



UNIVERSITY  
OF WYOMING

College of Health Sciences  
Fay W. Whitney  
School of Nursing

# **BSN ReNEW/ BSN Completion Student Handbook**

**Academic Year  
2022-2023**

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# INTRODUCTION

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Welcome to the Fay W. Whitney School of Nursing and welcome to the world of professional nursing! All students in the school are provided with a student handbook that contains information about the school, professional expectations, resources, and specific policies and procedures that are of concern to student academic life. The handbook serves as a companion to the University Catalog that contains university academic policies.

Please become familiar with this handbook. The handbook serves as a guide for academic and nonacademic policies. Students are responsible for using the handbook as a resource when issues and questions arise.

The information in this handbook is updated annually. In addition, changes may be made during the academic year. Any changes to the current version of the handbook will be posted on the School's website at [www.uwyo.edu/nursing](http://www.uwyo.edu/nursing), and students will be informed of these changes via email. Both the handbook and the University Catalog are available electronically and can be printed.

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## WELCOME FROM THE DEAN

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On behalf of the faculty and staff at the Fay W. Whitney School of Nursing, I welcome you to this next adventure in your academic journey. The last two years have not been easy, as we have all navigated the stress created by the pandemic. However, what the pandemic has shown is how important nurses are, so I am excited that you have chosen the Fay. W. Whitney School of Nursing to meet your nursing career goals. We look forward to sharing your educational journey with you as you challenge yourself with active learning experiences along with an environment where teacher-student partnerships, scholarly practice, interprofessional education and practice, and rural health care are valued.

As you embark on this exciting and challenging journey, this handbook will provide a variety of resources to guide your success in the school, college, and university. Please take the time to explore this handbook and become familiar with resources and the policies that govern our nursing community. Even if you have been in the nursing program prior to this year, please be sure to review the handbook carefully for updates in policies, including those related to the COVID-19.

Best of luck in your nursing program and feel free to reach out to your faculty or my office if you have any questions or concerns. The world needs more nurses now more than ever – especially if they are a UW nursing graduate. Go Pokes!

Sherrill J. Smith  
Dean and Professor



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# SECTION 1: OVERVIEW

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This section provides a brief introduction to the University of Wyoming, Fay W. Whitney School of Nursing, hereafter referred to as the School of Nursing or FWWSON. Legislation to initiate the Bachelor of Science in Nursing (BSN) program at the University of Wyoming was passed in 1951 with students admitted that fall. The program received initial accreditation from the National League for Nursing (NLN) in 1955 and has maintained accreditation since that time. Currently, all the FWWSON undergraduate and graduate programs are accredited by the Commission on Collegiate Nursing Education (CCNE) through 2029

The FWWSON has a well-established undergraduate program with three options to obtain the BSN degree: Basic BSN – a four-year, on-campus BSN option for students wishing to become registered nurses at the baccalaureate level; Bachelors Reach for Accelerated Nursing Degree (BRAND) – an accelerated BSN option for students who have already achieved a previous non-nursing baccalaureate degree and wish to become a registered nurse at the baccalaureate level; RN-BSN Completion – a BSN completion option for registered nurses or Wyoming associate degree nursing students who wish to further their education to the baccalaureate level (online program).

The FWWSON has two graduate options: a Doctor of Nursing Practice (DNP) nurse practitioner and MS in nursing with an emphasis in either Nurse Education or Nurse Leadership.

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## Mission

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The Fay W. Whitney School of Nursing educates, conducts research and provides service and practice to improve, protect and promote health.

*Mission approved FWWSON All-Faculty and Staff Meeting 10-2-2013; reviewed and revised 2-28-2018*

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## Vision

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In the ever-changing education and health care environment, the Fay W. Whitney School of Nursing shapes the profession of nursing and health care, especially rural health care, and promotes a culture of health.

*Vision approved FWWSON All-Faculty and Staff Meeting 10-2-2013; reviewed and revised 2-28-2018*

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## Values

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The Fay W. Whitney School of Nursing upholds the University of Wyoming values.

- Exploration and Discovery: Free, open and unfettered exploration and discovery supported by rigorous peer review and the communication and application of that scholarship, constitute the core principles and practices of this university.
- Innovation and Application: Creative thinking leads to new knowledge, inspires student achievement and brings practical innovation to our communities.
- Disciplinarity and Interdisciplinarity: Knowledge advances through intense and focused study and also in the intersection of ideas and disciplines. UW cultivates the energy of individual and collaborative advances.
- Integrity and Responsibility: Outstanding teaching, learning and scholarship rely on the principles of integrity, responsibility and trust throughout our community.

- Diversity and Internationalization: A diverse and international community that includes and respects different ethnicities, genders, sexualities, abilities, cultures and worldviews multiplies our capacity to explore, innovate and educate.
- Engagement and Communication: Engagement with local, state, tribal, national and global constituencies inspires our daily work. We are committed to active outreach and clear communication

*Values approved FWWSO All-Faculty and Staff Meeting 10-2-2013; reviewed and revised 2-28-2018*

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## **Governance**

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The bylaws of the FWWSO provide overarching guidance for shared governance in the school. Based on the bylaws, the Faculty/Staff Assembly provides advisement to school administration in terms of SON business, programs, and curriculum. Three standing committees report to the Faculty/Staff Assembly composed of faculty and staff. The school standing committees are: Curriculum and Evaluation, Student Affairs, and Scholarship and Learning. Students may volunteer or be invited to serve on the school committees. The student representative serves as a liaison between the students and the faculty. The College of Health Sciences, which the school is one of the academic units, provides opportunities for students to participate in governing processes. The by-laws of the College designate which committees have students as members.

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## **Accreditation**

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The baccalaureate degree program in nursing, the master's degree program, and the Doctor of Nursing Practice program at the University of Wyoming Fay W. Whitney School of Nursing are accredited by the Commission on Collegiate Nursing Education as well as approved by the Wyoming State Board of Nursing. Additional information about accreditation and state approval are available on the FWWSO website.

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## SECTION 2: COMMUNICATION

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### **Administration..... 307-766-6569**

Dean: Sherrill J. Smith ([sherrill.smith@uwyo.edu](mailto:sherrill.smith@uwyo.edu))..... 307-766-4312  
Assistant Dean for Academic Affairs: Janet Willhaus ([jwilllhau@uwyo.edu](mailto:jwilllhau@uwyo.edu))..... 307-766-6566  
Assistant Dean for Student Affairs: Paula Kihn ([pkihn@uwyo.edu](mailto:pkihn@uwyo.edu))..... 307-766-4312  
Business Manager: Tabassum Mustary ([tmustary@uwyo.edu](mailto:tmustary@uwyo.edu))..... 307-766-6569

### **Financial Aid/Scholarships**

Nursing Scholarships ([tmustary@uwyo.edu](mailto:tmustary@uwyo.edu)) ..... 307-766-6569  
General Financial Aid Information ([finaid@uwyo.edu](mailto:finaid@uwyo.edu))..... 307-766-2116

### **Nursing Academic Programs**

#### **BSN Directors**

Carrie Barr ([cbarr2@uwyo.edu](mailto:cbarr2@uwyo.edu)) ..... 307-766-5538  
David Bodily ([david.bodily@uwyo.edu](mailto:david.bodily@uwyo.edu))..... 307-766-4312

#### **Basic BSN ([basicbsn@uwyo.edu](mailto:basicbsn@uwyo.edu))..... 307-766-4312**

Basic BSN Support  
Credentials Analyst/Academic Advisor TBD: ..... 307-766-4312

#### **BRAND – Accelerated BSN ([BRAND@uwyo.edu](mailto:BRAND@uwyo.edu))..... 307-766-6565**

BRAND Support  
Credentials Analyst/Academic Advisor: TBD ..... 307-766-4312

#### **BSN Completion ([ReNEW@uwyo.edu](mailto:ReNEW@uwyo.edu); [RN.BSN@uwyo.edu](mailto:RN.BSN@uwyo.edu))..... 307-766-6574**

BSN Completion Support  
Credentials Analyst/Academic Advisor: LeAnn Amen ([lamen1@uwyo.edu](mailto:lamen1@uwyo.edu))..... 307-766-6574

#### **Graduate Programs ([gradnurse@uwyo.edu](mailto:gradnurse@uwyo.edu))..... 307-766-6568**

Nurse Educator / Leader Options (MS) Director: Janet Willhaus ([jwilllhau@uwyo.edu](mailto:jwilllhau@uwyo.edu)) ..... 307-766-6566  
Nurse Practitioner (DNP) Director: Ann Marie Hart ([annmhart@uwyo.edu](mailto:annmhart@uwyo.edu)) ..... 307-766-6564  
Graduate Program Support  
Credentials Analyst/Academic Advisor: Dawn Carver ([dcarver@uwyo.edu](mailto:dcarver@uwyo.edu))..... 307-766-6565

### **Additional Program/Student Support Staff**

Receptionist, Course Support, Clinical Contracts / Office Associate  
TBD ..... **307-766-4312**

General School Inquiries, Web Master / Office Associate  
Kristine Isaak ([uwnursing@uwyo.edu](mailto:uwnursing@uwyo.edu)) ..... **307-766-4291**

Clinical Placement Coordinator  
Joanna Malmstrom ([jharri48@uwyo.edu](mailto:jharri48@uwyo.edu)) ..... 307-766-6561

Clinical Simulation Center Coordinator  
Denise Gable ([dgable@uwyo.edu](mailto:dgable@uwyo.edu)) ..... 307-766-6573



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## Student Recruitment Policy

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### PURPOSE

The Fay W Whitney School of Nursing (FWWSON) upholds the University of Wyoming values for Diversity, Equity, and Inclusion (DEI). Specific to the UW Vision statement related to diversity and internationalization, all students are recruited to become a student of the FWWSON to embrace the “diverse and international community that includes and respects different ethnicities, genders, sexualities, abilities, cultures and worldviews multiplies our capacity to explore, innovate and educate” (FWWSON Student Handbook, 2021-2022).

### DEFINITIONS

Recruitment: The process of seeking out and establishing a relationship with students to encourage, inform, and guide students to the nursing profession, and specifically to the FWWSON.

### POLICY STATEMENT

The Fay W. Whitney School of Nursing (FWWSON) program recruitment may be achieved through multiple avenues depending on cost, availability of staff, faculty and students, as well as availability of recruitment events (careers fairs, alumni events, program informational sessions, etc.). Therefore, in line with the University value of engagement and communication, the FWWSON Program administrators, faculty and staff embrace, “engagement with local, state, tribal, national and global constituencies [to] inspire[s] our daily work” (FWWSON Student Handbook, 2021-22) including the recruitment of students to the FWWSON.

### PROCEDURE

FWWSON program committees require regular, annual review of recruitment procedures and processes to ensure they are current and support achievement in relation to student expected outcomes. Program committees are encouraged to seek multiple avenues for recruitment of students. Recruitment procedures and/or processes should be documented in program meeting minutes to maintain records and determine effectiveness and efficiency for future use.

*Approved by FSA April 13, 2022; next review April 2023*

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## Communication System

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The primary source of communication with nursing students is through UW email accounts and WyoCourse shells. Students are responsible for all information sent out via these resources. Some student contacts may be made by phone or through the U.S. Mail service. Please keep both your mailing (school) and permanent address and phone information current at all times on WyoWeb.

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## Appropriate Channels In Problem Solving Difficult Situations

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The following process is based upon these assumptions:

- Students experience problems that need to be discussed with faculty in various contexts.
- Students approach trusted faculty with their problems in order to obtain assistance in solving them.
- Students experience anxiety and stress when they are not empowered to use appropriate problem-solving strategies.
- Learning to use appropriate problem-solving strategies is empowering.

Based upon these assumptions, the following process should be used in the FWWSON by both students and faculty. The purpose of the process is to facilitate student learning of a problem-solving strategy that will empower them to cope with significant issues in their academic life. This process will also be useful to them as graduate nurses in future employment situations.

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## Student Course Of Action

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The steps below are to be followed when a problem arises. Should a student skip any of the steps by trying to contact a higher authority, that authority figure will ask the student to go back and follow the process. THEN, if that person is not able to help, the student may progress to the next level of authority.

**1. Go directly to person (student, faculty) involved first.**

If this is difficult, the student may speak directly to his/her advisor or a trusted faculty member first for assistance in planning how to approach this person. Students may also contact the Dean of Students Office (307-766-3296) at any time for help in addressing tough issues.

*If speaking directly to the student/faculty member involved did not resolve the situation, then proceed to the next level of authority...*

**2. Go to the course instructor (if that is not the person in #1).**

*If speaking to the course instructor did not resolve the situation, then proceed to the next level of authority...*

**3. Go to the course coordinator (if that is not the person in #2).**

The course coordinator will be listed as such on the course syllabus.

*If speaking to the course coordinator did not resolve the situation, then proceed to the next level of authority...*

**4. Go to the program director (if that is not the person in any of the prior steps).**

*If speaking to the program director did not resolve the situation, then proceed to the next level of authority...*

**5. Go to the School of Nursing, Assistant Dean for Student Affairs**

**6. Go to the Dean of the School of Nursing**

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## Student Formal Complaint Policy

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### PURPOSE

The purpose of this policy is to provide a procedure for filing and maintaining a formal complaint arising from the Fay W Whitney School of Nursing (FWWSON).

### DEFINITIONS

Formal Complaint: A noted dissatisfaction with any application or interpretation of a work process, policy or procedure at the FWWSN other than academic integrity issues (See Professional Code of Conduct, FWWSN Student Handbook).

Internal Constituents: The School of Nursing students, faculty, administration and staff; University of Wyoming community.

### POLICY STATEMENT

Consistent with its commitment to students, the Fay W. Whitney School of Nursing (FWWSN) encourages all students to advocate for themselves while evolving as a professional nurse. If a student has a complaint, they are encouraged to follow the *Appropriate Channels for Problem Solving Difficult Situations* outlined in the FWWSN Student Handbook.

### PROCEDURE

- Fay W Whitney School of Nursing students will follow the *Appropriate Channels for Problem Solving Difficult Situations* (FWWSN Student Handbook) outlined in the FWWSN Student Handbook. Based on the *Appropriate Channels for Problem Solving Difficult Situations*, if a student reaches the point where an informal discussion has not yielded a satisfactory resolution, or where the matter is more serious, the student is guided by the *Appropriate Channels for Problem Solving Difficult Situations* to discuss the situation with the FWWSN Assistant/Associate Dean of Student Affairs.
- If the Assistant/Associate Dean of Student Affairs deems a complaint to be inappropriate, or not within the purview of Student Affairs, the person submitting the complaint will be notified of a more appropriate avenue to pursue for resolution.
- If after discussing the complaint with the FWWSN Assistant/Associate Dean of Student Affairs, a complaint may need further review by the Student Affairs Committee (SAC) in which case the FWWSN Assistant/Associate Dean of Student Affairs will encourage the student to complete and submit the FWWSN Student Formal Complaint Form to be reviewed by the Student Affairs Committee.
- A Student Affairs Committee (SAC) member will respond to the submission in writing within seven (7) business days of its receipt. If additional time is needed to respond, the person filing the complaint will be notified.
- According to the *Appropriate Channels for Problem Solving Difficult Situations*, if SAC determines the complaint needs additional input, the complaint and all details will be forwarded to the FWWSN Dean.
- If resolution cannot be achieved at the School of Nursing level, the student, with guidance from the FWWSN Assistant/Associate Dean of Student Affairs and/or FWWSN Dean, will take the complaint to the next level within the University administration to receive input for resolution.
- All information on the submitted form shall be kept confidential. Those investigating a complaint may only discuss it with those individuals who are immediately involved in the dispute.
- The completion of the [FWWSN Student Formal Complaint Form](#) assists the school with maintaining formal records.
- Formal complaint submissions will be monitored and reviewed as a process for improvement to support the faculty, staff and students of the FWWSN.
- All formal complaints will be stored in a secure folder in the School of Nursing.

*Approved by FSA April 13, 2022; next review April 2023*

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# SECTION 3: PROFESSIONAL BEHAVIOR

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## Professional Conduct Code For Students Enrolled At The Fay W. Whitney School Of Nursing

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### Code

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#### **Introduction**

The Fay W. Whitney School of Nursing (FWWSON) at the University of Wyoming has an obligation to educate students who are accountable to the highest ethical and professional standards. The Professional Conduct Code has been developed to guide students who are enrolled at all levels in the FWWSN. This Code has been developed in accordance with the American Nurses' Association Code of Ethics and Standards of Practice and the American Association of Nurse Practitioner Standards and Scope of Practice for Nurse Practitioners.

The FWWSN Professional Conduct Code provides guidance to students about expected professional behaviors in nursing. In addition, the university has other codes of conduct that nursing students are accountable to including the University of Wyoming Regulation (UW Reg 2-114 which focuses on academic dishonesty) and the UW Student Code of Conduct provided to students upon admission or available on the UW Dean of Students website.

The Fay W. Whitney School of Nursing is a part of the University of Wyoming community of scholars and learners, committed to the principles of honesty, trustworthiness, fairness, and respect of others. Students share with faculty and staff the responsibility for promoting a climate of integrity. The purpose of the Professional Conduct Code is to uphold these fundamental values. As citizens of the university community, each student is responsible for upholding the spirit as well as the letter of the Professional Conduct Code during his/her tenure in the Fay W. Whitney School of Nursing. The Professional Conduct will be directed and enforced by the Fay W. Whitney School of Nursing.

#### **Professional Conduct**

The FWWSN is committed to maintaining the highest standards of academic performance, professional behavior, personal integrity, and respect for each other as individuals. The following are ethical principles that professional nurses embrace. Brief descriptions of each are included.

##### Integrity

Students are expected to demonstrate honesty and integrity in all aspects of their interaction with fellow students, faculty, staff, clients, and community partners, including assuring accuracy and completeness in their actions and communication. Students are expected to promote ethical behavior and report unethical behavior.

##### Responsibility, Accountability and Professional Growth

Students accept individual responsibility and accountability for their actions. Students will work to safeguard the lives, health and welfare of others. Students must assume personal responsibility for their own physical and mental health and maintain commitment to the highest professional and academic standards of the nursing profession.

##### Respect

Students will treat fellow students, faculty, staff, clients, and community partners with dignity and respect while taking into consideration diversity in values and beliefs without discrimination.

### Confidentiality and Privacy

Confidentiality is a fundamental tenet of health care. Students shall respect the rights and privacy of fellow students, faculty, staff, clients, community partners and other healthcare professionals. Breaches of confidentiality and privacy apply to any type of communication as well as the improper use of social media.

### Professional Demeanor

Students are representatives and ambassadors of the FWWSN. Students' behavior may positively or negatively affect the image of the FWWSN. Students shall interact with all members of the school, university, healthcare team, their colleagues, and the public in a professional manner that reflects a spirit of cooperation, consideration, and professionalism.

### Social Media Guidelines

While social media can provide educational benefit to students, their use must not disrupt the learning or patient care environment. Posting information on social media sites must promote a professional image that does not violate policies related to protection of sensitive and confidential information. The guidelines listed below will help you use social networking tools effectively, while protecting your personal and professional reputation, as well as the image of the University.

1. Be familiar with the UW Social Media Guidelines and Best Practices,
  - a. <https://www.uwyo.edu/publicrelations/files/docs/marketing/uw-socialmediaguidelines.pdf>
2. FWWSN strongly discourages students from “friending” faculty and clinical agency personnel unless there is a genuine personal relationship that pre-dates the student/instructor or instructor/nurse relationship. Acts contrary to this policy can create the perception of impropriety or partiality. Be mindful that “friending” patients may violate professional boundaries and/or confidentiality.
3. It is almost always inappropriate, unprofessional, and unethical to take photos, create video or audio recordings during clinical experiences, as this frequently depicts or reveals confidential patient identities or information, and usually violates policies at the clinical site. Also be mindful of any photos that may include the name or logo of the clinical site.
4. Students and employees who obtain contact information for a patient or a patient's family for healthcare-related purposes must not use social media, texting, emailing, or other forms of communication with or about a patient or patient's family member for purposes not related to healthcare, or for any purposes other than fulfilling assigned clinical responsibilities.
5. Search engines can retrieve posts years after they are created, and communications can be forwarded or copied. Remember that many employers now check social media histories of prospective employees, and may not respond favorably to a prospective employee who is indiscreet on social media.

*Updated Fall 2021*

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### **Procedures For Violations Of The Professional Conduct Code**

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- I. Overview: The Fay W. Whitney School of Nursing (FWWSN) shall have jurisdiction over incidents of alleged violations of the Professional Conduct Code by any individual who is enrolled in a professional nursing program at the University of Wyoming. The Professional Conduct Code identifies areas of conduct which are judged unacceptable for individuals who are either in or aspire to be in the profession of nursing. The Professional Conduct Code and these procedures will be included in the Student Handbook.
- II. The FWWSN Student Affairs Committee shall receive complaints through the Associate Dean, Chair of the committee, alleging misconduct by students as outlined by the FWWSN Professional Code of Conduct.

The Student Affairs Committee has primary authority and responsibility for the administration of the Professional Conduct Code.

III. Procedures for Report of Violation, Preliminary Procedures, Notice, Conferences/Hearings, and Suspension

- a. Report of Violation: An alleged violation of the Professional Conduct Code should be reported to the Chair of the FWWSON Student Affairs Committee as soon as possible after discovery of the incident. Any member of the University community, including students, staff and faculty, or a community partner may file a complaint against a student suspected of violating the Professional Code of Conduct. Complaints shall be reported promptly without unreasonable delay.
- b. Preliminary Procedures: If appropriate, the Student Affairs Committee Chair may refer the alleged violation to relevant university officials. Otherwise, the Student Affairs Committee will conduct a preliminary inquiry to ascertain whether the allegations are supported by evidence and do allege a violation of the Professional Code of Conduct. If not, in consultation with the Dean, the complaint shall be dismissed or resolved administratively without filing a formal complaint. If the allegation is supported, the Student Affairs Committee shall proceed to conduct a professional conduct hearing according to the process outlined below.
- c. Written Notification: The Student Affairs Committee Chair will notify the accused, in writing, of the allegations brought against him/her. The student shall receive a copy of the Professional Conduct Code and other relevant documents along with the written notice. The student will be informed of the date, time and location of the professional conduct hearing at least five (5) business days prior to the hearing date.
- d. Professional Conduct Conference: Any student accused of misconduct who is not disputing the charge(s) will participate in a professional conduct conference with the Student Affairs Committee as outlined in Section IV.
- e. Professional Conduct Hearing: Any student accused of misconduct who is disputing the charge(s) will participate in a professional conduct hearing as outlined in Section V.
- f. Temporary Suspension: The Dean or his/her designee may at any time temporarily suspend or deny readmission to a student from the FWWSON pending formal procedures when the Dean or designee finds and believes from available information that the student would seriously disrupt the School or constitute a danger to the health, safety or welfare of members of the FWWSON community.

IV. Professional Conduct Conference – informal process

- a. Admission of responsibility: Students that elect a professional conduct conference admit responsibility for the misconduct. The purpose of the conference is to determine what sanctions are appropriate for the violation of the professional conduct code. Students that agree to a conference waive any rights to further hearings or appeals regarding the admitted misconduct.
- b. FWWSON Student Affairs Committee: The committee will review the charges to determine the appropriate action or sanction.
- c. Failure to appear: If a student accused of misconduct fails to appear for a professional conduct conference, the Student Affairs Committee Chair will refer the student for a professional conduct hearing.
- d. Appeal: A student that participates in a professional conduct conference may appeal only the sanction(s) imposed by the Student Affairs Committee. The formal appeal shall be made in writing to the FWWSON Dean. Such disposition shall be final and there shall be no subsequent proceedings.

V. Professional Conduct Hearing - formal process

- a. A professional conduct hearing chaired by the Associate Dean (Chair of the Student Affairs Committee) shall occur within thirty (30) business days of the charge unless the Student Affairs Committee determines that it is in the best interests of the University or the student to postpone the hearing, at which point notice will be given to both the student and the charging party.
- b. Appropriate accommodations will be made for students who have documented disabilities through [University Disability Support Services](#).
- c. Discovery shall be limited to an exchange between parties of a list of witnesses for the hearing, a brief summary of the information each witness is expected to present along with any documents to be presented at the hearing. No depositions may be taken. Interrogations are not permitted nor are written pre-hearing motions. If a member of the Student Affairs Committee is the accusing party, he/she will be excused from the process.
- d. Normally, professional conduct hearings are not open to the public. At the request of the student accused of misconduct, and subject to the discretion of the Student Affairs Committee Chair, the hearing may be opened to the public.
- e. Admission of any person to the professional conduct hearing shall be at the discretion of the Chair. Witnesses, other than the student accused of misconduct, may be excluded from the judicial hearing during the testimony of other witnesses.
- f. Either party may present information, including documents, and/or a reasonable number of relevant witnesses in support of their position.
- g. The student accused of misconduct may speak on his or her own behalf; however students who chose to remain silent shall not have their silence used to their detriment.
- h. The Chair may exclude any person(s) disrupting a professional conduct hearing or who fails to abide by the decisions of the committee.
- i. The Student Affairs Committee will only consider information that directly relates to the facts of the complaint or information regarding the appropriateness of a particular sanction.
- j. The Student Affairs Committee may question all witnesses in a hearing.
- k. Neither advisors nor legal counselors may appear in lieu of the accused student.
- l. The accused may have an advisor or counselor present to consult or advise before and/or during the hearing; however, the adviser/counselor will not be allowed to question witnesses and/or address the committee. The accused student must notify the Student Affairs Committee Chair at least three (3) business days in advance with the name and relationship of the advisor/counselor and the name of any witness that will attend the hearing.
- m. In the course of any hearing, the Student Affairs Committee Chair is authorized to request the appearance or additional evidence of any student, faculty, staff member, other employee of the University, or other person as witness.
- n. After the professional conduct hearing, the Student Affairs Committee shall determine whether or not the student is responsible for violating the Professional Code of Conduct.
- o. If the student does not appear at the hearing, the written statements will represent the accused and the Student Affairs Committee's recommendation will be made accordingly.
- p. The hearing may take place by audio/visual teleconferencing for students and/or faculty in Outreach programs in the FWWSN. The conference will be scheduled by FWWSN personnel and, at the discretion of the Student Affairs Committee Chair, may be set up with an independent proctor to accompany the student at the distance site.

- q. If a case involves more than one accused student, the Student Affairs Committee may elect to hear the cases together, but in that event, shall make separate findings and determinations for each accused.
- r. All procedural questions are subject to the final decision of the Student Affairs Committee Chair.
- s. The Student Affairs Committee recommendations will be submitted by the Chair to the Dean within five (5) days of the hearing. The student accused of misconduct will then be informed in writing of the determination and recommendations and the appellate process within twenty (20) business days of the close of the professional conduct hearing.
- t. The standard of proof shall be “by a preponderance of the evidence” which shall mean that the evidence as a whole shows that the fact sought to be proved is more probable than not.

#### VI. Record of Hearing/Notice of Decision

The FWWSO Student Affairs Committee Chair shall prepare a “Notice of Decision” which includes the findings of fact, findings of guilt or innocence, and the sanctions imposed. A copy of shall be filed in the student’s professional conduct records maintained by the Dean of FWWSO for seven (7) years.

#### VII. Further Appeal

- a. Further appeal shall be in accordance with the College of Health Sciences Appeals procedures.
- b. Status during the appeal: In cases of suspension, dismissal or expulsion where a notice of appeal is filed within the required time, the accused student may petition the FWWSO Dean in writing for permission to attend classes pending final determination of appeal. The Dean may permit the accused student to continue in school under such conditions as may be designated pending completion of appellate procedures, provided such continuance will not disrupt the University or constitute a danger to the health, safety or welfare of the University Community. In such event, however, any final disciplinary action imposed shall be effective from the date of the final decision by the FWWSO Student Affairs Committee.

*Approved at SON meeting on 11/30/16*

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### Academic And Clinical Performance Policy

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The purpose of this policy is a guide for students and faculty to optimize understanding of performance concerns. A learning plan is developed to address concerns and provide guidance to promote student success.

#### **Academic Concerns**

Academic performance concerns and a process to facilitate successful learning are identified below.

#### **Unsatisfactory or failing performance in a didactic course will initiate the following process:**

- In collaboration with course coordinator (or program director/associate dean if appropriate), the course faculty member will develop an agreement (Academic Performance Learning Plan) with the student specifying an action plan with a timeframe and potential outcomes of the concern.
- The student and the faculty member will sign the Academic Performance Learning Plan (course coordinator, faculty advisor, program director, and associate dean signatures will be obtained if appropriate).
- A follow-up conference(s) to review the student’s progress will occur according to the timeline of the learning plan. Documentation will be attached to the original Academic Performance Learning Plan.



### **Clinical Concerns**

Clinical performance concerns and a process to facilitate successful learning are identified below.

#### **Level I Clinical Concerns**

...are actions of a serious nature with potential to jeopardize client safety and result in the danger and/or harm to clients in any setting. Such concerns may result in actions ranging from a written learning plan to dismissal from the program. These concerns include, but are not limited to, the following:

- Demonstrates acts of omission or commission during the care of clients that result in harm or may result in harm.
- Demonstrates impaired behavior in clinical settings. This impairment may be the result of alcohol, recreational drug or prescription drug use (invokes Impaired Student policy).

#### **Level II Clinical Concerns**

... are actions with less potential to cause harm. Such concerns may result in actions ranging from a written learning plan to course failure. These concerns include, but are not limited to, the following:

- Comes unprepared for the clinical experience.
- Displays inadequate knowledge and/or skills necessary for client care.
- Fails to accept accountability for his/her own actions.
- Fails to abide by the program's dress code for the clinical experience.
- Fails to attend clinical experiences as scheduled.
- Fails to provide prior notification to the faculty/preceptor of an absence, tardiness, or early departure from the clinical setting.

#### **Unsatisfactory or failing performance in a clinical course will initiate the following process:**

- Level I concerns may result in immediate removal from the clinical experience.
- The student will receive verbal feedback from the faculty regarding the clinical concern(s).
- In collaboration with course coordinator (or program director/associate dean if appropriate), the course faculty member will develop an agreement (Clinical Performance Learning Plan) with the student specifying an action plan with a timeframe and potential outcomes of the concern.
- The student and the faculty member will sign the Clinical Performance Learning Plan (course coordinator, faculty advisor, program director, and associate dean signatures will be obtained if appropriate).
- A follow-up conference(s) to review the student's progress will occur according to the timeline of the action plan. Documentation will be attached to the original Clinical Performance Learning Plan.

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#### **Academic And Clinical Performance Learning Plans**

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*Student Handbook – Placed January 2010*

*Approved by Faculty using Survey Tool 12-11-09; revised and approved SON March 1, 2017*

## Academic Performance Learning Plan

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Faculty Name: \_\_\_\_\_ Nursing Course: \_\_\_\_\_

Details	
Description of Academic Concern:	
Learning Plan Addressing Academic Concern:	
Timeline and Potential Outcome:	
Acknowledgement	
<i>By signing this form, you confirm that you understand this information. You also confirm that you and the faculty have discussed the academic concern. Signing this form does not necessarily indicate that you agree with the academic concern.</i>	
Student Signature:	Date:
Faculty Signature:	Date:

## Clinical Performance Learning Plan

Student Name: \_\_\_\_\_

Date: \_\_\_\_\_

Faculty Name: \_\_\_\_\_

Nursing Course: \_\_\_\_\_

Level of Clinical Concern	
<input type="checkbox"/>	Level I Clinical Concern
<input type="checkbox"/>	Level II Clinical Concern
Details	
Description of Clinical Concern:	
Action Plan Addressing Clinical Concern:	
Timeline and Potential Outcome:	
Acknowledgement	
<i>By signing this form, you confirm that you understand this information. You also confirm that you and the faculty have discussed the clinical concern. Signing this form does not necessarily indicate that you agree with the clinical concern.</i>	
Student Signature:	Date:
Faculty Signature:	Date:

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## Technical Standards For Admission

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You are required to read the following information. All undergraduates and graduates admitted to the University of Wyoming Fay W. Whitney School of Nursing (FWWSN) will be asked to verify that they can meet these standards **with or without accommodation(s)**. In courses or programs without clinical components, or involving no direct client care, these Technical Standards may be modified by the program admission committee.

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### Standards

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- Observation/Sensory-motor: Applicants must be able to observe demonstrations and learn from experiences in the basic sciences, including but not limited to, physiology and pharmacology, microbiology and pathophysiology laboratory situations. Applicants must be able to observe and learn from experiences in the clinical nursing laboratory such as the following examples: accurately read gradients/calibrations on a syringe; measure medications accurately; accurately recognize color changes on chemical reaction strips; assess heart, breath, abdominal sounds; assess normal and abnormal color changes in the skin; observe pupil changes; and observe digital or waveform readings.
- Communication: Communications include not only speech but also reading, writing, and computer usage, including handheld digital access. Applicants must be able to communicate accurately and effectively with patients, caregivers, physicians, other health professionals, clinical facility staff, faculty and staff, peers, and the community in general in order to elicit information, describe changes in mood, activity and posture, and perceive nonverbal communications.
- Psychomotor: Applicants should have sufficient motor function to elicit information from patients by palpation, auscultation, percussion, and other diagnostic maneuvers. Applicants should be physically able to collect specimens and perform basic tests (such as glucose finger stick, urine dipstick). Applicants should be able to execute motor movements reasonably required to provide general care and emergency treatment to patients. Examples of emergency treatment reasonably required of nurses are cardiopulmonary resuscitation, administration of intravenous medication, application of pressure to stop bleeding, and assist in moving and lifting patients using proper body mechanics. Such actions require coordination of both gross and fine muscular movements, equilibrium and using tactile and visual senses.
- Intellectual-Conceptual, Integrative, and Quantitative: Applicants must be able to comprehend and interpret documents written in English. Applicants should have cognitive abilities including measurements, calculation, reasoning, analysis, and synthesis. Critical thinking is the ability to synthesize knowledge and integrate the relevant aspects of a client's history, physical exam findings and diagnostic studies. Problem solving, the critical skill demanded of nurses, requires all of these intellectual abilities. In addition, the applicant should be able to comprehend three dimensional relationships and to understand the spatial relationships of structures in order to understand normal and abnormal anatomy and physiology.
- Behavioral and Social Attributes: Applicants must possess the emotional health required to utilize their intellectual abilities fully, exercise good judgment, complete all responsibilities attendant to the nursing diagnosis and care of patients promptly, and the development of mature, sensitive and effective relationships with patients and their families. Applicants must be able to tolerate physically taxing workloads and to function effectively under stress. They must be able to adapt to changing environments, to display flexibility, and to learn to function in the face of uncertainties inherent in the clinical problems of many patients. Compassion, integrity, concern for others, interpersonal communication skills, interest and motivation are all personal qualities that should be assessed during the admissions and education process. As a component of nursing education, a student must

demonstrate ethical behavior including adherence to the professional nursing code and the UW and FWWSO student conduct codes.

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### Reasonable Accommodations

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Applicants who disclose a disability are considered for admission if they are otherwise qualified so long as such accommodation does not significantly alter the essential requirements of the curriculum and the educational program, or significantly affect the safety of patient care or others. When applicants or students disclose a disability, the provision of reasonable accommodations will be considered in an attempt to assist these individuals in meeting these required technical standards. Applicants whose response indicates that they cannot meet one or more of the expectations will be reviewed further by the University Disability Support Services, with applicant and faculty input, to determine if any reasonable accommodations are possible to facilitate successful completion of the nursing curriculum and preparation for the national registry examination (website: <http://www.uwyo.edu/udss/>).

It is important to give persons interested in enrolling in nursing a realistic view of the vigorous demands of the School of Nursing's theoretical and practicum curriculum while at the same time investigating reasonable accommodations. Whether or not a requested accommodation is reasonable will be determined on a case by case basis.

If you have questions about these technical standards and/or your ability to meet them, please contact the FWWSO at 307-766-4312.

*Approved Student Affairs Committee 10/12/2022; approved FSA 11/14/2022, next review: December 2023*

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### Confidentiality

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All patient/client information is confidential. As stated in the ANA Code of Ethics, "The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient," which includes the duty of the nurse to maintain patient confidentiality. Protecting patient confidentiality is now the law. The Health Insurance Portability and Accountability Act (HIPAA) of 1996 went into effect in April 2003. Noncompliance can result in monetary, civil and criminal penalties.

- Students should not discuss patient/client information with anyone except for clinic personnel and those in the School of Nursing who are involved in student education and adhere to the same confidentiality (e.g., faculty, colleagues).
- Client records should never leave the clinical agency.
- Students should never save patient/client sensitive information (with identifying information) on their computers.
- Email correspondence with faculty should also be treated confidentially and identifying information about patients/clients should not be included.
- All documentation related to clinical clients must be treated as a legal document and confidentiality respected and maintained.
- Client names should not be included in logs, case presentations or on notes.
- Copying client records is NOT permitted in any clinical setting.

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# Student Drug-Screening And Impaired Student Policy And Procedures

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## Student Drug-Screening

**Purpose.** Drug screening is needed to protect public safety and provide for the welfare of our students.

**What.** 10-Panel urine drug screening test; the student bears the cost of the screening.

**Who.** All students within the SON.

**When.**

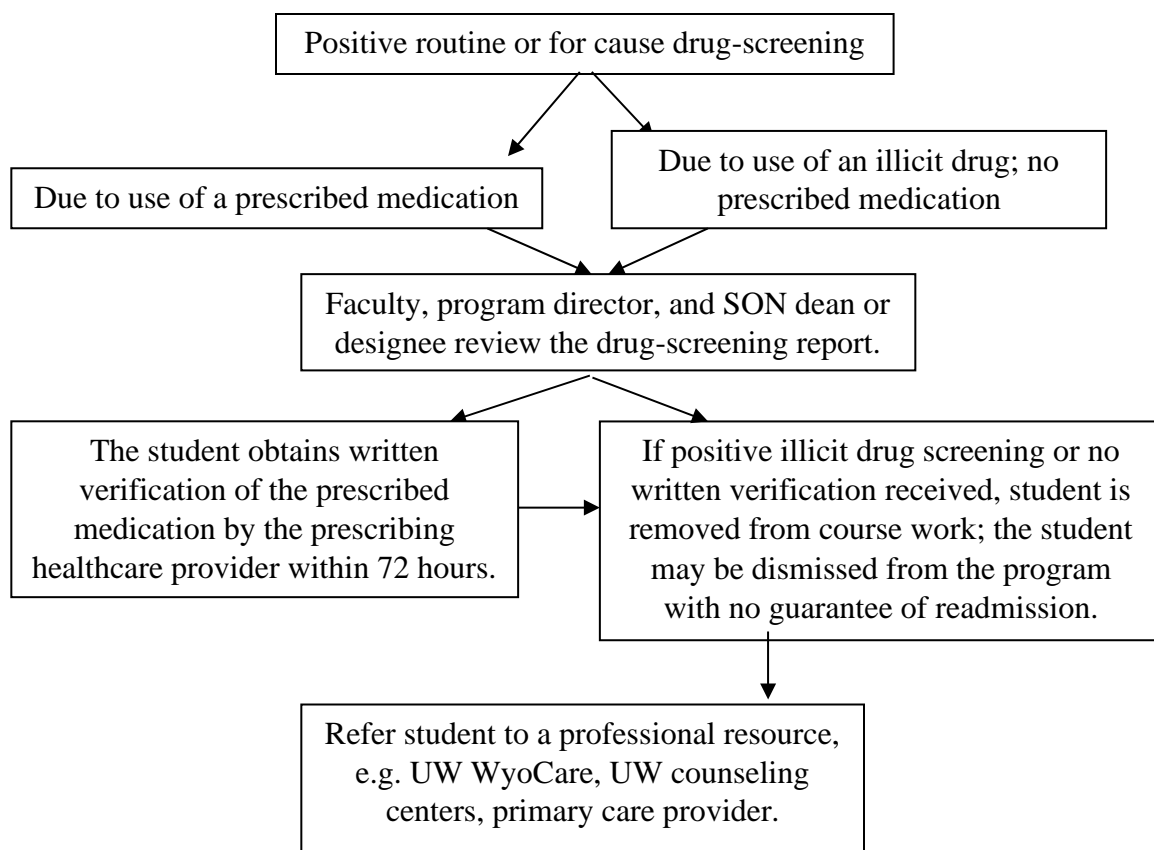
**Pre-licensure (Basic BSN and BRAND) students.** Screen at the beginning of the first clinical (direct patient care) experience; screen upon request of the clinical site (e.g. capstone).

- **BSN Completion, MS, and DNP:** Screen at the request of the practice site.
- **All students.** For cause; screen at the request of the practice site, faculty, and/or staff regarding concerns of impairment.

## Drug Screening Results

- **Positive screening due to use of a prescribed medication.**
  - A written verification by the prescribing healthcare provider prior to clinical placement or the capstone experience is required within seventy-two [72] hours.
  - A case-by-case review is completed by faculty, program director, and SON Dean or designee to ensure that course work is not negatively affected.
  - The student may be referred for a professional assessment.
- **Positive screening due to use of an illicit drug.** The student cannot participate in course work until the situation is reviewed by faculty, program director, and SON Dean or designee.
  - The student may be suspended or dismissed from the program when the Dean or designee, in consultation with faculty and program director, determines that the student may disrupt or constitute a danger to the health, safety, or welfare of self or others.
  - Following suspension or dismissal, continuation or readmission to the program is not guaranteed; the student can seek a readmission hearing according to SON policy outlined in the Student Handbook.
  - The student may be referred to a professional resource.
- **Drug-screening records** will be handled and stored in a confidential manner by SON personnel.
- **Reporting required.** SON personnel will report all positive screening results as required by the Wyoming State Board of Nursing (WSBN) Rules and Regulations, and the Nurse Practice Act and Wyoming State Statute Title 33.

**Student challenges the drug-screening result.** Faculty, program director, and/or Dean will refer the student to follow-up with the lab where the original screening was conducted. The student bears the cost related to this follow-up.



## Impaired Student

Impairment of student performance may be the result of a mental health disorder and/or substance use. The School of Nursing, in support of UW student Code of Conduct policies, supports the following:

- Providing safe, competent patient care is the priority. A student must be able to perform professional and clinical care for patients in a reliable, dependable, trustworthy, and prudent manner.
- School of Nursing faculty and staff are responsible for identifying individuals with declining academic performance, behavioral changes of concern, and excessive absenteeism that may be caused by a mental health disorder or substance use.
- When there is a concern regarding substance abuse, drug and/or alcohol testing for any student will be required by the SON. The cost of this testing will be borne by the student. Refusal by a student to submit to testing within four hours may result in suspension from the program.
- Students will be removed from the clinical or didactic setting due to concerns of public safety and/or student welfare. The SON will help arrange transportation and the student will bear the cost of transportation. The student will be suspended from all clinical activities until the situation has been assessed.
  - Students who are impaired have a right to an assessment of this concern, a right to access treatment, and a right to accept and undergo treatment services at their own cost. Continuation and/or readmission to the SON program is not guaranteed.

*Approved Student Affairs Committee Meeting March 13, 2019; approved SoN meeting April 17, 2019*

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## **Grade Appeal Process**

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Students have the right to appeal the grades of Fay W. Whitney School of Nursing (FWWSN) 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 FWWSN and will proceed pursuant to the process outlined below.

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### **FWWSN APPEAL**

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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*

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## College Of Health Sciences Guidelines For Student Academic Appeals

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### References

UW Regulation 2-106, Assignment of Grades  
UW Regulation 2-114, Student Academic Dishonesty  
UW Regulation 2-117, 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 2-117.

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 2-106.

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 2-114. Students and faculty involved in appeals of academic dishonesty charges are directed to University Regulation 2-114 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 or 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

*Reviewed and Updated 5/19/06*

*Reviewed and Updated 3/6/07*

*Reviewed and Updated 8/27/13*

*Reviewed and Updated 7/22/14*

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## Exceptions To Scholastic Requirements

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Students in the FWWSO have the right to petition in writing exceptions to nursing program Scholastic Requirements. It is the student's responsibility to initiate the petition process within 5 business days of the University's posting of final semester grades. Petitions will be presented first to the program director who will bring the concern forward to the FWWSO Student Affairs Committee (SAC) chair(s) or designee. The chair(s) or designee of the SAC will make preliminary inquiry for the appropriateness of the petition. If the chair(s) or designee deems that there is insufficient support for the petition, the petition will be dismissed. If the petition is found to be appropriate, the chair(s) or designee will bring the petition forward to the SAC who will make a recommendation to the Dean of the FWWSO. The Dean will receive the SAC recommendation, make a final decision and will notify the student and program director within 10 business days. This decision will be final and cannot be appealed further. See [http://www.uwyo.edu/nursing/\\_files/pdf/petition-for-exceptions-to-scholastic-requirements.pdf](http://www.uwyo.edu/nursing/_files/pdf/petition-for-exceptions-to-scholastic-requirements.pdf)

*Approved SON Faculty & Staff Assembly 2/26/2020*

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## **SECTION 4: GENERAL INFORMATION**

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### **Advisers**

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Students are assigned an academic adviser in the School of Nursing. Advisers provide academic support, referral to sources for solutions to any problems with registration, grades, programs of study, and filing petitions/grievances. Students are also assigned faculty member who serves as a career advisor to provide guidance about opportunities in the nursing profession.

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### **APA Manual**

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The FWWSN uses the most 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.

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### **Course Syllabi**

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Each nursing course has a syllabus that is the student-teacher contract for that specific course. Course syllabi are available through online course shells in WyoCourses. 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.

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### **Student Files**

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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.

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### **Safety**

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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.

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### **Incident Reports**

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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 FWWSO, 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. Patient safety or medication errors should also be tracked for each course each semester for program evaluation purposes.

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## Workers' Compensation

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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 FWWSO as soon as possible.
- Obtain a Wyoming Employee Report of Injury from the department staff member or Human Resources (HR) Department, Hill Hall, 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 FWWSO.
- 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.

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## Covid-Related Precautions

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The COVID-19 pandemic has caused an uncertain and ever-changing landscape. As future health care providers, students have an essential responsibility to adhere to all CDC guidelines, local health orders, UW, and hospital/clinic/educational setting policies.

Students need to demonstrate core competencies in each of their courses/clinical assignments/field placements and hence are expected to complete all courses following instructor guidelines for mitigating risks of COVID transmission (see below for specifics). Students need to recognize that there are inherent risks involved with any clinical/field learning; however, all students have the right to refuse participation in courses/field placements. As an example, social distancing may not be possible when training or providing patient services. When considering refusal to participate in clinical activities, students should understand that their program completion date will be



subsequently delayed. Any refusal of participation must be approved by the department director/supervisor or the appropriate designee. The program will attempt to accommodate all reasonable requests. Students will commit to upholding the latest CDC guidelines (<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>) for risk mitigation – mitigation strategies are generally classified in the following general categories:

- Proper hygiene (ex. hand washing guidelines);
- Avoid close contact when possible;
- Face coverings when around others in indoor spaces as directed (ex. N95, cloth masks, etc.);
- Cover mouth/nose in sneeze and cough when around others and not wearing a face covering;
- Clean and disinfect frequently touched surfaces on a regular basis;
- Monitor your personal health

Clinical training sessions which are missed due to illness will be remediated upon mutual negotiation of the instructor and student. Students should work with faculty and program directors to determine options for continuing enrollment in courses for any extended illness. Any student who refuses to comply with defined risk mitigation protocols will not be allowed to participate in the training and will not be offered an opportunity make-up clinical. Additional consequences for non-compliance may also be applied depending on the situation.

In terms of classroom, lab, or clinical participation, students should follow the most recent guidelines of the university or community agency. However, general guidelines include:

- Don't go to class or clinical if you are sick.
- Inform faculty if you are sick.
- Inform faculty if you have been exposed to COVID-19 and need to be quarantined.
- Follow facility protocol for using PPE.
- Follow facility specific screening upon entering the building or other guidelines. We are *guests in their facilities and we need to respect their guidelines and decisions.*
- Students may care for COVID patients based on facility policies. Students should have appropriate PPE and training prior to caring for COVID patients. It is recommended that students receive the COVID vaccine prior to caring for potential COVID patients.

Students exposed to COVID-19 should follow the most current guidelines for quarantine and testing, including University and applicable clinical agency guidelines, which could be up to 14 days. Students may also have to cover the cost of COVID-19 testing. Students with a diagnosis of COVID-19 should plan to self-isolate for the period of time determined by public health officials and notify a faculty member immediately to determine what, if any accommodations, can be arranged to complete coursework.

The University of Wyoming also strongly encourages COVID vaccination for all students and employees. Students must follow appropriate instructions for uploading documentation of vaccination status after receiving the vaccine: <http://www.uwyo.edu/alerts/campus-return/vaccination/index.html>. In response to the vaccination requirements being made by our partnering clinical facilities, all units in the College of Health Sciences have adopted the following approach regarding COVID vaccination:

1. If a student decides against receiving the vaccine, it will likely delay/impede progress to your degree--perhaps to a significant extent.
2. Students in Kinesiology & Health who decide against the COVID vaccine will be directed to identify a site that will not require the vaccine, and if the site passes the vetting process by K&H/PETE faculty, the student can do their placement at that site.

3. For students in all other CHS units, your unit will make an effort to identify a site that does not require the vaccine. If no suitable site can be identified, progress toward your degree will most likely be delayed for one year or longer.

*CHS Leadership July 2021; Updated July 2022*

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## **Exposure Control Plan**

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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 CHESS 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 UW Office of Research and Economic Development and Safety Office 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 Office of Research and Economic Development and Safety Office. 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).

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## **Readmission Policy**

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**Readmission to any nursing program requires a hearing.** The purpose of a readmission hearing is to provide individuals who have been dismissed from a SoN program for cause an opportunity to seek readmission.

- *A request for a readmission hearing must be submitted at least 16 weeks prior to the semester in which the readmission is sought.*
- A readmission hearing may be requested one time only per program.
- Readmission to a nursing program is not automatic or guaranteed; the decision regarding readmission is final.
  - The decision to readmit is contingent on space available in the program.
  - Individuals seeking readmission must meet admission criteria in effect at the time of readmission
  - Individuals seeking readmission may also be required to repeat previous coursework and clinical.
- Exceptions to this readmission policy:
  - Previous 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.
  - Previous 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.

### **Responsibilities: Individual Seeking Readmission**

1. Submit a request for a readmission hearing addressed to the Student Affairs Committee chair.
  - *The request for a readmission hearing must be submitted at least 16 weeks prior to the semester in which the readmission is sought.*
  - The Student Affairs Committee chair notifies the individual seeking readmission of the date and time of the readmission hearing.
2. 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 unsatisfactory performance;
  - A proposal addressing the deficiencies and/or causes for the withdrawal that will facilitate satisfactory completion of the course(s); and
  - The name of one advocate, e.g. faculty member, family, friend, colleague (with the exception of legal counsel). Selection of an advocate is optional. (See Readmission Hearing Process and Procedures, 6. below.)
3. Submit any additional information to the Student Affairs Committee chair a minimum of four (4) days prior to the hearing.
4. Attend the readmission hearing; be prepared to present your case and answer questions from the Readmission Hearing Panel.

### **Responsibilities: The Student Affairs Committee**

1. Collect data regarding the situation from the program director and/or faculty, the individual's SoN student file, University records, and any other relevant materials.

2. Submit this information to the Student Affairs Committee chair a minimum of four (4) days prior to the hearing. Subsequently, the Student Affairs Committee chair distributes this information to Committee members.
3. Members of the Student Affairs Committee and a student representative comprise the Readmission Hearing Panel. (See Responsibilities: The Student Affairs Committee, 5. below.)
4. The Student Affairs Committee chair or designee serves as chair for the Readmission Hearing Panel and presides over the hearing.
5. The Student Affairs Committee identifies a student representative and, if feasible, the student representative(s) on the Readmission Hearing Panel will be (a) at the same level as the student requesting readmission, e.g. undergraduate or graduate. Student representatives may be recruited from other College of Health Sciences divisions or University of Wyoming colleges. Student representatives may be recused if (a) they are enrolled in the same program as the individual requesting readmission and/or (b) there is a conflict of interest.

### **Readmission Hearing Process and Procedures**

1. The readmission hearing is limited to panel members, the individual seeking readmission, and a program director and/or faculty member. Legal representation is not allowed.
2. The readmission hearing is called to order by the Student Affairs Committee chair or designee.
3. Readmission Hearing Panel members, the individual seeking readmission, and faculty and/or program director identify themselves.
4. The importance of confidentiality is reviewed. If the hearing is audio and/or video recorded, the official recording will be done by the SoN.
5. SoN program director and/or faculty are excused while the individual seeking readmission presents his/her case.
6. The individual seeking readmission will be invited to present his/her case. The individual may bring an advocate, e.g. faculty member, family, friend, colleague (with the exception of legal counsel). The individual seeking readmission introduces the advocate. The advocate may read or submit to the Student Affairs Committee chair a brief, prepared statement. The hearing panel may ask questions and/or ask for clarification. Subsequently, the individual seeking readmission and his/her advocate are excused from the hearing.
7. The program director and/or faculty are invited to rejoin the hearing and share their information. The hearing panel may ask questions and/or ask for clarification. Subsequently, the program director/faculty are excused from the hearing.
8. The Student Affairs Committee chair and/or hearing panel will share any additional findings.
9. The hearing panel deliberates and makes a decision. Voting is anonymous. Readmission Hearing Panel members and/or student representatives may be recused if there is a conflict of interest.
10. The Readmission Hearing Panel's recommendation is submitted to the Dean in writing with all panel members' signatures within five (5) business days of the hearing.
11. The SoN Dean considers the recommendation of the Readmission Hearing Panel, makes a final decision, and notifies the individual requesting a hearing in writing of the outcome within ten (10) business days of receiving the Readmission Hearing Panel's recommendation.

*Accepted 5/20/1994; Reviewed 2/07/2003; Modified 5/29/2009; Approved: Basic BSN Meeting 9/04/2001, Prelicensure Meeting 9/25/2013; Modified 4/27/2016 SoN Meeting; Modified and approved 4/26/2017 SoN Meeting; Modified 11/08/2017 Student Affairs Committee meeting and approved 11/29/2017 SoN meeting; Modified*

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## Degree Checks

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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.

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## Continuous Enrollment And Leave Of Absence

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University regulations require degree-seeking students be continually enrolled in courses unless a formal leave of absence has been granted. Leaves of absence can be granted to students who are experiencing circumstances that necessitate a break from their studies. To request a leave of absence, a student should submit a request in writing to the appropriate program director. The request will be considered by the appropriate program committee and the program director will communicate the team's decision to the student.

With rare exception, only one leave of absence can be granted per student during the program and will be granted for only one year, the specifics of which will be outlined in the approval statement shared with the student. When considering leaves of absence, students should be aware that their program of study may be altered when they return and/or that previous courses may need be retaken due to prolonged absence from the program. Students must meet requirements of the program at time of return from the leave of absence. When a student's enrollment is interrupted without an approved leave of absence, the student must reapply for admission to the appropriate program.

*FWWSO Leadership June 2020*

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## Clinical Compliance Policy

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### OVERVIEW

The Fay W Whitney School of Nursing (FWWSO) follows the requirements established by our clinical partners, as well as Centers for Disease Control guidelines and recommendations for immunizations for healthcare providers. Students notified of acceptance to any of the FWWSO programs must provide official documentation of each of the items listed below before admission can be finalized. All requirements must remain current throughout enrollment in the program. Students are responsible for tracking and updating their documentation with FWWSO when their requirements expire, particularly if a requirement expires during an academic year. Costs for all immunizations, lab work, travel and/or any accommodations are the student's responsibility.

FWWSO students that have not completed and maintained the required health records with the FWWSO are not permitted to participate in clinical experiences and may be affected by sanctions related to missed clinical and/or late assignments based on the program handbook. A student risks being administratively dropped from clinical courses for failure to meet FWWSO and agency specific requirements, and for failure to maintain their clinical records required by the FWWSO.

**\*Students that are noncompliant with these clinical requirements may experience course interruption due to missed clinical opportunities which could result in a delayed or indefinite**

**extension of their graduation date.**

### **Clinical Compliance Requirements**

**Prior** to participating in any clinical experiences, the following must be obtained (annually, and/or prior to the expiration) and documentation must be received by the FWWSO.

- **Proof of updated background check, as required by individual facilities per policy**
- **Proof of current health insurance coverage**
- **Proof of Flu vaccination; submit documentation by the last Monday in October**
  - ***Must be completed between September 1 and October 31 each year***
- **Proof of Covid vaccine OR a valid exemption and testing per facility policy**
- **Proof of current Basic Life Support [BLS] for Healthcare Providers (American Heart Association)**
- **Tuberculin Skin Testing (TST, TB or PPD) or Interferon Gamma Release Assay (IGRA)**
- **MMR: Proof of two (2) immunizations or positive titer**
- **Varicella: Proof of two (2) immunizations or a positive titer**
- **Adult Tetanus, Diphtheria, Pertussis (Tdap)**
- **Hepatitis B: Proof of 3-dose series, and titer**
- **Additional clinical requirements may be necessary based on individual clinical agencies**

#### Reference

US Department of Health and Human Services/Centers for Disease Control and Prevention. MMWR / April 20, 2018 / Vol. 67 / No. 15 / pp. 455-457.

*Approved by FSA Fall 2022; next review April 2023*

## **Technical Standards for Education and Practice and Reasonable Accommodations Policy**

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### **PURPOSE**

The Fay W. Whitney School of Nursing upholds requirements and standards set by the School, University, and Clinical Partners to ensure the safety of students, staff, faculty, patients, and community members. Therefore, all FWWSO students must meet essential eligibility requirements for participation in the nursing program with which they are enrolled. By accepting admission and enrolling in an academic program at the FWWSO, students certify that they have read this policy and will adhere to all technical standards for admission and progression in their academic program through graduation.

### **POLICY STATEMENT**

This policy reviews FWWSO's expectations and procedure for the student's participation in and ongoing adherence to required technical standards in the classroom, simulation, and all clinical settings. Nursing education requires the accumulation of scientific knowledge to be accompanied by the simultaneous acquisition of skills and professional attitudes and behaviors for students to be successful. All courses in the curriculum must be completed successfully and competently to build on the student's previous knowledge. The FWWSO does not discriminate on the basis of disability. If an otherwise qualified student with a disability does not meet necessary technical standards, reasonable accommodation(s) will be considered. Specific essential abilities and/or technical standards have been identified by the School of Nursing in accordance with Section 504 of the Rehabilitation Act of 1973 and the 2008

Americans with Disabilities Act Amendment (ADAA). Students are responsible for seeking assistance at the University and making their needs known.

## **PROCEDURE**

### **Technical Standards for Education and Practice**

All undergraduate and graduate students admitted to the FWWSN must verify their ability to meet the Technical Standards for Education and Practice on initial admission to their academic program, with or without reasonable accommodation(s), and must continually adhere to these standards throughout their academic program until they graduate. In courses or programs without clinical components and/or having no direct client care, these Technical Standards may be modified by the program admission committee.

**Technical Standards considered essential by the FWWSN include the following (examples offered are not exhaustive of necessary requirements):**

#### **Observation/Communication**

1. Auditory, visual, and tactile ability sufficient to observe, monitor, assess, and respond to patient health needs in a variety of clinical settings
2. Capacity to use data for demonstrations and oral presentations, and use visual images, sounds, and verbal and non-verbal communication to inform patient care
3. Ability to record information accurately and clearly in oral and written form.
4. Ability to utilize nonverbal and verbal skills to communicate effectively, efficiently, and sensitively with patients and colleagues

#### **Physical/Motor**

1. Physical abilities sufficient to move throughout clinical settings, execute motor movements, and perform manually based diagnostic procedures (i.e., palpation, auscultation, percussion, etc.) required to provide general and emergency patient care
2. Gross and fine motor abilities sufficient to provide therapeutic nursing interventions that are safe and effective and that maintain safety and security standards (i.e. performing CPR, operating medical equipment, etc.)
3. Sensory motor skills sufficient to meet the requirements specific to the specialty scope of practice (i.e. patient voice, heart tones, lung and bowel sounds, etc.)

#### **Intellectual – conceptual, integrative, and quantitative**

1. Critical thinking sufficient for clinical and academic judgment
2. Sophisticated problem-solving skills, including calculation, reasoning, analysis, and synthesis; ability to learn through a variety of modalities, including classroom, simulation, and clinical settings, individual and team-based learning, preparation of oral and written reports, and use of technology to support academic work
3. Ability to integrate and assimilate complex information from multiple sources in varying amounts, and multiple educational experiences in a timely fashion in order to formulate accurate diagnosis and management plans
4. Ability to comprehend spatial relationships and three-dimensional relationships of structures

#### **Behavioral/Social**

1. Interpersonal ability to interact appropriately, sensitively, and compassionately with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds
2. Ability to adhere to the Fay W. Whitney School of Nursing Professional Conduct Code in academic and clinical settings
3. Ability to demonstrate appropriate judgment in decision-making, in order to maintain safety and security of patients and to behave appropriately with patients, staff, students, and supervisors
4. Ability to function effectively under physically demanding workload, long hours, and in times of physical and mental stress; display flexibility and openness for changing environments
5. Ability to engage in respectful, mature, and healthy client-provider relationships
6. Professional nursing standards related to the student's scope of practice must be upheld

### **Reasonable Accommodations**

An applicant and/or student who discloses a disability will be considered for admission, readmission, and/or

continuation in a program if they are otherwise qualified so long as such accommodation does not significantly alter the essential requirements of the curriculum and the educational program, or significantly affect the safety of patient care or others. When an applicant or student discloses a disability, the provision of reasonable accommodations will be considered to assist the individual in meeting the required FWWSON Technical Standards for Education and Practice. An applicant whose response indicates they cannot meet one or more of the expectations will be reviewed further by the University Disability Support Services with applicant and faculty input, to determine if any reasonable accommodations are possible to facilitate successful completion of the nursing curriculum and preparation for the national registry examination. (Website: <http://www.uwyo.edu/udss/> ).

Persons interested in enrolling in a nursing program at the FWWSON are offered a realistic view of the vigorous demands of the School of Nursing's theoretical and practicum curriculum while at the same time investigating reasonable accommodation. Whether or not the requested accommodation is reasonable will be determined on a case-by-case basis.

If a student is, at any time throughout their academic program in the FWWSON, unable to adhere to the technical standards required by their program the student is required to notify their faculty immediately and prior to attending their classroom, simulation, and/or clinical setting to avoid disruption and/or penalty related to progress in their program.

If you have any questions regarding the FWWSON Technical Standards for Education and Practice and/or your ability to meet them, please contact the FWWSON at 307-766-4312.

*Approved by FSA November 13, 2022; next review December 2023*



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# SECTION 5: RESOURCES

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## Computer Resources

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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.

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## Clinical Simulation Center (CSC)

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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.

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## Library

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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.

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### Library Outreach Services

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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).

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## Nursing Organizations

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STUDENT NURSES' ASSOCIATION (SNA) is the professional organization of student nurses in at the University of 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](mailto: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.

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## Writing Center

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- **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   | ○ Class papers    | ○ Lab reports              |
| ○ Lecture Notes   | ○ Fiction         | ○ Grants                   |
| ○ Essay exams     | ○ Master's Thesis | ○ Job application          |
| ○ Research papers | ○ Dissertations   | ○ Articles for publication |
| ○ Footnoting      | ○ Letters         | ○ 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  | ○ Getting Started | ○ Proofreading              |
| ○ Focusing          | ○ Rewriting       | ○ Providing evidence        |
| ○ Developing topics | ○ Editing         | ○ Understanding assignments |
| ○ Organizing ideas  | ○ Problem solving |                             |

- **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!*

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## Other Resources

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- **The Center for Assistance with Math and Statistics:**  
The CASM provides free assistance with mathematics. Check out the Department of Mathematics website for information about the Math Lab and tutoring:  
<http://www.uwyo.edu/mathstats/casm/resources-for-students/>
- **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 STEP Tutoring Center:**  
The center assists students in many subjects including (but not limited to) math, biology, chemistry, physics, and writing. Refer to the STEP website for more information  
<http://www.uwyo.edu/step/tutoring/satellite.html>
- **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/>

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## SECTION 6: BSN COMPLETION POLICIES & REQUIREMENTS

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The BSN Completion (BSNC) Program provides a pathway for ReNEW associate degree nursing students and RN-BSN diploma- or associate degree-prepared registered nurses to pursue baccalaureate education in Nursing.

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### BSN COMPLETION PROGRAM PHILOSOPHY STATEMENT

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"We view the baccalaureate degree as a foundation for higher nursing education. We respect and honor diversity of background and experience and believe it enriches learning. We emphasize individual accountability and effort and we embrace academic success as a shared goal."

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### PRIORITY ENROLLMENT

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To ensure space in nursing courses, students must enroll before priority enrollment deadlines each semester. **Space in nursing courses is not guaranteed for students who register after these deadlines.** These deadlines also apply to students who petition for enrollment in a nursing course before completion of course prerequisites.

Fall semester: May 15

Spring semester: November 15

Summer semester: April 15

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### COLLEGE OF HEALTH SCIENCES BACKGROUND CHECK AND LIABILITY FEE

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All College of Health Sciences students are required to undergo a criminal background check. ReNEW ADN Entry students must complete this check as part of "finalizing enrollment" as noted above. RN-BSN Entry students complete this as a criterion of formal admission to the BSNC Program. **NOTE:** The CHS Student Background check and policy is available here: <http://www.uwyo.edu/hs/vp-screening/>. Students are reminded that the policy requires: "you must inform the Dean of the College if you are convicted of a crime while enrolled in your training program."

All College of Health Sciences students are assessed a Professional Liability Fee. BSNC students are assessed this fee when enrolled in NURS 4855.

Fee amounts for these requirements appear on the FWWSOON website under Cost of Attendance.

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## BSN COMPLETION ENTRY POINTS

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The BSN Completion Program serves two demographic groups: 1) students and graduates of Associate Degree nursing programs that are part of the Revolutionizing Nursing Education in Wyoming (ReNEW) collaborative and 2) licensed Registered Nurses pursuing a baccalaureate degree.

Student learning outcomes and many program courses are common to both groups, but the two demographics have distinct curricular entry points and admission qualifications, delineated here:

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### RENEW ADN ENTRY

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Students and graduates of ReNEW ADN programs enroll in NURS 3005, “ReNEW Distance Foundations” prior to other nursing courses as part of their program of study.

Students enrolled in ReNEW ADN programs are eligible for simultaneous enrollment in all but three BSNC courses: NURS 4835, NURS 4845, and NURS 4855.

Prior to enrolling in the five courses listed above, ReNEW ADN Entry students must “finalize enrollment”.

This process consists of verification of a ReNEW ADN earned, clearance of the College of Health Sciences background check, and signed agreement to program requirements.

Through individual Memoranda of Understanding with Wyoming community colleges, the fourth semester of nursing coursework completed at ReNEW ADN programs is counted toward satisfaction of the UW upper division credit requirement.

For certain nursing scholarship eligibility, program completion tracking, and College of Health Sciences background check requirements, ReNEW ADN Entry students are considered as officially pursuing BSN Completion after reaching the ReNEW ADN Benchmark – after being awarded an ADN from a ReNEW community college nursing program – and enrolling in BSNC nursing courses.

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### RN-BSN ENTRY

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RN-BSN Entry candidates must be licensed RNs as a criterion for BSNC Program admission.

RN-BSN Entry students enroll in NURS 3425, “Bridging Nursing Paradigms” prior to other nursing courses as part of their program of study.

After successful completion of the BSNC curriculum, RN-BSN Entry students are granted escrow credits toward satisfaction of the UW upper division credit requirement.

For certain nursing scholarship eligibility, program completion tracking, and College of Health Sciences background check requirements, RN-BSN Entry students are considered as officially pursuing BSN Completion after formal admission to the program.

ADN from a ReNEW community college nursing program – and enrolling in BSNC nursing courses.

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### ADMISSION REQUIREMENTS

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#### **Admission to a ReNEW ADN nursing program.**

- Admission to UW as an undergraduate degree seeking student.

#### **ReNEW BSN Admission**

- Completion of ReNEW ADN nursing program.
- Admission to UW as an undergraduate degree seeking student.
- Successful completion of the College of Health Sciences background check.

#### **RN-BSN Admission**

- Admission to UW as an undergraduate degree seeking student.
- ~~Completion of an associate degree or diploma in nursing (excludes ReNEW graduates).~~

- Current, active, unencumbered RN license.
- Successful completion of the College of Health Sciences background check

*Approved FSA 4/13/2022*

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## **BSN PROGRAM EXPECTED STUDENT LEARNING OUTCOMES**

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At completion of the Bachelor of Science in Nursing (BSN) degree, graduates will be able to meet the end of program student learning outcomes:

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.
3. Achieve optimal individual, family, group, community, and population outcomes guided by clinical reasoning and appraisal of evidence of best practice.
4. Demonstrate effective leadership through heightened self-awareness to empower others in the attainment of optimal patient outcomes.
5. Use mutually respectful communication, collaboration, and leadership skills within interprofessional teams in the management of care in diverse, complex, global, and dynamic healthcare systems.
6. Participate as a nursing professional in the development and implementation of healthcare policy, finance, and regulatory entities, including local, state, national, and global healthcare trends.
7. Provide patient-centered care by reflecting on the uniqueness of an individual patient's background, personal preferences, culture, values, traditions, and family, which promotes optimal health outcomes by involving patients and families as they make clinical care decisions.
8. Demonstrate respectful, efficient, safe, and well-coordinated transitions of the patient through all levels of care.
9. Provide respectful, efficient, safe and well-coordinated patient-centered care to populations by reflecting on beliefs, values, attitudes, and practices.
10. 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, caring, ethics, respect, communication, professional engagement, lifelong learning, and accountability.
11. 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.

*Approved FSA 4/13/2022*

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## SCHOLASTIC REQUIREMENTS

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University and College of Health Sciences policies governing scholastic requirements (e.g. major changes, probation, and dismissal) apply to all students enrolled in the School of Nursing. In addition to university/college requirements, the School of Nursing has the following scholastic requirements for the BSNC Program:

1. Students must earn a grade of C or better in Related Coursework and nursing courses.
2. Prerequisite courses must be met with a grade of C or better prior to entering the nursing course.

Student progression depends upon adherence to scholastic policies and not being dismissed for a Level I Clinical Concern or according to the FWWSN drug-screening and impaired student policy.

Readmission is according to the FWWSN Readmission Policy.

*Approved: FSA 4/13/2022*

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## PROGRAM OF STUDY

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The Programs of Study for ReNEW and BSN Completion entry are available at:

<http://www.uwyo.edu/nursing/programs/rn-bsn-completion/index.html>.

*Approved: FSA 2/10/2021*

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## GRADING SCALE

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The minimum average for passing nursing courses is 75%. An average of 74.5% is rounded up, whereas 74.49% is not rounded up and is not passing. The score range for letter grades is as follows:

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

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## ASSIGNMENT OF GRADES (UW REGULATION 2-106)

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Fall 2014 through Summer 2019, faculty had the option of using a plus/minus (+/-) grading scale when assigning grades for their classes (UW Regulation 6-722). **Effective Fall 2019 forward**, the plus/minus (+/-) grading scale is no longer in use by the university (UW Regulation 2-106).

- Transfer work posted to a student record fall 2019 forward will not reflect any potential +/- grading that may have been identified on other school's transcripts.
- Transfer work posted by the Registrar's Office to student records between fall 2014 and summer 2019, any course work graded on a +/- grading scale will be reflected as such 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 to BSN Completion Program Scholastic Requirements for complete policy information.

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## PRACTICE EXPERIENCES

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As part of the BSN Completion (BSNC) program, students complete Practice Experiences (PEs). These activities are an opportunity to apply and evaluate new knowledge and skills in a real-world setting. PEs are experiential learning. In the course of PEs, students may interact with an array of community members, organizations, agencies, professionals, and elected officials. Experiences may involve colleagues as well as students or other individuals outside the field of nursing. The contexts for these experiences could be as narrow as a single client or as broad as the global population.

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### GOALS

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Practice Experiences are in place to help students meet *The Essentials of Baccalaureate Education for Professional Nursing Practice* (AACN, 2008). The BSNC PEs are designed to enhance preparation to “care for a variety of patients across the lifespan and across the continuum of care” (AACN, 2012).

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### BASIC REQUIREMENTS

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All PEs share these characteristics:

- BSNC Faculty approve, oversee, and evaluate all PEs.

- PEs have identified student learning outcomes.

- Practice experiences include activities that support health and/or provide care, interacting with a variety of providers and/or with patients (individuals, families, groups, communities, or populations) and cannot be completed solely by a student in isolation.

- Students complete written reflections for PEs that relate experiences to learning outcomes and show how a PE has better prepared the student for BSN level nursing practice.

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### EXAMPLES

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Practice Experiences are part of the following courses:

- NURS 4635, Community as Client: Based on a community assessment, students prepare an evidence-based, goal-directed action plan that includes interprofessional collaboration.

- NURS 4835, Leading Nursing Practice: Students propose an applied leadership project. With approval and faculty input, the project is individualized and students collaborate with stakeholders to present or execute the project in a relevant setting.

- NURS 4845, Innovation in Nursing Practice: With faculty guidance, learners create a theory- and evidence-based plan for a healthcare policy or process change. Students act in the role of a change agent through presentation to policymakers or actual implementation of the plan in a practice setting.

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### TRAVEL

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Students are responsible for any transportation, lodging, and living expenses incurred for practice experiences as part of nursing courses.



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## PROFESSIONAL APPEARANCE

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Practice experiences may put students in contact with various professionals and agencies. Generally, the following professional appearance guidelines apply: Street clothes in good taste. No shorts, halters, t-shirts with slogans, hoodies, bare midriffs, or jeans. No open-toed shoes.

A nametag designating you as a FWWSO student is required:

A picture ID is preferred.

At minimum, a nametag should display a first name and “University of Wyoming Nursing Student”.

The nametag may be self-constructed or obtained through a commercial organization.

The nametag may be obtained for a fee in Laramie at the WyoOne ID Office: Knight Hall Room 28.

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## REFERENCES

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American Association of Colleges of Nursing. (2008). The essentials of baccalaureate education for professional nursing practice. Washington, DC: Author. <https://www.aacnnursing.org/Portals/42/Publications/BaccEssentials08.pdf>

American Association of Colleges of Nursing. (2012). White paper: Expectations for practice experiences in the RN to baccalaureate curriculum. Washington, DC: Author. <https://www.aacnnursing.org/Portals/42/News/White-Papers/RN-BSN-Expectations-White-Paper.pdf>

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## PREPARATION FOR GRADUATION

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### FILING INTENT TO GRADUATE

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Students are to file an anticipated graduation date with the Office of the Registrar at least one semester prior to their anticipated graduation date. Students who anticipate graduation in August (summer semester) should file with the Office of the Registrar at the beginning of the spring semester prior to the summer in which they anticipate graduation. Filing of anticipated graduation in a timely manner will ensure time for the degree analyst to review degree requirements with the BSN Completion Program office. In addition, the BSNC Program support staff needs to know students’ intent for graduation to ensure that names are included in the Nursing convocation program and the graduating student composite picture/name display.

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### COMPOSITE

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Students in the BSN Completion Program will have their names and hometown noted on the graduating student composite picture displayed in the school with previous nursing class composite pictures. Students must first file their intent to graduate by the appropriate deadline as outlined by the BSN Completion Program office.