



COLLEGE OF  
HEALTH, EDUCATION,  
AND HUMAN SERVICES

# **ADDENDUM TO UNDERGRADUATE NURSING STUDENT HANDBOOK 2025-2026**

## **Policies revised and effective Spring 2026:**

- Attendance Policy
- Dosage Calculation Policy
- Standardized Testing for Student Success Policy
- Student Conference Form

**Wright State University  
School of Nursing**

**TITLE: UNDERGRADUATE ATTENDANCE POLICY**

**POLICY:** Attendance for all clinical and laboratory sessions is **mandatory**. Classroom attendance is expected. Students are required to attend all clinical and laboratory experiences on time and stay for the complete scheduled hours in assigned healthcare/clinical facilities and nursing laboratories.

**PROCEDURE:**

**Clinical, Laboratory (including Simulation)**

1. Students with absences for scheduled clinical or laboratory (including simulation) experiences are responsible for notifying the faculty (clinical instructor and course coordinator) at least one hour prior to the start of the scheduled activity.
  - a. No more than two absences due to extenuating circumstances will be permitted per clinical course (per University Policy 2330, Excused Absence Guidelines); no more than one absence due to extenuating circumstances for clinical courses with less than 8 weeks of clinical. Absences must be documented per University Policy 2330 (Excused Absence Guidelines).
    - i. Examples of extenuating circumstances are hospitalization, accident, military duty, etc. and these will be reviewed with the nursing administration.
    - ii. Examples of events that are NOT considered extenuating include, but are not limited to, work, vacations, weddings, airline flights, etc., and may result in failure of the course and/or referral to the Office of Community Standards.
  - b. Students are responsible for maintaining program compliance before and during the clinical rotations (see undergraduate student handbook). Failure to provide appropriate compliance documentation will result in the student being sent home with an absence.
  - c. Any absence will put the student in jeopardy of failing the course. All absences must be made up.
  - d. Students are considered tardy if they do not arrive on time to clinical or laboratory experience. Being tardy for a third time in a full-term course or twice in an A/B clinical course will result in the student being sent home. This will be considered an absence due to a non-extenuating circumstance and may result in failure of the course for lack of professionalism.
  - e. Students who are more than fifteen minutes late will be considered absent and will be sent home, and will need to make up the missed clinical day.
  - f. Clinical and laboratory experiences will not be scheduled on university-scheduled holidays or when the university is officially closed (i.e. weather-related issues) with the exception of NUR 4461 students who may precept during university-scheduled holidays and official closures.
2. Any student absent from clinical and laboratory (including simulation) experiences must provide appropriate documentation with the request or following the absence. See University Policy 2330 for required documentation.
  - a. For any absence or tardy, faculty must complete the STUDENT CONFERENCE REPORT FOR ABSENCES AND TARDYS
  - b. Students with restrictions or limitations may not attend clinical or laboratory experiences. Students must submit documentation from the treating healthcare provider stating when the student may return to the clinical or laboratory setting with "no restrictions or limitations".
3. In the event of long-term, serious illness or personal issues, students should contact the assigned academic advisor and nursing administration personnel to discuss options for a leave of absence. (See the Leave of Absence and Withdrawal policy located in the undergraduate nursing student handbook.)
4. Missed clinical, lab (simulation) experiences:
  - a. There may be limited opportunities to attend clinical orientation. Thus, students who miss the first week of clinical and clinical orientation are not guaranteed the ability to receive a make-up opportunity.
  - b. Make-ups may include alternate clinical and lab (simulation) attendance (including finals week). The student will be notified by the clinical instructor of the time/date/venue of the required hours.

- c. If students miss clinical or laboratory (simulation) time because the faculty member is ill or the university is closed or under remote operations, the time will be made up.

**Classroom/On-line Didactic Courses**

1. Course syllabi should provide expectations for attendance, including whether attendance will be factored into the final course grade.
2. If a class is missed because of a faculty-approved extenuating circumstance, 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. Course faculty reserves the right to determine if missed exams or in-class assignments can be made up and the format of the make-up exams and missed assignments.

**RELATED POLICIES:** School of Nursing Student Illness/Injury Policy, School of Nursing Health Guidelines for Practicing Safe and Professional Care Policy, Ohio Board of Nursing 4723-5-12 Program Policies, WSU Excused Absence Guidelines, CBA Faculty Rights and Responsibilities

**REVISED:** Spring 2025

**APPROVED BY AND DATE:** Nur UGC 3.8.23; NUR UGC 3.12.25; NUR UGC 11.5.2025 (updated absence and tardy forms only); 12.3.25

**FOLDER:** Student Policies

**Wright State University – School of Nursing**  
**Condensed Version of the Clinical Evaluation Tool – Addresses appropriate section of the Member of the Profession**  
**Criteria only**

**STUDENT CONFERENCE REPORT FOR ABSENCES AND TARDIES**

**See Undergraduate Attendance Policy for more information**

Course \_\_\_\_\_ Student's Name \_\_\_\_\_

Faculty Name \_\_\_\_\_ Date \_\_\_\_\_

**RATING SCALE FOR EVALUATION CRITERIA** - All nursing courses require students in the member of the profession criterion to have a rating of 4 for all laboratory and clinical experiences.

Rating	Description
1	Lacks knowledge about application of nursing principles. Unsafe or unable to demonstrate behaviors. Lacks coordination and efficiency. Requires constant directive cues.
2	Requires direct supervision to ensure specified function is performed safely and accurately. Demonstrates considerable expenditure of excess energy in performance of behaviors. Requires frequent directive and supportive cues.
3	Performs specified function safely and accurately, achieving desired effect and with appropriate affect most of the time. Occasionally, functions inefficiently within a delayed time period. Requires occasional directive and/or occasional supporting cues.
4	Performs specified function safely and accurately, achieving desired effect and with appropriate affect each time. Performs efficiently and capably. Functions with minimal supporting cues.

  

MEMBER OF THE PROFESSION CRITERION		Goal	Student	Faculty
3.	Assumes accountability for personal and professional behaviors. e. Arriving on time and communicating absence.	4		

S U On time to clinical Tardy 1 2 3 (third tardy, send student home and complete student conference report for absence.) Note: For A/B term classes, second tardy, send the student home, and complete the student conference report for absence.

Clinical/Laboratory Absence: Date \_\_\_\_\_ Documentation for Absence Received YES NO

Number of Absences \_[\_\_\_\_\_] Absence is Excused or Unexcused – Please circle.

MAKE-UP Planned for: Date \_\_\_\_\_ Make-Up Attended YES NO

Student Comments:

Student Plan for Self-Improvement:

Faculty Recommendation for Student Improvement:

Any further violation may result in failure of the clinical / laboratory component, which will result in failure of the course. A second absence may result in failure of the course. For A/B courses more than one absence may result in failure of the course.  
Student Initial \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Course Coordinator Signature (if CA) \_\_\_\_\_

**Attach to the student's final course evaluation**

**Wright State University – School of Nursing**

**Condensed Version of the Clinical Evaluation Tool – Addresses appropriate section of the Member of the Profession  
Criteria only**

**STUDENT CONFERENCE REPORT FOR NOT MAINTAINING PROGRAM COMPLIANCE BEFORE AND DURING THE CLINICAL  
ROTATION**

**See Undergraduate Attendance Policy for more information**

Course \_\_\_\_\_ Student's Name \_\_\_\_\_

Faculty Name \_\_\_\_\_ Date \_\_\_\_\_

**RATING SCALE FOR EVALUATION CRITERIA** - All nursing courses require students in the member of the profession criterion to have a rating of 4 for all laboratory and clinical experiences.

Rating	Description
1	Lacks knowledge about application of nursing principles. Unsafe or unable to demonstrate behaviors. Lacks coordination and efficiency. Requires constant directive cues.
2	Requires direct supervision to ensure specified function is performed safely and accurately. Demonstrates considerable expenditure of excess energy in performance of behaviors. Requires frequent directive and supportive cues.
3	Performs specified function safely and accurately, achieving desired effect and with appropriate affect most of the time. Occasionally, functions inefficiently within a delayed time period. Requires occasional directive and/or occasional supporting cues.
4	Performs specified function safely and accurately, achieving desired effect and with appropriate affect each time. Performs efficiently and capably. Functions with minimal supporting cues.

MEMBER OF THE PROFESSION CRITERION		Goal	Student	Faculty
3.	Assumes accountability for personal and professional behaviors. a. Updating documentation for immunizations/health requirements, CPR, and liability insurance when required.	4		

Program Compliance Expires on \_\_\_\_\_. Student must be compliant by \_\_\_\_\_.

Failure to submit documentation by the assigned date will result in either removal from the clinical course if prior to the semester or inability to attend clinical. If unable to attend clinical, this will count as an absence and must be made up. If the student is not compliant by the above date, or has another clinical compliance issue, the student will have an unsatisfactory in clinical and is at risk to fail the course.

Clinical Absence: Date \_\_\_\_\_ MAKE-UP Planned for: Date \_\_\_\_\_ Make-Up Attended YES NO

Student Comments:

Student Plan for Self-Improvement:

Faculty Recommendation for Student Improvement:

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Course Coordinator Signature (if CA) \_\_\_\_\_

**Attach to the student's final course evaluation**

**TITLE:** DOSAGE CALCULATION POLICY

**POLICY:** To promote safety in medication administration, students must demonstrate proficiency in calculating medication dosages.

**PROCEDURE:**

1. Students must successfully pass a proctored dosage calculation exam in NUR 2300.
2. All Nursing courses that include a clinical component following NUR 2300 will include a minimum of 5% math questions on every course exam, including the final exam.
3. Nursing courses that include a clinical component will require students to pass a dosage calculation test before administering medications in the clinical setting.

**RATIONALE:** Medication is an integral component of nursing care. All nursing students must be able to safely demonstrate medication administration, including dosage calculation, to prevent common and potentially dangerous clinical errors.

**Wright State University  
School of Nursing**

**TITLE:** Standardized Testing for Student Success

**POLICY:** The School of Nursing has a comprehensive testing program for all students in the pre-licensure baccalaureate nursing programs. Standardized specialty tests are administered throughout and at the conclusion of the nursing program.

**PROCEDURE: Standardized-Exam Policy**

Students will be required to take standardized specialty exams pertaining to each of the major course content areas in the pre-licensure BSN curriculum. Each specialty test will be administered near the end of the course. Students are required to take each exam during the designated class time. These are proctored exams on the university campus.

**SPECIALTY EXAM SCORING:**

1. Each specialty exam will represent 5% of the grade in the course in which it is given.
2. The HESI score will not be included in the 75% average required on course exams to pass the course.
3. Students will be required to score 900 or better to meet the curriculum set performance standard.
4. Students who score 900 or above are considered to have mastered the content in the area tested.
5. Students will be awarded the following percentages based on their HESI score. This percentage will be calculated with the course percentage for the HESI Exam. See below.

**1000 and above → 100%**

**951 – 999 → 98%**

**900–950 → 95%**

**850–899 → 90%**

**800–849 → 85%**

**750–799 → 80%**

**Below 750 → 75%**

6. All students who score less than a 900 are required to complete the Individualized Remediation Plan by the designated due date.
7. If the student does not complete the designated remediation plan by the due date, the Student Success Coordinator or the designated person at Lake Campus will notify the Course Coordinator and an incomplete (I) will be submitted for the course grade.
8. Students may also seek assistance from the Student Success coordinator or the designated person at Lake Campus for additional information and support.

## STANDARDIZED EXIT EXAM POLICY:

The Standardized Exit Exam is a comprehensive examination designed to evaluate a nursing student's readiness for licensure and entry into clinical practice. This exam is structured following the National Council of State Boards of Nursing for the NCLEX-RN Next Generation test plan. The exam aids in identifying a student's weak areas needing further remediation. Studies show that students who perform above the recommended performance score have a high probability of passing the NCLEX Exam on their first attempt.

1. The Standardized Exit Exam will be 10% of the course grade.
2. The student's score will not be included in the 75% average required on course exams to pass the course.
3. These are proctored exams on the university campus.
4. Standardized Exit Exams will be given on designated dates and times detailed in the syllabus.
5. Make-up exams will only be given to students with documented extenuating circumstances.
6. Students will have two attempts to pass the Standardized Exit exam during their final semester.
  - a. Exit Exam #1 will be taken during week 2 but no later than week 3 of the final semester (NUR 4461). Standardized Exit exam #2 will be taken no later than week 10 of the final semester. (NUR 4461)
  - b. Any student who earns below 900 on the first attempt will be required to complete the individualized remediation plan by the designated due date and then take the second exam.
  - c. Any student who earns below 900 on the second attempt will be required to complete a second individualized remediation plan by the designated due date.

### Exit Exam Scoring:

1. Students will be required to score 900 or better to meet the curriculum set performance standard.
2. Students who score 900 or above are considered to have mastered the content in the area tested.
3. Students will be awarded the following percentages based on their HESI score. This percentage will be calculated with the course percentage for the HESI Exam.

**1000 and above → 100%**

**951 – 999 → 98%**

**900–950 → 95%**

**850–899 → 90%**

**800–849 → 85%**

**750–799 → 80%**

**Below 750 → 75%**

4. Every student will be offered an Individualized Remediation Plan based on their performance.
5. The remediation plan is optional for any student scoring 900 or above
6. The Individualized Remediation Plan is mandatory for any student scoring under 900. It must be completed to receive a HESI grade and to meet the course requirements.
7. It is the responsibility of the student to complete the Individualized Remediation Plan by the designated due date.
8. If the student does not complete the designated remediation plan by the due date, the Student Success Coordinator or the designated person at Lake Campus will notify the Course Coordinator, and an incomplete (I) will be submitted for the course grade.
9. Students are encouraged to review their individual summary report. This will help to formulate a study plan to ensure NCLEX success.
10. Students may also seek assistance from the Student Success coordinator or the designated person at Lake Campus for additional information and support.
11. 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 the NCLEX-RN. It is highly recommended that they should aggressively remediate based on the analysis provided.



**RATIONALE:** The series of standardized assessment tests are implemented throughout the program for their reliability and validity in assessing students' readiness for success on the NCLEX-RN exam. These exams contribute to determining students' mastery of content in nursing courses. Additionally, the exams assess the student's ability to apply knowledge using critical thinking skills and clinical judgement. Identifying strengths and areas of needed improvement are beneficial to every student and nursing program.

**RELATED POLICIES:** None

**APPROVED BY AND DATE:** UG Curr: 4/2008; 10/2011; 3/12/12; 4/09/12; & 11/11/13; 9/7/16; 3/15/17; 10/11/17; Admin: 9/14; Faculty Assembly: 4/19/17; 10/18/17; Reviewed Fall 2019; NUR UGCC 11/8/23; NUR UGCC 3/6/24; 10/23/24 Admin (SoN); 12.3.25

**FOLDER:** R/Org HB/Policies/Student Policies

## STUDENT CONFERENCE REPORT

Course \_\_\_\_\_ Student's Name \_\_\_\_\_

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

Date \_\_\_\_\_

Reason for Conference:

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Student Comments:

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Student plan for self-improvement:

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Faculty recommendation for student improvement:

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Student Signature: \_\_\_\_\_

Faculty Signature: \_\_\_\_\_

Is follow-up conference necessary? Yes \_\_\_\_ No \_\_\_\_

If yes, Date for Conference: \_\_\_\_\_