



UNIVERSITY OF WYOMING

FAY W. WHITNEY SCHOOL OF NURSING



Fay W. Whitney School of Nursing

Undergraduate

Student Handbook

Academic Year 2024-2025

TABLE OF CONTENTS

Contents

| | |
|---|-----------|
| INTRODUCTION..... | 1 |
| WELCOME FROM THE DEAN..... | 1 |
| SECTION 1: OVERVIEW | 2 |
| Fay W. Whitney School of Nursing Mission, Vision, & Values (SON-414.1) | 2 |
| SECTION 2: COMMUNICATION | 4 |
| Student Recruitment Policy (SON-413) | 5 |
| Communication System..... | 5 |
| Student Formal Complaint Policy (SON-402.1)..... | 5 |
| SECTION 3: PROFESSIONAL BEHAVIOR | 9 |
| Professional Conduct Code for Students Enrolled at The | 9 |
| Fay W. Whitney School of Nursing (SON-407.1)..... | 9 |
| Procedures for Violations of the Professional Conduct Code (SON-408.1)..... | 13 |
| Academic And Clinical Performance Policy (SON-404.1) | 19 |
| Confidentiality..... | 24 |
| Student Drug-Screening and Impaired Student Policy and Procedures (SON-405.1)..... | 24 |
| Grade Appeal Process (SON-406.1)..... | 27 |
| Exceptions To Scholastic Requirements (SON-409)..... | 30 |
| SECTION 4: GENERAL INFORMATION..... | 31 |
| Advisers..... | 31 |
| APA Manual..... | 31 |
| Course Syllabi | 31 |
| Student Files | 31 |
| Safety..... | 31 |
| Incident Reports | 31 |
| Technical Standards for Education and Practice and Reasonable Accommodations Policy (SON-403.1) | 32 |
| Workers' Compensation..... | 34 |
| Exposure Control Plan..... | 35 |
| Readmission Policy (SON-410) | 36 |
| Degree Checks..... | 39 |
| Continuous Enrollment and Leave of Absence (SON-411) | 39 |
| Clinical Compliance Policy (SON-412) | 39 |
| SECTION 5: RESOURCES..... | 41 |
| Computer Resources..... | 41 |
| Clinical Simulation Center (CSC) | 41 |

| | |
|---|-----------|
| Library | 41 |
| Nursing Organizations | 42 |
| Writing Center | 42 |
| Other Resources | 43 |
| 6: BSN POLICIES AND REQUIREMENTS..... | 44 |
| BSN Program Expected Learning Outcomes (UG-005)..... | 44 |
| The Nightingale Pledge for Nursing Students (UG-006.1) | 45 |
| Undergraduate Student Admission Requirements (UG-007.2) | 46 |
| BSN Student Scholastic Requirements (UG-008.1) | 48 |
| BSN Programs of Study | 49 |
| Undergraduate Attendance Policy (UG-002.1) | 49 |
| Assignment of Grades | 51 |
| Undergraduate Grading Policy (UG-010.1) | 51 |
| Professional Appearance Policy (UG-004.1) | 52 |
| 6A: Pre-Licensure Program Specific Policies Basic and BRAND..... | 55 |
| Pre-Licensure Standardized Testing Policy (UG-003.1) | 55 |
| <i>HESI Proctored Standardized Assessments</i> | 55 |
| <i>Practice Exams and Case Studies</i> | 56 |
| BSN Student Compliance & Admission/Progression..... | 57 |
| Pre-Licensure Phones & Electronic Devices Policy (UG-013.1) | 57 |
| Preceptor Selection, Orientation, & Evaluation (UG-015.1)..... | 57 |
| Pre-Licensure Senior Capstone Experience (UG-021.1)..... | 59 |
| Licensure | 60 |
| 6B: BSN COMPLETION SPECIFIC POLICIES RN-BSN & ReNEW | 61 |
| ReNEW Students..... | 61 |
| RN-BSN Students..... | 61 |
| Senior Practice Experience..... | 62 |

INTRODUCTION

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, and students will be informed of these changes via email. Both the handbook and the University Catalog are available electronically and can be printed.

WELCOME FROM THE DEAN

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. Over the last few years, the pandemic has shown us 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.

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



SECTION 1: OVERVIEW

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.

Fay W. Whitney School of Nursing Mission, Vision, & Values (SON-414.1)

Mission

The Fay W. Whitney School of Nursing aims to improve, promote and protect health for Wyoming and beyond through scholarly inquiry, EBP, and education of nurses as innovators and leaders in healthcare.

Vision

Fostering nursing education and innovation in healthcare for Wyoming.

Values

We value compassion, human dignity, integrity, autonomy, altruism, diversity, scholarship, collaboration, and social justice.

Approved: FSA and Staff Meeting 10/2/2013; FSA 2/28/2018, FSA 2/14/2024

Governance

The bylaws of the FWWSON 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.

Accreditation

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 FWWSON website.

SECTION 2: COMMUNICATION

| | |
|---|--------------|
| Administration | 307-766-6569 |
| Dean: Sherrill J. Smith (sherrill.smith@uwyo.edu)..... | 307-766-4312 |
| Associate Dean/Assoc. Professor Karen Gorton (kgorton@uwyo.edu) | 307-766-4312 |
| Business Manager: Lori Dockter (dockterl@uwyo.edu) | 307-766-6569 |
| Financial Aid/Scholarships | |
| Nursing Scholarships (dockterl@uwyo.edu) | 307-766-6569 |
| General Financial Aid Information (finaid@uwyo.edu)..... | 307-766-2116 |
| Undergraduate BSN Programs | |
| Director: Carrie Barr (cbarr2@uwyo.edu)..... | 307-766-5538 |
| Basic BSN (basicbsn@uwyo.edu) | 307-766-4312 |
| Credentials Analyst/Academic Advisor: | |
| Phebe Pavelka (ppavelka@uwyo.edu)..... | 307-766-4312 |
| BRAND – Accelerated BSN (BRAND@uwyo.edu)..... | 307-766-6565 |
| Credentials Analyst/Academic Advisor: | |
| Phebe Pavelka (ppavelka@uwyo.edu)..... | 307-766-4312 |
| BSN Completion (ReNEW@uwyo.edu ; RN.BSN@uwyo.edu)..... | 307-766-6574 |
| Credentials Analyst/Academic Advisor: | |
| Ashlee Lawson (alawson5@uwyo.edu)..... | 307-766-6574 |
| Graduate Programs (gradnurse@uwyo.edu) | 307-766-6565 |
| MS Interim Director: Rebecca Carron (rcarron@uwyo.edu) | 307-766-6566 |
| (DNP) Director: Ann Marie Hart (annmhart@uwyo.edu)..... | 307-766-6564 |
| Credentials Analyst/Academic Advisor: | |
| Dawn Carver (dcarver@uwyo.edu) | 307-766-6565 |
| Receptionist, General School Inquiries | |
| Office Associate: TBD (uwnursing@uwyo.edu)..... | 307-766-4312 |
| Web Master / Alumni Relations | |
| Project Coordinator: Kristine Isaak (kisaak1@uwyo.edu)..... | 307-766-4291 |
| Undergraduate Clinical Placement Coordinator | |
| Joanna Malmstrom (jharri48@uwyo.edu) | 307-766-6561 |
| Graduate Clinical Placement Coordinator | |
| Jesse Morse-Brady (jmorsebr@uwyo.edu)..... | 307-766-4312 |
| Clinical Simulation Center Coordinator | |
| Denise Gable (dgable@uwyo.edu) | 307-766-6573 |

Student Recruitment Policy (SON-413)

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: FSA 4/13/2022, 4/13/2022

Communication System

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), permanent address, and phone information current at all times on WyoWeb.

Student Formal Complaint Policy (SON-402.1)

Purpose

The purpose of this policy is to provide a procedure for appropriate channels in problem solving difficult situations, and for filing and maintaining a formal complaint if a problem cannot be resolved through the appropriate channels within 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 FWWSO other than academic integrity issues (See Policy SON 407 Professional Conduct Code for Students Enrolled at the FWWSO).
- **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 (FWWSO) 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 procedure below.

If informal discussion through the *Appropriate Channels for Problem Solving Difficult Situations* does not yield a satisfactory resolution, or where the matter is more serious, the student will then discuss the situation with the Chair of the Student Affairs Committee through a *Formal Complaint*.

Procedure

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 FWWSO 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.

I. Appropriate Channels in Problem Solving Difficult Situations

Student Course of Action: 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 the 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...

1. 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...

2. 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...

3. 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...

4. Go to the School of Nursing, Associate Dean.

If speaking to the Associate Dean did not resolve the situation, then proceed to the next level of authority...

5. Go to the Dean of the School of Nursing

If speaking to the FWWSN Dean did not resolve the situation, then proceed to the next level, Formal Complaint with the Student Affairs Committee.

II. Formal Complaint Procedure

- As noted above, all FWWSN students will follow the *Appropriate Channels for Problem Solving Difficult Situations* to attempt informal resolution of all problems. 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 to discuss the situation with the Chair of the Student Affairs Committee.
- If, in consultation with the Associate Dean, the Chair of the Student Affairs Committee deems a complaint to be inappropriate, or not within the purview of the Student Affairs Committee, the person submitting the complaint will be notified of a more appropriate avenue to pursue for resolution.
- If, after discussing the complaint with the Chair of the Student Affairs Committee, a complaint may need further review by the Student Affairs Committee (SAC) in which case the Chair of the Student Affairs Committee will encourage the student to complete and submit the [FWWSN Student Formal Complaint Form](#) to be reviewed by the Student Affairs Committee.
- The Chair of the Student Affairs Committee 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 the Student Affairs Committee 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 Chair of the Student Affairs Committee /Associate Dean of Student 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: FSA 4/13/2022; FSA 5/10/2023, FSA 2/14/2024

SECTION 3: PROFESSIONAL BEHAVIOR

Professional Conduct Code for Students Enrolled at The Fay W. Whitney School of Nursing (SON-407.1)

Purpose

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 FWWSON. 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 FWWSON Professional Conduct Code provides guidance to students about expected professional behaviors in nursing. The Professional Conduct Code applies to students whether on campus, in practicums, or in their personal life, as behaviors can significantly impact the FWWSON program. As members of the University of Wyoming community, nursing students remain accountable to UW Regulations (to include Student Code of Conduct, Student Academic Dishonesty [UW Regulation 2-114](#) which focuses on academic dishonesty).

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 FWWSON. The Professional Conduct will be directed and enforced by the FWWSON.

Definitions

- Students: All degree and non-degree students taking courses at the University of Wyoming whether online or in person.
- Unacceptable Behavior: Unacceptable student behaviors representing unprofessionalism most commonly occur within three functional areas: Academic, Personal, and Clinical. The following are examples of violations of the UW FWWSON Professional Code of Conduct for Students. This list is not all-inclusive and does not purport to include all violations of the Student Code.
- Academic Misconduct:
 - Engaging in academic dishonesty, cheating, or fraud, including but not limited to: a) plagiarism, from the work of others, including work by other students or from published materials without appropriate citation; b) the buying and selling of course assignment and research papers; c) performing academic assignments (including tests and examinations) for other persons; d) unauthorized disclosure and receipt of academic information; e) allowing students to copy answers from exams or assignments; f) using disallowed materials or methods for exams or

assignments to include using artificial intelligence (AI) to represent one's own work; g) working with others when the assignment indicates the work is to be independent; and h) falsification of research data.

- Knowingly producing false evidence or false statements, making charges in bad faith against any other person, or making false statements about one's own behavior related to education or professional matters.
- Falsification or misusing University, FWWSN, or clinical records, permits, or documents, falsifying information on an official academic document, form, grade report, letter of permission, clinical record, or any other official document.
- Exhibiting behavior disruptive to the learning process or to the academic or community environment; obstructing or disrupting classes, team projects, presentations, or any other activities sponsored by the FWWSN; disregard of rights of faculty and peers, threatening behaviors in any medium of communication, and sexual harassment.
- Personal Misconduct:
 - Failure to demonstrate accountability, responsible planning, or commitment to education. Students expected to plan work schedules around campus and course calendars to the best of their ability. Students are expected to adhere to the attendance and assignment policy as outlined in course syllabi.
 - Student impairment by drugs or alcohol. Students shall not participate in classroom and clinical activities while under the influence of alcohol or any psychoactive substances unless the use of such a substance is under the orders of a medical provider and the student does not manifest impairment. This includes using prescribed, over the counter or illicit substances in a manner that is inconsistent with prescribed use.
 - Obstructing a FWWSN investigation including altering, destroying, or deleting relevant documents, and any other act that might hinder an investigation.
 - Inappropriate use of social media (see guidelines below).
- Clinical Misconduct:
 - Failure to prepare for the clinical experience including completing necessary onboarding requirements for the clinical practicum site. Students are also required to develop a foundational set of practice skills, competencies, and knowledge for safe participation in the practicum. Failure to complete onboarding requirements or adequately prepare for participation in the practicum may result in removal from the course and delay program progression.
 - Engaging in irresponsible, unsafe, or harmful practice, including, but not limited to a) negligence, carelessness, and failure to prepare, b) failure to complete nursing care or nursing tasks as assigned in a competent and thorough manner, c) intentionally carrying out a procedure without prior approval or adequate supervision, d) doing physical or mental harm to a client, e) abandonment of care responsibilities, f) refusing to assume the assigned and necessary care of a client
 - Failing to report, to include failure to report an error, incident, or omission in care to the appropriate people, including nursing staff on the unit and clinical instructor.

- Failing to document care accurately and completely, including falsifying patient records or fabricating information in healthcare records, written documents, and oral reports within the clinical area as well as the FWWSN.
- Violation of HIPAA or patient's right to privacy.
- Unexcused absences or multiple incidences of tardiness.
- Fabrication, alteration, or exaggeration of duties performed, number of clinical hours completed, or preceptor feedback related to student performance in the clinical practicum.
- Violations of the ANA Code Conduct and/or ANA Code of Ethics for Nurses are unacceptable.

Policy Statement

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 refrain from any deliberate action or omission of care that creates unnecessary risk of injury to clients or 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. Students are responsible for following both the code of conduct and the code of Ethics from the ANA.

All members of the University and nursing community including students, staff, faculty, and/or community partners have a responsibility to report any reasonable suspicion that a student has violated the FWWSN Professional Code of Conduct. A report must be made to the Program Director in the form of a written letter describing the alleged violation and any supporting documentation. Complaints shall be reported promptly without unreasonable delay.

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, standardized patients, volunteers, 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. Additionally, all students are required to complete HIPAA training prior to the start of clinical rotations and are expected to follow all HIPAA guidelines.

Professional Demeanor

Students are representatives and ambassadors of the FWWSO at all times. Students' behavior and appearances may positively or negatively affect the image of the FWWSO. Students shall appear professional and 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 benefits to students, use must not disrupt any learning or patient care environment. Posting information on social media sites must promote a professional image that does not violate HIPAA or 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 Social Media Guidelines and Best Practices:
 - a. [UW Social Media Guidelines](#)
 - b. [American Nurses Association social media best practices](#)
2. FWWSO 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 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.

Approved: SON 11/3/2016, Fall 2021, FSA 2/14/2024

Procedures for Violations of the Professional Conduct Code (SON-408.1)

Purpose

Students are required to sign the Fay W. Whitney School of Nursing (FWWSN) Professional Conduct Code upon admission and are expected to abide by the policies and guidelines contained in the Professional Conduct Code throughout their participation in any FWWSN program. In addition, students are expected to comply with the University of Wyoming Student Code of Conduct, [UW Regulation 2-114](#) related to Academic Dishonesty, and all FWWSN policies. Conduct inconsistent with any of these standards may result in disciplinary action, up to and including dismissal and/or degree revocation.

Definitions

- Student: All degree and non-degree students taking courses at the University of Wyoming whether online or in person.
- 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 I.
- 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 II.
- Temporary Suspension: The Dean or his/her designee may at any time temporarily suspend or deny readmission to a student from the FWWSN pending formal procedures when the Dean or designee finds and believes based on available information that the student would seriously disrupt the school or constitute a danger to the health, safety or welfare of members of the FWWSN community.

Policy Statement

The FWWSN shall have jurisdiction over incidents of alleged violations of the Professional Conduct Code by any student 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. The FWWSN Student Affairs Committee chair shall receive complaints through the Associate Dean alleging misconduct by students as outlined by the FWWSN Professional Code of Conduct.

Process/Procedure

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

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

Report of Violation: A report of Professional Conduct Code Violation shall consist of a letter to the Program Director describing the violation and any supporting documents. An alleged violation of the Professional Conduct Code should be reported to the

Program Director as soon as possible after discovery of the incident. Any member of the University or nursing community, including students, staff, faculty, and/or community partners may file a complaint against a student suspected of violating the Professional Code of Conduct. Complaints shall be reported promptly without unreasonable delay.

Preliminary Procedures: The Program Director will meet with the individual submitting the report to determine if the alleged violation of the Professional Conduct Code has occurred. If it is determined that there has been an alleged violation of the Professional Conduct Code, the Program Director will forward the alleged violation to the Associate Dean.

The Associate Dean will make a preliminary inquiry to ascertain whether the alleged violation is supported by available evidence. If not, the Associate Dean shall dismiss the charge. The Associate Dean in consultation with the Dean may also assist in the administrative resolution of the allegation or forward the allegations to the relevant university officials. Otherwise, the Associate Dean will forward the alleged violation report to the Chair of the Student Affairs Committee, or designee, and proceed with a professional conduct hearing according to the process outlined below.

Written Notification: The Student Affairs Committee Chair, or designee, will notify the accused student, in writing of the alleged Professional Conduct Code Violation. The student shall receive a copy of the Professional Conduct Code and other relevant documents along with the written notice.

The student will have no more than five (5) business days to provide a formal response to the alleged charge. The student will submit in writing to the Chair of the Student Affairs Committee, or designee, the decision to accept or dispute the charge(s) of Professional Conduct Code Violation.

Any student who *does not dispute* the charge(s) will participate in a Professional Conduct Conference (Informal Process) as outlined in Section I.

Any student accused of misconduct who is *disputing* the charge(s) will participate in a Professional Conduct Hearing as outlined in Section II. The student disputing the charge(s) 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.

I. Professional Conduct Conference – Informal Process

Composition of the Conduct Conference Committee:

1. The Committee will consist of the Student Affairs Committee
 2. Neither the individual accusing the Professional Conduct Violation of the student, nor the Dean will be a member of the committee.
 3. A student representative will be appointed by the Student Affairs Committee.
 4. The Associate Dean is an ex-officio member and does not have a vote.
- **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 regarding the admitted misconduct.

The Professional Conduct Conference Committee: The committee will review the written allegations of Professional Conduct Violation and the evidence supporting these charges to determine the appropriate action or sanction. The recommended sanction(s) will be provided in writing to the FWWSO Dean.

Failure to appear: If a student accused of misconduct fails to appear for a Professional Conduct Conference, the Professional Conduct Committee will consider the written report of violation, accompanying evidence, and the student's admission of wrong doing to make a recommended sanction(s) to the Dean of the FWWSO.

- **Conference Procedure:** Conferences may occur in person or virtually using secure audio/video conferencing. Conferences will not be recorded. Unless otherwise noted, the order for the conference will be:
 - The Chair of the Student Affairs Committee will facilitate introductions.
 - Student statement and admission of wrongdoing (10 minutes maximum, 5-minute warning).
 - Accuser's statement of allegations (10 minutes maximum, 5-minute warning)
 - Questions by the Professional Conduct Conference Committee (10 minutes—with chair, or designee entertaining motion(s) for another 10 minutes as needed)
 - Final Statement by the student (2 minute maximum)
 - Final Statement by the accuser (2 minute maximum)
 - Student and accuser will both be asked to leave the conference.
 - The Professional Conduct Conference Committee will meet privately to discuss appropriate sanction(s) for the violation of the Professional Conduct Code. The Chair of the Student Affairs Committee, or designee, will submit recommended sanctions to the Dean within five (5) business days of the conference. The FWWSO Dean, or designee, will notify the student of the final sanction(s).
- **Appeal:** A student who participates in the Professional Conduct Conference, as well as one who fails to appear may appeal only the sanction(s) recommended by the Professional Conduct Committee. The formal appeal shall be made in writing to the FWWSO Dean. Such a disposition shall be final and there shall be no subsequent proceedings.

II. Professional Conduct Hearing – Formal Process

Composition of the Code of Conduct Hearing Panel:

1. The panel will consist of the Student Affairs Committee, and a faculty member of the student's choice.

2. Neither the individual accusing the Professional Conduct Violation of the student, nor the Dean will be a member of the panel. If a member of the Student Affairs Committee is the accusing party, he/she will be excused from the process.
3. A student representative will be appointed by the Student Affairs Committee.
4. The Associate Dean is an ex-officio member and does not have a vote.

The Student Affairs Committee Chair, or Designee Will:

- Coordinate the preliminary Conduct Hearing process following preliminary investigation by the Associate Dean.
 - Notify the student and the individual accusing the violation of Professional Conduct Violation:
 - the time, location, and overall process of the hearing,
 - to submit at least five (5) business days prior to the hearing:
 1. all materials pertinent to the review,
 2. names of witnesses (a maximum of two (2) witnesses for student and maximum of two (2) for individual charging violation). Each party should include a brief summary of the information each witness is expected to present.
 3. Discovery shall be limited to the list of witnesses and any documents to be presented at the hearing. No depositions may be taken. Interrogations are not permitted nor are written pre-hearing motions.
 - Distribute all received materials to the Conduct Hearing Panel, student, and the individual charging the Professional Code of Conduct violations at least three (3) business days prior to the hearing.
- Facilitate the Conduct Hearing according to the outlined procedure.
 - Preside over the appeal hearing; ensure procedural conduct consistent with fairness; maintain confidentiality except as required by administrative or other legal processes.
 - 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.
 - Submit the Conduct Hearing 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 Conduct Hearing Panel members shall sign the findings of fact and recommendation.
 - The hearing may take place in person, or by secure audio/visual conference.

Professional Conduct Hearing Procedure

- A Professional Conduct Hearing shall occur within twenty (20) 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.
- Appropriate accommodations will be made for students who have documented disabilities through [University Disability Support Services](#).

- Conduct Hearings may occur in person or virtually using secure audio/video conferencing. Hearings will not be recorded.
- Unless otherwise noted, the order for the Hearing will be:
 - The Chair of the Student Affairs Committee, or designee, shall call the meeting to order, and ask the Conduct Hearing Panel members, the student, and the individual charging the violation to identify themselves.
 - The Chair of the Student Affairs Committee, or designee, shall emphasize the importance of confidentiality of the hearing and related records; review the procedures to be followed.
 - The Chair of the Student Affairs Committee, or designee, shall have the final authority in procedural matters.
 - Student opening statement justifying the dispute of charges (10 minutes maximum, 5 minute warning)
 - Student's witness(es) statements (5 minute maximum, 1 minute warning—per witness, maximum 2 witnesses)
 - Accuser's opening statement (10 minutes maximum, 5 minute warning)
 - Accuser's witness(es) statement (5 minute maximum, 1 minute warning—per witness, maximum 2 witnesses)
 - Student response (5 minute maximum, 2 minute warning)
 - Instructor response (5 minute maximum, 2 minute warning)
 - Questions by Conduct Hearing Panel (10 minutes—with chair, or designee entertaining motion(s) for another 10 minutes as needed)
 - Final response by student (2 minute maximum)
 - Final response by accuser (2 minute maximum)
- The standard of proof shall be “by a preponderance of the evidence” which shall mean that the body of evidence shows that the fact sought to be proved is more probable than not.
- Both parties (student and accuser) may have a representative/advisor or legal counsel present. This individual is not a part of the review process, rather a support to the individual. Neither advisors nor legal counselors may appear in lieu of the accused student and shall not speak on behalf of the party. The adviser/counselor will not be allowed to question witnesses and/or address the Panel. Both parties must notify the Chair of the Student Affairs Committee, or designee, if a representative will be present at least three (3) business days prior to the hearing.
- 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 Hearing Panel may waive this time restriction. Witnesses will be present during the hearing only when they are giving statements and answering questions. If witnesses are not able to appear, their written statements may be admissible as determined by the Chair of the Student Affairs Committee, or designee.

- In the course of any hearing, the Chair of the Student Affairs Committee, 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.
- 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 student.
- Failure to Appear: If the student or the accuser does not appear at the hearing, the written statements will be the entire presentation by that person and the Conduct Hearing Panel's recommendation will be made accordingly based on the hearing and records before it.
- Hearings will not be adversarial in tone or fact. Rather, they will be conducted in a way that provides the Conduct Hearing Panel and all parties an opportunity to ensure that all pertinent information is heard.
- Immediately following the hearing, the Conduct Hearing Panel shall dismiss all parties for a private deliberation to determine whether or not the student is responsible for violating the Professional Code of Conduct. A majority vote is required to reach a recommendation.
- The Chair of the Student Affairs Committee, or designee, will submit in writing the Panel's decision to the FWWSO Dean within five (5) business days of the hearing.

The Dean, or Designee, Will:

- Receive the findings of fact and recommendation of the Conduct Hearing Panel.
- Make a final decision within ten (10) business days after receipt of the Conduct Hearing Panel's findings of fact and recommendation.
- Notify the student in writing of the final decision immediately thereafter.

Record of Hearing/Notice of Decision

- The Chair of the Student Affairs Committee, or designee, 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.

Further Appeal

- Further appeal shall be in accordance with the College of Health Sciences Appeals procedures.
- 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, or designee, 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 an event, however, any final disciplinary action imposed shall be effective from the date of the final decision by the FWWSN Student Affairs Committee.

Sanctions

Students who confess responsibility, or who are found in violation of the Professional Conduct Code may be subject to sanctions, including but not limited to:

1. Restitution: In cases involving damaged, stolen, or misappropriated property, a student may be required to reimburse by dollar amount, by transfer of property, or by the provision of services to the University or a member of the University community in accordance with the nature of the violation and in an amount not to exceed the actual expenses, damages, or losses incurred.
2. Community Service: A student may be required to render a designated number of hours of specified service and/or complete specified activities that benefit UW, the FWWSN, or the community.
3. Reprimand: A student may receive written notice that the conduct in which the student(s) engaged is inconsistent with the Code added to the students' FWWSN file. Such notice will indicate that future violations of the Code may result in the imposition of more serious sanctions.
4. Mandatory Leave of Absence (LOA): Students may be mandated to take a LOA and be subject to the FWWSN LOA policies upon return.
5. Suspension: A student may lose the right to be a student in the FWWSN for a specific period of time. Suspended students are not eligible for the privileges and services provided to currently enrolled students, including residing in university-owned or recognized student housing, registering, attending class, or using other University services or facilities. The suspension may be specified for any length of time.
6. Dismissal: A student may be dismissed from the FWWSN and may or may not be eligible for readmission.

Approved: SON meeting on 11/30/2016; Fall 2021; FSA 2/14/2024

Academic And Clinical Performance Policy (SON-404.1)

Purpose

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

Process/Procedure

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/consequences of the concern.
- The student and the faculty member will sign the Academic Student Success 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 Student Success Plan.
- Students are expected to accept individual responsibility and accountability for their learning; failure to do so may affect the student's ability to be successful in the didactic course.
- Repeated academic concerns or academic misconduct may result in a report of violation of the Professional Conduct Code for Students Enrolled at the FWWSO (see policies 407.1 and SON 408.1)
- All Academic Student Success Plans will become part of the student's educational record at the FWWSO and may be referenced if future student concerns arise.

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. Due to the seriousness of these concerns, all Level I Clinical Concerns are considered Clinical Misconduct violations of the Professional Conduct Code for Students Enrolled at the FWWSO (SON 407.1) and therefore a formal report of violation will be completed per the Procedure for Violation of the Professional Conduct Code (SON 408.1). 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 SON 405.1).

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.
- All Level I Clinical Concerns will be reported as Clinical Misconduct violations according to the Professional Code of Conduct for Students Enrolled at the FWWSN (SON 407.1).
- Due to the potential for harm, all Level I Clinical Concerns will be addressed according to the Procedure for Violation of the Professional Conduct Code (SON 408.1).

Level II Clinical Concerns

- 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 Student Success Plan) with the student specifying an action plan with a timeframe and potential outcomes/consequences of the concern.
- The student and the faculty member will sign the Clinical Student Success 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 Student Success Plan.
- Students are expected to accept individual responsibility and accountability for their learning and preparation for clinical; failure to do may affect the student's ability to be successful in the clinical course.
- Repeated clinical concerns, failure to address/correct clinical concerns, or clinical misconduct may result in a report of violation of the Professional Conduct Code for Students Enrolled at the FWWSN (see policies SON 407 and SON 408).
- All Student Clinical Success Plans will become part of the student's educational record at the FWWSN and may be referenced if future student concerns arise.

Approved: SON 12/11/09, SON 3/1/2017, FSA 3/27/2024

Academic Student Success 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. This document will become part of the student's educational record at the FWWSO.</i> |
| Student Signature: |
| Date: |
| Faculty Signature: |
| Date: |

Clinical Student Success 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. This document will become part of the student's educational record at the FWWSN.</i> | |
| Student Signature: | |
| Date: | |
| Faculty Signature: | |
| Date: | |

Confidentiality

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.

Student Drug-Screening and Impaired Student Policy and Procedures (SON-405.1)

Purpose

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

Policy Statement

What

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

Who

All students within the FWWSN.

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:: Screen at the request of the practice site.
- MS & DNP students: Screen prior to program admission; screen upon request of the clinical site.
- All students. For cause; screen at the request of the practice site, faculty, and/or staff regarding concerns of impairment.

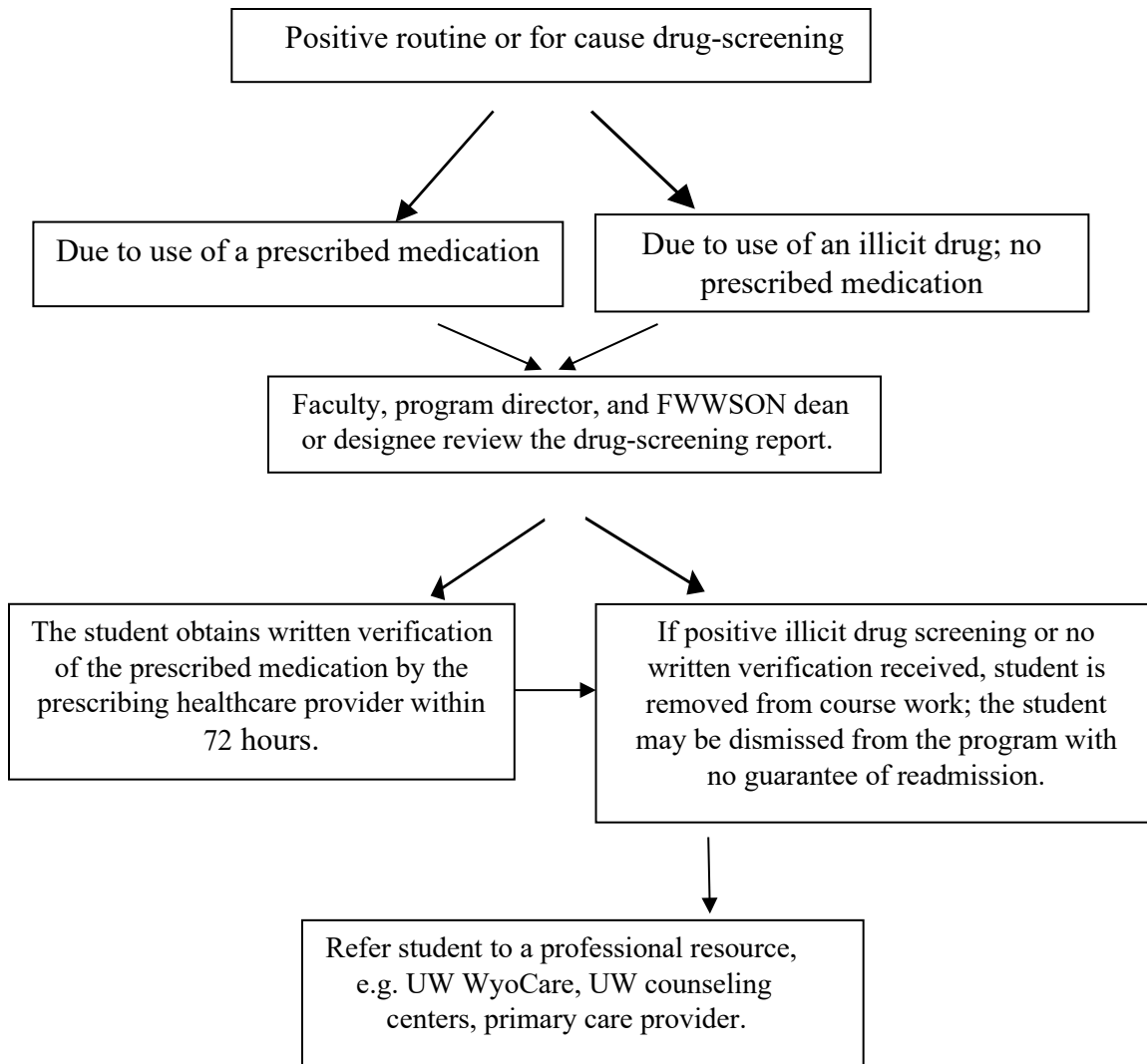
Process/Procedure

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 FWWSO personnel.
- Reporting required. FWWSO 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 FWWSON. 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 FWWSN 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 FWWSN program is not guaranteed.

Approved: SAC 3/13/2012; FSA 4/17/2019, FSA 2/14/2024

Grade Appeal Process (SON-406.1)

Purpose

Students have the right to appeal the grades of Fay W. Whitney School of Nursing (FWWSN) academic personnel when they feel their grade has been miscalculated, or allegations of capricious or arbitrary academic evaluation, or capricious or arbitrary treatment. Students should first attempt to resolve the issue with the instructor directly. 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 according to the process outlined below.

Definitions

- 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.

Policy Statement

FWWSN Appeal

The appeal is presented to the Chair of the Student Affairs Committee or designee no later than twenty (20) business days after notification of the grade. A written appeal shall consist of a letter to the Chair of the Student Affairs Committee or designee presenting the action being appealed, the basis of the appeal, and any supporting documents.

The Chair of the Student Affairs Committee, or designee, in consultation with the Associate Dean will make a preliminary inquiry to ascertain whether the appeal is supported by available evidence. If not, the Chair of the Student Affairs Committee, in consultation with the Associate Dean, shall dismiss the appeal. The Associate 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.

Process/Procedure

Composition of the Grade Appeal Panel:

1. Student Affairs Committee*
2. A faculty member selected by the student*
3. A student representative appointed by the Student Affairs Committee

*The faculty member who assigned the grade to the student, the Associate Dean, and the Dean may not serve as members of the Grade Appeal Panel.

The Chair of the Student Affairs Committee or Designee Will:

1. Serve as chair and coordinator of the grade appeal process.
2. Schedule the hearing with the Grade Appeal Panel members, including the student, and instructor who assigned the grade
3. Inform the student and the instructor who assigned the grade about the hearing process and invite them to submit the following 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).
4. Distribute all received materials to the Grade Appeal Panel, student, and instructor at least three (3) business days prior to the hearing.
5. Preside over the appeal hearing; ensure procedural conduct consistent with fairness; maintain confidentiality except as required by administrative or other legal process.
6. 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.
7. Submit the Appeal Panel's findings, recommendations, and rationale to the Dean in writing within five (5) business days of the hearing. All Grade Appeal Panel members shall sign the findings and recommendation.

Grade Appeal Hearing Procedures:

1. The hearing may take place in person, or by secure audio/visual conference. Appeal hearings will not be recorded.
2. The Chair of the Student Affairs Committee, or designee, shall call the meeting to order, and ask the Grade Appeal Panel members, the student, and the instructor to identify themselves. The Chair shall emphasize the importance of confidentiality of the hearing and related records; review the procedures to be followed; and 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 Chair of the Student Affairs Committee, 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 (10 minutes maximum, 5-minute warning)
 - Student's witness statements (5 minute maximum, 1 minute warning –per witness, maximum 2 witnesses)
 - Instructor opening statement (10 minutes maximum, 5-minute warning)

- Instructor's witness statements (5 minute maximum, 1 minute warning —per witness, maximum 2 witnesses)
 - Student response (5minute maximum, 2-minute warning)
 - Instructor response (5 minute maximum, 2-minute warning)
 - Questions by the Grade Appeal Panel (10 minutes—with chair, or designee entertaining motion(s) for another 10 minutes as needed) Final response by student (2 minute maximum)
 - Final response by instructor (2 minute maximum)
 - Student and instructor will both be asked to leave the conference.
 - The Grade Appeal Committee will meet privately for a confidential vote. The Chair of the Student Affairs Committee, or designee, will submit recommendations to the Dean, or designee, within five (5) business days of the hearing. The FWWSO Dean, or designee, will notify the student of the final sanction(s).
4. Hearsay is permissible with relevancy and credibility as determined by the Grade 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 grading decision or action was based on mathematical error, prejudice, 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 Chair of the Student Affairs Committee, 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 (maximum of two witnesses each). Witnesses will be permitted to testify for a period not to exceed 5 minutes, although the Chair of the Student Affairs Committee, or designee may entertain motion(s) for another 5 minutes per witness as needed) Witnesses will be present during the hearing only when they are giving statements and answering questions. If witnesses are not able to appear, their written statements may be admissible as determined by the Chair of the Student Affairs Committee or designee.
 8. In the course of any hearing, the Chair of the Student Affairs Committee, 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 they deem 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 Grade Appeal Panel's recommendation will be made accordingly.
 10. Hearings will not be adversarial in tone or fact. Rather, they will be conducted in a way that provides the Grade 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. Votes will be cast anonymously, and a majority vote is required to reach a recommendation.

The Dean, or designee Will:

1. Receive the written findings, recommendation, and rationale of the Grade Appeal Panel.
2. Make a final decision within ten (10) business days after receipt of the Appeal Panel's findings and recommendation.
3. Notify the student and instructor in writing of their 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.

Approved: SON 6/13//1997, SON 5/19/2006, SON 3/6/2007, FSA 8/27/2013, FSA 7/22/2024, FSA 2/14/2024

Exceptions To Scholastic Requirements (SON-409)

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 a 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

Approved: SON 2/26/2020, FSA 2/14/2024

SECTION 4: GENERAL INFORMATION

Advisers

Students are assigned an academic adviser in the School of Nursing. Advisers provide academic support, referral to sources for solutions to any problems 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.

APA Manual

The FWWSON 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.

Course Syllabi

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

Student Files

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

Safety

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

Incident Reports

Based upon agency policy, students and faculty are required to document any unusual incidents. In most agencies, the form used is called an Incident Report or Variance Report. Unusual incidents include accidents or injuries to self or others and medication or nursing care errors involving faculty or student. Responsibility for filing a report is placed on the faculty.

However, writing an Incident Report can be initiated by students, faculty, or agency staff. The purpose of the report is to notify the agency and University administrators that an incident has occurred.

The report can also provide legal protection. Two Incident Reports usually need to be completed because both the agency and UW have their own forms. Copies of the UW form are given to the student, the healthcare professional evaluating the student, the OSHA Officer in the FWWSN, 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.

Technical Standards for Education and Practice and Reasonable Accommodations Policy (SON-403.1)

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 FWWSN 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 FWWSN, 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 FWWSN'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 FWWSN 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.

Process/Procedure

Technical Standards for Education and Practice

All undergraduate and graduate students admitted to the University of Wyoming Fay W. Whitney School of Nursing must verify their ability to meet the Technical Standards for Education and Practice with or without accommodation(s) on initial admission to their academic program and as needed 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 FWWSON 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.
3. Sensory motor skills sufficient to meet the requirements specific to the specialty scope of practice.

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 Personal Conduct Policy 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.

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: 11/13/ 2022; 2/14/2024

Workers' Compensation

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

- Workers' Compensation claim must be filed within 10 days of any clinical related injury/accident.
- Student should notify their clinical instructor immediately of an injury/accident.
- The student or clinical instructor should notify the OSHA Officer in the FWWSON as soon as possible.
- Obtain a Wyoming Employee Report of Injury from the department staff member or Human Resources (HR) Department, 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 FWWSON.
- For employees/instructors, the form is turned in to the department staff to complete and sign the Employer Certification.
- For employees/instructors, the department staff will deliver the completed report to HR.
- If a student is physically unable to comply, anyone may complete and file the report on the student's behalf.
- Prescription for work related injuries/accidents may be filled at Student Health Services. Failure to comply with these deadlines could result in a denial of benefits.

Exposure Control Plan

The University of Wyoming FWWSON is committed to providing a safe working environment and believes that students have a right to know about health hazards associated with their work. In order for students to make knowledgeable decisions about any personal risks encountered, an Exposure Control Plan is available and includes the procedure to follow if an exposure occurs. It is also designed to develop awareness of potentially hazardous bloodborne pathogens in the workplace 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 FWWSN. 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 FWWSN 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 FWWSN 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 FWWSN 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 FWWSN is available by going to the school of nursing website in the Handbooks section under “OSHA Exposure Control Plan”. This document is also available in the Clinical Simulation Center (CSC).

Readmission Policy (SON-410)

Purpose

The FWWSN supports any individual wishing to achieve completion of their academic program. The FWWSN encourages any individual requesting readmission to a SoN program to thoroughly review the readmission procedures outlined in this policy. Any individual seeking readmission is encouraged to meet with the Program Director and/or Assistant Dean of Student Affairs.

Policy Statement

An individual requesting readmission may be required to schedule a readmission hearing with the Student Affairs Committee depending on the reason(s) for dismissal.

- Readmission to a nursing program is not automatic or guaranteed. 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 be required to repeat previous coursework and/or clinical.

Process/Procedure

A readmission hearing may be requested only one time per student per program. Request for readmission must be submitted at least 16 weeks (about 3 and a half months) prior to the semester in which the readmission is sought.

1. Students seeking readmission to a FWWSN program may waive the requirement for a Student Affairs Committee readmission hearing if the student meets all the following criteria and their Readmission Waiver is accepted:
 - a. No academic dishonesty charges

- b. No Professional Code of Conduct charges
 - c. No prior Clinical Concerns (Level I or Level II)
 - d. No outstanding fees
2. Students that meet criteria to waive their right to a readmission hearing are required to submit a Readmission Hearing Waiver to the Student Affairs Committee. (Readmission Waiver Form)
3. The Waiver will be reviewed by the Student Affairs Committee who will then consider the Program Director's review and/or if the above criteria are met.

Exceptions to the required Readmission Hearing:

- Previous Basic BSN Direct Admits seeking readmission into the nursing program will reapply to the program through the non-freshman admission nursing application process and not the readmission process.

Readmission requiring a Student Affairs Committee hearing:

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

Responsibilities: Individual Seeking Readmission

1. Submit request for readmission hearing via confidential, electronic email, addressed to the Student Affairs Committee chair to include:
 - a. the program to which seeking readmission,
 - b. an explanation of the circumstances that led to withdrawal or dismissal,
 - c. proposal supporting satisfactory completion if readmitted, and
 - d. name of one advocate, e.g., faculty member, family, friend, colleague (apart from legal counsel). Selection of an advocate is optional. (See Readmission Hearing Process and Procedures, 6. below.)
2. The request for a readmission hearing must be submitted at least 16 weeks prior to the semester in which the readmission is sought.
3. The Student Affairs Committee chair notifies the student seeking readmission of the date and time of the hearing.
4. The student may submit any additional information to the Student Affairs Committee chair a minimum of four (4) business days prior to the hearing.
5. The student must attend the readmission hearing; be prepared to present their case, and answer questions from the Readmission Hearing Panel.

Responsibilities: 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 collected data/information to the Student Affairs Committee Chair a minimum of four (4) business 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.
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 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. The importance of confidentiality is reviewed. If the hearing is audio and/or video recorded, the official recording will be done by the SoN.
4. Readmission Hearing Panel members, the individual seeking readmission, and faculty and/or program director identify themselves.
5. SoN program director and/or faculty are excused.
6. The individual seeking readmission is invited to present their case. The individual may bring an advocate, e.g., faculty member, family, friend, colleague (except for 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 their advocate are excused from the hearing.
7. The program director and/or faculty are asked to rejoin the hearing and share their information. The Readmission 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 finalizes 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 of the School of Nursing (SON) 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.

Approved: FSA 5/20/1994, 2/07/2003, 5/29/2009,9/04/2001, 9/25/2013, 11/29/2017,SON 4/17/2019, 10/09/2019, 11/1/2023

Degree Checks

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

Continuous Enrollment and Leave of Absence (SON-411)

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.

Approved: Leadership Council June 2020.

Clinical Compliance Policy (SON-412)

Policy Statement

The Fay W Whitney School of Nursing (FWWSN) 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 FWWSN 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 FWWSN 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.

FWWSN students that have not completed and maintained the required health records with the FWWSN 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 FWWSN 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.

Process/Procedure

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: Spring 2021; FSA Fall 2022

SECTION 5: RESOURCES

Computer Resources

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

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

Clinical Simulation Center (CSC)

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

Library

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

Library Outreach Services

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

Nursing Organizations

STUDENT NURSES' ASSOCIATION (SNA)

A 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.

SIGMA

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

Writing Center

FOR WHOM?

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

WHAT KINDS OF WRITING?

The WC helps writers with all kinds of writing:

| | | |
|-----------------|-----------------|--------------------------|
| Reading Notes | Class Papers | Lab Reports |
| Lecture Notes | Fiction | Grants |
| Essay Exams | Masters' 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!

Other Resources

- 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/>

6: BSN POLICIES AND REQUIREMENTS

BSN Program Expected Learning Outcomes (UG-005)

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

The Nightingale Pledge for Nursing Students (UG-006.1)

Purpose

At the Fay W. Whitney School of Nursing, we have the following Nightingale Pledge for all Pre-Licensure (Basic BSN and BRAND). The pledge is a reminder to students entering the clinical setting for the first time of the ethical obligation of nurses and the impact they have on patient's lives.

Policy Statement

The Nightingale Pledge

Today I join my fellow classmates in the Fay W. Whitney School of Nursing and pledge my commitment to the highest professional and academic standards of the nursing profession.

I pledge my dedication to a profession that is responsible for the lives of others. As a professional nurse, I recognize that I will be accountable to the public for my actions. I will work to safeguard the health and welfare of clients who have placed their trust in me.

I am committed to work together with my peers and to be supportive in my pursuit of excellence in nursing education. I vow to behave ethically, honestly, professionally, and with integrity in all my learning endeavors. As a student of nursing, I will promote ethical behavior and report unethical behavior.

As a future professional nurse and representative of the Fay W. Whitney School of Nursing, I pledge to treat fellow students, faculty, staff, clients, and community partners with dignity and respect while embracing diversity in values and beliefs.

I pledge to advocate for clients in need and to embrace the complex role of the professional nurse. I will be a living role model for others. I recognize that my responsibility for acquiring new knowledge does not end with graduation but will be a lifelong endeavor.

Process/Procedure

All pre-licensure students will recite and sign the Nightingale Pledge prior to starting clinical rotations. The faculty and staff sign a similar version of this pledge each year. Prior to signing the pledge, Pre-Licensure students should read and thoughtfully consider how the pledge will impact their day to day interactions . The pledge will be reviewed each year with nursing students.

Approved: Dean's Student Advisory Council Spring 2021, Spring 2024

Undergraduate Student Admission Requirements (UG-007.2)

| | | |
|--|---|---|
| <p><u>Basic Freshman Admission</u></p> <ul style="list-style-type: none"> • Admission to UW as an undergraduate degree seeking student. • Minimum 2.75 cumulative, unweighted high school grade point average (GPA), preferably following completion of fall of senior year. [NOTE: The FWWSON freshman admission review is based on test scores/high school transcripts on record with UW and accessible by the FWWSON by the posted application deadline. • Meet identified minimum Math score utilizing one of the three testing options: 1) Math ACT (23), 2) SAT (560), or 3) MPE (3), or transfer MATH 1400 (College Algebra) equivalent. • HESI A2 admission exam score of 75% proficiency on three components: English, Math, and Science, OR overall ACT score of 26 /SAT 1230 within the last 3 years. ** • Completed SON Freshman admission application by the posted deadline. • Successful completion of the College of Health Sciences background check. * • Submission of an initial negative 10-panel drug screen for final admission. (Must be negative on first screening and all subsequent screenings). <p><u>Non-Freshman Admission</u></p> <ul style="list-style-type: none"> • Admission to UW as an undergraduate degree seeking student. • Minimum 2.75 GPA on all prior pre-clinical coursework. Successful completion or in progress to complete all pre-requisites with a grade of “C” or better (Except for CHEM 1000, which requires a grade of B or better for ZOO 3115 pre-req.).HESI A2 admission exam score of 75% proficiency on three components: English, Math, and Science, | <p><u>BRAND Admission</u></p> <ul style="list-style-type: none"> • Admission to UW as an undergraduate degree seeking student. • Students must have at least a bachelor’s degree by the fall prior to admission. • Successful completion of additional prerequisite courses by end of Fall semester, except for PHCY 4470, which must be completed by end of Spring semester. “Successfully completion” implies students have a C or better in all required courses and a 2.75 minimum grade point average (GPA) for those courses. • Active Basic Life Support for Healthcare Providers (BLS-HP)) card through the American Heart Association by May 1. Certification must remain current through the entire BRAND program (summer, fall, spring and summer semesters). • Completion of a SON BRAND admission application by the posted deadline. • Active CNA (Certified Nursing Assistant) license. Certification must remain current through the entire program. • Successful completion of the College of Health Sciences background check. * • Submission of an initial negative 10-panel drug screen for final admission (Must be negative on first and all subsequent screenings). | <p><u>ReNEW/BSNC Admission</u></p> <p>Pre-Nursing-ReNEW Admission</p> <ul style="list-style-type: none"> • Accepted or currently enrolled in a Wyoming Community College ADN program. • Admission to UW as an undergraduate degree seeking student. • Successful completion of the College of Health Sciences background check. * <p><u>Nursing ReNEW Admission</u></p> <ul style="list-style-type: none"> • ReNEW ADN nursing program degree awarded. • Admission to UW as an undergraduate degree seeking student. • Successful completion of the College of Health Sciences background check. * <p><u>RN-BSN Admission</u></p> <ul style="list-style-type: none"> • Admission to UW as an undergraduate degree seeking student. • Completion of an ADN or diploma in nursing (excludes ReNEW graduates). • Current, active, unencumbered RN license from the United States. • Successful completion of the College of Health Sciences background check. * |
|--|---|---|

| | | |
|---|--|--|
| <p>OR overall ACT score of 26 /SAT 1230 within the last 3years. **</p> <ul style="list-style-type: none"> Completed SON Non-Freshman admission application by the posted deadline including transcripts indicating completion of all required pre-clinical courses. Submission of an initial negative 10-panel drug screen for final admission (Must be negative on first and all subsequent screenings).* | | |
| <p>* 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.”</p> <p>**If a student is unable to obtain one of the approved entrance exams, students may contact the Fay W. Whitney School of Nursing for alternative testing options approved by the program director.</p> | | |

Approved: FSA 4/13/2022, 5/10/2023, 3/27/2024

BSN Student Scholastic Requirements (UG-008.1)

Purpose

University and College of Health Sciences policies governing scholastic requirements (e.g. major changes, probation, and dismissal) apply to students enrolled in the Fay W. Whitney School of Nursing (addition to university/college requirements, the FWWSN has the following scholastic requirements for the listed BSN program. To progress in the program, students must maintain academic eligibility based on university and FWWSN policies for academics and progression.

| BASIC | BRAND | ReNEW/BSN COMPLETION |
|--|---|--|
| <p>Directly Admitted Freshman</p> <ol style="list-style-type: none"> Must earn a grade of C or better (or S) in all pre-clinical courses on the first attempt to progress into the program's clinical component. If the student fails to meet the above requirement, the student will be dismissed from the program and will need to reapply with the non-freshman admissions process. <p>Nursing Clinical Component:</p> <ol style="list-style-type: none"> Students must earn a grade of C or better (or S) in each clinical component course on the first attempt to continue in the program. Student progression depends upon adherence to scholastic requirements and is guided by University and FWWSN policies. If a student is unable to progress due to grades, cumulative GPA, or other academic reasons, they will be dismissed from the FWWSN. Readmission is according to the FWWSN Readmission Policy. | <ol style="list-style-type: none"> Students must earn a grade of C or better (or S) in each nursing course on the first attempt to continue in the program. Student progression depends upon adherence to scholastic requirements and is guided by University and FWWSN policies. If a student is unable to progress due to grades, cumulative GPA, or other academic reasons, they will be dismissed from the FWWSN. Readmission is according to the FWWSN Readmission Policy. | <ol style="list-style-type: none"> Students must earn a grade of C or better in all related coursework and nursing courses. If students do not earn a grade of C or better in all related coursework (non-nursing courses), they may repeat the course a maximum of 2 times per university policy. If students do not earn a grade of C or better in all nursing courses, they may repeat the course a maximum of 2 times per FWWSN policy. Withdrawals DO count as an attempt toward the repeat policy. No single nursing course may be repeated more than 2 times. A total of two nursing courses may be repeated. Student progression depends on adherence to scholastic requirements and is guided by University and FWWSN policies. If the student is unable to progress due to grades, cumulative GPA, or other academic reasons, they will be dismissed from the FWWSN. Readmission is according to the FWWSN Readmission Policy. |

Approved: Pre-Licensure 2/27/2021, 4/13/2022; FSA 3/27/2024

BSN Programs of Study

The BASIC BSN Program of Study can be found here: (UG-009)
<http://www.uwyo.edu/nursing/programs/basic-bsn/index.html>.

Approved: FSA 10/5/2022, August 2024

The BRAND Program of Study is available here: (UG-017)
<http://www.uwyo.edu/nursing/programs/brand/index.html>

Approved: FSA 10/5/2022, August 2024

The Programs of Study for ReNEW and BSN Completion are available at: (UG-018)
<http://www.uwyo.edu/nursing/programs/rn-bsn-completion/index.html>.

Approved: FSA 5/10/2023, August 2024

Undergraduate Attendance Policy (UG-002.1)

Purpose

This policy outlines expectations for students in terms of attendance in undergraduate courses (didactic, clinical, and laboratory classes).

Policy Statement

Students are expected to attend all classes, clinical, and laboratory sessions on time and stay for the scheduled period for all classes, clinical, and laboratory sessions in which they are enrolled. The Dean of Student's Office should be contacted for approval of non-illness excused absences. More information on excused absences can be found here: <https://www.uwyo.edu/dos/student-resources/excused-absence.html>. Students should notify faculty promptly of any absence to determine if it is excused. Students with an unplanned absence should notify faculty as soon as possible. Students must call their instructor in advance if possible if they cannot attend class/clinical/laboratory or will be arriving late (refer to Proper Notification for Lateness/Absence). Recurrent tardiness and absences may impact students' ability to be successful in their courses and result in course failure.

Please note: Absences/tardiness in clinical experiences, lab experiences, or simulation experiences places the student at risk for not meeting course objectives and not passing the course.

We realize there are many times when the student must be absent for legitimate reasons. However, being absent jeopardizes the student's goal of being a safe practitioner and may result in course failure.

Tardiness and leaving before the end of the course time will be considered missed time. Three episodes of tardiness or leaving before end of class, clinical, simulation, or lab puts the student at risk for not meeting course objectives and/or course failure.

Process/Procedure

For didactic courses:

1. All course syllabi will provide expectations for attendance (whether online or face to face course) including whether attendance will be factored into the final course grade.
2. If a class is missed because of a faculty-approved excused absence, the student assumes responsibility for any material missed during the class and for contacting faculty regarding any required make-up assignments based on the class absence.
3. Faculty reserve the right to determine if missed exams or in-class assignments can be made up and the type of make-up exam or assignment to be given. Make-up exams will not be given early and may be alternate format including short answer or essay.
4. Virtual attendance will not be a guaranteed option for missed in-person classes.

For laboratory, simulation, or clinical:

1. All syllabi with clinical and/or laboratory components will include the minimum number of clinical and laboratory hours required for the course. All laboratory and simulation experiences count as “clinical” time.
2. Each course coordinator or lead faculty will work with clinical faculty and students to determine a clinical schedule for any clinical days when the university is closed (i.e., holiday, weather closures, etc.) that must be made up to ensure meeting the minimum clinical hours for the course.
3. Students are responsible for notifying the instructor and/or clinical agency in advance when absence is unavoidable unless the student can validate that a situation existed that prevented this notification. Failure to notify the instructor and/or clinical agency is unprofessional behavior that will result in administrative action and may result in clinical failure. Any absence in which the student fails to render proper notification, as defined in the course syllabus, will NOT be made up.

Note: Asking a classmate to inform the instructor that you will be late or absent does NOT constitute proper notification.

Administrative Actions

Written Warning – 1st offense of “no call – no show”

Program Dismissal – 2nd offense of “no call – no show”

4. Approved clinical absences must be made up per course syllabus.
5. Students with restrictions or limitations that affect ability to meet the School of Nursing Technical Standards (see FWWSO student handbook) may not attend clinical experiences. Students with injury or illness that affects the ability to participate in clinical after the start of the semester will be expected to provide documentation from a provider that states the date the student may return to the clinical setting meeting all Technical Standards. Documentation must be provided to the clinical faculty prior to the student returning to the clinical setting.
6. Extended or repeated absences affect the ability of students to meet the requirements of a given course. In the event the student has an issue that results in extended and repeated absences, the student is encouraged to contact an academic advisor for consideration of options before the university-approved drop date.
 - a. Students who miss the first week of clinical or clinical orientation are not guaranteed the opportunity to receive make-up.

- b. Only excused absences will be made up. Unexcused absences will NOT have the opportunity for make-up of clinical hours, and therefore will put the student at risk for failure of the course due to danger of not meeting clinical hour requirements.
- c. Students who miss more than Twelve (12) hours of clinical in a semester are not guaranteed the opportunity to make- up the missed hours whether the absences were excused or not.
- d. If students miss clinical time because the faculty member is ill or the university is closed, clinical time will be made up.
- e. Undergraduate students in faculty led and precepted clinical experiences must meet the clinical hour requirement in the term for which they are registered.
- f. Students should consider withdrawing from the course before the university withdraw deadline if extended absences will prevent the student from fulfilling the clinical hours.

References

[UW Regulation 2-108](#), Student Attendance Policy

Guidelines on Managing Student Absences:

http://www.uwyo.edu/acadaffairs/_files/docs/guide_student-absences.pdf

Fay W. Whitney School of Nursing Technical Standards for Education and Practice and Reasonable Accommodation Policy: Student Handbook.

Approved: UG FaST 5/18/2023; FSA 12/13/2023

Assignment of Grades

Please see [UW Regulation 2-106](#) for UW policies governing the assignment of grades. Refer to the specific BSN Program Scholastic Requirements for complete policy information such as minimum grade, repeat limitations, and NGPA.

Please note: earning a C- (or B- in CHEM 1000) will not satisfy the scholastic requirements and courses will need to be retaken in order to earn the minimum grade expectation.

Undergraduate Grading Policy (UG-010.1)

Policy Statement

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

89.5-100 = A

79.5-89.4 = B

74.5-79.4 = C

59.5-74.4 = D
<59.5 = F

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

Approved: Pre-Licensure 9/25/2013; UGFast 5/16/2024

Professional Appearance Policy (UG-004.1)

Purpose

To provide clear expectations for undergraduate student professional dress using a safety and infection control focus.

Definitions

- FWWSON: Fay W. Whitney School of Nursing
- Offensive: Tattoos that contain curse words, hate symbols per clinical partner and instructor discretion.

Policy Statement

As part of acceptance into the clinical component for Basic BSN or BRAND program, students will be required to purchase a School of Nursing uniform. The official FWWSON uniform should be worn unless the instructor or clinical preceptor requests that professional dress be worn instead. It is inappropriate to wear the uniform in public places not associated with your role as a student nurse. The following dress code gives direction for wearing the uniform or professional dress:

Official Uniform:

- The uniform consists of black scrub pants, black scrub top and black jacket. The top and scrub jacket will have the UW approved FWWSON logo applied to the upper left chest area.
 - If choosing to wear a shirt under the uniform top, it must be a solid neutral color. May be long/short-sleeved.
 - Uniform should not be form fitting (*e.g. conforming to the outline of the body; fitting snugly*).
 - Uniform should be laundered after each wearing to decrease spread of infection and be wrinkle free.
- Clinical shoes are required.
 - Footwear must be clean, in good shape, have closed toes, no holes, and able to be wiped clean.
 - Shoes must follow safety and infection control protocol.

Professional Dress:

- Professional clothing in good taste is required and defined as:

- Dress or slacks/skirt along with a shirt that does not reveal cleavage or abdomen and closed-toed dress shoes.
- Dress/Skirt should fall, at a minimum, to the knee.
- Professional clothing should not be form fitting (*e.g. conforming to the outline of the body; fitting snugly*).
- Professional clothing should be laundered after each wearing to decrease spread of infection and be wrinkle free.
- Conservative closed-toed dress shoes that are clean and in good shape.
- **The following are not to be worn as “professional dress”:**
 - Jeans, denim, cargo, pajama or sweatpants, and no scrubs.
 - Shorts, short skirts/dresses that fall above the knee, or leggings and tunics.
 - Hoodies, tank tops, tops with spaghetti straps, camisoles, halter tops, shirts showing cleavage/midriff, or t-shirts with slogans.
 - Open-toed shoes, shoes with holes, flip flops, sandals.

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

School of Nursing Name Tag:

- An official student nurse name tag is required in all clinical settings.
- The name tag should be worn on the upper chest (not at the waist).

Hair:

- Should be clean, neat, pulled back off face, and up off the collar so it does not contaminate the work area.
- Extreme hairstyles and/or colors are not appropriate.
- If wearing headbands/hair accessories, they should be of a solid neutral color.

Facial Hair:

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

Fingernails:

- No artificial nails.
- Should be clean and short (not visible above end of finger from the palmar view).
- May have clear nail polish (not chipped).

Scent:

- Excellent personal hygiene to prevent body odor.
- No perfume, cologne, or any other distinguishable scent. Patients can be very sensitive to perfumes, tobacco, smoke, and other odors.

Jewelry:

- Jewelry should be kept minimal for infection control and personal/patient safety risks with the following exceptions:
 - Wristwatch capable of counting seconds.
 - Ability to move up above wrist for compliance with handwashing.
 - No bracelets with the exception of medical alert bracelets.
 - Wedding band (flat with no raised stones).

Tattoos:

- No visible facial or neck tattoos and no tattoos that could be found offensive.

Approved: Pre-Licensure 1/14/2022: UGFaST 10/11/2023

6A: Pre-Licensure Program Specific Policies Basic and BRAND

Pre-Licensure Standardized Testing Policy (UG-003.1)

Purpose

Standardized testing is a method of assessment built on the principle of consistency where all test takers answer the same questions, and all answers are graded in the same, predetermined way. Standardized tests are used throughout the FWWSO program to compare course progress through graduation and predict NCLEX-RN® success. Elsevier is one vendor that offers one suite of products to providing case studies, practice exams, specialty, and exit exams as well as remediation study materials to improve performance on subsequent exams in the form of a personalized study packets.

Policy Statement

Pre-licensure students will be required to complete HESI case studies, practice tests, standardized assessments, and remediation throughout the program.

HESI Proctored Standardized Assessments

1. Each standardized assessment exam will be given as a part of a nursing course and will count toward **10% of the student's grade for the course** (see rubric below). The total HESI grade will not be included in the 75% unit exam average required to pass the course.
2. The 10% grade for the HESI exam will include points based on the exam score and additional points awarded upon completion of remediation. This will result in a total grade (see rubric below) which will be 10% of the overall grade for the course
3. Evolve HESI Assignment Exams will be used as 'tickets' to take the HESI Proctored Standardized Assessment for courses where the HESI Proctored Standardized Assessment is assigned.
4. After completing the exam, students will review the individualized analysis provided based on their exam performance.
5. Students should strive for a score of 900 each time. Students who score 900 and above are considered to have mastered the content for the area tested. While all students will be given remediation materials after completing a HESI standardized assessment, students who score less than a 900 on a HESI standard assessment will be required to complete remediation based on the schedule provided by the faculty and HESI Coordinator.
6. Failure to complete the assigned remediation for a standardized assessment prior to the date for final grades to which the remediation is assigned will result in an "I" (incomplete) grade for the course and the student will not progress to the next semester for the program of study.
7. Students will have an opportunity to take the HESI Exit comprehensive exam two times. Students with a score of 900 or higher on the first attempt of the HESI Exit exam will not be required to take the HESI Exit second attempt but may do so to benchmark their readiness for the NCLEX-RN exam.

8.

| HESI PROCTORED EXAM RUBRIC | | | | |
|--|--|--|--|--|
| HESI Score 900 or above | HESI Score 800-899 | HESI Score 750-799 | HESI Score 700-749 | HESI Score <700 |
| On track 10 points (100%) | Below acceptable performance 8 points (80%) | Below acceptable performance 7 points (70%) | Needs further preparation 6 points (60%) | At risk 5 points (50%) |
| Remediation is recommended, not required. Review HESI Essential remediation packets Complete all assigned Case Studies in HESI Remediation | Remediation is required. Review HESI Essential remediation packets Complete all assigned Case Studies in HESI Remediation Complete one 20-question custom quiz from relevant content area in EAQ, with a goal of 80% | Remediation is required. Review HESI Essential remediation packets Complete all assigned Case Studies in HESI Remediation Complete two 20-question custom quiz from relevant content area in EAQ, with a goal of 80% | Remediation is required. Review HESI Essential remediation packets Complete all assigned Case Studies in HESI Remediation Complete two 30-question custom quiz from relevant content area in EAQ, with a goal of 80% | Remediation is required. Review HESI Essential remediation packets Complete all assigned Case Studies in HESI Remediation Complete three 30-question custom quiz from relevant content area in EAQ, with a goal of 80% |
| Points added to final HESI grade upon completion of remediation | | | | |
| | Points = 1 (90%) | Points = 1.5 (85%) | Points = 2 (80%) | Points = 2.5 (75%) |

Practice Exams and Case Studies

1. HESI practice exams and case studies will be assigned throughout courses in the pre-licensure program. In courses where case studies are assigned, the case studies will also count as 10% of the course grade. Case studies must be completed at a score of 75% or higher in which the courses they are assigned.
2. In other courses, there may be practice exams and/or quizzes that will be assigned appropriate points for the course.

Process/Procedure

1. The HESI Coordinator will assign exams, case studies, and practice tests to each cohort of pre-licensure students each year based on the available content.
2. Students will register for Standardized exams as indicated by the HESI Coordinator.

3. The HESI coordinator will be responsible for tracking those students who did not meet the HESI benchmark score of 900 for assigned proctored exams. Those students who do not meet the HESI Benchmark score of 900 will:
 - sign a formal remediation contract,
 - review their test performance in all areas,
 - complete the Elsevier Student Self -Assessment & Plan (SSAP),
 - use the approved HESI Study Packet and other approved remediation materials,
 - track their remediation activities,
 - periodically meet with the HESI coordinator to check progress.
 - receive a grade of 'I' for failure to complete the assigned remediation in the course in which remediation is assigned if not completed by the time final grades are posted.
4. Failure to achieve a score of at least 900 on the Exit Exam indicates the student is not fully mastering content and is a warning to the student that the student is at serious risk of failing NCLEX-RN and should aggressively remediate based on the analysis provided.

Approved: UGFaST 5/18/2023, 10/11/2023

BSN Student Compliance & Admission/Progression

Please refer to the following policies.

- UG-007.2 Undergraduate Student Admission Requirements Policy
- UG-008.1 BSN Student Scholastic Requirements Policy
- SON-412 Clinical Compliance Policy

Pre-Licensure Phones & Electronic Devices Policy (UG-013.1)

Policy Statement

Use of any electronic device is not allowed in clinical sites except for use inside the break room or at the discretion of clinical faculty/preceptors. Electronic devices need to be silenced or turned off and left in your pocket. A camera may NEVER be used in any clinical setting. This includes pictures of the patients, the unit, or any documents related to protected health information. The use of electronic devices is allowed only to use as a reference as appropriate for the situation. The electronic device policy of any clinical agency overrides the FWWSO policy.

Approved: Pre-Licensure 1/12/2022; UGFaST 5/16/2024

Preceptor Selection, Orientation, & Evaluation (UG-015.1)

Policy Statement

Preceptors who participate in teaching in clinical sites must meet specific qualifications as outlined by the state board of nursing. Preceptors shall "hold a current unencumbered license as an RN or APRN or unencumbered privilege to practice in the jurisdiction where the clinical practicum is conducted; and Demonstrate competency related to the area of assigned clinical teaching responsibilities.

The Course Coordinator identifies appropriate placements and preceptors with the facilities input. **Students are not to look for or arrange their own placements or preceptors.** The **Course Coordinator** and/or **Clinical Faculty** solicit and review the most recent Preceptor Qualification form to ensure the preceptor meets qualifications. The program's clinical preceptors only supervise one student at a time. PQF forms are currently stored electronically at the School of Nursing.

Process/Procedure

Orientation

Clinical Coordinators from both the Basic BSN and BRAND programs oversee all aspects of the clinical placement process, including recruiting sites, identifying facilities, and selecting preceptors. Coordinators provide onboarding directions/documentation for each student, specific to each clinical site and orient preceptors to their roles.

Prior to beginning the clinical experience, the course coordinator provides preceptor orientation. Orientation includes clarification of roles and responsibilities for students, faculty, and preceptors, provision of the course syllabus with an overview of the objectives and evaluation process. This information may be communicated to preceptors through email, mail, fax, &/or telephone. Materials used to orient preceptors are also available on line at <http://www.uwyo.edu/nursing/preceptor-info/index.html>. Additional one-on-one orientation is provided on an as-needed basis. The program relies on early, frequent, and reliable communication between the clinical faculty and preceptor, which takes place by telephone, email, face-to-face, email, or videoconferencing technology based on preceptor preference. This allows frequent assessment of student progress and regular opportunities for faculty to support preceptors in their teaching role as issues arise.

Clinical coordinators/instructors orient preceptors as stated above to ensure they are aware of the experiential and evaluation expectations. In addition, clinical coordinators/instructors regularly communicate by email or telephone with preceptors throughout each student's clinical rotation on a weekly basis and as needed for questions or concerns. Clinical faculty will make face-to-face site visits once or twice a semester (or more frequently as needed).

Preceptor Evaluation of Students

Preceptors provide input regarding student performance; however, Basic BSN/BRAND clinical faculty determine the student's grade in the clinical course. Preceptor feedback regarding student performance is shared with individual students by the clinical faculty.

Evaluation of Preceptors and Clinical Agencies

Student and faculty evaluation of preceptors and clinical agencies are reviewed each semester by the Basic BSN or BRAND clinical faculty. Students are required to complete preceptor and agency evaluations every semester. These data are used to decide whether to include agencies and preceptors for future Basic BSN or BRAND clinical courses. Individualized thank you letters are then mailed to preceptors by the Basic BSN or

BRAND clinical coordinator.

Approved: Pre-Licensure 2/17/2021: UGFaST 5/16/2024

Pre-Licensure Senior Capstone Experience (UG-021.1)

The final semester of the clinical component is a senior capstone practicum experience, which provides the opportunity to integrate all that has been learned in the previous semesters. Students practice clinical skills, expand knowledge base, gain confidence, learn time management, and adjust to the realities of the real work setting. Students are assigned to preceptors who mentor, counsel, and support students. Students work the same hours as the preceptor and truly experience the role of the RN. A faculty member coordinates the learning experience, provides support to both student and preceptor, and is a partner with the preceptor in evaluating student performance. Faculty visit the site and maintain close contact via email, telephone, and electronic means (i.e. Zoom, Teams). Students have assignments to complete which are submitted to their faculty. At the beginning of the practicum, students meet on campus or virtually during the first week for orientation, skills review/testing, and math quiz. At the end of the practicum students meet either on campus or virtually for additional hours to share case presentations, take HESI exit exam, and meet with the Wyoming State Board of Nursing.

Practicum sites are located throughout Wyoming and possibly bordering states. While students **may not** choose their own preceptor, all pre-licensure students taking part in the practicum experience will have the opportunity to provide input regarding their preferences. All experiences will be based on achievement of course objectives, requirements of accrediting and regulating bodies related to the use of preceptors in the clinical setting, clinical agency policies, clinical affiliation agreements, and other applicable FWWSON policies.

Process/Procedure

- A. The capstone course coordinator or designee will solicit preceptors from clinical agency staff, including nurse managers and/or agency clinical education liaisons, for the number of students enrolled each term. A variety of clinical settings may be utilized including placements in specialty areas such as pediatrics, intensive care, or emergency settings. Students may suggest agencies for possible placements but do not contact agencies/preceptors to solicit a preceptor for the capstone experience. Note that most students will be placed in hospitals outside of Laramie and Cheyenne.
- B. The capstone course coordinator or designee will solicit student demographical information required by the clinical agencies as well as student preferences at the end of the Junior year (BASIC) or in the semester before the Senior Capstone Practicum (BRAND). These preferences will be considered in assigning clinical placement, but placement meeting these wishes is not guaranteed.
- C. The capstone course coordinator or designee will assign students registered for the class with the preceptors provided by the clinical agencies. In making assignments to preceptors and clinical/specialty area, the placements will be based on a variety of factors, including but not limited to student preference, faculty input, HESI exam scores, previous clinical performance, clinical agency request, and GPA and/or course grades.
- D. Final placements are based on availability of preceptors provided by the affiliated clinical agencies each term. Final placement may include any shift, RN, or facility with which the

FWWSON has preceptor affiliation agreements. Students will only be placed with registered nurses who meet requirements for being a preceptor based on Wyoming State Board of Nursing regulations.

- E. Students will receive preceptor assignments as soon as agencies identify preceptors. Students are not permitted to switch preceptor assignments with other students. Students may not request a change in preceptor unless the assigned preceptor is no longer available to work with the student.
- F. Students and clinical faculty will work with preceptors to ensure completion of preceptor orientation and submission of all required preceptor paperwork, including the Preceptor Qualification form. The Preceptor Qualification form and licensure verification, which confirm that the preceptor meets requirements for serving as a preceptor, must be submitted to the capstone course coordinator, and verified prior to the student participating in any clinical hours.
- G. Once a student is assigned an agency and preceptor, **it is the student's responsibility to arrange transportation and living arrangements.**

If the assigned preceptor is no longer available and/or clinical faculty determine a preceptor placement is not appropriate for the student, the capstone course coordinator or designee will contact the agency to solicit a replacement preceptor for the student. NOTE: Students are not guaranteed a new preceptor in situations involving unsafe practice or egregious violations of FWWSN policies while enrolled in the capstone experience.

Approved: Initial approval unavailable; UGFaST 5/16/2024

Licensure

National Council Licensure Examination (NCLEX)

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

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

The NCSBN number for the BRAND BSN program is US88500000.

The NCSBN number for the BASIC BSN program is US88505900

You will need this number to complete your paperwork to take the licensure examination.

6B: BSN COMPLETION SPECIFIC POLICIES RN-BSN & ReNEW

Students entering the ReNEW and BSNC Completion entry options enroll in NURS 3006, “FWWSON BSN Completion Foundations” course prior to other nursing courses as part of their program of study. A College of Health Sciences Background Check is also required as noted in Admission requirements for all nursing students.

ReNEW Students

Students enrolled in ReNEW ADN programs are eligible for simultaneous enrollment in the UW BSN program. Students can enroll in any of the first three courses, NURS 3006, 4055, and 4665 the same semester they start their ADN course work. After completion of the three courses listed above, students then work through a total of six 2-credit block courses. Prior to enrolling in the final three courses, NURS 4835, 4845, and 4855, ReNEW ADN Entry students must “finalize enrollment”. This process consists of verification of a ReNEW ADN earned (ReNEW ADN Benchmark), and formal admission to the ReNEW major.

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 and program completion tracking, 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 NURS 4835, 4845, and 4855.

RN-BSN Students

Students who completed a Wyoming ReNEW ADN Program prior to 2018 or have an ADN from another institution.

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

Students can enroll in the first three courses, NURS 3006 4055, and 4665 upon admission to the university and verification of RN licensure. After completion of the three courses listed above, students then work through a total of six 2-credit block courses. Prior to enrolling in the final three courses, NURS 4835, 4845, and 4855.

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 and program completion tracking, RN-BSN Entry students are considered as officially pursuing BSN Completion after formal admission to the program.

Senior Practice Experience

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.

Goals

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).

Basic Requirements

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.
- PEs require approval of a PE Sponsor Agreement Form indicating the student has an agency sponsor to support the project.

Examples

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.

Travel

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

Professional Appearance

Please refer to the Professional Appearance Policy (UG-004.1)

Name Tag

A nametag designating you as a FWWSOON student is required:

- The nametag may be obtained for a fee in Laramie at the WyoOne ID Office: Information Technology Building, 1710E.

References

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>