

School of Nursing

2024-2025

Pre-licensure Undergraduate Handbook



WICHITA STATE
UNIVERSITY

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Letter from the Undergraduate Director's Office

Dear Student:

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

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

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

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

Best wishes from the entire faculty and staff,

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

Laura V. Sooby, EdD(c), RN
Assistant Director,
Undergraduate Nursing Programs

Welcome to the Wichita State University School of Nursing!

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

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

The Wichita State University (WSU) SON 2024-2025 Prelicensure Handbook is available on the SON [website](#). The policies and procedures contained herein are subject to change and it is your responsibility to keep abreast of these changes.

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

Important Phone Numbers

Wichita Campus

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

Manhattan Campus

School of Nursing	785-532-1411
KSU Weather line	785-532-6277

Mission of the School of Nursing

The School of Nursing mission is to advance the health of individuals and communities by empowering excellence in healthcare through innovation in nursing education, scholarship, practice, and service.

Vision of the School of Nursing

Transforming healthcare through innovative excellence in nursing.

Values of the School of Nursing

- Diversity, equity and inclusion
- Innovation
- Lifelong Learning
- Evidence-Based Practice
- Collaboration
- Wellness Advocacy

Philosophy of the School of Nursing

The Wichita State University School of Nursing applies and utilizes Dr. Patricia Benner's (1984) model of skill acquisition throughout the curricula. This model's essential concepts include competence, skill acquisition, experience, clinical knowledge, and practical knowledge (Benner, 1984).

In this framework, there are five stages of skill acquisition: novice, advanced beginner, competent, proficient, and expert. In addition, there are 7 domains: the helping role, the teaching-coaching function, effective management of rapidly changing situations, monitoring and ensuring the quality of healthcare practice, and organizational, work-role competencies and the diagnostic and patient monitoring function, administering and monitoring therapeutic interventions and regimens. For graduate nursing, the last two domains are combined into one more reflective of advanced practice nursing, designated as management of patient health and illness status (Brykczynski, 1985). Benner's framework, "From Novice to Expert," emphasizes the nature of nursing practice, specifically how nursing knowledge is acquired and develops over time.

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

The Graduate Program prepares students for advanced roles in nursing and to be accountable for clinical and organizational decision making based on scholarly evidence, principles of ethics, relevant theories, and health care policy. Upon

completion of the Graduate Program, MSN and DNP students are prepared to provide leadership in the analysis of factors in influencing health and the subsequent implementation and evaluation of strategies for improving health in an inter-professional, globally aware, culturally sensitive manner.

Notice of Accreditation

The School of Nursing has been accredited since 1973. Currently, "the baccalaureate, master's, and DNP programs at Wichita State University School of Nursing are accredited by the Commission on Collegiate Nursing Education, 655 K Street NW, Suite 750, Washington, DC 20001, 202-887-6791."

Dorothy and Bill Cohen Honors College

Interested students can find more information at the [Dorothy and Bill Cohen Honors College](#) website.

College of Health Professions Honor Roll

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

Graduation with Honors:

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

GPA Honors

3.250 - 3.549 Cum Laude

3.550 - 3.899 Magna Cum Laude

3.900 - 4.000 Summa Cum Laude

Notice of Nondiscrimination

Please refer to Wichita State University (WSU) [Policy 3.02](#) for the Notice of Nondiscrimination.

Prelicensure Programs Offered

There are three pre-licensure tracks within the School of Nursing BSN program: the traditional BSN program (TBSN), the accelerated BSN program (ABSN), and the Guaranteed Placement Program (GPP). Regardless of which track you are on, you need to be aware of the contents of the current Prelicensure Student Handbook and are expected to adhere to the policies, procedures, guidelines, and expectations contained within.

The TBSN program is the track that most prelicensure students follow in the SON. This program is available on two campuses (Wichita and Manhattan). The schedule of course progression is stated within the SON Handbook. You should consult the Undergraduate Nursing Program Director's office if you have any questions about the content of the Student Handbook.

The ABSN program follows the same classroom and practicum curriculum as the

traditional program. However, these students go through the program very quickly without taking breaks between semesters. Your course progression follows a slightly different schedule. You should consult the Coordinator of the ABSN Program if you have any questions about the content within the Prelicensure Student Handbook or the progression of the courses within the ABSN program.

The [GPP](#) at WSU is a benefit given to high school students who start their college career here at Wichita State. This program guarantees up to 30 eligible students a place in our traditional nursing program per admission cycle, contingent upon fulfilling certain requirements.

Program Outcomes

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

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

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

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

Communication:

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

Patient-Centered Care:

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

Evidence-based Practice:

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

Health Promotion:

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

Collaborative Care:

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

Quality Improvement:

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

Student Advising and Graduation Requirements

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

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

Overview of Pre-licensure Prelicensure Curriculum

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

You may review the full prelicensure curriculum using the [WSU Pre-licensure Undergraduate Catalog](#).

Nursing Program Student Workload Expectations

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

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

Academic and Technical Standards

All academic and technical skills necessary to practice nursing effectively and safely are incorporated into the program curriculum. To successfully complete and meet all graduation requirements, you must be able to meet all academic and technical standards in a satisfactory manner. Program faculty will meet with each student

periodically to assess progress in the program and implement a plan for improvement if necessary.

Academic Standards

Academic Standards required for admission to the Program:

- Be enrolled in or admitted to Wichita State University.
- Meet one of the following:
 - Test of Essential Academic Skills (TEAS) minimum composite score of 60 (TEAS V Exam scores will no longer be accepted)
 - ACT minimum composite score of 27
 - SAT-I minimum score of 1125
- Achieve a cumulative grade point average of 2.75 (TBSN) or 3.0 (ABSN) in all courses completed. No grade lower than a 2.0 in any of the prerequisite coursework.
- Achieve a 3.0 cumulative GPA before starting BSN courses in the following courses: *Chemistry, *Anatomy & Physiology; *Microbiology; Pathophysiology; Pharmacology. (* labs required).

Technical Standards

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

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

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

Accommodation(s)

Wichita State University is committed to providing educational opportunities to otherwise qualified students with disabilities to afford such students an opportunity equal to that provided to non-disabled students to achieve a desired educational outcome. The office of student accommodations and testing (OSAT) provides

students with learning, mental, or physical disabilities an equal opportunity to attain their academic and personal goals to the fullest of their abilities. Students (New or Current) can find resources, request forms, and other important documentation on their site. Students wishing to request accommodation(s) must contact OSAT.

While the School of Nursing will make every effort to work with students with a disability to accommodate their disability-related needs, the program is not required to provide accommodations that fundamentally alter or waive essential program requirements. Students should contact OSD directly at <https://www.wichita.edu/services/disability-services/Students/> or 316-978-3309. or 316-978-3309.

Sensory & Motor Coordination & Functions

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

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

Rationale for Standard

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

Assessment

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

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

Rationale for Standard

1. Nursing student competencies include the knowledge, attitude, and skills necessary to provide quality and safe patient care to patients across the continuum.

2. Use and interpret information obtained from digital, analog, and waveform diagnostic tools (e.g., sphygmomanometer, otoscope, stethoscope, ophthalmoscope, EKG, IVs) and other diagnostic tools.
3. Assess a patient during comprehensive or focused assessments.
4. Translate data into abstract concepts and understand data-based reasoning.
5. Obtain and interpret information for evaluation of responses to nursing actions.

Communication

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

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

Rationale for Standard

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

Cognitive

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

1. Accurately measure, calculate, reason, analyze, and synthesize subjective and objective data to carry out the nursing process in relation to patient assessment, diagnosis, goals, plan of care/interventions, and evaluation.
2. Analyze data to prioritize all aspects of the client's health care needs and nursing diagnoses.
3. Use synthesized data to develop a plan and implement nursing interventions relevant to client's needs which integrates client preferences to deliver appropriate, evidenced-based, quality and safe patient care.

4. Demonstrate intellectual and conceptual abilities to accomplish the essentials of the nursing program (for example, baccalaureate essentials).
5. Demonstrate cognitive abilities related to course and program outcomes, which include intellectual, conceptual, integrative, quantitative, critical thinking, and comprehension skills that indicate that the student can carry out the nursing process in the care of patients.
6. Comprehend extensive information from written documents, visual and/or oral presentations, and patient computer information.
7. Accurately follow course syllabi, assignment directions, patient protocols, and any action plan(s) developed by deans, faculty, administrators, or health care agency staff.
8. Media literacy

Rationale for Standard

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

Behavioral and Social Attributes

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

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

Rationale for Standard

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

4. Operate in diverse settings.

Computing at WSU-SON

While enrolled in the nursing program, you are required to have a laptop and be proficient in operating the device. This includes, but is not limited to:

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

All exams in the nursing program are computer-based. University owned laptops are not allowed when taking any nursing exam throughout the program.

Student E-Mail Requirements

Only your uniquename@shockers.wichita.edu address should be used to contact faculty or staff in the SON. Forwarding your @shockers.wichita.edu email to a personal email account introduces unwelcome challenges and is not recommended. The SON is not responsible for any information not received from e-mails sent to the SON student body e-mail groups that may be of importance to students, including scholarship, employment, event, and class information. Emails received by the SON from an email address other than your assigned WSU email may be deleted and may not be responded to.

You are required to read your WSU email, even during breaks. Faculty and administration may release necessary information regarding courses, practicum or clinical requirements via email throughout the year. You are to reference your faculty's syllabus and SON policies regarding communication expectations. You are responsible for course, SON, and University information communicated via e-mail.

Writing Style Requirement

American Psychology Association (APA) 7th Edition is the writing style used for formal papers in the nursing program. You are expected to have access to current APA guidelines. Wichita State University Libraries has [resources for APA style](#)

[writing](#).

Use of Student Materials

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

Wichita State University Policies

Wichita State University Policies and Procedures Manual contains a section that outlines university policies for students with [physical or mental disabilities]. ([See Section 8.10](#)) The Office of Student Accommodations & Testing (OSAT) also provides academic accommodations for students who experience [physical or mental disabilities].

You are required to provide appropriate documentation to the Student Accommodations and Testing office Contact the Office of Student Accommodations & Testing. The office is in Grace Wilkie Hall, Room 320, (316) 978-TEST (8378). OSAT will review concerns with you to determine appropriate academic accommodations. All information and documentation regarding disability is confidential and will not be released without your written permission.

Nursing Program Evaluation

Your input is vital to the maintenance of a quality nursing program. You are asked to be active in evaluating faculty and courses in the nursing program. Graduates will be asked to evaluate the program and preparation for professional practice at intervals following graduation. This feedback is used by faculty in ongoing curriculum development and revision.

Leave for Professional Meetings

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

- A written request, presented in advance, is approved by the [faculty].
- Advance arrangements to compensate for missed learning experiences are made with your faculty.

Academic Rules, Policies & Procedures

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

Transfer Student Policy

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

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

- You must be admitted to WSU and have all transcripts on file with WSU, Office of the Registrar.
- You must meet with an academic advisor and have a plan-of-study showing that all prerequisites and general education requirements have been met or will be met before enrolling in nursing courses.
- You must meet the following minimum standards:
 - A cumulative GPA of > 2.75 in all college course work,
 - Minimum grade of 2.0 in all prerequisite course work,
 - Cumulative GPA of 3.0 in Chemistry (and lab), Pathophysiology, Anatomy and Physiology (and lab), Microbiology (and lab), and Pharmacology.
- You must have successfully completed all nursing courses (didactic and practicum) within two years of the date requested for admission.
- You must meet one of the following:
 - Test of Essential Academic Skills (TEAS) minimum composite score of 60
 - If the student does not complete the TEAS with the minimum composite score on the first attempt, a one-month waiting period is suggested before each attempt.
 - For information regarding how to take the TEAS test and the cost of the TEAS exam, please visit TEAS Information.
 - Previous TEAS exam results will be considered individually. (TEAS V scores will no longer be accepted).
 - ACT minimum composite score of 27 points (honor student requirements),
 - SAT minimum composite score of 1125.
- You must be ready to begin the nursing coursework at semester 2 or 3 in the nursing program.
- You must meet WSU requirements for graduation (60 credit hours from a four-

year college and 45 hours of upper division work; at least 30 hours of course credit must be earned at WSU and the last 24/30 must be completed at WSU.)

- You must be of excellent academic standing in all nursing coursework completed. Letters of recommendation are required from the Chairperson/Director of all Schools of Nursing previously attended.

Transfer Student Policy Process

The transfer process can take up to 4-6 months.

1. Apply to WSU and have all transcripts from previous coursework on file.
2. Meet with College of Health Professions academic advisor and begin to create a plan-of-study.
3. Complete application to the nursing program, requests for application made directly to the SON, Undergraduate Office.
4. Nursing application will be reviewed to determine eligibility for transfer.
5. You will be notified, in writing, of consideration for transfer or denial of application pending full review of prerequisites and syllabi. Notification of status will occur by October 31st for spring and March 31st for fall.
6. Students who are accepted as potential transfer students will begin phase II of the transfer process:
 - Nursing Academic Advisors and UG Director will review prerequisites and general education– this process can take up to 4 months.
 - The UG Director will review nursing syllabi for placement within the nursing program– this can take up to 2 months.
 - Upon completion of prerequisite and syllabi review, you will be cleared to meet with a Nursing UG Director to review plan-of-study, placement within the nursing program, and nursing program requirements. All transfer students must meet with the UG Director before starting the nursing program's professional phase.
7. Upon completion of prerequisites, you will be given an admission packet and must attend the New Student Orientation. You are responsible for maintaining contact with the Undergraduate Nursing Program.
8. In the event you are accepted but the SON has no current openings, you will be placed on a wait list and notified when an opening is available. Space availability is prioritized in the following order:
 - Current WSU students that are required to retake or complete a nursing course.
 - Returning WSU BSN Students in good academic standing.
 - Transfer students from another accredited (CCNE, ACEN, or CNEA) BSN pre-licensure program.
 - If the SON receives more eligible applicants than open positions in the program, you will be selected based on admission criteria.

Student Success

Each of you define success differently. The [Office of Student Success](#) is available to help you maximize your academic potential and reach your personal goals through a range of programs and services, regardless of personal background. The goal is to

help you develop skills and plans to graduate in a timely manner while engaging with our community of learners.

The SON also supports student success by encouraging you to meet with your faculty, participate in the partner for success program, and be proactive with any issues or concerns.

Guidelines for Resolving Problems

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

1. Speak with the faculty as soon as a problem or concern arises. Please use faculty office hours to discuss concerns or problems. In the event office hours are not available arrange a meeting with your faculty. Problems and issues are difficult to resolve in the classroom.
2. Ask questions in class.
3. Seek help from the faculty individually.
4. Do not ignore the situation, wait until the last minute, or expect someone else to take care of your problems.

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

Chain of Command for Resolving Student/Faculty Conflicts

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

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

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

Step 3. Schedule an appointment with the SON Chairperson.

Expected Academic Performance and Behavior

You must possess the ability to reason morally and practice nursing in an ethical manner [ANA Code of Ethics](#) (2015). You must be willing to learn and abide by professional standards of practice and the [WSU Student Code of Conduct](#), policy 8.05. Candidates must not engage in unprofessional conduct, as defined by the

[KSBN Nurse Practice Act](#) and must possess attributes that include compassion, empathy, altruism, integrity, honesty, responsibility and tolerance. You must be able to engage in patient care delivery in all settings and be able to deliver care to all patient populations including but not limited to children, adolescents, adults, developmentally disabled persons, medically compromised patients, and vulnerable adults. You are expected to follow all policies and procedures while on practicum rotation. Wichita State University Student Code of Conduct outlines the university's expectations of all students, you are expected to follow these policies.

The WSU School of Nursing prepares you to function professionally in the real world. Therefore, you are expected to always conduct yourself professionally - not only with patients- but with faculty, staff, and peers as well. Employers have urged nursing educators to prepare you with more than technical skills. Meeting deadlines, being on time, alert, and prepared, attentive listening and respectful disagreement with others are expected in this program and in the workforce. Treat your nursing education as your first professional job and your faculty as your first supervisor. Sleeping, texting, using tobacco/e-cig products, and using computer or other electronic devices for online shopping or social media are inappropriate and unprofessional. You are expected to refrain from sharing gossip, using profanity, bullying, and from verbal or written forms of slanderous and libelous behaviors against each other, faculty, and staff.

Grading Scale and Passing Standard

You must achieve a 78% or “Satisfactory” in all required nursing courses to pass the course. If your overall examination average is below 78%, regardless of overall course grade, the highest the course grade earned is a C and you will be required to remediate and repeat the course. The grading scale for all nursing courses is:

Points/Percentages*	Letter grade	Grade Points	Interpretation
100 - 93	A	4.00	The A range denotes excellent performance
92 - 90	A-	3.70	
89 - 87	B+	3.30	
86 - 83	B	3.00	The B range denotes good performance.
82 - 80	B-	2.70	
79 - 78	C+	2.30	The C+ range denotes satisfactory performance
77 - 73	C	2.00	The C range and below denotes unsatisfactory performance
72 - 70	C-	1.70	
69 - 67	D+	1.30	

66 - 63	D	1.00	
62 - 60	D-	0.70	
=< 59	F	0.00	

**Any graded element including final grades will not be rounded.*

Attendance

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

Classroom Etiquette

- You will arrive to class on time and stay until class ends.
- You will not bring visitors, including children, to class without the faculty's prior permission.
- No sidebar discussions/interruptions.
- You understand that only one person speaks at a time during classroom experiences. You also understand that talking among one another during class will not be tolerated.
- Any student engaging in aggressive, disrespectful, unethical or sexually harassing behavior toward any person encountered through this course of study, including peers, staff persons, visitors or faculty will be asked to leave the classroom.
- Cell phones, cameras and tablets must be off/vibrate or placed in courtesy mode in class. Faculty may approve an exception for special circumstances (e.g., emergencies).
- Audio/video recording during class or practicum is not permitted, unless stipulated by the Office of Disability Services.
- The SON adheres to the WSU policy and process for academic honesty, found at [WSU Policies and Procedures](#).
- You may reference the SON testing policy starting on page 52 of this handbook.

Any of the above listed behavior(s) may be referred to the Committee on Students for review.

Professional Conduct expected of a WSU Nursing Student

You must:

- Adhere to WSU Student Code of Conduct.
- Provide nursing services to clients with respect for their human dignity, unrestricted by considerations of their social or economic status, personal attributes or the nature of their health problems.

- Act to safeguard the client and the public when health care and safety are affected by the incompetent, unethical, or illegal practice of any person.
- Assume responsibility and accountability for individual nursing judgments and actions.
- Exercise informed judgment and use individual competence and qualifications as criteria in seeking consultation, accepting responsibilities, and delegating nursing activities to others.
- Participate in activities that contribute to the ongoing development of the profession's body of knowledge.
- Participate in the professions' efforts to implement and improve standards of nursing.
- Participate in the professions' efforts to establish and maintain conditions of employment conducive to high quality nursing care.
- Participate in the professions' effort to protect the public from misinformation and misrepresentation and to maintain the integrity of nursing.
- Collaborate with members of the health professions and other citizens in promoting community and national efforts to meet the health needs of the public.
- Maintain all forms of privacy about patients, facility staff, and university staff.
 - This includes postings on internet social networking sites such as Facebook, Twitter, and others. Sharing of information, opinions, and experiences, even without specific identities (i.e., name, location, institution, etc.) can be construed as a breach of confidentiality.
 - Taking or sharing of images or documents, either digital or print, is strictly prohibited.
- Refrain from unprofessional personal communication and/or social network postings, which are strictly prohibited.
- Adhere to video conferencing etiquette expectations:
 - Dress appropriately – casual (t-shirt and jeans/shorts/pants) is acceptable but bathrobes, swimwear, undergarments, pajamas are not acceptable.
 - Be in an environment that engages learning. Lying in bed, swimming pools, bathtubs, are not appropriate places to learn.
 - Pictures of students when video is off should be appropriate. If your video conferencing platform profile picture is linked to a social media page, your social media profile picture is what shows up. For example, if your social media profile pic is of you lying on the beach in a bathing suit, that is what everyone will see in the video conference.
 - Your first and last name will be displayed so that the faculty and other students can identify who is in the room.
 - Faculty will indicate how they wish the students to interact in the classroom. Chat, raise hand emoji, etc.
 - You should minimize movement when on the call or be off video if you are going to move around. Movement might cause someone else motion sickness or dizziness.
 - Faculty will instruct their preference for being on video while in class or keeping video off.
 - Faculty will provide break times as appropriate.

- You should communicate with your faculty before the meeting if you are going to miss class or need to leave early.
- Faculty may have additional etiquette expectations.

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

References:

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

Practicum Course Policies and Placement

Use of Technology and Social Media

Practicum agency technology may not be used for personal business, including social media platforms. You must follow practicum agency policies regarding use of technology and social media. Practicum settings may allow use of technology for academic purposes related directly to patient care. Any personal communication such as cell phone, email and texting will be done outside the practicum areas on your personal time.

Practicum Requirements and Clearance Policy

The practicum agencies for applied learning experiences (clinical or practicum) have policies regarding requirements for nursing students. Before your first practicum rotation, you must submit all requirements for initial practicum clearance. After this initial practicum clearance, you must stay up to date on all practicum requirements. Full information regarding prelicensure practicum requirements can be found [here](#).

It is your responsibility to comply with all practicum requirements. Students out of compliance are not cleared to attend practicum and will receive a practicum performance improvement write-up. Students who receive three write-ups will be dismissed from the nursing program. Missed practicum days may result in delayed progression in the program. The SON must receive clearance, each semester, to secure practicum rotations for students. This process can take up to 6 weeks. Failure to submit your required paperwork on time, even during the summer, may result in delayed progression. You may need to renew health requirements before your health insurance plan covers renewal cost; you should plan for out-of-pocket expenses.

Practicum Compliance Review Procedures

The SON will review all current students for practicum requirement compliance. If you are found to be out of compliance, the SON will act according to the following procedure:

1st Offense:

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

2nd Offense:

1. You will be emailed when you are out of compliance and removed from practicum, effective immediately.
2. You will be issued a written warning for missing requirement date and expected to complete warning paperwork as set by SON representative.
3. You must meet with the Practicum Coordinator to review your position in the Nursing Program. The SON reserves the right for dismissal from the Nursing Program.

3rd Offense:

1. You will be dismissed from the program.

Practicum Expectations

It is expected that while in the practicum area you will:

- If required by the faculty, secure practicum assignment the day before and come to practicum prepared to meet course objectives.
- Notify faculty of all procedures you will participate in.
- Arrive at the practicum area on time and in appropriate attire.
- Take responsibility for your behavior and be prepared to perform all activities taught in the nursing courses.
- Secure the consultation and/or assistance of the practicum faculty in nursing situations if you feel unsure and/or inexperienced.
- Take responsibility for learning from each practicum experience.
- You should keep a record of the specific kinds of your experiences, and request additional experiences needed to fulfill learning objectives.
- Perform safely in all areas of client care. Unsafe performance may result in dismissal from the practicum setting. Unsafe performance includes, but is not limited to:
 - Being unprepared before or during practicum experience.
 - Making nursing judgments which could jeopardize the welfare of the client/patient.
 - Incivility behaviors or bullying behaviors.
 - Not being present in the practicum unit when expected.
 - Incomplete or lack of proper communication (SBAR).
 - Failure to report changes in patient conditions.
 - Habitual or unexplained tardiness or absent episodes.
 - Presenting for practicum under the influence of drugs and/or alcohol.
 - Presenting to practicum without proper rest (i.e., worked a night shift prior to day practicum).
- A pattern of unsafe or unprofessional practice will result in failure of the course and dismissal from the program. A pattern of unsafe practice is determined by the practicum faculty with written supportive documentation.
- Any unsafe, egregious, or unprofessional practice may result in failure of the course and possible dismissal from the program. Egregious acts may include

- breaches of academic integrity. Please refer to course syllabus.
- Hold all information about clients' records and health status in strict confidence. Discussion of practicum matters should be limited to the practicum/classroom setting and should not take place where others may overhear (HIPAA).
 - Demonstrate application of learning in the practicum setting with progressively increasing competence. The final evaluation in the course relies greatly on the student's practicum performance.
 - Be acquainted with and adhere to the policies and procedures of the practicum agency. Maintain confidentiality regarding institutional matters.
 - Share learning experiences in pre-/post-conferences. Sharing learning experiences provides an opportunity to increase knowledge for self and others. What one person considers insignificant, or "routine", may be a valuable learning experience to a fellow student.
 - Conduct yourself professionally as defined by the professional conduct policy.
 - Practice the principles of honesty as defined by the academic honesty and professional conduct policies.
 - Notify the faculty and the area of assignment within the agency prior to the time of the practicum experience if you are unable to attend due to illness or other reasons. Follow the appropriate course guidelines. If you are in the practicum area and become ill or need to leave, notify the practicum faculty and assigned nurse prior to leaving the practicum site.

Removal from Practicum Site:

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

1. Failure to prepare for practicum, including inadequate knowledge of treatment, medications, or plan of care.
2. Tardiness or unexcused absence.
3. Unprofessional communication behaviors (examples: personal texting, use of social media in the practicum setting; using profane language with patients, visitors, staff, or faculty).
4. Failure to treat others with respect, honesty, and dignity.
5. Inappropriate professional dress and appearance (includes not being appropriately dressed and ready to go on time).
6. Inability to implement empathetic care.
7. Inattentiveness to practicum work as exhibited by being unavailable for patient/client care, engaging in personal discussions, texting, etc.
8. Failure to implement appropriate action to ensure safety of patients/clients.
9. Additional behavior(s) deemed unprofessional by faculty including being disruptive and/or refusing to follow faculty directions.
10. Arriving at a practicum setting under the influence of alcohol or other substances can impair judgment. You may be subject to drug and alcohol urine analysis at your own expense.
11. Misrepresentation of physical presence or participation in practicum experience.
12. HIPAA violation or any breach in patient confidentiality.
13. Misuse or unauthorized use of computer resources or information.
14. Purposefully destroying property at the practicum site.
15. Student illness (see below).
16. Stealing supplies or drugs.

17. Demonstrating unsafe practicum practice that places patient/client/family/staff/faculty in physical or emotional jeopardy, including neglect, abuse, or purposely injuring others:
 - a. Physical jeopardy is the risk of causing physical harm.
 - b. Emotional jeopardy means that the student creates an environment of anxiety or distress which puts the patient/client/family at risk for emotional or psychological harm.
18. Failure to comply with course or practicum site policies and protocols.
19. Misdemeanor or felony convictions.

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

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

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

Student Illness

Faculty members and practicum facilities have the right to decide when you will be required to leave the practicum practice area based on an objective determination that you are ill or have symptoms of illness.

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

- Fever greater than 101
- Acute febrile upper respiratory infection, including Group A Streptococcal infection
- Influenza, COVID-19
- Acute diarrhea
- Herpes simplex
- Chickenpox, Pertussis, Measles, Mumps, Rubella
- Draining abscesses, boils, impetigo
- Acute viral hepatitis
- Pulmonary tuberculosis
- Scabies*
- Conjunctivitis

* Restricted until treatment has lasted at least 48 hours

Return to Practicum Following Medical Care

If you require medical care, you must provide verification from an approved healthcare provider that returning to normal coursework without restrictions will not impact your recovery.

Policy on Practicum Absences

Attendance and engagement in practicum courses support learning and is critical to successful course completion. When you are absent from practicum, it compromises your ability to master course content, attain the necessary skills to meet course objectives, and

ultimately pass the course.

Absences from practicum rotations for reasons other than illness are highly discouraged. If you are going to be absent, you must notify the faculty before the scheduled practicum time.

A practicum absence may result in failure to achieve course outcomes. Examples of absences include but are not limited to:

- Not calling in advance
- Not showing up for practicum
- Tardiness to practicum
- Taking personal vacations
- Taking a day off to study
- Taking a day off to work
- Missing practicum because practicum requirements and/or mandatory orientations are not completed.
- Not meeting the deadline for hospital-specific practicum requirements (for example, The Clinical Hub).

Students with practicum absence(s) will have to make up hours. Practicum makeup activities may include but are not limited to, a makeup day at the practicum site, simulation, assignments, and other activities.

If you attend less than the required number of practicum hours, you may not successfully complete the course.

Unusual Occurrences During Practicum Experiences

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

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

1. Upon injury or exposure (blood-to-blood, eye or other potentially infectious material) at any applied learning site, thoroughly wash skin exposures/punctures or flush the eye(s) or other mucous membrane(s) ASAP.
2. You must notify agency staff and WSU faculty immediately. If the hospital or agency has a policy for reporting injuries, that policy should be followed.
3. Upon injury or exposure, documentation of the incident must be completed by you. These forms include:
 - a. Agency incident report per agency policy - required
 - b. School of Nursing Unusual Occurrence Form – required
 - c. [Student Health Services Exposure Report](#) – recommended
 - d. Students may choose to share their post-exposure health documentation

- with SHS by uploading it to their [myShockerhealth portal](#).
4. Follow up with healthcare provider.
 - a. Students may choose to share their post-exposure health documentation with SHS. SHS may provide recommended medications or follow-up testing as prescribed.
 5. The incident report form will be maintained with the Undergraduate Director's office.
 6. The SON is not responsible for any costs of post exposure protection or treatment related to post exposure. Exposures are not covered by workman's compensation.

Safety

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

Position Statement on Client's Rights

The faculty of the SON affirms their commitment to protect client's rights. The faculty believes that whenever possible the client should be involved in decisions regarding the care and treatment they receive and that this extends to the choice of whether they agree to have a student provide their care. The faculty believes that clients should be informed and allowed to accept or reject the faculty's request for your clinical assignment.

Dress Code

The WSU School of Nursing dress code for practicum activities and lab finals is:

1. School of Nursing scrub shirt from approved vendor with WSU School of Nursing logo, and approved pants or skirt.
2. A plain white or black shirt may be worn under the scrub shirt. Long sleeves must be loose enough so that they can be pushed up to the elbows during handwashing; must meet facility and/or unit-specific policy requirements.
3. Footwear in practicum must be closed toe and closed heel, with good grip, in good repair and in compliance with facility policy.
4. A black scrub jacket with the approved WSU logo is an optional addition to the standard uniform.
5. WSU student nursing ID badge must be worn while at the practicum site. Additional ID badges may be required by practicum facilities.

Wichita State University School of Nursing scrubs and student badges are

worn only for academic activities.

Personal Appearance:

Personal appearance will reflect the professional nursing student role.

1. No dangling body jewelry or adornments allowed.
2. Fingernails must be trimmed short and well-maintained. Artificial nails, acrylic nails, shellac nails, dip nails, et al. will not be allowed. If nail polish is worn, it cannot be chipped.
3. Hair and/or accessories must be secured to eliminate potential contamination in the clinical environment.
4. Attention to personal hygiene is required.

Adherence to the dress code of the site or agency in which you are participating is required. The practicum faculty's discretion is the final authority in determining the appropriate attire for students. Facilities have full legal authority to revise their expectations and students will be expected to comply. If your appearance is inappropriate, you will be sent home and will receive a zero/unsatisfactory for that practicum day.

Lab Supplies

You must have a stethoscope for use in the lab and practicum.

Review of Client Medical Records by Students

When you need to review medical records, the agency's regulations must be followed to ensure that they are not subject to unauthorized inspection. You are to review patient records for research and/or study purposes only. You may not remove any patient records or copies of patient records from a practicum agency. You may **not** take copies, pictures, or records in any format of any patient related items (patient charts, computer or digital screens, etc.) while on facility grounds. Removal or attempted removal of patient-related facility information will be considered a violation of the Health Insurance Portability and Accountability Act ([HIPAA](#)) and is grounds for dismissal from the School of Nursing.

Rights and Responsibilities of Faculty and Students to Practicum Agencies

- The primary resource for you is your WSU faculty member.
- Faculty members are responsible for developing practicum experiences in various agencies that meet course and program outcomes.
- Since the practicum agencies are under contract, you have an important responsibility to maintain a positive relationship with the practicum facility. In this role, you are responsible for both agency policies, and your own learning experiences.

Philosophy of Practicum Evaluation

In an applied learning setting, the faculty role in evaluation of students requires two actions: description and judgment. Description is the process of providing necessary

information about the student. Judgment involves a value component. The faculty member is qualified to decide the relative value of your performance in a practicum setting. Thus, practicum evaluation is a process of describing and judging your performance. Practicum outcomes are one source of input for determining the merit of your work and are further defined as practicum competencies that are specific to each course. The Practicum Evaluation Tool (PET) includes outcomes and competencies and is a graded component of each practicum course.

Practicum Evaluation

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

One purpose of practicum evaluation is to demonstrate development of practicum competence over time - both as you progress through a specific practicum experience and at the conclusion of the experience.

Another purpose of practicum evaluation is to ensure that a consistent evaluation process is used for all students in all courses, and that both you and faculty have a common understanding of the behaviors that are to be considered in the evaluation process. These competencies are terminal outcomes for the BSN program at WSU School of Nursing and are based on *The Essentials of Baccalaureate Education for Professional Nursing Practice* ([American Association of Colleges of Nursing \[AACN\]](#), 2021).

Faculty will discuss the tool with you at the beginning of each practicum rotation and describe how and when it will be used. You should direct any questions you have about the PET to your individual practicum faculty.

Simulation

Simulation is utilized in the SON using a variety of methods from low to high fidelity manikins to standardized patients. Research has shown that simulation is an effective teaching modality. In the SON, at least one simulation is done in place of one practicum experience per practicum course. Simulations are leveled to increase in complexity throughout the program. Students are asked to sign a confidentiality statement and permission for simulation recording.

Simulations may be recorded for promotional purposes and if so, students are asked to sign a waiver. If a photo or video of a student is used on a permanent platform such as a website or printed material, students will sign a Wichita State University model release form. That form can be accessed at:

https://wchitastate.co1.qualtrics.com/jfe/form/SV_0ByVqIUNQUQuHrM

Progression in the Curriculum

Progression in the Curriculum

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

Requirements for Continued Progression

Grades earned in nursing courses reflect the student's attainment of knowledge in both didactic and applied (Lab and Practicum) learning practice. To progress in the program, you must meet the following criteria:

1. Overall course grade of 78% or higher or Satisfactory, in all nursing courses
2. Exam average of 78% or higher in courses which administer exams

Repeating Nursing Courses

NURS prelicensure courses can be repeated no more than three times.

Any grade received at completion of a repeated NURS prelicensure course will automatically replace up to two previous grade(s) received for that course in computation of the student's cumulative grade point average.

After the third failed attempt of any NURS prelicensure course the student will be dismissed from the nursing program. There are no exceptions for academic dismissals. Students may reapply to the nursing program but must retake all NURS courses.

Students repeating courses cannot progress in the program until successful completion of the course(s) in which they are repeating.

In the Nursing program many classes require concurrent enrollment. This means the courses must be taken in the same semester. Failure of one of these courses means both courses must be repeated in the same semester regardless of a passing grade in one of the two courses. Any previous grade achieved in any course will be replaced per WSU's repeat/replace policy.

This applies to:

- NURS 309 & NURS 312 – Fundamentals of Nursing and Fundamentals of Nursing Lab
- NURS 344 & NURS 347 – Health Assessment and Health Assessment Lab
- NURS 341 & NURS 343 – Mental Health Nursing Care and Mental Health Practicum
- NURS 320 & NURS 361 – Care of Adults I Practicum and Nursing Care of Adults I
- NURS 380 & NURS 381 – Maternal/Newborn Nursing Care and Maternal/Newborn Practicum
- NURS 401 & NURS 412 – Nursing Care of Adults II & Nursing Care of Adults II Practicum
- NURS 431 & NURS 432 – Pediatric Nursing and Pediatric Nursing Practicum
- NURS 479 & NURS 471 – Complex Care of the Adult and Complex Care of the Adult Practicum

Repeating NURS courses

Due to cohort sizes, which are approved by the Kansas State Board of Nursing and governed by the Kansas Nurse Practice Act (statutes 60-2-101, 60-2-104), students are not guaranteed a space in the program to repeat courses. Cohort sizes are limited to:

- 60 TBSN students in each WSU-Wichita class (ICT)
- 20 TBSN students in each WSU-KSU Manhattan class (Pathway)

After grades are posted, the UG director will email students who have not met the progression requirements. The email will outline the next steps for repeating a course.

You may be placed on a waiting list to reenter the program. In the event the number of waitlisted students is more than the spaces available, you will be ranked according to the following:

Nursing Coursework GPA (all nursing courses). If two or more students have the same nursing GPA, other factors considered include:

Overall college GPA (all college work)

If there is no space available after two (2) consecutive semesters that the course was offered, a re-entry plan will be developed.

If an ABSN student does not progress, you will be transferred into the TBSN program, based on space available. TBSN students who do not progress may not transfer into the ABSN program.

Students are responsible for any costs incurred due to repeating a class.

Incompletes

It is the responsibility of the student receiving a grade of incomplete to refer to and comply with WSU policies and procedures governing incompletes. View the University's policy on [incomplete grades](#).

Military Leave

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

Non-Military Leave of Absence

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

Process to Request a Leave of Absence:

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

- (1) Meet with the Undergraduate Director to discuss this decision and/or use the academic resources available to assist with this decision (Financial aid, veteran's services, testing

- & counseling etc.).
- (2) Request a leave of absence by emailing the Undergraduate Nursing Director.
 - (3) Once a leave of absence has been approved you will be notified. You must withdraw from all courses. The SON cannot withdraw you from courses.

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

You can request a LOA for up to one year only. Students must communicate with the Undergraduate Director's office their intent to return to the nursing program annually. Students who do not maintain communication with the Undergraduate Director's office regarding their return to the program will be administratively withdrawn after one year from the SON and must reapply to the program through competitive application process.

Withdrawal from the Nursing Program

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

Student Conduct Review Process

If you violate academic or professional conduct, you are subject to the following consequences:

1. Filing of an incident report via the Student Conduct and Community Standards reporting system. This process is outlined at and reviewed by the [WSU Student Code of Conduct office](#).
2. Report of the incident to the Undergraduate Director's office.
3. Review of the incident by the Committee on Students at the request of faculty or the Undergraduate Director's office.

Conditions in which you will be removed from practicum and must remain out of all practicum courses until investigation is completed (5 business days):

- Practicum agency removes you from the practicum site.
- Faculty members deem you unsafe to practice; unsafe to practice is at the faculty discretion using professional and academic guidelines.

- Adverse mark on your background check.
- Positive drug screen.

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

Behavior Concerns

Students not following expected behavior guidelines are subject to the following actions. See guidelines for classroom and practicum expectations:

1. You are expected to follow the policies as stated in the WSU [Student Code of Conduct Handbook](#).
2. A serious lapse in expected behavior or an ongoing trend of not meeting behavioral expectations result in suspension from the nursing program pending conduct review process. You are not eligible for progression in the nursing program the allegation is being investigated.

Academic Warnings

The following steps may be implemented:

1. WSU uses the Student Early Alert System (SEAS) – this program alerts you, via email, that you are not meeting academic standards. The SEAS is generated from faculty. If you receive such notification, you are expected to meet with the faculty to determine areas for improvement.
2. Referral to College of Health Professions Student Success Coach.

Grade Appeal Process

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

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

Grounds for a Dismissal Appeal

You may only file a dismissal appeal if you certify that at least one of the following conditions exist:

- The dismissal was not in accordance with the published Prelicensure Student Handbook Policy.
- The dismissal was arbitrary or capricious. Meaning your dismissal was made without a valid reason, was impulsive, or erratic.

Dismissal Appeal Procedure

1. You should meet first with the appropriate course faculty and/or lead faculty to resolve the grade dispute within five (5) working days (Monday-Friday; excluding university shut down/holidays) after official posting of WSU grades.
2. If the issue continues as unresolved at the course level, you will complete an

- appeal form sent by the Undergraduate Nursing Program Director.
3. You should meet with the Undergraduate Nursing Program Director to determine: (a) whether opportunities for resolving the problem with the faculty have been exhausted, and (b) whether the problem is resolvable through existing University or School of Nursing procedures other than court of appeals. The Program Director may indicate that a case is inappropriate, but students maintain their right to appeal if they wish to do so.
 4. You are encouraged to make an appointment with the [Student Advocate](#), 201 Rhatigan Student Center, for assistance in: (a) resolving the case and/or (b) preparing the appeal.
 5. The completed appeal, with supporting documentation, is completed via an online form. The link to complete the online form will be sent to the student.
 6. The completed appeal paperwork will be distributed to the individual(s) named in the appeal.
 7. The individual(s) named in the appeal will submit a written statement on the case to the Director of the Undergraduate Nursing Program. After reviewing the case, the Program Director should form a judgment and/or attempt to resolve the issue without exerting pressure on either the faculty or the student. The Program Director should indicate on the form: (a) a recommendation to sustain the faculty's decision, (b) a recommendation that the appeal be sustained, and (c) a statement that the issue cannot be resolved at this level.
 8. After the Program Director has made a recommendation, the case is referred to the Undergraduate Nursing Committee on Students. The Chair of the Committee on Students, after receiving the case, will inform you and the faculty in writing of its receipt and request from each a written statement and any additional information the committee might need. This information must be received by the committee within two weeks. Both parties may visit with the committee Chair, or write to the committee about questions of procedure.
 9. Both parties will be notified in writing no less than seven (7) days in advance of the projected date of the appeal hearing along with information pertaining to the exact time and place of the hearing. The committee will finalize the time of the appeal hearing after both you and the faculty member have been contacted and have indicated you can attend the hearing at that time.

These procedures will be followed in a hearing:

1. All hearings are closed.
2. Membership of the Grievance Committee is as follows:
 - a. Chair: Chairperson of the Committee on Students, or designee.
 - b. Faculty: Five voting faculty members from the SON Organization, excluding the Faculty of Record, any faculty that had direct involvement with the case, and any faculty member that was involved with an associated exception request decision.
 - c. Advisory: Chairperson of Committee on Students, Undergraduate Program Director, and Coordinator of Clinical Education.
3. Hearings will be kept as informal as possible. A recorded transcript of the hearing, but not the deliberations, will be made. The recording and all written material will be treated as confidential information. The recording will be retained for one year.

4. The faculty and student are expected to appear at the hearing. If you do not appear for the hearing, the case will not be heard. The recommendation from the Undergraduate Program Director will stand as the final decision. If the faculty member does not wish to appear, the case will be heard. The Grievance Committee will have a final decision.
5. The student and faculty member may be represented by counsel from the University community but not by an attorney.
6. Either party may ask members of the university community (students, faculty, staff) to present testimony relevant to the case.
7. The faculty and student will have access to the written statement from each other at least seven days before the hearing. These statements will be treated as confidential material.
8. Relevant class records are available to the committee upon request.

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

The Committee on Students does not rehear cases.

Following the appeals outcome, the students have a right to file an appeal through the [College of Health Professions Grievance Policy](#).

Student Rights and Responsibilities

Student's Responsibility for Learning

You will find that nursing is a rigorous program. There are extensive reading assignments, written preparation, and time spent in the practicum area. You need to make sure you have efficient and useful study habits. You are responsible for your own learning. You need to be actively involved in the learning process, and not expect to passively absorb information. Active, thoughtful participation in class discussion will enhance your learning. It is important to determine your own learning style and use study techniques which support that style. See the course faculty immediately if you are having trouble completing assignments and doing the necessary reading. The faculty are concerned about you as an individual and as a student, and can assist with priority setting, study skills, etc. Another resource to help with student success is the College of Health Professions [Student Success Coach](#).

Statement on Student Bill of Rights

The Nursing Faculty supports the University statement on the rights and freedoms for students. The document may be obtained from the Student Government Association Office on the second floor of the Rhatigan Student Center or on the Student Government Association page of the Wichita State University website under the Rules and Regulations tab.

Class Registration and Scheduling

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

You will be provided with practicum schedules each semester. Schedules are determined by the availability of practicum agency rotations. You are not allowed to switch schedules after they have been assigned. Individual rotation schedules are subject to change at any time, including after the semester starts. There are several concepts that guide practicum scheduling:

- Our practicum partners provide us with available practicum spots; you need to be available day, evening, and weekends.
- Schedules will be provided at least two months before the semester so you can make the necessary adjustments.
- Students who need an ADA schedule accommodation should contact the Office of Disability Services and request the accommodation letter be sent to the program director
- Practicum experiences may be outside the primary campus metro area. You need reliable transportation to all practicum locations.

NURS 497 Capstone Placement Process

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

The capstone facility guidelines are as follows:

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

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

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

Graduation and RN Licensure Information

General Requirements

You must have the required number of total credits toward your degree per university

graduation policies. Submission of an Application for Degree (AFD) is required to graduate. AFD's are processed by date submitted, so the sooner it is submitted, the sooner the graduation requirements will be checked.

Deadlines for Application for Degree (AFD) Submission

FALL (December) graduates: October 1st

SPRING (May) graduates: March 1st

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

School of Nursing Graduation Recognition Ceremony

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

Nursing Pin

The nursing pin, which is optional, is purchased through the University Bookstore by each student. Engraving of initials is available. Payment must be made at the time of purchase and pins are mailed directly to you.

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

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

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

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

The name of the University forms the upper part of the wreath while the lower part of the wreath, on the left side, consists of a stalk of wheat. The wheat symbolizes the farming industry, which has contributed much to the development and prosperity of this area.

On the lower right portion of the wreath, is a stalk of laurel, used as an emblem of victory and dedicated to the school's founder, benefactors, faculty, and others. On the University seal, the branches of wheat and laurel are tied together with a sunflower.

On the nursing pin, the sunflower is replaced with the word "nursing". The dates reflect the founding of Fairmount College (1895), the University of Wichita (1926), and Wichita State University (1964).

WSU Commencement

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

Employment After Graduation

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

National Council Licensure Examination (NCLEX)

Following successful completion of the program of study, then you may apply to take the NCLEX for licensure as a registered nurse (RN).

The NCLEX candidate handbook information can be obtained [online](#).

During the final semester of the program, you will be provided licensure information. The information will focus on assisting you in completing the Kansas State Board of Nursing initial licensure application, complete transcript request forms, and have fingerprinting completed. Students who plan to license outside Kansas are strongly encouraged to contact the Board of Nursing where they plan to license.

Testing Accommodations: If you wish to apply for NCLEX testing accommodations, you must follow the Kansas State Board of Nursing accommodations process. You must inform the SON Undergraduate Director of your intent.

Licensure Information for Kansas

Impediment to Licensure

The qualifications of applicants for a license to practice as a registered professional nurse in Kansas have been defined by the [Kansas Nurse Practice Act](#), in KSA 65-1115. These qualifications include satisfactory rehabilitation if the applicant has ever

been convicted of a felony*.

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

Any applicant to the nursing program or any student enrolled in the nursing program who has ever been convicted of a crime other than a traffic violation must inform the SON Undergraduate Director of the conviction. The Director will arrange a counseling session and inform the applicant or student of Statute 65-1115 and the regulations of the Kansas State Board of Nursing. Students can find the legal information at this [website](#).

Policy for Initial Licensure in Kansas

Please review the Kansas State Board of Nursing [Initial Application website](#) and the [Kansas Nurse Practice Act](#) for the policies and procedures regarding licensure (Kansas State Board of Nursing, 2022).

Statutes of particular importance for licensure:

KSA 65-1115

KSA 65-1120

Reference

Kansas State Board of Nursing. (2022, January). *Kansas Nurse Practice Act* (<https://ksbn.kansas.gov/npa/>).

Student Services and Resources

Applied Learning Center

Nursing students utilize the Applied Learning Center. The Applied Learning Center is designed to help you develop competence and confidence with nursing skills before performing these activities in a practicum setting. You will participate in simulation in the Applied Learning Center.

Student Records

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

- Submit a written request to the Undergraduate Program Director or Chairperson of the School of Nursing.
- The written request forms are available in the undergraduate nursing office and should contain:
 - Your name
 - Your identification number (WSU ID)
 - Date and time the student wishes to review materials.
- You will then be contacted in writing by the Undergraduate Program Director or Chairperson of the School of Nursing.

- Once written notification regarding the request's status is received, you are to contact the Undergraduate Program Director or Chairperson of the School of Nursing and present the previously received written notification and a photo ID.
- Requested materials will then be viewed in the presence of an appropriate school representative.
- Any portion of your records can be photocopied by an appropriate school representative; however, you must pay for any copies made.
- Once the form "Request to Review School of Nursing Records" is completed, it will be placed in your file.

Support of Lactating Students

Wichita State University and the College of Health Professions joins numerous health associations in supporting optimal breast/chest feeding as a significant primary prevention strategy in the United States. In 2023 Wichita State University was recognized as a Gold Level Employer Supporting Breastfeeding and a Breastfeeding Welcome Here campus. Lactating people are encouraged to continue breast/chest feeding while enrolled at WSU. The University and most practicum sites have private areas in the building that are available for pumping, hand expressing breast milk, or breast/chest feeding. Please see the CHP Dean's Office receptionist located on the 4th Floor of Ahlberg Hall for a key to the Lactation Room located in room 253 Ahlberg Hall. Lactating people should feel free to speak to their faculty if some flexibility is required at WSU or the practicum site. Refer to the following links for additional information and support:

- [Campus Lactation and Wellness Room Locations and Amenities](#)
- [Campus Lactation and Wellness Room Locations and Amenities Interactive Map](#)
- [Pregnant and Parenting Student Policies](#)

Shocker Alert

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

School of Nursing Student Organizations

Student Committee Representation

The School of Nursing recognizes the value of student input. Currently enrolled students are welcome to attend undergraduate committee meetings to listen, share your thoughts on agenda topics, or present questions or concerns. Notification will be sent to all students prior to undergraduate meetings. Students may attend in-person or remotely.

Kansas Association of Nursing Students (KANS)

KANS is part of a nationwide organization, the National Student Nurses' Association (NSNA). It is the only national organization for students in nursing. NSNA and KANS offer the opportunity to participate now as a change agent and to develop the

leadership skills needed as a nurse. NSNA is involved in speaking for all nursing students. NSNA is your "voice" in nursing and the healthcare profession. Issues of concern to NSNA include student rights and responsibilities, recruitment of minority students into the field of nursing, faculty competence, community health activities, and national and state legislation affecting the health care system. There is an annual state and national convention, plus activities on both the state and local levels. Officers at all levels (national, state, and local) are elected each year.

Nurses' Christian Fellowship (NCF)

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

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

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

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

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

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

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

College of Health Professions Student Organizations

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

To learn more about the College of Health Professions opportunities visit [here](#).

University student involvement and leadership opportunities can be found [here](#).

University Services

The following link provides information on a wide variety of services offered to WSU students:

- [Learner Support Page](#)

Other links:

- [Office of International Education](#)
- [Rhatigan Student Center](#)
- [Career Development Center](#)
- [Office of Financial Aid](#)
- [Nursing Scholarship Information](#)
- [Military and Veterans Services](#)

School of Nursing

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

NCLEX Preparatory Testing: Kaplan Policy





WICHITA STATE
UNIVERSITY
COLLEGE OF
HEALTH PROFESSIONS
School of Nursing

Definitions

Cheating:

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

Plagiarism

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

WSU Policies Related to Academic Honesty

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

Professional Standards Related to Ethical Expectations (ANA)

Student factors known in the literature to affect exam scores

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

What can you do:

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

Student Policy and Procedures

Faculty may utilize a variety of exam formats for assessing knowledge. The faculty's philosophy regarding exams is that it is provided to test knowledge and critical thinking. The format may not be identified ahead of time. Faculty reserve the right to administer quizzes without notice. The grading policy for missed quizzes will be found within the course syllabus. **All exams are to be completed at the regularly scheduled time.**

You must notify the course faculty of your absence prior to the exam. If you miss an exam, you must take the make-up exam as stated in the syllabus. Make-up exams are scheduled with the WSU OSAT. You are responsible for any cost associated with make-up testing. Should you fail to make up the exam within the stated timeframe, a 0 (zero) may be assigned to that exam.

You must achieve an exam average of 78% to pass the course. If less than 78% is earned the highest course grade that may be earned is "C".

No take home exams are allowed.

Exam Procedures

Beginning of Semester

1. Academic Honesty Statement: You must refer to course syllabi each semester for instruction on how to complete an academic honesty statement, if needed.
2. Review the course syllabus and understand the exam policies set forth by your faculty.
3. You are expected to apply knowledge learned during their pre-nursing coursework. Nursing content builds on the social and natural sciences.
4. If you need testing accommodations, you must work with the [Office of Student Accommodations and Testing](#) and have documentation on file with each faculty before you may utilize your accommodations.

Procedure Day of the Exam

1. Exams will start and end on time. Students who arrive late for the start of an exam will not be granted extra time to complete an exam. The faculty highly recommend you arrive 10 minutes before your assigned exam start time. Once you sign into the exam, the time clock for the exam will begin.
2. All student personal belongings such as backpacks, phones, electronic devices, calculators (unless needed), writing utensils with the exception of 1 pencil, food or food containers, hats, clothing with a hood, must be stored at the back of the room. The only exception: clear, unlabeled, water bottles are allowed.
3. No cell phones, ear buds, or watches are to be used during exams.
4. No hats, hoodies, jackets, or coats may be worn during exams.
5. If the exam requires colored scratch paper, you must sign, date and return it to

the proctor before you leave. The scratch paper will be provided by the proctor.

6. All policies from course syllabi, the Nursing Department Student Handbook, and College apply to exams taken.
7. You should be prepared to remain in the exam room for the duration of the exam. You may not leave the room during exams.
8. You may not have any applications or browsers available during the exam. Should you be found to have any other application open during the exam, this is considered cheating. You will be dismissed from the testing environment and receive a 0 (zero) for that exam. You may be subject to review for dismissal from the program. The faculty reserves the right to follow the WSU Student Academic Honesty policy.
9. You are not permitted to ask questions about the exam during the exam.
10. You will be assigned a seating chart at Faculty discretion.

Exam Specifics

1. Exams can be taken only once.
2. Multiple choice and select all that apply questions will have 1 minute 20 seconds per question.
3. Alternative items (including NGN, essay & dose calculation) will have 2 minutes 30 seconds per question.

After the Exam

1. The exam scores will be available to you within 1 week (7 consecutive days excluding days of university closure) following the exam.
2. Faculty will not discuss the exam with you before grades are available.
3. Exam review is provided at the faculty's discretion. The purpose of exam review is to provide a learning opportunity for you. The intent is not to discuss grades, remove questions, ask for extra credit opportunities or to debate a question/grade. All questions about grading will occur in an individual meeting with the faculty.
4. You may challenge an exam question (except for standardized assessments) within 48 hours of release of the exam results. Challenges will not be accepted after 48 hours.
5. You should identify, from the exam review, areas in which remediation may be needed. You may use available study resources to remediate on your own. Should you need additional clarification, please arrange an appointment with the faculty.
6. Exam grades are not rounded, and extra credit is not provided. These contribute to grade inflation, giving you a false sense of your knowledge.
7. Students who score less than 85% on any single exam should consider meeting with the faculty.

Make Up Exams

- All Make up exams and accommodation exams must be taken at WSU Testing

- Services or equivalent.
- Please see course syllabi regarding recurrent student exam absences.

Integrated Testing Program

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

You will have access to:

- Study skills workshops
- Drug Dosage and calculation workshops Secured benchmark tests
- Focused review tests
- Mid-fidelity case study modules Skills modules
- Nursing school basics – textbook Nursing assessment test
- NCLEX Prep items

NCLEX Preparation Testing

National Council Licensure Examination (NCLEX)

The [NCLEX](#) exam, also known as the National Council Licensure Examination, is a standardized exam that each [state board of nursing](#) uses to determine whether a candidate is prepared for entry-level nursing practice.

General policy statement

KAPLAN is a product that provides supplemental learning and readiness for the NCLEX exam. You should expect to take approximately 5000 NCLEX style exam questions in preparation for the NCLEX. While KAPLAN tests are administered throughout the program, these tests are not included in the WSU School of nursing 78% average exam policy.

KAPLAN Product Descriptions

KAPLAN provides multiple teaching tools available to students. These include:

1. Integrated testing – these are tests that are secured, proctored tests
2. Focused review tests – practice tests that are not secured or proctored. These tests provide remediation and review for the student.
3. Clinical Resources – mid-fidelity simulation and nursing skills.

NCLEX prep is completed in the final semester of the program through when the student takes the NCLEX. NCLEX prep items do not apply to this policy.

The following KAPLAN products will be assigned at faculty discretion.

Clinical Resources

Focused Tests

Retake or repeat of integrated tests

KAPLAN math tests

Kaplan Secure Predictor Exam

Kaplan secure predictor exam - this exam is to provide you with information on readiness to take the NCLEX. Students who meet the score threshold predictability to pass the NCLEX on the Kaplan predictor will qualify to test before transcript is released.

Kaplan Integrated Test Weight

KAPLAN integrated tests will count for 5% of the overall course grade.

Focused Reviews:

Focused reviews can be utilized per faculty discretion and will not be included in course grade.

-Scoring Integrated Tests

- If students meet the score threshold, then they will receive 4.5/5
- If the student does not meet the threshold, then they will receive 3/5
- If they remediate 1 minute per item (not an average) then the student can gain an additional 0.5 points.

Exam Center Honesty Statement

This is the exam honesty statement utilized by the SON.

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

I agree that I will not:

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

I will report any of the above to faculty immediately if I or anyone else has committed any of these acts.

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

Signature:

Date:

References

National League for Nursing Accrediting Commission (2012). Fair testing guidelines for nursing education. Retrieved from: [National League for Nursing website](#)
The free dictionary.com (2017)