
GRADE APPEAL PROCESS

Students have the right to appeal the grades of Fay W. Whitney School of Nursing (FWWSON) academic personnel when they feel they have been treated arbitrarily or capriciously. Students should first attempt to resolve the issue with the person informally. If the student is not satisfied with the outcome, an appeal can be made to the Student Affairs Committee of the FWWSON and will proceed pursuant to the process outlined below.

FWWSON APPEAL

The appeal is presented to the Associate Dean (Chair of the Student Affairs Committee) or designee no later than fifteen (15) business days after notification of the grade or five (5) business days after the beginning of the next academic or summer session in which the student enrolls, if the decision/action occurs at the end of the semester. A written appeal shall consist of a letter to the Associate Dean or designee presenting the action being appealed, the basis of the appeal, and any supporting documents.

The Associate Dean or designee will make preliminary inquiry to ascertain whether the appeal is supported by available evidence. If not, the Associate Dean or designee shall dismiss the appeal. The Associate Dean in consultation with the Dean may also assist in the resolution of the matter through an administration disposition without filing a formal appeal. Otherwise, an appeal hearing shall proceed according to the process outlined below.

COMPOSITION OF THE APPEAL PANEL:

1. The Appeal Panel will consist of the Student Affairs Committee and a faculty member of the student's choice.
2. Neither the faculty member who assigned the grade to the student nor the Dean will be a member.
3. A student representative will be appointed by the Student Affairs Committee.
4. The chair of the Appeal Panel is the Associate Dean or designee and is a non-voting member.

THE ASSOCIATE DEAN OR DESIGNEE WILL:

1. Coordinate the grade appeal process and serve as chairperson of the Appeal Panel.
2. Notify the student and instructor:
 - the time and overall process of the hearing,
 - to submit at least five (5) business days prior to the hearing:
 - all materials pertinent to the review,
 - names of witnesses (a maximum of two (2) witnesses for student and maximum of two (2) for instructor).
3. Distribute all received materials to the Appeal Panel, student, and instructor at least three (3) business days prior to the hearing.
4. Preside over the appeal hearing; ensure procedural conduct consistent with fairness; maintain confidentiality except as required by administrative or other legal process.
5. Dismiss any person from the hearing room who becomes disorderly during proceedings, document behavior and subsequent action, and keep documentation with the record of the proceedings.
6. Submit the Appeal Panel's findings of fact and the recommendation to the Dean in writing and with a rationale within five (5) business days of the hearing. All Appeal Panel members shall sign the findings of fact and recommendation.

APPEAL HEARING PROCEDURES:

1. The hearing may take place by audio/visual conference. The conference will be scheduled by FWWSO personnel and will be set up with an independent proctor to accompany the student/instructor at the distance site.
2. The Associate Dean or designee shall call the meeting to order, and ask the Appeal Panel members, the student, and the instructor to identify themselves. The Associate Dean or designee shall emphasize the importance of confidentiality of the hearing and related records; review the procedures to be followed; and to inform those present that the purpose of the appeal process is to ensure fairness to the student and not to substitute the judgment of the instructor.
3. The Associate Dean or designee shall have the final authority in procedural matters. Unless otherwise noted, the order for the proceedings will be:
 - Student opening statement justifying the appeal (15 minutes maximum, 5 minute warning)
 - Student's witness statements (5 minute maximum, 1 minute warning)
 - Instructor opening statement (15 minutes maximum, 5 minute warning)
 - Instructor's witness statements (5 minute maximum, 1 minute warning)
 - Student response (10 minute maximum, 2 minute warning)
 - Instructor response (10 minute maximum, 2 minute warning)
 - Questions by Appeal Panel
 - Final response by student (2 minute maximum)
 - Final response by instructor (2 minute maximum)
4. Hearsay is permissible with relevancy and credibility as determined by the Appeal Panel.
5. The student shall have the burden of proof by "substantial evidence" (evidence that a reasonable mind might accept as adequate to support a conclusion) that the decision or action was based on capricious or arbitrary academic evaluation or capricious or arbitrary treatment.
6. The parties (student and instructor) may have a representative present, but this representative shall not speak on behalf of the party. Both parties must notify the Associate Dean or designee if a representative will be present at least three (3) business days before the hearing.
7. Within the order of the proceedings, all parties may present witnesses. Witnesses will be permitted to testify for a period not to exceed 5 minutes, although the Appeal Panel may waive this time restriction. Witnesses will be present during the hearing only when they are giving statement and answering questions. If witnesses are not able to appear, their written statements may be admissible as determined by the Associate Dean or designee.
8. In the course of any hearing, the Associate Dean or designee is authorized to request the appearance of any student, faculty, staff member, or other employee of the University as a witness or request additional evidence or materials she/he deems relevant to a decision.
9. If the student or the instructor does not appear at the hearing, the written statements will be the entire presentation by that person and the Appeal Panel's recommendation will be made accordingly based on the hearing and records before it.
10. Hearings will not be adversarial in tone or fact. Rather, they will be conducted in a way that provides the Appeal Panel and all parties an opportunity to ensure that all pertinent information is heard.
11. Immediately following the hearing, the Appeal Panel will take the matter under submission and retire to vote. A majority vote is required to reach a recommendation.

THE DEAN WILL:

1. Receive the findings of fact and recommendation of the Appeal Panel.
2. Make a final decision within ten (10) business days after receipt of the Appeal Panel's findings of fact and recommendation.
3. Notify the student and instructor in writing of her/his decision immediately thereafter. This does not preclude verbal communication of findings.

FURTHER APPEAL

Further appeal shall be in accordance with the College of Health Sciences Appeals procedures.

Updated: 7/29/09; reviewed, updated, and approved at SON meeting 4/26/17

COLLEGE OF HEALTH SCIENCES
GUIDELINES FOR STUDENT ACADEMIC
APPEALS

References

UW Regulation 6-716, Change of Recorded Grade
UW Regulation 6-802, Procedures and Authorized University Actions in Cases of Academic Dishonesty
UW Regulation 6-809, Course Syllabus Requirement

Philosophy

Students have the right to expect thoughtful, non-capricious evaluation of their academic performance. Academic standards and approaches to grading may vary across colleges, units, and instructors. Grading policies should be clearly articulated in course syllabi as specified in University Regulation 6-809.

The College of Health Sciences encourages resolution of academic disputes at the level closest to the issue. Often these disputes can be resolved when a student and instructor engage in reflective and respectful deliberation about the academic issue. Instructors may change grades if they have made an error in calculating or reporting the grade as specified in University Regulation 6-716.

Each academic unit in the College of Health Sciences shall have written procedures for resolution of student disputes arising from decisions or actions of faculty, staff and/or administrators. Any student or group of students shall have the right to use these procedures within the appropriate unit. If the student is not satisfied with the outcome, the appeal may be forwarded to the dean/director of the appropriate unit and will proceed according to the appeals procedures outlined within the unit.

A formal appeal should be considered carefully by the student before submission to the College of Health Sciences and should be based on substantial evidence. Prior to filing a formal grade appeal, the student should exhaust all channels of relief at the level closest to the issue (e.g., division/school)

Grounds for Appeal:

The right of student appeal at the college level is limited to allegations of prejudice, capricious or arbitrary academic evaluation or capricious or arbitrary treatment.

Prejudice: adverse, preconceived judgment about the student based on personal characteristics or group membership.

Capricious evaluation: applying different standards of evaluation to members of the same course without legitimate reason; or grading assignments or assigning course grades in a manner inconsistent with the articulated standards of evaluation for the assignment or course.

Capricious treatment: unpredictable or inconsistent actions that affect the student in an adverse way.

For an appeal to be successful, one of these conditions must be clearly evident to impartial committee members who are not in the field of study in the class. The burden of proof is on the student. These accusations are serious and students should consider their ability to document prejudice, capricious evaluation, or capricious treatment before proceeding. By the same token, students have the right to raise an appeal and expect that every effort will be made to resolve it in accordance with these guidelines, without prejudice or fear of reprisal.

The guidelines included in the following sections pertain to College-level appeals other than those that involve charges of academic dishonesty. Policies and procedures involving cases of academic dishonesty fall under the jurisdiction of University of Wyoming Regulation 6-802. Students and faculty involved in appeals of academic dishonesty charges are directed to University Regulation 6-802 for the proper procedures to follow.

Jurisdiction

When the Dean of the College of Health Sciences believes that a formal hearing panel would be useful to resolve the dispute, a College of Health Sciences Student Appeals Board (CHSSAB) will be structured as described below. The Dean may also elect to reconcile the problem informally or render a decision based on the record in lieu of a formal hearing. Notice of resolution or decision without Board review should be forwarded to all parties within 15 business* days of receipt of the formal appeal.

College of Health Sciences Student Appeals Board

The Student Affairs Committee shall serve as the Health Sciences Student Appeals Board (HSSAB) as specified in the bylaws of the College of Health Sciences. The HSSAB is comprised of academic personnel (elected to serve three-year staggered terms) and students (appointed from each academic unit) who serve one year terms.

The Chairperson of the HSSAB shall be the current chairperson of the Student Affairs Committee. This individual will be elected by the members of the Board. Exception: When the chairperson is a faculty member of the unit where the grievance originated, another Student Affairs member not associated with the unit must chair the HSSAB.

Basic Authority and Responsibilities

1. The HSSAB shall have the final authority in procedural matters.
2. The HSSAB may recommend affirmation or reversal of the decision being appealed, and may make such recommendations for further actions as it may deem appropriate.
3. The HSSAB will forward its recommendation(s), including detailed facts and findings, to the Dean of the College, along with a record of the hearing proceedings within five (5) business* days of the hearing.

Procedures

1. Initiating the Appeal (Timeframe)

- a. The appeal must be submitted by the student to the Dean of the College or designee no later than fifteen (15) business* days after the student receives the decision of the School's/Division's Appeals Committee from the Director/Dean or designee. If the decision is received on a date that will not allow for a timely appeal in the current academic term, the timeline may be extended by the Dean of the College of designee to the following academic term.
- b. If no settlement can be reached at the division/school level, the student may elect to follow the formal appeals process.
 - i. For appeals of final grades, the written appeal must be submitted to the Dean's Office, College of Health Sciences, no later than fifteen (15) business* days after the first day of classes of the semester following that in which the action being appealed occurred. If the action being appealed occurred during the spring semester, the student has the option of appealing in either the summer session or the following fall semester.
 - ii. For appeals of grades given during a semester, the written appeal must be submitted to the Dean's Office, College of Health Sciences, no later than fifteen (15) business* days after receipt of the grade.
- c. Within fifteen (15) business* days of the receipt of a written appeal, the Dean, along with the Chair of the HSSAB, shall determine whether the appeal is within the jurisdiction of the Board.
 - i. If the appeal does not fall within the jurisdiction of the board, the Chair of the HSSAB shall notify the student that the board will not hear the matter due to a lack of jurisdiction.
 - ii. If the appeal is within the jurisdiction of the HSSAB, the Chair shall notify the student and the appellee** (instructor, school/division) and include a notice of the time and place of the hearing.

2. Filing the Appeal

A written appeal shall consist of a letter to the Dean, College of Health Sciences, presenting the action being appealed, the basis of the appeal, and any supporting documents. The written appeal must include the following:

- a. Evidence that all normal channels of relief in the School/Division for adjustment of the action being appealed have been exhausted,
- b. A copy of the decision rendered by the School's/Division's Appeals Committee with the date of such decision and the date that the student received notification of the decision must be included in the appeal.
- c. The specific bases of the appeal. (See above for legitimate grounds for appeal which must be demonstrated by the student in the written materials.)
- d. A step-by-step description of the factual matters of the case, including documentation of the student's attempts to resolve the matter through normal channels of relief at the School/Division level.
- e. Relevant course materials (e.g., a complete copy of the course syllabus plus any amendments, grading rubrics, etc.)
- f. A list of any witnesses (if any) student intends to call at the hearing.

3. Notification of the Hearing

The Dean or designee will provide the appellee with a copy of the written appeal, any supporting documents, and a list of student's proposed witnesses. The appellee may make a written reply to the HSSAB. The appellee must also notify the HSSAB of any witnesses appellee intends to call at the hearing. The appellee's written reply will be presented to the Board along with the student's written appeal at least three (3) business* days before the meeting. The Dean or designee will provide a copy of the reply to the student along with names of witnesses for the appellee.

4. Hearing

The Chair of the HSSAB will schedule a hearing and inform all parties and the HSSAB of the date, time, and place.

5. Disqualification of Members

Any member of the HSSAB may recuse him or herself or request any other member be disqualified for just cause, by notifying the Chair of the Board at least two (2) business* days before the hearing. Either student or appellee may request that a member be disqualified for just cause by providing a written request to the Dean of the College at least five (5) business days before the scheduled meeting. The decision to disqualify is made by the dean.

6. Recorder

A recorder will be assigned by the Dean to compile and disseminate all applications and materials for board members to review. The recorder will record the hearings and its outcome and provide a copy of the recording to the student if requested. The transcriptions and recordings and related materials which comprise the case file will be forwarded to the Dean of the College within five (5) business* days.

7. Hearing Procedures

- a. The HSSAB shall have the final authority in procedural matters. Unless otherwise noted, the order for the proceedings will be:
 1. Student opening statement justifying the appeal (15 minutes maximum, 5 minute warning)
 2. Appellee opening statement (15 minutes maximum, 5 minute warning)
 3. Student response (10 minute maximum, 2 minute warning)
 4. Appellee response (10 minute maximum, 2 minute warning)
 5. Questions by HSSAB
 6. Final response by student (2 minute maximum)
 7. Final response by appellee (2 minute maximum)
- b. Hearsay is permissible with relevancy and credibility as determined by the HSSAB.
- c. The student shall have the burden of proof by “substantial evidence” (evidence that a reasonable mind might accept as adequate to support a conclusion) that the decision or action was based on prejudice, capricious or arbitrary academic evaluation or capricious or arbitrary treatment.
- d. The parties may have a representative present, but this representative shall not speak on behalf of the party. Both parties must notify the Dean or designee if a representative will be present at least one (2) business* days before the hearing.
- e. Within the order of the proceedings, all parties may present witnesses at times they consider most appropriate. Witnesses will be permitted to testify for a period not to exceed 5 minutes, although the HSSAB may waive this time restriction. Written statements by witnesses may also be admissible as determined by the Chair of the HSSAB. Witnesses will be present during the hearing only when they are giving statement and answering questions.
- f. In the course of any hearing, the HSSAB is authorized to request the appearance of any student, faculty, staff member, or other employee of the University as a witness or request additional evidence or materials it deems relevant to its decision.
- g. If the student or the appellee does not appear at the hearing, the written statements will be the entire presentation by that person and the HSSAB’s recommendation will be made accordingly based on the hearing and records before it.
- h. Hearings will not be adversarial in tone or fact. Rather, they will be conducted in a way that provides the HSSAB and all parties an opportunity to ensure that all pertinent information is heard.
- i. Immediately following the hearing, the HSSAB will take the matter under submission and retire to vote. A majority vote is required to reach a recommendation.
- j. The HSSAB’s recommendation and summary of findings, along with supporting materials, will be submitted to the Dean of the College within five (5) business* days after the recommendation is reached.

8. Implementation of Decision

- a. The Dean of the College will review the materials and written record of the hearing along with the recommendation of the HSSAB.
- b. The Dean will make a decision regarding the case and will notify the parties of the decision in writing within ten (10) business* days of receipt of the record and recommendation by the HSSAB.
- c. The Dean shall be responsible for implementing his/her decision.

9. Further Appeal

If the student desires to appeal the College decision, he/she must file an appeal with the Office of Academic Affairs within 10 business* days of the receipt of the dean's notification of the decision. If an appeal is initiated by the student, the HSSAB findings report, including decision and all relevant materials, will be forwarded to the Office of Academic Affairs within 10 business* days.

10. Maintenance of the Appeals Record

A file of the appeal, consisting of the written evidence, a brief statement of the HSSAB decision, audio recording of hearing proceedings, and the Dean's decision will be compiled and retained in a secured location in the Office of the Dean of the College for two years. All other copies of the written evidence shall be destroyed immediately following the hearing.

* Business days refer to the academic calendar for the university.

** Appellee is the party against whom an appeal is filed. In a grade appeal the appellee is typically the instructor or supervisor.

6/13/97

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THE UNIVERSITY OF WYOMING
STUDENT CONDUCT: RIGHTS & RESPONSIBILITIES BOOKLET

- This booklet contains information on the student role at the University of Wyoming.
- Distributed to each student on admission to UW; extra copies may be obtained from the Dean of Students Office.

SECTION 4: GENERAL INFORMATION

ADVISERS

Students are assigned an academic adviser in the School of Nursing. Advisers provide academic support, referral to sources for solutions to any problems, and guidance about opportunities in the nursing profession.

APA MANUAL

The FWWSO uses the current edition of the APA Manual for all student assignments. APA style is a critical component of professional nursing. It is the responsibility of the student to be familiar with APA format and to seek guidance from faculty for its use. Regardless of the resource used, use of correct APA style is the responsibility of the student.

COURSE SYLLABI

Each nursing course has a syllabus that is the student-teacher contract for that specific course. Course syllabi are available through online course shells. The syllabus contains the course objectives/learning outcomes which must be achieved to pass the course, the requirements of the course, and the evaluation methods. Students are responsible for understanding course expectations. If questions or clarification is needed, students may make an appointment with the faculty member.

STUDENT FILES

Academic personnel may review student files for purposes of advising and instructing students. A student's own file may be reviewed by showing proper identification and in the presence of a nursing staff/faculty member. Academic records are also available through WyoWeb/Banner.

SAFETY

Safety procedures and universal precautions are reviewed as they relate to the content area and are reinforced throughout the duration of the program. It is the student's responsibility to seek guidance from an appropriate resource if doubts, questions or concerns regarding correct procedure arise.

INCIDENT REPORTS

Based upon agency policy, students and faculty are required to document any unusual incidents. In most agencies, the form used is called an Incident Report or Variance Report. Unusual incidents include accidents or injuries to self or others and medication or nursing care errors involving faculty or student. Responsibility for filing a report is placed on the faculty. However, writing an Incident Report can be initiated by students, faculty, or agency staff. The purpose of the report is to notify the agency and University administrators that an incident has occurred. The report can also provide legal protection. Two Incident Reports usually need to be completed

because both the agency and UW have their own forms. Copies of the UW form are given to the student, the healthcare professional evaluating the student, the OSHA Officer in the FWWSON, and the UW Safety Officer. A report also must be written in the event of an incident occurring in the Clinical Simulation Center. Please refer to the information included in the OSHA Exposure Control Plan on the School of Nursing website under Handbooks.

WORKERS' COMPENSATION

Students in clinical are covered by Wyoming Workers' Compensation. Students involved in an accident or injury during clinical, should follow the process outlined below:

- Workers' Compensation claim must be filed within 10 days of any clinical related injury/accident.
- Student should notify their clinical instructor immediately of an injury/accident.
- The student or clinical instructor should notify the OSHA Officer in the FWWSON as soon as possible.
- Obtain a Wyoming Employee Report of Injury from the department staff member or Human Resources (HR) Department, Wyo Hall, Room 139, or online at <http://www.uwyo.edu/hr/files/docs/employee-benefits/workers-comp-fillable-injury-report.pdf>. Fill out the form as an employee.
- For assistance or more information, please contact the Workers' Compensation Coordinator listed at the bottom of the instructions page for the claim form.
- Within 10 days of the injury/accident complete both sides of the form electronically in black ink.
- The Employee Certification must be signed.
- For students, the form is turned in to the Workers' Compensation Coordinator or the OSHA Officer in the FWWSON.
- For employees/instructors, the form is turned in to the department staff to complete and sign the Employer Certification.
- For employees/instructors, the department staff will deliver the completed report to HR.
- If a student is physically unable to comply, anyone may complete and file the report on the student's behalf.
- Prescription for work related injuries/accidents may be filled at Student Health Services.
- Failure to comply with these deadlines could result in a denial of benefits.

EXPOSURE CONTROL PLAN

The University of Wyoming FWWSON is committed to providing a safe working environment and believes that students have a right to know about health hazards associated with their work. In order for students to make knowledgeable decisions about any personal risks encountered, an Exposure Control Plan is available and includes the procedure to follow if an exposure occurs. It is also designed to develop awareness of potentially hazardous bloodborne pathogens in the work place and to train students in appropriate and safe work practices. Necessary information is available to inform students of how best to handle bloodborne pathogens and how to utilize the procedures outlined in this plan.

It is important that students assume responsibility for safe practice. All students will have access to pertinent safety information through clinical experiences and course work. When safety concerns arise, students are encouraged to contact their clinical instructor.

A training program has been designed for the benefit and protection of all students within this program. Every student must complete the training program before entering the clinical site. The training program is called the CHESS (Cheyenne Health Education Shared Services) Orientation. CHESS was developed to consolidate the orientations that are required at each clinical facility. It is designed to meet the requirements of Occupational Health

and Safety Administration (OHSA) and the Joint Commission. The CHESB booklet is linked on our school web site under Handbooks and then under the specific programs. Students are required to download the booklet, study it and take the test at the end of the booklet, and turn it in to our faculty prior to starting clinical. Students must pass the test with a 100% before allowed into clinical.

In recognition of the special hazards associated with the risk of exposure and transmission of bloodborne pathogens, including but not limited to HIV (Human Immunodeficiency Virus), HCV (Hepatitis C Virus), and HBV (Hepatitis B Virus), standard precautions are adopted for all work entailing such risk. Hepatitis B vaccination is mandatory for all students attending professional clinical training for the FWWSON. If the student chooses not to receive the vaccine, a statement of declination will be required. Occupational exposure to human blood and other potentially infectious materials exist. Cost of the vaccine is to be borne by the student.

The FWWSON adopts the University of Wyoming Safety programs through the offices of Environmental Health and Safety. The OSHA Officer in the FWWSON provides guidance, monitors each incident, collects all required paperwork, and provides appropriate forms to the UW Safety Officer. However, overall responsibility for the UW FWWSON is the Dean of the School of Nursing (307-766-6569). The Clinical Instructors at all sites serve in the supervisory role of students.

The Exposure Plan of the FWWSON is available by going to the school of nursing website in the Handbooks section under "OSHA Exposure Control Plan". This document is also available in the Clinical Simulation Center (CSC).

READMISSION POLICY

Readmission to a program is not automatic or guaranteed, and the decision regarding readmission is final. The decision to readmit is contingent on space available in the program. Students must meet the standards and curriculum requirements in effect at the time of readmission and students may also be required to repeat previous coursework. Readmission to any nursing program requires a hearing.

Exception: Basic BSN students seeking readmission to the first semester of the Clinical Component will reapply to the program through the non-freshman admission nursing application process and not the readmission process.

Exception: BSN Completion students seeking readmission after a lapse in academic work and thereby on inactive status, in the absence of dismissal for other cause, may be readmitted without need for a hearing.

The process for requesting a readmission hearing is as follows:

1. The student will:
 - Submit a request for readmission addressed to the Associate Dean within 30 days of the beginning of the semester prior to the semester in which the student is seeking readmission (exclusive of the summer term).
 - The request for readmission is a typed letter that includes the following:
 - A request for a readmission hearing
 - The program for which seeking readmission
 - An explanation of the circumstances that led to withdrawal or caused the unsatisfactory performance
 - A proposal addressing the deficiencies and/or causes for the withdrawal that will facilitate satisfactory completion of the course(s)
 - The name of one SoN faculty member to serve on the hearing panel who is not currently a member of the Student Affairs Committee.

- Any additional information may be submitted to the panel a minimum of four days prior to the hearing.
2. The Student Affairs Committee conducts the readmission hearing.
 - The Associate Dean or designee serves as the chairperson of the readmission hearing panel and receives the readmission materials from the student; the Associate Dean or designee is a non-voting member
 - The panel is composed of the Student Affairs Committee and one SoN faculty member of the student's choice.
 - The hearing will be limited to the panel members and the student.
 - The panel will consider the student's oral and written presentations, the student's file in the School of Nursing, the University records, and any other relevant materials.
 - The student will be dismissed from the hearing to allow the panel to reach a decision.
 3. The Associate Dean or designee will:
 - Notify the student of the time and place of the hearing.
 - Preside over the hearing.
 - Call the hearing to order.
 - Ask the panel members and student to identify themselves.
 - Review the procedure.
 - Ask the student to present his/her case. The panel may ask questions and/or ask for clarification.
 - Submit the panel's recommendation to the Dean in writing with all panel members' signatures within five business days of the hearing.
 4. The Dean will:
 - Consider the recommendation of the panel and make a final decision.
 - Notify the student in writing of the outcome within ten business days of receiving the panel's recommendation.

Accepted 5/20/94; Reviewed 2/7/03; Modified 5/29/09; Approved: Basic BSN Meeting 9/4/01, Prelicensure Meeting 9/25/13; Modified 4/27/16 SoN Meeting; Modified and approved 4/26/17 SoN Meeting; Modified 11/08/2017 Student Affairs Committee meeting and approved 11/29/2017 SoN meeting.

DEGREE CHECKS

Degree Works is a degree/certificate progress report/advising support system that matches the student's completed and current course work with the degree/certificate requirements to determine progress toward earning the degree/certificate. Students should refer to their WyoWeb account for specific details.

SECTION 5: RESOURCES

COMPUTER RESOURCES

The Health Sciences Center building has a standard student computer lab on the second floor (Room 205) with 48 state-of-the-art computers, printers, and scanner. A technician is on duty at all times. Most software programs used by the School to support courses will be networked and available in all UW student computer labs. Other programs used by nursing are web-based and accessible from home computers. Lab hours will be announced at the beginning of each fall semester, every effort being made to keep the lab open from 7:30 am – 9:00 pm daily. It is important for students to use software that is supported by the University. Programs that are not compatible with University systems will be unreadable, unworkable and not useful.

Visit the UW IT Computer Lab web page to find a listing of all the labs on campus, links for lab schedules, listing of hardware and software available, and maps with directions to the various lab locations.

CLINICAL SIMULATION CENTER (CSC)

The Clinical Simulation Center (CSC) is located on the third floor of the Health Sciences Center building (Room 359) – phone 307-766-6573. It is the hub of activity in the School of Nursing. The CSC includes an assessment lab, skills lab, simulation lab, demonstration classroom, small computer lab, and the student mailboxes. Students spend many hours in the CSC practicing clinical skills. It is available for use during the day, and is also open some evenings and weekends. The schedule of hours is posted each semester. It is the philosophy of the FWWSO that students are independent learners and that each student is an individual with unique learning needs. The Center provides students with the opportunity for growth as an independent learner and to develop the roles of a professional nurse.

LIBRARY

Coe Library's hours of operation can be found on the University of Wyoming Libraries website. An online tour of the library, as well as a variety of tutorials, is available on the home page.

LIBRARY OUTREACH SERVICES

Students living off-campus may obtain books and journal articles by calling the Library Outreach Services or ordering online through the library webpage. The student must be a current University of Wyoming student and enrolled in at least one class or doing thesis work. For library purposes only, graduate students who come to campus on weekends are considered off-campus students. When on campus, students may check books out for 28 days (degree-seeking graduate student may have a semester loan).

NURSING ORGANIZATIONS

STUDENT NURSES' ASSOCIATION (SNA) is the professional organization of student nurses in Wyoming. Benefits of belonging are: fellowship, opportunity to develop leadership skills, having a voice in affairs of student nurses, and access to malpractice insurance. Information is posted on the bulletin board in the

School of Nursing's Clinical Simulation Center (CSC) in the Health Sciences Center and online on the School of Nursing Web site under "SNA" in the student resources section. The contact email for SNA is uwsna@uwyo.edu.

SIGMA THETA TAU INTERNATIONAL, INC. is the National Honor Society of Nursing. The University of Wyoming chapter, Alpha Pi, was chartered in 1966. The purpose of the organization is to recognize superior achievement, recognize the development of leadership qualities, foster high professional standards, encourage creative work, and strengthen commitment to the ideals and purposes of the profession. Criteria for membership consideration: a minimum of a 3.0 UW GPA is required for BSN senior students and a minimum of a 3.5 UW GPA is required along with completion of ¼ of their program for graduate students. Selection for membership takes place in the spring semester. No more than one-third of an undergraduate class can be elected to membership. Membership is by invitation only. There is an initiation fee and a fee to purchase a pin.

WRITING CENTER

- **FOR WHOM?**

The [Writing Center](#) (WC) provides free assistance in writing/reading to UW students, faculty, and staff, in all departments, at all levels.

- **WHAT KINDS OF WRITING?**

The WC helps writers with all kinds of writing:

- Reading Notes
- Lecture Notes
- Essay exams
- Research papers
- Footnoting
- Class papers
- Fiction
- Master's Thesis
- Dissertations
- Letters
- Lab reports
- Grants
- Job application
- Articles for publication
- Proposals

- **WHAT STAGES OF THE WRITING PROCESS?**

The WC helps people at all stages in the writing process, although they do not edit papers for writers:

- Discovery topics
- Focusing
- Developing topics
- Organizing ideas
- Getting Started
- Rewriting
- Editing
- Problem solving
- Proofreading
- Providing evidence
- Understanding assignments

- **WHAT PROBLEMS?**

The WC helps writers with broad problems such as purpose, audience, and focus; they also work with specific problems such as spelling, punctuation, sentence structure, usage, agreement, and verb.

- **WHEN CAN I MEET WITH THEM?**

For an appointment, contact the Writing Center by using the contact information noted on their website.

- **IS THIS VOLUNTARY OR DO I NEED A REFERRAL?**

Attendance in the WC is voluntary, although faculty may refer students. Students should take a sample of their writing.

- **WHY SHOULD I USE THIS SERVICE?**

Everyone has trouble writing. Many people have nothing to write about. Many people can't get started. Most people feel insecure. Everyone needs a little help!

OTHER RESOURCES

- **The Math Assistance Center:**
The MAC provides free assistance with mathematics. Check out the Department of Mathematics website for information about the Math Lab and Tutoring <http://www.uwyo.edu/math/mac/>.
- **University Disability Support Services (UDSS):**
UDSS strives to ensure successful access and services for students with disabilities. UDSS provides disability-related accommodations for UW students and visitors with disabilities as well as technical assistance, consultation and resource information for students, faculty, staff, campus visitors, and for University departments seeking to improve accessibility for individuals with disabilities. Check out the UDSS website for more information <http://www.uwyo.edu/udss/>.
- **The Oral Communications Center:**
The center can help students develop a speech at any stage of the process (from topic selection to rehearsal) and can help alleviate speech anxiety that could inhibit them from achieving their overall academic or career goal. The Oral Communication Center is within the Communication & Journalism Department. Check out their website for information about making an appointment <http://www.uwyo.edu/cojo/occ/>.
- **The Student Learning Center:**
The center assists students in many subjects including (but not limited to) math, biology, chemistry, physics, and writing. Refer to the Student Learning Center website for more information <http://www.uwyo.edu/reslife-dining/slc/>.
- **Student Educational Opportunity:**
Provides support services to eligible students at the secondary, post-secondary, and graduate levels. SEO projects work with individuals who are economically disadvantaged, first generation college students, ethnic minorities, and persons with disabilities to help them access educational opportunities and achieve academic success. Refer to the Student Educational Opportunity website for more information <http://www.uwyo.edu/seo/>.
- **The Tutoring Board/Learn Resource Networks (LeaRN):**
A convenient online location for a listing of tutoring opportunities on campus can be found on the Tutoring Board (LeaRN) website <http://www.uwyo.edu/learn/>.

SECTION 6: BRAND PROGRAM POLICIES & REQUIREMENTS

UNDERGRADUATE OUTCOMES

Core Curricular Concepts

A. Safety

1. Minimize risk of harm to patients and providers through both system effectiveness and individual performance.
2. Advance nursing practice related to patient care technologies, information systems and communication devices that support safe nursing practice.

B. Clinical Judgement

Achieve optimal individual family, group, community and population outcomes guided by clinical reasoning and appraisal of evidence of best practice.

C. Leadership

1. Demonstrate effective leadership through heightened self-awareness to empower others in the attainment of optimal patient outcomes.
2. Use mutually respectful communication, collaboration and leadership skills within interprofessional teams in the management of care in diverse, complex, global and dynamic healthcare systems.
3. Participated as a nursing professional in the development and implementation of healthcare policy, finance and regulatory entities, including local, state, national and global healthcare trends.

D. Patient Centeredness

1. Provide patient centered care by reflecting on the uniqueness of an individual patient's background, personal preference, culture, values, traditions and family, which promotes optimal health outcomes by involving patients and families as they make clinical care decisions.
2. Demonstrate respectful, efficient, safe and well-coordinated transitions of the patient through all levels of care.
3. Provide respectful, efficient, safe and well-coordinated patient centered care to populations by reflecting on beliefs, values, attitudes and practices.

E. Professionalism

Model professionalism with consistent demonstration of core values evidenced by nurses working with others to achieve optimal health and wellness outcomes in patients, families and populations by wisely applying principles of altruism, excellence, care, ethics, respect, communication, professional engagement, lifelong learning and accountability.

F. Health Promotion

Encourage evidence-based health promotion and make a positive contribution to immediate and long-term health status, through the provision of education to individuals, families, groups, communities and populations that encourages healthy behaviors and choices, prevention of disease, protection from preventable illness and disastrous emergencies.

1. Minimize risk of harm to patients and providers through both system effectiveness and individual performance.

2. Advance nursing practice related to patient care technologies, information systems and communication devices that support safe nursing practice.

Approved BRAND Program 4/25/17

SCHOLASTIC REQUIREMENTS

SCHOOL OF NURSING BRAND PROGRAM SCHOLASTIC REQUIREMENTS

University and College of Health Sciences policies governing scholastic requirements, including major changes, probation and dismissal, apply to students enrolled in the School of Nursing. In addition to university/college requirements, the School of Nursing has the following scholastic requirements:

- Students must earn an S or a minimum grade of C in each nursing course to remain in the program (see SON readmission policy).
- Single prerequisite, requisite or nursing courses may not be repeated more than once.
- A total of two prerequisite courses may be repeated.
- A total of two nursing courses in the major may be repeated. Students who fail any nursing major course are subject to dismissal and the readmission policy applies.

Approved: BRAND Program Meeting 4/25/17

UW REPEAT POLICY & HOW IT AFFECTS GPA CALCULATIONS

UW policy in effect for courses completed prior to Fall 2006:

- **First repeat:** only the second credit and grade is used to calculate the cumulative GPA.
- **If repeated more than once,** the second grade and all subsequent grades together with the grade points of these attempts will enter the computation of the cumulative average.
- **If a mark of W, S, or U is assigned in a repeated course,** the previous grade assigned will stand except when an S or U is earned repeating a previous S or U. (see UW Catalog).

UW policy in effect for courses completed Fall 2006 forward:

- Students may repeat course work; however, credit earned in any given course (or equivalent course) is applicable toward a degree requirement only once. All grade entries remain on the student's record, but only the last grade earned will be calculated in the UW cumulative grade point average. Courses repeated will remain as entries on the academic transcript. Courses applied towards one completed degree may be repeated as part of a second degree: however, the grade and grade point average in the original degree will not be changed. A student is limited to a maximum of three (3) attempts in any course at the University of Wyoming(see UW Catalog).

Students with repeated courses completed prior to and/or after fall 2006 may see both variances of the UW repeat policy reflected on their transcript. Courses repeated prior to fall 2006 will remain coded based on the previous policy.

Approved: BRAND Program Meeting 4/25/17

GRADING POLICY

The standard for passing in all graded courses in the nursing major is 75%. A grade of 74.5% is rounded up while 74.49% is not rounded and is not passing. The range for each grade is as follows:

89.5-100	=	A
79.5-89.4	=	B
74.5-79.4	=	C
59.5-74.4	=	D
<59.5	=	F

Students must obtain an average of greater or equal to 75% on all tests in order to successfully pass a Junior/Senior level nursing course. Other graded work may **not** be used to raise the test grade to 75% or greater. If a 75% or greater is achieved on the average of all tests, then any other graded work will be factored into the course grade. The other graded work may increase **or** decrease the course grade. In addition, the overall course grade with all tests and other graded work included must be greater or equal to 75% in order to successfully pass the course.

Approved: Pre-licensure Meeting 9/25/2013

PLUS/MINUS GRADING POLICY

Effective Fall 2014, faculty have the option of using a plus/minus (+/-) grading scale when assigning grades for their classes (UW Regulation 6-722). If faculty choose to use the plus/minus (+/-) grading, they are to state that in their syllabus letting students know that the class will be graded in this manner. The plus/minus grading scale is as follows:

<u>Grade Points</u>		<u>Definition</u>
A	4.00	Exceptional
A-	3.67	
B+	3.33	Very good
B	3.00	
B-	2.67	Fair
C+	2.33	
C	2.00	
C-	1.67	Poor
D+	1.33	
D	1.00	Failure (may be assigned as a grade for failure to attend, for academic dishonesty or to indicate failure to formally withdraw or terminate)
F	0	

The BRAND faculty made the decision to not use +/- grading in the BRAND BSN Nursing courses. However, other courses outside of Nursing may use this option. Students are responsible for reviewing course syllabi to know what grading scale is being used in each course each semester.

In addition, as new transfer work is posted by the Registrar's Office to student records beginning fall 2014 and forward, any course work graded on a +/- grading scale will be reflected in the UW Transfer Evaluation. Transfer work posted to a student record prior to fall 2014 will not reflect any potential +/- grading that may have been identified on other school's transcripts.

Refer BRAND Program Scholastic Requirements for complete policy information such as minimum grade, repeat limitations, and NGPA.

LATE ASSIGNMENT POLICY

Late work will not receive credit unless the student has contacted the instructor beforehand and explained a special circumstance. Extensions are at the discretion of the faculty. Discussion responses will not be accepted once the respective unit has ended.

Individual assignments graded in a number/letter format submitted after their specified due dates are subject to a late penalty of 5% of the available points per (24 hour) day with no assignment accepted if more than 3 days late (72 hours) without prior arrangements made with the instructor before assignment due date. Assignments graded as an S or U are at the discretion of the clinical instructor as to an acceptable late timeframe. If the assignment is not completed within the agreed time extension a U will awarded for the grade. Requesting assignment extension days after the due date will not be granted.

Approved: PreLicensure Meeting 9/25/2013

TUITION, FEES & EXPENSES FOR THE BRAND PROGRAM

TUITION & FEES

58 credit hours

- Summer semester – 12 credits
- Fall semester – 16 credits
- Spring semester – 18 credits
- Summer semester – 12 credits

Please see the University of Wyoming Fee Book for current information regarding Tuition and Fees for Fall 2018-Summer 2019 <http://www.uwyo.edu/administration/feebook/index.html>

All Outreach Credit Programs Courses are charged a delivery fee of \$25.00 per credit.

EXPENSES

*The following list of expenses is presented to give you an estimate;
it is not necessarily definitive.*

- 1. Prior to starting classes:**
(information and forms at <http://uwadmnweb.uwyo.edu/nursing/info.asp?p=6038>)
 - Immunizations \$..... 100.00-300.00
 - Background check \$..... 42.50

- 2. To do at beginning of program:**
 - Name Tag \$..... 9.00
 - Uniforms, stethoscopes (purchase at Uniform Fair – TBA) \$..... 85.00 – 100.00
 - Nursing Textbooks (*approx. for entire program*) \$..... 800.00 – 1,000.00
 - Transportation (*to clinical and to on campus classes*) \$..... varies
 - Drug screen required by first day of class \$.....25.00 – 75.00 each

- 3. During program:**
 - Drug screens may be required throughout the 15 months of the program \$.....35.00-75.00

- 4. To do at end of program:**
 - School of Nursing Pin (optional)
price varies depending on amount of gold in the pin \$..... 65.00 – 180.00
 - Graduation Fee \$..... 25.00

- 5. To do after graduation:**
 - NCLEX review course before taking exam (*optional*) \$..... 200.00 – 250.00
 - Examination Fee to Wyoming State Board of Nursing \$..... 195.00
 - NCLEX Examination Fee \$..... 200.00

UNIVERSITY OF WYOMING FINAL EXAM POLICY

Please familiarize yourself with UW Regulation: 6-403 in regards to [the university's final exam policy](#):

BRAND PROGRAM STANDARDIZED TESTING & REMEDIATION POLICY

STANDARDIZED TESTING

Students in the BRAND Program at the Fay W. Whitney School of Nursing are required to take nationally-normed proctored exams throughout the curriculum. These exams, called Health Education Systems, Inc. or HESI exams, build test-taking skills and allow students to prepare for taking the NCLEX-RN licensure exam after graduation. Scores on HESI exams are good predictors of future performance on the NCLEX-RN. HESI remediation includes students analyzing their personal score reports, creating and following individual education plans (IEPs), and using remediation materials with self- documentation using a log. Nursing students are expected to recognize the importance of HESI exams, take the exams seriously, study, and do their best. Three HESI exams will be administered: 1) Junior 1 Exam will be given in December at the end of the NURS 3770 course, 2) Senior 1 Exam will be given in May at the end of the NURS 4735 and NURS 4740 courses, and 3) Senior 2 Exam will be given in August upon completion of the program. The first exam is customized to the junior year curriculum. The last two exams are standardized exit exams. Students must complete standardized testing and remediation independently. Sharing of information or working with other students is considered academic dishonesty.

REMEDICATION

Remediation after Junior 1 Exam and Senior Exam 1 is important for improving the test score for those students who did not score the benchmark of 850. Completing remediation is important to improve the test score of the Senior 1 exam and the Senior 2 exam. All students are oriented to the remediation process and will attend a session of ***How to Remediate after a HESI Exam*** as arranged by the Fay W. Whitney School of Nursing at the end of the junior year. Students will also have the support and guidance of their academic advisors. Remediation is individualized and focused on weak areas of student knowledge. The number of hours students are required to remediate depends on the score they receive on the HESI exam.

Students who are still not scoring the benchmark of 850 after the last HESI exam of the program taken in August, are strongly advised to attend a live NCLEX-RN review course prior to taking the licensure exam. Students are also encouraged to continue using the remediation materials available to them *after graduation* until they take the NCLEX-RN licensure exam.

REMEDICATION PROCEDURE

- Access the Evolve/Elsevier website: <https://evolve.elsevier.com/>
- Find the score report for the exam just taken and review/analyze it
- Identify weaker areas of knowledge
- Create own personal Individual Education Plan (IEP) focusing on building knowledge in identified weaker areas using the IEP form provided.
- Arrange a meeting with Advisor to discuss Score Report, IEP, and number of remediation hours required (see following table).

HESI Exam Score	Online Remediation Hours needed
800 - 849	5
750 - 799	10

700 - 749	15
650 - 699	20
600 - 649	25
599 and below	30

- Complete self-remediation using the materials provided at the Evolve/Elsevier website and/or resources of the student's choice.
- Track remediation time and resources used by completing the log form provided.
- Notify Advisor via email upon completion of remediation hours and attach the completed log.
- Advisor will notify the Standardized Testing Coordinator that advisees have completed remediation.

HESI PRACTICE EXAM REQUIREMENTS

BRAND students will complete the HESI Practice Exam throughout their senior year. The Practice Exam will be administered during the spring and second summer semesters and students will complete all assigned modules in preparation for HESI Standardized Exams and the NCLEX. Eight modules will be assigned/completed during the spring semester and the remaining six modules during the second summer semester.

Students will receive a grade of satisfactory or unsatisfactory in NURS 4741 course in the spring semester and a numerical score in the N4785 course in the second summer semester for the HESI Practice Exam. In order to receive a satisfactory grade, all HESI Practice Exam guidelines and module completion criteria must be successfully met.

SPRING SEMESTER GUIDELINES

Students must achieve a satisfactory grade for the HESI Practice Exam in the NURS 4741 course in order to be admitted into the Senior 1 Exam in May at the end of the spring semester. If a grade of unsatisfactory is earned because HESI Practice Exam criteria is not met by the assigned due date, the student must complete a remediation process AND HESI Practice Exam criteria must then be successfully met in order for the student to become eligible to take the Senior 1 Exam. The student must then contact Prof. Linda Williams to schedule his/her exam date and successfully complete the Senior 1 Exam no later than the last day of the semester in order to complete the NURS 4741 course. If the Senior 1 Exam is not completed by the last day of the semester by 5:00pm, it will result in a grade of incomplete in the NURS 4741 course and the student will not be allowed to continue in the program until the requirements are met and the Senior 1 Exam has been completed.

SUMMER SEMESTER GUIDELINES

In the NURS 4785 course, students will receive a numerical score for successfully completing the HESI Practice Exam criteria. If the student does not successfully complete the HESI Practice Exam criteria by the assigned due date, the student will receive a score of zero points, which will equal a 10% (one letter grade) deduction in the overall course grade. The student will then complete the Senior 2 Exam.

Students who need assistance or who have questions should contact the Standardized Testing Coordinator Professor Williams @ lindagw@uwyo.edu or their Advisor if desired.

REFERENCES

Barton, L., Willson, P., Langford, R., & Schreiner, B. (2014). Standardized Predictive Testing: Practices, Policies,

And Outcomes. *Administrative Issues Journal Education Practice and Research*, (4), 2.

Young, A., Rose, G., & Willson, P. (2013). Online Case Studies: HESI Exit Exam Scores and NCLEX-RN Outcomes. *Journal of Professional Nursing*, (29), 2S.

ORIENTATIONS/EVENTS

Attendance is mandatory at the following orientations/events:

- Nursing Orientation
This orientation is scheduled for one day in mid to late April.
- Orientation to Clinical Simulation Center (CSC)/Skills Labs
This orientation is included in NURS 3710
- Nightingale Honor Ceremony
This event will be held jointly with the BASIC BSN program during Fall semester.

TRAVEL

Students admitted to the BRAND Program are expected to have their own transportation. They will be required to travel to clinical sites and the Laramie campus periodically.

The Nursing Senior Capstone course will require the student to be at a Wyoming hospital. Travel and living arrangements for these experiences are the student's responsibility.

PROFESSIONAL APPEARANCE POLICY

Students are required to purchase a School of Nursing Uniform (information related to ordering is identified within the Basic BSN Policies & Requirements: Informational Packet posted on the nursing website – see Clinical Policies & Requirements section above for navigational directions to this document). It should be worn unless the instructor or clinical preceptor requests that professional dress be worn instead. It is inappropriate to wear the student uniform in public places not associated with your role as a student nurse. The following dress code gives direction for wearing the uniform or professional dress as requested:

DRESS CODE

The official uniform must be worn in all acute care clinical settings and other clinical settings as designated by faculty or clinical preceptors. In community settings professional dress is required.

Official Uniform: Black pants and black top with the embroidered school logo are required. Khaki jacket (optional) with the embroidered school logo may be worn at the discretion of the student. Black shoes are required. Socks should match shoe color. No open-toed shoes or crocs are allowed in **any** clinical agency. Uniform should be laundered after each wearing to decrease spread of infection.

Professional Dress: Street clothes in good taste are required and defined as slacks and top. A dress shirt or blouse is preferred, and other tops should not have a neckline that dips below the clavicle.

The following are not to be worn as “professional dress”:

No jeans, denim, cargo, pajama or sweat pants, and no scrubs

No shorts, short skirts, or leggings and tunics

No hoodies, halter top, shirts showing cleavage/midriff, or t-shirts with slogans

No open-toed shoes or Crocs

The following requirements apply to both the official uniform and professional dress:

School of Nursing Name Tag:

An official student nurse name tag is required in all clinical settings.

The name tag should be worn on the upper chest (not at the waist) or around the neck using a lanyard.

Hair:

Should be clean, neat, pulled back off face, and up off the collar so it does not contaminate the work area.

Facial Hair:

Should be established, well-trimmed, well-groomed, and as outlined by facility requirements.

Fingernails:

No artificial nails

Nails should be clean and short (not visible above end of finger from the palmar view)

May have clear unchipped nail polish

Scent:

No perfume, cologne, or any other distinguishable scent. Patients can be very sensitive to perfumes, cigarette smoke, and other odors.

Jewelry:

One stud/post earring in ear lobes

Wrist watch capable of counting seconds.

Wedding band (flat with no raised stones)

Tattoos:

Should be covered if possible. The clinical instructor should be contacted for questions.

Undergarments:

Should be appropriate and not visible.

Approved PreLicensure Meeting 9/25/201; Approved: Basic BSN Meeting 9/4/2013; Approved: AP Meeting 3/31/2010; 4/28/2010: approved BRAND Program Meeting 1/31/2018

CLINICAL POLICIES & REQUIREMENTS

As part of acceptance into the clinical component for BRAND BSN, students will be expected to provide documentation and/or abide by School of Nursing Basic BSN Policies and Requirements. The policies and requirements include expectations related to CPR, Health Records, etc.

It is the student's responsibility to keep those requirements current throughout the completion of the program. Failure to do so will result in being prohibited from attending clinical.

PORTFOLIO

Students will be required to compile an academic portfolio during the BRAND program. One section of this portfolio will contain documents necessary for clinical placements. Students are to copy all of the following items and place them in the portfolio to take to clinical sites. Students will be responsible for delivering copies of those documents to any clinical site requesting the records.

1. *Current CPR Card*
2. *All immunization documents.*
3. *Copy of results of background check through Viewpoint Screening (Results are not available indefinitely from Viewpoint Screening, so it is important to print off your results as soon as they become available following your initiation of the background check process.)*
4. *10- panel drug screen is due by the first day of classes. (If you are asked to have this done for any clinical placement, please include a copy in the portfolio.)*

PROFESSIONAL RESIDENCY & PREPARATION FOR GRADUATION

See "Graduation Events and Awards" in Section 4: General Information.

COMPOSITE PICTURES

Complete details will be provided to students via email.

NURSING SENIOR CAPSTONE

In the last semester of the BRAND program, Students will be in clinical settings applying all that they have learned the previous three semesters while fine tuning technical skills, gaining confidence, developing time management, and adjusting to the realities of the real work setting. During this semester, the student will be assigned to a faculty member and a preceptor (a staff nurse) who will mentor, counsel, and support the student throughout the semester. The faculty member coordinates the learning experiences, provides support to the preceptor and student, and is a partner with the preceptor in evaluating the student's performance. The student will be in the clinical setting the same hours as the preceptor. This means the student will be working all shifts, any day of the week. A faculty member keeps in close contact with the preceptor and student by visiting the site, phoning, or exchanging e-mails. In addition, there will be assignments to submit to the assigned faculty member. Think broadly and take advantage of this wonderful opportunity. The focus of the capstone course is on acute care.

The student will be assigned to a clinical site within Wyoming and possibly bordering states. The clinical coordinator will finalize the placement with the process starting at the beginning of the third semester for BRAND students. Students will not be assigned to a facility in which they have worked, in any capacity, within the past year. An education agreement regarding student placements is required between the university and clinical site. If an

agreement cannot be negotiated, an alternate site will have to be chosen. Transportation and living expenses are the student's responsibility.

At the end of Nursing Senior Capstone, students will meet Additional hours to share presentations, take the HESI exam and meet with the Wyoming State Board of Nursing.

NATIONAL COUNCIL LICENSURE
EXAMINATION (NCLEX)

To become a registered nurse (RN), graduates must successfully pass the national licensure exam. Regardless in which state the student is seeking licensure, the exam may be taken in any state. There is a separate application/fee process for NCLEX in addition to the state board licensing application/fee. Each state has very specific directions for applying. Therefore, it is the students' responsibility to contact the state board of nursing in the state in which they are seeking licensure (if other than Wyoming) for specific application requirements. The Wyoming State Board of Nursing (WSBN) typically meets with the graduating class the end of the spring semester to explain their application process along with the NCLEX application process. Some states may require additional documentation from the School of Nursing.

If seeking RN licensure through Wyoming, the state board application/fee and an official transcript reflecting granting of BSN degree will provide graduates with the ability to request a temporary permit to work as a graduate nurse prior to taking the exam. Please note: Not all state boards issue temporary permits; some states require licensure prior to practicing.

The NCSBN number for the BASIC BSN program is 88-500. This number is needed on your paperwork to take the licensure examination.