12/14/07
Reviewed 11/07, Reviewed 08/06/ Edited 8/14



College of Nursing

DROPPING NURSING COURSES AFTER ENTERING THE MAJOR

Once admitted to the professional nursing major, the student is expected to complete nursing courses in the sequence shown in the general curriculum plan. Any deviation from this plan must have prior approval from the Undergraduate Program Office (N/E 148). Students in the professional major who plan to drop a required nursing course should discuss these plans with the faculty member, Level Facilitator and Undergraduate Program Director. The Assistant Director, Student Academic Affairs should also be notified. The University procedure for course withdrawal should be followed. Consult the semester timetable for drop/withdrawal policies and applicable deadlines. See the Level Facilitator for assistance.

Students dropping a required nursing course or withdrawing for the semester will need to apply for readmission to major. Consult Progression Policy.

NOTE: Readmission into the major will occur only as space and resources are available.

Students must complete all degree requirements within 5 years after admission into the professional major. Failure to do so may result in their being dropped from the program or remedial work being required.

WITHDRAWAL FROM COLLEGE OF NURSING/UNIVERSITY

Prior to withdrawal, students are encouraged to meet and discuss the withdrawal with the Assistant Director for Student Academic Affairs. The withdrawal form must be submitted to the undergraduate program office. This form is vital in the event that the student chooses to reapply to the College of Nursing at a future time. PLEASE NOTE: Students must complete all course work within a 5-year period. Students in the professional nursing major who formally withdraw from the University are considered to have withdrawn from the nursing program as well.

See Withdrawal Form on next page.

Revised 8/06, Reviewed 3/13

DISMISSAL POLICY

Students who are removed from the CON or University due to behavioral or academic misconduct will not be considered for readmission.

Approved 05/09, Edited 8/14

WITHDRAWAL FORM
COLLEGE OF NURSING PROFESSIONAL MAJOR

Date: _____

Name: _____

Permanent address: _____

Current phone: _____

Date withdrawal is in effect: _____

Reasons for withdrawal:

In your perspective is there something that the College of Nursing could do to help remedy the situation and enable you to continue in the program? Yes No

If yes, please describe:

Please share your recommendations for College of Nursing improvement:

Would you consent to a follow-up contact? Yes No

Signature _____



GRADUATION AND LICENSURE REQUIREMENTS

A minimum of 120 credits, a cumulative GPA of 2.0 or above on all required nursing credits attempted and a passing grade in all pass/fail courses are required for graduation. The student must pass a standardized exam at the predetermined level to graduate from the College of Nursing.

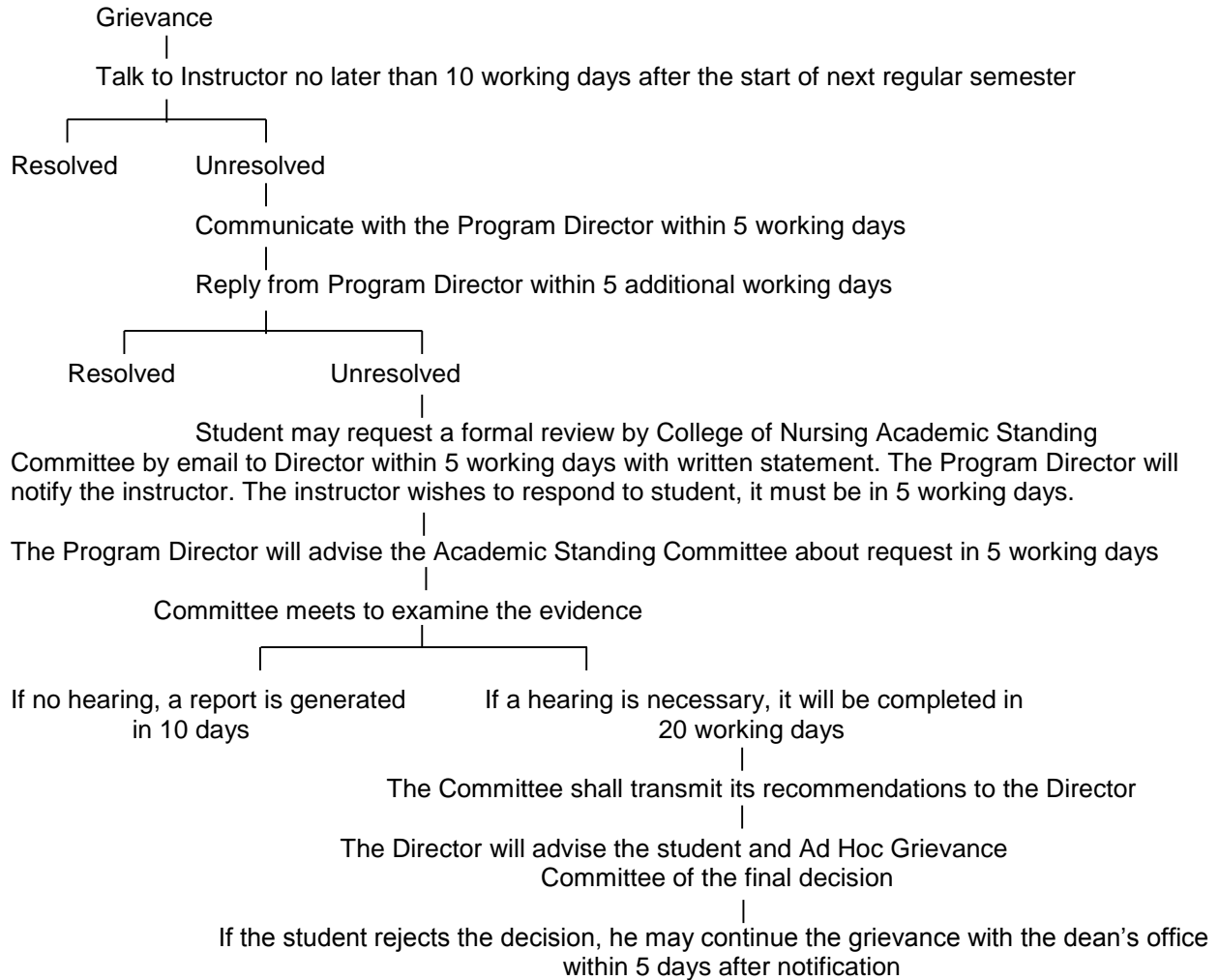
A candidate for the degree of Bachelor of Science in Nursing must satisfactorily fulfill the requirements of the University of Wisconsin Oshkosh and the College of Nursing. Upon completion of the program, the faculty recommend the graduate to the State Board of Nursing as a candidate for the National Registered Nurse Licensure Examination. Information to apply for the National Licensure Test is distributed during the final semester. (NCLEX-RN)

COLLEGE OF NURSING'S POSITION GUIDELINE ON SENIOR II STUDENTS TAKING NCLEX-RN

Students receive approval to take NCLEX-RN examination after: 1. all courses for the BSN degree are completed with satisfactory grades of C or above and 2. the ATI Comprehensive Predictor examination score is at or above the required score or the student completes an approved outside NCLEX review.

Approved UGPC 5/14, edited 2/15
Approved Faculty 3/15

DIAGRAM OF STUDENT GRIEVANCE POLICY



Revised 7/08
Reviewed 3/13
Revised 9/14



College of Nursing

Student Complaint

A complaint is the formal expression of an objection to perceived misconduct of another person. In this case, a student seeks disciplinary action against the offender. Examples of complaints include conduct which violates university rules or policies, or conduct which adversely affects the student's performance in academic pursuits/ achievements. As noted in the University Student Handbook, informal attempts to solve a problem are often more effective than filing a complaint; a formal complaint is a last resort. If attempts to solve a problem are perceived as unsuccessful or unsatisfactory, a formal complaint may be filed according to the Faculty and Academic Staff Handbook Chapters FAC 9 and ACS 16. Students are encouraged to follow the chain of communication within the College of Nursing. The Dean of Students Office is the next level of communication; a copy of the complaint procedure is available in that office.

Discrimination or harassment complaint: In this case a student should follow process outlined in section Gen 1.2 of the Faculty and Academic Staff Handbook.

Student Grievance Policy

Students have the right to seek resolution of a perceived grievance concerning the assessment of student performance by faculty and instructional academic staff (instructors). Recognizing that the evaluation of student performance is based upon the professional judgment of instructors, grievances are based upon one or more of the following factors:

- a. an error is made in computation;
- b. the grade is based upon factors contrary to those stated in the course syllabus, grading criteria;
- c. the grade reflects some penalty for actions involving freedom of written or spoken class room expression;
- d. the grade involves some breach of federal or state constitutional protections, federal laws, state statutes, Regent's rules, or UW Oshkosh policies.

If a student has another type of concern or conflict regarding transfer credits, admission, a course, clinical, critical event/unprofessional conduct or other issue related to the College of Nursing, students are encouraged to use the following process:

Discuss the concern with the faculty or staff most directly involved with the concern. The student should only address the issue with those immediately involved with the concern and not with other members of the faculty, staff, or students. If guidance is needed, see the level facilitator or academic advisor. If the issue is not resolved, students should follow the chain of communication in the College of Nursing. Students who do not follow this progression will be referred to the appropriate level to address their concern. Students may be directed to file a CON appeal form found on the CON website at undergraduate student forms.

Student Grievance Procedure

- I. Informal Procedures
 - A. The student must attempt an informal resolution of the problem with the instructor no later than **ten working days** after the start of next regular semester.
 - B. If the informal process with the instructor does not resolve the problem, the student should communicate with the program director within **five working days**. **Within five additional working days**, the program director may attempt an informal resolution, request a meeting of the individuals involved, or inform the student in writing of the formal grievance procedure.

II. Formal Procedures

A. Preliminary: Director's Procedures

1. If a student is not satisfied with the outcome of the informal procedures, the student may request a formal review by the College of Nursing Academic Standing Committee. The formal grievance should be sent by email to the director within **five working days** of the failed attempt at mediation. The student's written statement should include:
 - a. a description of the nature of the grievance including justification of how the issue meets at least one of the required criteria [See a. through d. above.];
 - b. a summary of the outcome of the informal procedure and explanation of the student's perception of why efforts were unsuccessful;
 - c. the desired outcome the student is seeking;
 - d. a copy of all supporting evidence.
2. The program director will acknowledge the student's request and notify the instructor. If the instructor wishes to respond to the student's request for a formal review, this must be done within **five working days**.
3. The program director will, within **five working days** of receiving the student's request, advise the Academic Standing Committee about the request for a formal review.
 - a. This committee should consist of a minimum of three faculty or instructional academic staff with voting rights and one student representative.
 - b. The director will make available all documents concerning the case including the director's summary of attempted mediation.

B. Academic Standing Committee Procedures

1. The committee will meet to examine the evidence, consult with the involved parties as appropriate, and decide whether the grievance merits a hearing.
2. If there is no hearing, a report will be submitted within **ten working days** to the involved parties and to the program director.
3. A hearing is necessary only when the Academic Standing Committee believes there is sufficient evidence to indicate the possibility of unfair treatment or rights were violated. If the Academic Standing Committee decides a hearing is merited, the hearing is to be completed within **twenty working days** of the decision to grant a hearing.
 - a. At the conclusion of the hearing the committee shall transmit its findings and recommendations to the director.
 - b. The director will advise the student and the Ad Hoc Grievance Committee of the final decision.
4. If the student rejects the decision at the program level, the student may continue the grievance with the dean's office within **five days** after notification.

III. Additional information about the grievance procedure

- A. The burden of proof is upon the student at all levels of this process.
- B. All meetings of the Academic Standing Committee will meet the requirement of the Wisconsin State Statutes Open Meeting Law (Chap. 5, *University of Wisconsin Oshkosh Faculty Handbook*). Open meeting notices are posted in the faculty supply room and on the student bulletin board outside N/E 148. Meetings related to FERPA protected information will be held in closed session. In addition, either party in the grievance may request a closed meeting.

C. Deadlines

1. The term "working days" refers to days when classes are normally scheduled.
 2. The director, with mutual agreement of the instructor and the student, or at the request of the ad hoc grievance committee may extend timelines for any step in the process.
 3. If a student fails to meet a deadline or extension, the case will be closed.
 4. If an instructor fails to meet a deadline or extension, the case may continue without the evidence or statement the instructor may have provided.
 5. If an instructor is out of residence or unavailable, an attempt will be made to give notice and receive a response. If the instructor's failure or inability to respond within a reasonable time will unreasonably delay the grievance procedure, the process may continue without a response.
- D. If the director is involved in the petition, the grievance should be filed with the Dean; the dean will act in the role of director in the procedure.

Approved by Faculty 5/2014



College of Nursing

INTERNATIONAL COURSE/CLINICAL PLACEMENTS POLICY

The College of Nursing (CON) supports international educational programs as valid, desired, and increasingly important parts of undergraduate education. Out-of-the-country clinical experiences maintain standards of quality in the delivery of instruction. Participating in an international nursing clinical is a privilege not a right. As guests in another culture, a strict code of conduct is adhered to at all times. The rules of conduct help ensure that behavior is culturally appropriate and the safety of individuals involved in the study abroad experience is protected.

A. Participation and Orientation for International Clinical:

1. In order for students to participate in an international clinical, they must meet the current CON student admission and progression requirements including general education or university studies requirements.
2. The CON will select students for participation in the international clinical on the basis of academic, behavioral, and cultural objectives. Criteria that may prevent a student from participating include critical events, positive criminal background check, and unstable medical conditions.
3. The student is responsible for meeting course objectives and completing assignments/requirements as defined in the course syllabus and by the clinical instructor.
4. The CON will grant appropriate academic credit for course work successfully completed on course/clinical placements abroad which they sponsor or formally approve.
5. The instructors for the clinical will conduct a student and family orientation for the international clinical experience. The orientation will include:
 - a. An explanation of the proposed clinical experiences and expected travel schedule.
 - b. Advice on essential health and safety considerations so the students can make informed decisions concerning preparation, participation and behavior while in the clinical placement.
 - c. Information on available medical care in the host country; if available medical care is a cause for concern, students will be so informed.

B. Safety and Welfare of Participants:

1. Every student participant must read, sign, and return to the Office of International Education (OIE) the UW Uniform Statement of Responsibility, which establishes informed consent, assumption of risk and understanding of the terms and conditions of the course/clinical placement abroad.
2. In addition each student will read and sign the College of Nursing Addendum to the Uniform Statement of Responsibility (see below). This will be placed in the CON student file.
3. The CON Clinical Instructors will enforce codes of student conduct consistent with UW and CON policies and sensitive to the customs and laws of the host country.
4. OIE notifies the CON Lead Instructor for the international clinical of any U.S. State Department travel advisories that may have a bearing on students' safety or welfare. The Lead Instructor will coordinate dissemination of accurate information to CON Administration and students.
5. UW Oshkosh through the OIE will purchase medical evacuation insurance and health insurance for students and clinical instructors.
6. The College of Nursing requires that all international clinical instructors participate in training related to UW Oshkosh risk management protocol, including Emergency plans, mental health plans and evacuation plans. In the event that it becomes necessary to terminate the placement or

relocate any or all of its participants, this risk management protocol will be implemented by the Lead Instructor.

7. The CON requires that instructors and student participants register with the United States Department of State using the Smart Traveler Enrollment Program (STEP). (<https://step.state.gov/step>)
8. Health requirements of the host country are the responsibility of the student prior to clinical experience.
9. When a new program site is considered, legal requirements (laws and licensing) for clinical instructor and/or student to engage in a clinical in the host country will be investigated.

C. Financial Management:

1. As a state-supported public University, the CON will exercise care in contracting relationships with for-profit institutions and agencies, to ensure that such arrangements are determined to be in the best interests of students. All contracts must conform to Wisconsin state statutes, UW Oshkosh policies and procedures, and purchasing requirements.
2. Expenses involved in visas, travel and living expenses are the responsibility of the student.
3. Expenses related to course or clinical experiences, i.e., transportation, supplies, health expenses are the responsibility of the student.

Reviewed 7/08

Revised and Approved 5/13



College of Nursing

UW Oshkosh College of Nursing
Policy on the Conduct of Students for International Study
Addendum to Office of International Education
University of Wisconsin System Uniform Statement of Responsibility, Release, and Authorization to Participate in Study Abroad/Away and Exchange Programs

Participating in a nursing clinical organized through the Office of International Education (OIE) is a privilege not a right. As a guest in another culture, a strict code of conduct must be followed at all times. The College of Nursing (CON) has established standards of behavior during international nursing clinical opportunities. The rules of conduct help ensure that behavior is culturally appropriate, and the safety of individuals involved in the study abroad experience is protected.

Signing this statement signifies that I will uphold the following rules of conduct:

- I understand that I am a representative of the University of Wisconsin Oshkosh CON at all times and will abide by the CON values in action.
I understand that the expectation of the CON is zero tolerance for conduct unbecoming of a professional.
I will not leave campus or the confines of the declared clinical site without prior approval from my instructor.
I understand that my instructor must have knowledge of where I am at all times.
I will not ingest or consume non-prescription, mood altering substances.
I will not attend any activity, class, or clinical under the influence of alcohol. Further-more, I will not ingest any alcoholic beverage unless over 21 years of age and in an approved setting with an instructor's direct supervision.
I will not behave or dress in any manner that might be interpreted as falling outside of cultural norms.
If in doubt, I will discuss prospective attire, behaviors, or actions with my instructor to validate appropriateness.

If any of the above violations occur, I understand that I will be sent home at my own expense and will fail the clinical course. This will result in removal from the CON.

Printed name: _____

Signature: _____

Date: _____

Approved by ASC 3/15/13
Edited 2/2015
Approved by Faculty 3/13/15