



COLLEGE OF
HEALTH, EDUCATION,
AND HUMAN SERVICES

UNDERGRADUATE NURSING STUDENT HANDBOOK 2025-2026

This handbook is located on our homepage at <https://health-education-human-services.wright.edu/nursing>

The faculty and staff hope you enjoy your classes at Wright State University. We also wish you the best of success in your professional career.

The School of Nursing faculty reserves the right to revise the nursing requirements, or the sequence as deemed necessary at any time to prepare students for new and emerging roles in nursing. Course requirements or sequence scheduling may be changed.

The information contained in this handbook is informational only, and not intended to be contractual in nature.

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General Information

Resources at WSU

Where to Go for Help!

DAYTON CAMPUS

<u>Issue</u>	<u>Resource</u>
Academic Advising	Web address: https://www.wright.edu/student-success/academic-advising Email: cheh-advisors@wright.edu Location: 140 Millett Hall; Phone: 937-775-3086
Association of Student Nurses at WSU	Web address: https://health-education-human-services.wright.edu/nursing/association-of-student-nurses
Closures/Cancellations	https://www.wright.edu/police/emergency-preparedness/stay-informed/university-emergency-notification-system-wright-state-alert
Counseling & Wellness Services	Web Address: https://www.wright.edu/counseling-and-wellness
Disability Services (Office of Disability Services)	Web Address: https://www.wright.edu/inclusive-excellence/disability-services
Evolve or HESI Access	Student Success Coordinator: https://health-education-human-services.wright.edu/nursing/student-success
Nursing Program Computer Lab	https://health-education-human-services.wright.edu/nursing/learning-facilities
Nursing Simulation and Learning Resource Center	https://health-education-human-services.wright.edu/nursing/learning-facilities
Registration into closed Classes	Notify advisor: Web address: https://www.wright.edu/student-success/academic-advising Email: cheh-advisors@wright.edu
Resume writing	Web Address: (Career Services) https://www.wright.edu/career-services
Student Health Services	Web Address: https://www.wright.edu/student-health-services

Student Success & Tutoring	https://health-education-human-services.wright.edu/nursing/student-success
Test taking strategies	Web Address: (Counseling and Wellness Services) https://www.wright.edu/student-affairs/health-and-wellness/counseling-and-wellness/workshops-and-self-help/test-anxiety
Writing Assistance and APA Format	Web Address: (University Writing Center) https://www.wright.edu/student-success/academic-support/university-writing-center
	April 2025

Where to Go for Help!
LAKE CAMPUS

<u>Issue</u>	<u>Resource</u>
Academic Advising	Location: 174 Dwyer Hall; Phone: 419-586-0377 or call 419-586-0300 to schedule an appointment
Writing and APA Format	Web Address: (Student Success Center) https://lake.wright.edu/ssc Location: 230 Dwyer Hall, 419-586-0360
Closures/Cancellations	<p>Web Address: https://lake.wright.edu</p> <p>https://lake.wright.edu/about/emergency-closing-procedures</p> <p>in the event of severe winter weather, the following WSU alert channels will be used to inform employees and students of closures and delays:</p> <ul style="list-style-type: none"> • official listserv email • Text and voice messaging (to those opted in to this service) • Local radio & television stations • Wright State University homepage • Campus information line • Facebook and twitter <p>Sign up for campus emergency alerts at WSU https://www.wright.edu/police/emergency-preparedness/stay-informed/university-emergency-notification-system-wright-state-alert</p>
Computer Labs	Locations: 113 Trenary, 183 Andrews, 185 Andrews, 194 Dwyer, 196 Dwyer and 221 Dwyer for use by faculty and students
Counseling & Wellness Services	Location: Health & Wellness Clinic, 176 Dwyer, 419-586-0398 Raider Cares is Counseling and Wellness Services' 24-hour crisis phone service. <u>You can reach the Raider Cares Line by calling 937-775-4567.</u>
Evolve or HESI Access	Location: 182B Andrews Hall (Lynn Franck); Phone: 419-586-0389
Simulation & Learning Resource Center	Location: 199 Andrews Hall
Learning Disabilities	<p>Web Address: (Office of Disability Services) https://lake.wright.edu/campus-life/disability-services</p> <p>Email: disability_services@wright.edu</p> <p>Phone: 937-775-5680</p>
Registration into closed Classes	If other sections of classes are open, contact the instructor of the course; If all sections of nursing classes are closed, contact Lynn Franck at 419-586-0389
Resume Writing	<p>Web Address: (Student Success Center) https://lake.wright.edu/ssc</p> <p>Career Services Email: Evelyn.Zimpfer@wright.edu</p> <p>Location: , 230 Dwyer Hall; Phone: 419-586-0360</p>

	Office Phone: 1-937-775-8367
Student Success	Web Address: (Student Success Center) https://lake.wright.edu/ssc Location: 230 Dwyer Hall; Phone: 419-586-0360 Lynn Franck 419-586-0389
Test Taking Strategies	Web Address: (Student Success Center) https://lake.wright.edu/ssc Location: 230 Dwyer Hall; Phone: 419-586-0360 and Lynn Franck 419-586-0389
Tutoring for GE classes	Web Address: (Student Success Center) https://lake.wright.edu/ssc Location: 230 Dwyer Hall; Phone: 419-586-0360
Tutoring for Nursing	See Lynn Franck at Location: 182B Andrews Hall; Phone: 419-586-0389
	8.8.24

History, Mission, Vision, & Philosophy

HISTORY

In September 1973, following studies conducted in the 1960's by interested community health care administrators and nurse educators revealing a need for a baccalaureate nursing program, Wright State University College of Nursing and Health started the first baccalaureate nursing program with sixty-one students. In 2013, about 700 undergraduate students were enrolled. The undergraduate programs include traditional, RN/BSN for licensed registered nurses who wish to pursue a Bachelor of Science degree in nursing, and most recently an accelerated option, Baccalaureate Entry Accelerates Career Opportunities in Nursing (BEACON). This option allows students with a non-nursing bachelor's degree to earn a BSN in 16 months. The College of Nursing and Health first received full accreditation from the National League for Nursing in May 1976. In April 2005, full accreditation was awarded by Commission on Collegiate Nursing Education, and it was renewed November 2014 until June 30, 2025. In the fall of 2016, the first cohort of pre-licensure students began the nursing program at the Lake Campus site.

In January 1978, the College of Nursing and Health admitted the first students to its master's program. Just a year and a half later, in June 1979, the first graduates completed the program. Within six months, the College received accreditation from the National League for Nursing for a period of eight years for the master's program. Currently, approximately 220 students are enrolled in the graduate program. Beginning in 1993, a number of graduate specialties were added to the master's program, including Family Nurse Practitioner, Child and Adolescent Health, Acute Care Nurse Practitioner, Adult Health Clinical Nurse Specialist, Nursing Administration, and Nursing Education. In April 2005, the College of Nursing and Health received full accreditation from the Commission on Collegiate Nursing Education for 10 years, and in 2015, it was renewed for another 10 years. The Doctorate of Nursing Practice was started in January 2008. Two additional graduate programs, the Psychiatric-Mental Health Nurse Practitioner program began in Fall 2013, and a Neonatal Nurse Practitioner program began in Fall 2014.

In June 1984, the school entered into a collaborative agreement with the Division of Nursing at Miami Valley Hospital to form a Center for Excellence in nursing education. This agreement affords unique opportunities for research, clinical practice, and education. The Wright State University – Miami Valley College of Nursing and Health has contracts with 48 other agencies in the area which are used for clinical experiences and research.

In 1993, H.B. 478 established Wright State and Case Western Reserve universities as Advanced Practice Nursing pilot projects. This legislation allows advanced practice nurses to be reimbursed through the Ohio Department of Human Services and gives advanced practice nurses prescriptive authority. ODHS has established rules and regulations for reimbursement of advanced practice nurses. The bill requires a formulary committee of advanced practice nurses appointed by the Ohio Board of Nursing, MDs appointed by the Ohio Board of Medicine, a pharmacist appointed by the Ohio Board of Pharmacy and the State Commissioner of Health to recommend rules and regulations for prescriptive authority, develop a formulary, and approve prescriptive protocols for advanced practice nurses in the pilot projects.

In 2021, during a University Reorganization, the Wright State University Miami Valley College of Nursing and Health became part of the School of Nursing, Kinesiology, and Health Sciences joining other schools and departments to form the new College of Health Education and Human Services.

8/27/21

MISSION STATEMENT

The Wright State University School of Nursing is dedicated to the advancement of nursing by delivering excellence in nursing education, clinical practice, scholarship, and interprofessional collaboration.

4/2/24

VISION STATEMENT

To be leaders in transforming nursing education through advocacy, diversity, service, scholarship, and collaborative partnerships in an inclusive, respectful environment.

4/2/24

PHILOSOPHY

The School of Nursing supports Wright State University's mission of teaching, research, and service. The faculty believes in the acquisition of knowledge, the exploration for new knowledge, the advancement of lifelong learning, and the search for basic truth. The faculty share the commitment of the University to respond to issues affecting the diversity of the global community.

The Faculty Believe:

The human community consists of individuals, families, groups, organizations, and communities. An individual is a dynamic being whose body, mind, and spirit develop over the life span. Individuals have inherent worth, dignity and the potential to be discerning, caring, creative, and rational beings within the context of their developmental stage and life situation. Individuals make choices which create the self and provide opportunity for change.

Individuals are members of families who may serve as cohesive, dynamic support systems providing nurturance and protection as well as transmitting cultural values. Individuals form groups, organizations, and communities to share responsibilities and meet human needs. Vulnerable and underserved groups require shared responsibility by all humanity for communication, understanding, and peaceful coexistence.

Individuals, families, groups, organizations, and communities affect and are affected by their interactions with the environment. The environment is the context of human existence; the quality affects the human potential for health. The human community has a responsibility to protect, conserve, and promote the health of the environment.

Health and illness are dynamic coexisting processes which influence balance, harmony, and vitality within each individual. Both processes depend on environmentally affected and genetic capabilities, initiative, knowledge, individual choice, and value judgments. Well-being is a perception held by the individual of his or her ability to function in society and attain satisfying relationships with self and others as well as their ability to seek or find meaning in existence.

The discipline of nursing integrates knowledge derived from empirical, aesthetic, ethical, and personal sources to provide safe care that is scientifically and culturally sound. Professional nursing is grounded in liberal arts education and requires knowledge in nursing, the other sciences, arts, the humanities, and technology. Liberally educated nurses bring a unique blend of knowledge, judgment, skills, and caring to the healthcare team that delivers treatment and services in complex, evolving healthcare systems. Nursing's social mandate is to promote health and wellness, prevent disease and disability, and care for those who are ill or dying in the settings in which they are found. Professional nurses function autonomously, as well as collaboratively with clients and interprofessionally within a multifaceted health care system providing basic organizational and systems leadership.

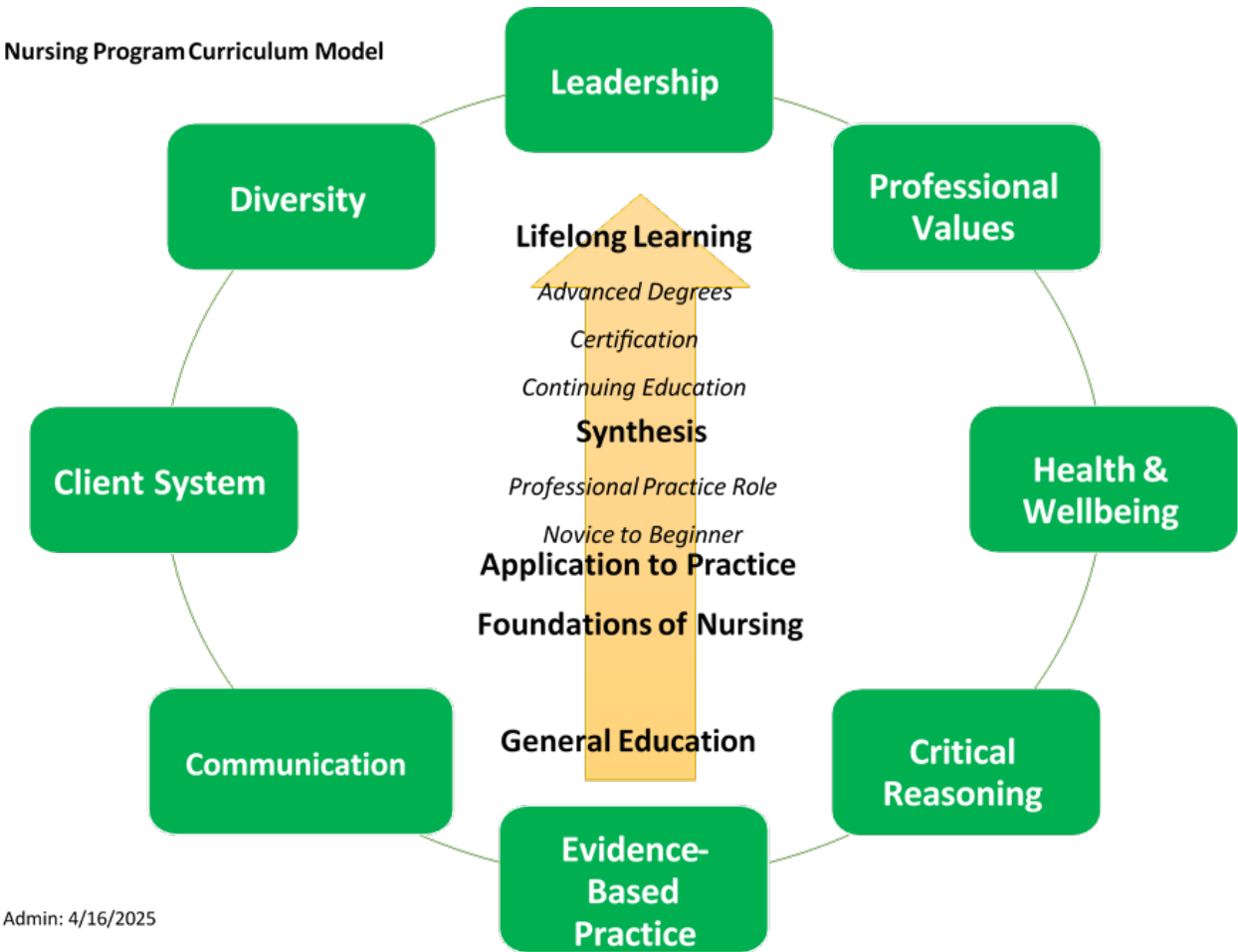
Professional nurses use critical thinking and methods of scientific inquiry to generate new knowledge, analyze data, recognize patterns, establish priorities, and promote evidence-based practice. Professional nurses address issues important to the profession of nursing, question dominant assumptions, and solve complex problems related to individuals, groups, and population-based health care. The professional nurse epitomizes an appropriate set of values and ethical framework for practice by consistently demonstrating core values of altruism, excellence, caring,

ethics, respect, communication, and accountability. As advocates for quality outcomes and safety for all individuals, professional nurses must be knowledgeable and active in health care policy, finance, and regulatory environments.

Nursing education is an interactive teaching-learning process within a collegial and interdisciplinary environment. Education facilitates critical thinking and inquiry, ethical insight, caring, communication, creativity, an appreciation of the past, sensitivity to societal diversity, and professional competence. Teaching includes assessing, advising, guiding, facilitating, modeling, sharing knowledge, and evaluating. Learning is a lifelong self-directed process of change that includes synthesizing knowledge, skills and values necessary for expanding the dimensions of the individual, which increasingly will include graduate study for the professional nurse.

4/17/24

Curriculum Model for Nursing Program



Outcomes BSN

BSN Graduate Outcomes

The graduate will:

1. Meet the requirements for graduation which encompasses the arts, the sciences, and nursing for the basis of professional nursing practice. (Essential I)
2. Use basic organizational and systems leadership skills for client safety and quality client care. (Essential II)
3. Integrates current relevant evidence in professional nursing practice. (Essential III)
4. Implement health care information technology in the management of client care. (Essential IV)
5. Analyze legislative and regulatory processes relevant to the provision of health care. (Essential V)
6. Use effective interpersonal and interprofessional communication and collaboration to improve client health outcomes. (Essential VI)
7. Implement health promotion and disease prevention interventions at the individual and community levels to improve population health. (Essential VII)
8. Exhibit professionalism and the inherent values of altruism, autonomy, human dignity, integrity, and social justice. (Essential VIII)
9. Practice at a baccalaureate nurse generalist level with clients across the lifespan and in a variety of settings; considering the variation, complexity, and resources necessary for the provision of care. (Essential IX)

8/27/21

Law Regulating the Practice of Nursing

State of Ohio

Chapter 4723-4 Standards of Practice Relative to Registered Nurse or Licensed Practical Nurse [4723-4-01 General information.](#)

[4723-4-03 Standards relating to competent practice as a registered nurse.](#)

Ohio Administrative Code

Rule 4723-4-03 Standards relating to competent practice as a registered nurse.

Code of Ethics - ANA

American Nurses Association Code of Ethics for Nurses

The ANA House of Delegates developed the following Code of Ethics for Nurses with Interpretive Statements which were revised in 2015. The ANA Code of Ethics can be viewed at:

<https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses/>

Conduct – OBN

Ohio Board of Nursing Student Conduct While Providing Nursing Care

Policies related to Student Conduct While Providing Nursing Care

The Ohio Board of Nursing and Wright State University-School of Nursing, require all students to adhere to the Student Conduct Code (<https://policy.wright.edu/policy/3720-code-student-conduct>) and Ohio Board of Nursing Law and Rule 4723-5-12 (<https://codes.ohio.gov/ohio-administrative-code/rule-4723-5-12>). Violation of any of these requirements may result in failure of a nursing clinical; dismissal from the School of Nursing, and dismissal from Wright State University.

Conduct – Nursing Program

Nursing Program Code of Conduct for Students

Code of Conduct for Students

Preamble

The School of Nursing requires students to verify and upload code of conduct to CastleBranch account upon admission to the SON program

<https://health-education-human-services.wright.edu/nursing/nursing-handbooks-and-requirements>, [under Program Compliance Documents and Information - Pilot login](#)

Wright State University-School of Nursing

Code of Conduct for Students

Preamble

The Code of Conduct is based on national standards and an understanding that society has great trust in the nursing profession to provide safe and competent care. Learning to be a nurse means learning what is expected of a professional. Through academic study and clinical experience, the student nurse will learn to care for patients with a multitude of health conditions across the life span. Nursing students learn to work within a team and to collaborate with the many health care professionals in the practice arena. This Code of Conduct is a statement of professional behavior founded on professional

values, ideals and obligations in nursing, and an agreement to uphold quality and safety standards in a patient- centered care model.

As students, we commit to follow the obligations and ideals for Nursing Students in the School of Nursing at Wright State University:

Academic Integrity

- Be responsible for my own work in class, online, and in clinical settings
- Uphold an environment of accountability both personally and professionally
- Report any witnessed evidence of academic dishonesty to the faculty
- Follow all CONH policies and procedures as outlined in the student handbook
- Use social media responsibly as outlined in the SoN social media policy

Personal Honor

- Be respectful in all relationships with faculty, staff, peers, and patients
- Maintain patient confidentiality and respect patient autonomy
- Perpetuate an environment of honesty and trust in all situations
- Recognize the inherent dignity and worth of every person—including yourself
- Strive to reach the highest levels of ethical, moral, spiritual, and cultural understanding in each interaction with the public
- Commit to integrating and embracing the ethical principles for the conduct of nursing
- Refrain from hazing, sexual misconduct, use of alcohol or drugs with patient contact, violence in the academic setting, bullying, destruction of school property or the property of others, or being in possession of dangerous weapons on university property or any clinical agency as a student from WSU

Clinical Professionalism

- Be personally accountable for actions and omissions in Practice and refrain from any action that may cause unnecessary harm
- Aim to create a therapeutic and professional relationship with patients
- Promote and encourage lifelong learning and professional development
- Practice within the scope of practice as dictated by national standards and the Nurse Practice Act in the state of Ohio
- Provide compassionate care
- Prepare thoroughly for patient care each day so that the care I may provide is safe and of the highest quality
- Use opportunity to improve faculty and clinical staff understanding of my needs

Approved as written by students F14: UG Curr 9/10/14; Slight revision by Grad Curr 10/15/14; Revision affirmed by UG Curr 11/12/14; reviewed 11.19.19; Admin 8/15/25 (SoN name only)

Curriculum and Graduation Planning Strategies

Curriculum -Three Year

Dayton Campus students admitted to the BSN program for a Fall start may select either the three-year (attend year-round) or four-year (summers off) option. Dayton Campus students admitted to the BSN program for a Spring start will only be able to pursue the four-year (summers off) option. The Lake Campus will continue to offer only a fall start four-year (summers off) program.

COLLEGE OF HEALTH, EDUCATION, & HUMAN SERVICES (CHEH)

Student Name: _____ UID: **U00** _____ Degree/Major: Bachelor of Nursing (BSN) – 4 year Fall
Admit_

Graduation Planning Strategy 4-year Admit Fall For students starting nursing courses in Fall 2024

Fall 1	Cr	Spring 1	Cr	Summer	
BIO 1070, 1120 or 1150	4	ANT 2100: Human Anatomy I	4		
HLT 2000: Introduction to Nursing*	3	CHM 1020: Organic Chem	4		
ENG 1100: Eng. Composition	3	PSY 3410: Lifespan Psych	3		
PSY 1010: Intro	4	ENG 2100 or 2120: Research & Argument	3		
Total:	14	Total:	14	Total:	

Fall 2	Cr	Spring 2	Cr	Summer	Cr
NUR 2200: Fundamentals & skills I	5	NUR 2300: Fundamentals & skills II	5		
BIO 2200: Microbiology	4	NUR 2600: Patho	3		
STT 1600: Statistics	4	NUR 3200: Family, Diversity	3		
ANT 2120: Human Anatomy II	4	HLT 3400: Pharmacology	3		
Total:	17	Total:	14	Total:	

Fall 3	Cr	Spring 3	Cr	Summer	Cr
NUR 3421: Psych/Mental Health	4	NUR 3300: EBP	3		
NUR 3480: Med Surg	7	NUR 3440: OB	4		
SOC 2000: Intro to Soc	3	NUR 3460: Peds	4		
WSC Elective	3	WSC E4 Arts/Hum (MC or IW)	3		
		WSC E3 History	3		
Total:	17	Total:	17		

Fall 4	Cr	Spring 4	Cr	Summer	Cr
NUR 4421: Critical Care	7	NUR 4461: Leadership/ Preceptorship	10		
NUR 4441: Public Health	4	WSC Elective (MC or IW)	3		
WSC Elective (MC or IW)	3				
Total:	14	Total:	13	Total:	

Additional Notes:					

*HLT 2000 will be open to any student, admission to the nursing program is not required.

TOTAL CREDIT HOURS = 120 SEMESTER HOURS

WSC E = Wright State University Core Element

MC = Multicultural

IW = Intensive Writing course

- ❖ Note – Must have 2 MC in WS core and 2 IW in WS Core and 2 IW in Nursing.
- ❖ Must earn a "C" or better in all Nursing Core (HLT or NUR) courses.

COLLEGE OF HEALTH, EDUCATION, & HUMAN SERVICES (CHEH)

Student Name: _____ UID: **U00** Degree/Major: Bachelor in Nursing (BSN)-3 year Fall Admit

Graduation Planning Strategy 3-year fall admit For students starting nursing courses in Fall 2024

Fall 1	Cr	Spring 1	Cr	Summer 1	
BIO 1070, 1120 or 1150	4	ANT 2100: Human Anatomy I	4	Pre reqs	
HLT 2000: Introduction to Nursing*	3	CHM 1020: Organic Chem	4		
ENG 1100: Eng. Composition	3	PSY 3410: Lifespan Psych	3		
PSY 1010: Intro	4	ENG 2100 or 2120: Research & Argument	3		
Total:	14	Total:	14	Total:	

Fall 2	Cr	Spring 2	Cr	Summer 2	Cr
NUR 2200: Fundamentals & skills I	5	NUR 2300: Fundamentals & skills II	5	NUR 3421: Psych/Mental Health	4
BIO 2200: Microbiology	4	NUR 2600: Patho	3	NUR 3480: Med Surg I	7
ANT 2120: Human Anatomy II	4	NUR 3200: Family, Diversity	3	SOC 2000: Intro to Soc	3
STT 1600: Statistics	4	HLT 3400: Pharmacology	3	WSC Elective	3
Total:	17	Total:	14	Total:	17
Fall 3	Cr	Spring 3	Cr	Summer 3	Cr
NUR 3300: EBP	3	NUR 4421: Critical Care	7	NUR 4461: Leadership/Preceptorship	10
NUR 3440: OB	4	NUR 4441: Public Health	4	WSC Elective (MC or IW)	3
NUR 3460: Peds	4	WSC Elective (MC or IW)	3		
WSC E4 Arts/Hum (MC or IW)	3				
WSC E3 History	3				
Total:	17	Total:	14	Total:	13

*HLT 2000 will be open to any student, admission to the nursing program is not required.

TOTAL CREDIT HOURS = 120 SEMESTER HOURS

WSC E = Wright State University Core Element

MC = Multicultural

IW = Intensive Writing course

- ❖ Note – Must have 2 MC in WS core and 2 IW in WS Core and 2 IW in Nursing.
- ❖ Must earn a “C” or better in all Nursing Core (HLT or NUR) courses.

COLLEGE OF HEALTH, EDUCATION, & HUMAN SERVICES (CHEH)

Student Name: _____ UID: **U00** _____ Degree/Major: Bachelor of Nursing (BSN) -4 year Spring Admit

Graduation Planning Strategy 4 year Spring Admit For students starting nursing courses in Spring 2025

Spring 1	Cr	Summer 1	Cr	Fall 1	
BIO 1070, 1120 or 1150	4			ANT 2100: Human Anatomy I	4
HLT 2000: Introduction to Nursing*	3			CHM 1020: Organic Chem	4
ENG 1100: Eng. Composition	3			PSY 3410: Lifespan Psych	3
PSY 1010: Intro	4			ENG 2100 or 2120: Research & Argument	3
Total:	14			Total:	14

Spring 2	Cr	Summer 2	Cr	Fall 2	Cr
NUR 2200: Fundamentals & skills I	5			NUR 2300: Fundamentals & skills II	5
BIO 2200: Microbiology	4			NUR 2600: Patho	3
ANT 2120: Human Anatomy II	4			NUR 3200: Family, Diversity	3
STT 1600: Statistics	4			HLT 3400: Pharmacology	3
Total:	17			Total:	14

Spring 3	Cr	Summer 3	Cr	Fall 3	Cr
NUR 3421: Psych/Mental Health	4			NUR 3300: EBP	3
NUR 3480: Med Surg I	7			NUR 3440: OB	4
SOC 2000: Intro to Soc	3			NUR 3460: Peds	4
WSC Elective	3			WSC E4 Arts/Hum (MC or IW)	3
				WSC E3 History	3
Total:	17			Total:	17

Spring 4	Cr	Summer 4	Cr	Fall 4	Cr
NUR 4421: Critical Care	7			NUR 4461: Leadership/Preceptorship	10
NUR 4441: Public Health	4			WSC Elective (MC or IW)	3
WSC Elective (MC or IW)	3				
Total:	14			Total:	13

Additional Notes:					

*HLT 2000 will be open to any student, admission to the nursing program is not required.

TOTAL CREDIT HOURS = 120 SEMESTER HOURS

WSC E = Wright State University Core Element

MC = Multicultural

IW = Intensive Writing course

- ❖ Note – Must have 2 MC in WS core and 2 IW in WS Core and 2 IW in Nursing.
- ❖ Must earn a “C” or better in all Nursing Core (HLT or NUR) courses.

Curriculum – Three Year
DAYTON CAMPUS / PRE-LICENSURE BSN / FALL START
For students starting nursing courses in Fall 2023-Spring 2024 only

Approved Three (3) year curriculum pattern – Fall start in Nursing program			
Year	Fall	Spring	Summer
1	ANT 2100: Human Anatomy I (4) BIO 1070, 1120 or 1150 (4) ENG 1100: Eng. Composition (3) PSY 1010: Intro (4) Total = 15	ANT 2120: Human Anatomy II (4) CHM 1020: Organic Chem (4) PSY 3410: Lifespan Psych (3) STT 1600: Statistics (4) HLT 2000: Introduction to Nursing* (3) Total = 18	
2	ENG 2100 or 2120: Research & Argument (3) BIO 2200: Microbiology (4) NUR 2600: Patho (3) NUR 2200: Fundamentals & skills I (5) - 3 credits didactic; 2 credits lab (4-hour lab/wk.) Total = 15	NUR 2300: Fundamentals & skills II (5) - 3 credits didactic; 2 credits lab (4-hour lab/clinical/wk.) HLT 3400: Pharmacology (3) NUR 3200: Family, Diversity (3) IW SOC 2000: Intro to Soc (3) IW Total = 14	NUR 3421: Psych/Mental Health (4) 2 credits didactic; 2 credits lab/clinical NUR 3480: Med Surg I (7) – 3 hrs. didactic; 4 hours lab/clinical. WSC Elective E3 – Global Traditions (MC) (3) Total = 14
3	NUR 3300: EBP (3) IW NUR 3440: OB (4) NUR 3460: Peds (4) WSC E4 Arts/Hum (MC or IW) (3) WSC E3 History (3) Total = 17	NUR 4421: Critical Care (7) 3 hrs. didactic; 4 hours lab/clinical. NUR 4441: Public Health (4) 2 credits didactic; 2 credits lab/clinical WSC Elective (MC or IW) (3) Total = 14	NUR 4461: Leadership/Preceptorship (10) WSC Elective (MC or IW) (3) Total = 13

*HLT 2000 will be open to any student, admission to the nursing program is not required. It will be offered more than one semester per year, online

TOTAL CREDIT HOURS = 120 SEMESTER HOURS

WSC E = Wright State University Core Element

MC = Multicultural

IW = Intensive Writing course

- ❖ Note – Must have 2 MC in WS core and 2 IW in WS Core and 2 IW in Nursing.
- ❖ Must earn a “C” or better in all Nursing Core (HLT or NUR) courses.

Curriculum – Three Year
DAYTON CAMPUS / PRE-LICENSURE BSN / SPRING START
For students starting nursing courses in Spring 2024 only

APPROVED Three (3) year curriculum pattern – Spring start in Nursing program			
Year	Spring	Summer	Fall
1	ANT 2100: Human Anatomy I (4) CHM 1020: Organic Chem (4) ENG 1100: Eng. Composition (3) PSY 1010: Intro (4) Total = 15	ANT 2120: Human Anatomy II (4) BIO 1070, 1120 or 1150 (4) PSY 3410: Lifespan Psych (3) STT 1600: Statistics (4) HLT 2000: Introduction to Nursing* (3) Total = 18	You may take Core courses early if you like.
2	ENG 2100 or 2120: Research & Argument (3) BIO 2200: Microbiology (4) NUR 2600: Patho (3) NUR 2200: Fundamentals & skills I (5) - 3 credits didactic; 2 credits lab (4-hour lab/wk.) Total = 15	NUR 2300: Fundamentals & skills II (5) - 3 credits didactic; 2 credits lab (4-hour lab/clinical/wk.) HLT 3400: Pharmacology (3) NUR 3200: Family, Diversity (3) IW SOC 2000: Intro to Soc (3) IW Total = 14	NUR 3421: Psych/Mental Health (4) 2 credits didactic; 2 credits lab/clinical NUR 3480: Med Surg I (7) – 3 hrs. didactic; 4 hours lab/clinical. WSC Elective E3 – Global Traditions (MC) (3) Total = 14
3	NUR 3300: EBP (3) IW NUR 3440: OB (4) NUR 3460: Peds (4) WSC E3 History (3) WSC E4 Arts/Hum (MC or IW) (3) Total = 17	NUR 4421: Critical Care (7) 3 hrs. didactic; 4 hours lab/clinical. NUR 4441: Public Health (4) 2 credits didactic; 2 credits lab/clinical WSC Elective (MC or IW) (3) Total = 14	NUR 4461: Leadership/Preceptorship (10) WSC Elective (MC or IW) (3) Total = 13

*HLT 2000 will be open to any student, admission to the nursing program is not required. It will be offered more than one semester per year, online.

TOTAL CREDIT HOURS = 120 SEMESTER HOURS

WSC E = Wright State University Core Element

MC = Multicultural

IW = Intensive Writing course

- ❖ Note – Must have 2 MC in WS core and 2 IW in WS Core and 2 IW in Nursing.
- ❖ Must earn a “C” or better in all Nursing Core (HLT or NUR) courses.

Curriculum – Four Year
DAYTON CAMPUS / PRE-LICENSURE BSN / FALL START
For students starting nursing courses in Fall 2023-Spring 2024 only

Four Year pattern – Dayton campus – Fall admit to Nursing program		
Year	Fall	Spring
1	ANT 2100: Human Anatomy I (4) CHM 1020: Organic Chem (4) ENG 1100: Eng. Composition (3) PSY 1010: Intro (4) Total = 15	ANT 2120: Human Anatomy II (4) BIO 1070, 1120 or 1150 (4) PSY 3410: Lifespan Psych (3) STT 1600: Statistics (4) Total = 15
2	ENG 2100 or 2120: Research & Argument (3) BIO 2200: Microbiology (4) NUR 3100: Patho (3) NUR 2200: Fundamentals & skills I (5) - 3 credits didactic; 2 credits lab (4-hour lab/wk.) HLT 2000: Introduction to Nursing* (3) – Total = 18	NUR 2300: Fundamentals & skills II (5) - 3 credits didactic; 2 credits lab (4-hour lab/clinical/wk.) HLT 3400: Pharmacology (3) NUR 3200: Family, Diversity (3) IW SOC 2000: Intro to Soc (3) IW Total = 14
3	NUR 3421: Psych/Mental Health (4) 2 credits didactic; 2 credits lab/clinical – <i>change</i> NUR 3480: Med Surg I (7) – 3 hrs. didactic; 4 hours lab/clinical. WSC Elective Total = 14	NUR 3300: EBP (3) IW NUR 3440: OB (4) NUR 3460: Peds (4) WSC E4 Arts/Hum (MC or IW) (3) WSC E3 History (3) Total = 17
4	NUR 4421: Critical Care (7) 3 hrs. didactic; 4 hours lab/clinical. NUR 4441: Public Health (4) 2 credits didactic; 2 credits lab/clinical WSC Elective (MC or IW) (3) Total = 14	NUR 4461: Leadership/Preceptorship (10) WSC Elective (MC or IW) (3) Total = 13

*HLT 2000 will be open to any student, admission to the nursing program is not required.

TOTAL CREDIT HOURS = 120 SEMESTER HOURS

WSC E = Wright State University Core Element

MC = Multicultural

IW = Intensive Writing course

- ❖ Note – Must have 2 MC in WS core and 2 IW in WS Core and 2 IW in Nursing.
- ❖ Must earn a “C” or better in all Nursing Core (HLT or NUR) courses.

Curriculum – FOUR Year
LAKE CAMPUS / PRE-LICENSURE BSN / FALL START
For students starting nursing courses in Fall 2023

APPROVED Four Year pattern – Lake campus only		
Year	Fall	Spring
1	ANT 2100: Human Anatomy I (4) CHM 1020: Organic Chem (4) ENG 1100: Eng. Composition (3) PSY 1010: Intro (4) Total = 15	ANT 2120: Human Anatomy II (4) BIO 1070, 1120 or 1150 (4) PSY 3410: Lifespan Psych (3) STT 1600: Statistics (4) Total = 15
2	ENG 2100 or 2120: Research & Argument (3) BIO 2200: Microbiology (4) NUR 3100: Patho (3) NUR 2200: Fundamentals & skills I (5) - 3 credits didactic; 2 credits lab (4-hour lab/wk.) HLT 2000: Introduction to Nursing* (3) – Total = 18	NUR 2300: Fundamentals & skills II (5) - 3 credits didactic; 2 credits lab (4-hour lab/clinical/wk.) HLT 3400: Pharmacology (3) NUR 3200: Family, Diversity (3) IW SOC 2000: Intro to Soc (3) IW Total = 14
3	NUR 3421: Psych/Mental Health (4) 2 credits didactic; 2 credits lab/clinical – NUR 3480: Med Surg I (7) – 3 hrs. didactic; 4 hours lab/clinical. WSC Elective Total = 14	NUR 3300: EBP (3) IW NUR 3440: OB (4) NUR 3460: Peds (4) WSC E4 Arts/Hum (MC or IW) (3) WSC E3 History (3) Total = 17
4	NUR 4421: Critical Care (7) 3 hrs. didactic; 4 hours lab/clinical. NUR 4441: Public Health (4) 2 credits didactic; 2 credits lab/clinical – WSC Elective (MC or IW) (3) Total = 14	NUR 4461: Leadership/Preceptorship (10) WSC Elective (MC or IW) (3) Total = 13

*HLT 2000 will be open to any student, admission to the nursing program is not required.

TOTAL CREDIT HOURS = 120 SEMESTER HOURS

WSC E = Wright State University Core Element

MC = Multicultural

IW = Intensive Writing course

- ❖ Note – Must have 2 MC in WS core and 2 IW in WS Core and 2 IW in Nursing.
- ❖ Must earn a “C” or better in all Nursing Core (HLT or NUR) courses.
- ❖

DAYTON CAMPUS / PRE-LICENSURE BSN / SPRING START

For students starting nursing courses in Spring 2023 semesters only

Graduation Planning Strategy		DAYTON CAMPUS	SPRING START (Fall Graduation)	Pre-Licensure BSN
YEAR		SPRING	SUMMER	FALL
Year 1 Sept 15th SNKHS Application Deadline		<ul style="list-style-type: none"> ➤ ANT 2100: Human Anatomy & Physiology I (4) ➤ CHM 1020: Elementary Organic Chemistry with Applications (4) ➤ ENG 1100: Academic Writing & Reading (3) ➤ PSY 1010: Introduction to Psychology (4) <p align="right">Total 15</p>	<ul style="list-style-type: none"> ➤ ANT 2120: Human Anatomy & Physiology II (4) ➤ BIO 1070: Health & Disease (4) OR BIO 1120: Cells & Genes (4) OR BIO 1150: Organisms & Ecosystems (4) ➤ STT 1600: Statistical Concepts (4) <p align="right">Total 12</p>	<ul style="list-style-type: none"> ➤ WSC: E4 Arts/Humanities Elective (MC or IW) (3) ➤ WSC Elective (MC or IW) (3) ➤ WSC Elective (MC or IW) (3) ➤ PSY 3410: Lifespan Development Psychology (3) <p align="right">Total 12</p>
Year 2		<ul style="list-style-type: none"> ➤ ENG 2100: Research Writing & Argumentation (3) OR ENG 2120: Research Writing & Argumentation: Health Sciences (3) ➤ NUR 2100: Health Promotion & Assessment of Adults (3) ➤ NUR 3100: Concepts of Pathophysiology Across the Lifespan (3) ➤ BIO 2200: Microbiology & the Human Environment (4) <p align="right">Total 13</p>		<ul style="list-style-type: none"> ➤ HLT 3400: Concepts of Pharmacology (3) ➤ NUR 2400: Introduction to Clinical Nursing (7) ➤ NUR 3200: Health, Wellness, & Diversity within Families (IW) (3) ➤ SOC 2000: Introduction to Sociology (IW, MC) (3) <p align="right">Total 16</p>
Year 3		<ul style="list-style-type: none"> ➤ NUR 3420: Critical Reasoning in Nursing Care of Individuals & Groups in Mental Health (6) ➤ NUR 3480: Critical Reasoning in the Nursing Care of Adults (7) <p align="right">Total 13</p>		<ul style="list-style-type: none"> ➤ NUR 3300: Foundations of Research & Evidence-Based Practice (IW) (3) ➤ NUR 3440: Critical Reasoning in Nursing Care of Women and the Childbearing Family (4) ➤ NUR 3460: Critical Reasoning in Nursing Care of Children (4) ➤ WSC E3 – Global Traditions Elective (3) <p align="right">Total 14</p>
Year 4		<ul style="list-style-type: none"> ➤ NUR 4420: Critical Reasoning in Critical Care Nursing Across the Lifespan (6) ➤ NUR 4440: Public Health Nursing in the Political System (6) <p align="right">Total 12</p>		<ul style="list-style-type: none"> ➤ NUR 4460: Leadership & Management in Transition to Professional Nursing (10) OR NUR 4461: Leadership & Management in Transition to Professional Nursing (10) ➤ WSC E3 - History Elective (3) <p align="right">Total 13</p>

GRAND TOTAL OF PROGRAM = 120 SEMESTER HOURS

WSC E = Wright State University Core Element

MC = Multicultural

IW = Integrated/Intensive Writing Course

☛ Note: **Must have 2 MC in WS Core and 2 IW Courses. Must earn a “C” or better in all nursing courses.**

Curriculum 10/20/22

Wright State University School of Nursing

CURRICULUM PLAN HOURS – traditional program

For students admitted to nursing program Fall 2022 or Spring 2023 semesters

*Clock hours are based on 60 minutes

Nursing Courses		Theory Clock Hours	Lab Clock Hours	Clinical Clock Hours	Total Course Clock Hours
<i>HLT 3400: Concepts of Pharmacology</i>		42			42
<i>NUR 2100: Health Promotion and Assessment of Adults</i>		28	24	4	56
<i>NUR 2400: Introduction to Clinical Nursing</i>		42	56	56*	154
<i>NUR 3100: Concepts of Pathophysiology Across the Lifespan</i>		42			42
<i>NUR 3200: Health, Wellness and Diversity within Families</i>		42			42
<i>NUR 3300: Foundations of Research and Evidence-Based Practice</i>		42			42
<i>NUR 3420: Critical Reasoning in Nursing Care of Individuals and Groups in Mental Health</i>		42	12	72*	126
<i>NUR 3440: Critical Reasoning in Nursing Care of Women and the Childbearing Family</i>		28	8	48*	84
<i>NUR 3460: Critical Reasoning in Nursing Care of Children</i>		28	8	48*	84
<i>NUR 3480: Critical Reasoning in the Nursing Care of Adults</i>		42	16	96*	154
<i>NUR 4420: Critical Reasoning in Critical Care Nursing Across the Lifespan</i>		28	16	96*	140
<i>NUR 4440: Public Health Nursing in the Political System</i>		42	12	72*	126
<i>NUR 4460 or 4461: Leadership and Management in Transition to Professional Nursing</i>	4460	28	8	216	252
	4461	42	8	188	238
TOTAL CLOCK HOURS (with 4460)		476	160	708*	
TOTAL PROGRAM CLOCK HOURS (4460)					1344
TOTAL CLOCK HOURS (with 4461)		490	160	680*	
TOTAL PROGRAM CLOCK HOURS (4461)					1330

*Clinical hours include up to 6-8 hours of orientation

Wright State University School of Nursing

CURRICULUM PLAN HOURS – traditional program

For students admitted to nursing program Fall 2023 semester and beyond

*Clock hours are based on 60 minutes

Nursing Courses	Theory Clock Hours	Lab Clock Hours	Clinical Clock Hours	Total Course Clock
HLT 2000: <i>Introduction to Professional Nursing</i>	42			42
HLT 3400: <i>Concepts of Pharmacology</i>	42			42
NUR 2200: <i>Nursing Fundamentals 1</i>	42	56		98
NUR 2300: <i>Nursing Fundamentals 2</i>	42	28	28*	98
NUR 2600: <i>Concepts of Pathophysiology Across the Lifespan</i>	42			42
NUR 3200: <i>Health, Wellness and Diversity within Families</i>	42			42
NUR 3300: <i>Foundations of Research and Evidence-Based Practice</i>	42			42
NUR 3421: <i>Critical Reasoning in Nursing Care of Individuals and Groups in Mental Health</i>	28	8	48*	84
NUR 3440: <i>Critical Reasoning in Nursing Care of Women and the Childbearing Family</i>	28	8	48*	84
NUR 3460: <i>Critical Reasoning in Nursing Care of Children</i>	28	8	48*	84
NUR 3480: <i>Critical Reasoning in the Nursing Care of Adults</i>	42	16	96*	154
NUR 4421: <i>Critical Reasoning in Critical Care Nursing Across the Lifespan</i>	42	16	96*	154
NUR 4441: <i>Public Health Nursing in the Political System</i>	28	8	48*	84
NUR 4461: <i>Leadership and Management in Transition to Professional Nursing</i>	42	8	188	238
TOTAL CLOCK HOURS	532	156	600	
TOTAL PROGRAM CLOCK HOURS				1288

*Clinical hours include up to 6-8 hours of orientation.

RN-BSN Graduate Planning Strategy

Required courses:

Course may be taken in any order with the exceptions of NUR 4880 and NUR 4890 which require successful completion with a grade of "C" or higher in NUR 3300, NUR 4140, NUR 4800, NUR 4810, NUR 4830, NUR 4850, NUR 4860 and NUR 4870.

Required Courses
NUR 3300: <i>Foundations of Research and Evidence-Based Practice (Integrated Writing Course)</i> Credit Hours: 3 credits
NUR 4140: Nursing Elective Credit Hours: 3 credits
NUR 4800: <i>Transition to the Role of the Professional Nurse</i> Credit Hours: 3 credits OR NUR 4801: <i>Transition to the Role of the Professional Nurse for Unlicensed Nursing Students</i> Credit Hours: 3 credits
NUR 4810: <i>Nursing Care in a Genomics Era</i> Credit Hours: 3 credits
NUR 4830: <i>Holistic Nursing Practice using Complementary & Alternative Therapies</i> Credit Hours: 3 credits
NUR 4850: <i>Collaborating for Improving Patient Health Outcomes</i> Credit Hours: 3 credits
NUR 4860: <i>Policy and Politics: Leading and Managing Health Care</i> Credit Hours: 3 credits
NUR 4870: <i>Advancing Communities Towards Healthy Outcomes</i> Credit Hours: 3 credits
NUR 4880: <i>Critical Reasoning in Complex Health Care Systems</i> (Integrated writing "IW" course) Credit Hours: 3 credits
NUR 4890: <i>Application of Leadership and Management Concepts to Nursing Process</i> Credit Hours: 3 credits: 1 cr didactic (14 hrs); 2 cr clinical (56 fieldwork hrs)

8/27/21

Course Descriptions

Pre-licensure BSN Program Course Descriptions

Course descriptions, including any pre-requisites, can be found in the Wright State University [Academic Catalog \(catalog.wright.edu\)](http://catalog.wright.edu).

RN-BSN Program Course Descriptions

Course descriptions can be found in the Wright State University [Academic Catalog \(catalog.wright.edu\)](http://catalog.wright.edu).

Honors Program

University Honors Program

The University Honors Program is designed to meet the academic needs of superior students. It requires honors courses throughout the undergraduate curriculum. Information can be obtained from the College of Graduate Programs and Honor Studies, 160 University Hall, 937-775-2976. and on the web at www.wright.edu/university-honors-program.

Nursing Program Honors Program

See the School of Nursing's Nursing Program Honors Handbook on our home page at <https://nursing.wright.edu/advising/handbooks>

Independent Study In Nursing

NUR 4150

This course offers students an opportunity to define a topic for independent study to meet individual needs that are not available within the nursing curriculum.

PROCEDURE:

1. No prerequisites are required
2. A full-time faculty advisor will be selected by the student to facilitate the experience.
3. The student meets with the identified faculty member and obtains an agreement before registering for the independent study.
4. The student writes learning outcomes, course outline, requirements, and a plan for evaluation. The student submits document to a faculty member having some expertise in the chosen area of study preferably by the 12th week of the semester prior to registering for the independent study. If the faculty person agrees to serve as the student's advisor, the faculty person refines the course plan, as needed, in collaboration with the student.
5. Approval of the instructor and Authorized administrator is required.
6. See Student Handbook for the "Request for Independent Study" form. The form is completed and signed by the instructor and authorized administrator. The completed form is submitted to the School of Nursing to provide permission for the student to enroll in the Independent Study course.

7. The student completes the independent study in the semester in which the student is registered.
8. The faculty member submits the syllabus to the School of Nursing's administration according to the CBA.

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See next page for form

Request for Independent Study

Nursing 4150

Deadline for submission: Preferably by the 12th week of semester prior to enrollment.

Student's Name: _____

UID #: _____ E-mail: _____

Plan to enroll: Semester _____ Year _____ Credits _____

This course provides for individual study in an area of nursing not available through regular course offerings. Permission of the School of Nursing, Kinesiology and Health Sciences is necessary. The student designs objectives, a course outline, requirements, and plan for evaluation and submits this to a full-time faculty member having some expertise in the chosen area of study preferably by the 12th week of the semester prior to enrollment. If the faculty person agrees to serve as the student's advisor, the faculty person refines the course, as needed.

ATTACH AN OUTLINE OF YOUR COURSE OBJECTIVES AND SUBMIT TO THE FACULTY MEMBER FOR APPROVAL. NOTE: The plan should include how the student will engage in a minimum of 45 hours of work for each credit hour.

☐ Approved ☐ Denied

Faculty Signature: _____

Date: _____

☐ Approved ☐ Denied

Assistant Chair Signature: _____

Date: _____

NOTE: The original of this form with a copy of finalized objectives accepted by both student and faculty must be submitted to the School of Nursing, Kinesiology and Health Sciences Student Affairs Office (160UH Main campus or 182B Lake Campus) prior to enrollment in the course. The instructor and the student should also keep a copy with an outline of course objectives as well as a copy must also be submitted to the Faculty Assistant for filing.

8/27/21

Writing Across the Curriculum

As part of Wright State University's Writing Across the Curriculum (WAC) program, the nursing program has identified courses which will meet the integrated writing (IW) for nursing majors. Please see the program of study. Information on this program can be found at:

<https://www.wright.edu/academic-affairs/writing-across-the-curriculum>

Policies and Information

It is the responsibility of nursing students to familiarize themselves with regulations that apply to all university students. Students should refer to the most current undergraduate catalog and university student handbook for those policies and procedures currently in effect. Nursing students are also responsible for checking their Wright State email account and Pilot courses daily. **Students are accountable for all information posted.**

Academic Advising

Students are encouraged to contact an advisor for career information, course planning, and academic counseling in the office of Student Success at least once each year. Students are encouraged to run a degree audit at the end of each semester to make sure courses and grades have been recorded correctly.

Admission Information

Please note admission information for prelicensure and for the RN/BSN Completion program are posted on the College of Health, Education, and Human Services, School of Nursing

All prelicensure students are admitted to either the Lake or Dayton campus. Once admitted to a campus, students will complete the nursing program of study at that campus.

Completion (Graduation) Policy for Pre-licensure BSN Students

In order for the pre-licensure students to be eligible for the Bachelor of Science degree in Nursing, the student must have:

1. earned a minimum of 2.0 cumulative grade point average
2. completed the minimum number of 120 semester hours
3. completed the specific course requirements as identified for obtaining the bachelor of science degree in Nursing
4. completed all general education requirements
5. satisfactorily fulfilled the writing across the curriculum and the multi-cultural course requirements
6. fulfilled the University's residency credit requirement
7. filed an application for graduation with the Office of the Registrar according to dates posted by that office

8/27/21

Leave of Absence and Withdrawal Policy

Wright State University-School of Nursing

TITLE: LEAVE OF ABSENCE AND WITHDRAWAL POLICY FOR UNDERGRADUATE STUDENTS

POLICY: Any student that anticipates the need for a leave of absence must request and receive approval for said leave. If the student is not continuously enrolled and takes no classes for more than three semesters, the student will be considered withdrawn. Active withdrawal involves first withdrawing from the University and then notifying the School of Nursing.

PROCEDURE:

1. All requests for a leave of absence are to be submitted to the School Chair by personal letter giving time of leave and length requested and rationale. The School Chair will make a determination based upon the circumstances as presented in each individual case and the leave is for a defined time period.
2. University: A student leaving the University at any time during the term must officially withdraw; otherwise, the student will receive an "F" or "X" or "NR" for each course in which the student is enrolled. The current withdrawal policies and procedures are stated in the Wright State University undergraduate and graduate catalog.
3. School of Nursing: In addition to withdrawing from the University, the student must notify the School of Nursing's Office of the student's intent. The student must apply for readmission if they have withdrawn.
4. Re-enrollment is not automatic. Currently enrolled students receive priority over re-applicants or transfer students. Returning students are admitted on a space available basis. A person whose nursing program is interrupted for any reason must meet the degree requirements in effect at the time of readmission to the School. Students may be required to repeat a course if the content of the original course is considered to be out of date.

RATIONALE: In order to have accurate enrollment data, students need to request Leave of Absence formally.

RELATED POLICIES: SoN Attendance Policy; SoN Progression Policy; WSU Student Handbooks, Petitioning for Readmission after Academic Dismissal

REVIEWED: Fall 2019; admin June 2025

Prior Learning Assessment, Transfer Credit, Advanced Standing

TITLE: Nursing Program GUIDELINES FOR TRANSFER CREDIT, PRIOR LEARNING ASSESSMENT, AND ADVANCED STANDING

The Nursing Program recognizes that many adult learners have knowledge and skills developed through prior academic and non-academic training and experience, which may be equivalent to college-level coursework. WSU has established university procedures to allow students to earn college credit for prior coursework and occupational experience, including credit for any military training based on the American Council on Education (ACE) guidelines. The Nursing Program follows University procedures for determining transfer credits or credits received through Prior Learning Assessment (PLA).

This Nursing Program policy outlines: (1) awarding credit for Nursing Program courses through transfer of academic credit, (2) awarding credit for prior learning, and (3) awarding advanced standing status as defined by the Ohio Board of Nursing.

POLICY:

1. Advanced standing: The Ohio Board of Nursing (OBN) defines "Advanced standing" as credit granted for prior nursing courses or transfer credit according to the policy required by paragraph (A)(3) of rule [4723-5-12](#) of the Administrative Code (OBN 4723-5-01[B]). Students wishing to enroll in the Nursing Program will have an opportunity to obtain Advanced Standing in the nursing program on an individual basis.
 - a. All students who transfer nursing coursework from a regionally accredited institution will begin the nursing program of study based on transfer credit for prior completed coursework, subject to syllabus review.
 - b. All students wishing to transfer nursing coursework from a non-regionally accredited institution may submit a portfolio for prior learning assessment.
 - c. All students having prior non-nursing health related education through regionally or non-regionally accredited programs, or who have health care related occupational experience, may submit a portfolio for assessment of prior learning.
 - d. Credit will be granted to students with military training, experience, or coursework that has been recognized by the American Council on Education (ACE) or is otherwise regionally accredited (consistent with the Chancellor of the Ohio Board of Regents' Directive 2011-004).
 - e. Regardless of transfer and/or PLA credit, all students must have a program of study that reflects all university degree completion requirements.
2. Graduate Students
 - a. Total credit obtained through transfer courses and/or prior learning assessment cannot exceed 50% of the credits required for the graduate degree being pursued.
 - b. Total credit obtained through transfer courses and/or PLA cannot exceed 33% of the credits required for a graduate certificate. Note: In addition, a minimum of 9 credit hours of certificate courses must be taken at WSU to meet the residency requirement.
 - c. An exception is made for civil servants and military personnel employed by Wright Patterson Air Force Base who have been transferred to the base within the previous three years, who have no limit to the amount of graduate credit they may transfer.
 - d. All PLA credits will be applied to the student's transcript following successful completion of the first nursing course in the student's program of study with a grade of "C" or better.
3. RN TO BSN Undergraduate Pathway
 - a. All RN-BSN students must possess a valid, unencumbered Registered Nurse (RN) license.
 - b. For students transferring from another RN-BSN program, no more than a total of 9 of the 30 required nursing credit hours listed on the RN-BSN program of study may be obtained through transfer or PLA.

- i. Students transferring from regionally accredited programs will use the credit transfer process.
 - ii. Students transferring from non-regionally accredited programs will use the PLA process.
- c. Graduates of regionally accredited associate degree nursing programs will receive transfer credit hours of electives.
- d. Graduates of non-regionally accredited associate degree nursing programs must submit a PLA portfolio showing a valid, unencumbered state of Ohio nursing license, to obtain up to a maximum of 31 credit hours of electives.
- e. All PLA credits will be applied to the student's transcript following successful completion of the first nursing course in the student's program of study with a grade of "C" or better.
- f. PLA and transfer credits may not be used to meet the University residency requirements.
- 4. Traditional Undergraduate Pathway
 - a. Undergraduate students must earned a minimum of 30 semester credits hours at Wright State University to meet residency requirements.
 - b. PLA and transfer credits may not be used to meet the University residency requirement and/or the general education (core) requirements.
 - c. All PLA credits will be applied to the student's transcript following successful completion of the first nursing course in the student's program of study with a grade of "C" or better.
- 5. Students who disagree with a decision regarding transfer of credit or prior learning assessment credit made by the Nursing Program may pursue a petition as outlined in the most recent petition guidelines for the type of course being petitioned (undergraduate or graduate).

PROCEDURE:

1. Transfer of Credit from Regionally and Non-Regionally Accredited Institutions of Higher Education

- A. *Transfer of Graduate Level Courses and Advanced Standing:* Upon the approval by the Nursing Program and the Graduate School, graduate credit completed at another graduate school may be transferred to the student's program at Wright State. Credit may be transferred if the following conditions are met:
 - a. The institution must be a regionally accredited academic institution of higher education and/or be a graduate nursing program accredited through either CCNE, ACEN, or CNEA.
 - b. The student was admitted and enrolled as a graduate student at the institution where the graduate credit was completed.
 - c. The student left the other institution in good standing.
 - d. The grades in the courses to be transferred were "B" or better.
 - e. The credit was obtained within the seven-year matriculation time limit for master's degree programs, five year time limit for certificate programs, and ten year time limit for doctoral programs.
 - f. An official transcript reflecting the course work and grade received is on file in the Graduate School.
 - g. The graduate program administrator reviews the course with faculty teaching a similar course at WSU to determine if the course is equivalent in terms of content and learning outcomes to the WSU required course. The signed *Transfer Credit Approval Form* documenting the decision is placed in the student file along with a copy of the syllabus.
 - h. The student has a current program of study on file with the Graduate School. The program of study must clearly reflect the student's required and elective courses, including those in which transfer credit was accepted.
- B. *Transfer of Undergraduate Courses and Advanced Standing:* Upon approval by the Nursing Program, undergraduate credit completed at another undergraduate institution may be transferred to the student's program at Wright State. Credit may be transferred if the following conditions are met:
 - a. The institution must be a regionally accredited academic institution of higher education and/or be a graduate nursing program accredited through either CCNE, ACEN, or CNEA.
 - b. The student was admitted and enrolled as a student at the institution where the undergraduate credit was completed.
 - c. The student left the other institution in good standing.

- d. The grades in the courses to be transferred are “C” or better.
- e. Science courses must be completed within five-year prior to admission.
- f. An official transcript reflecting the course work and grade received is on file at the university.
- g. Transfer credit for courses approved through the Ohio Articulation and Transfer Policy or local transfer agreements will be guaranteed.
- h. Courses not meeting “h” above will be reviewed by the student’s academic advisor for equivalency with WSU courses.
 - a. If the student’s academic advisor is unclear regarding the appropriateness of transfer of a general education credit, the advisor will request further evaluation by college administration.
 - b. For undergraduate nursing courses, the college administration reviews the course, along with faculty teaching a similar course at WSU, to determine if the course is equivalent in terms of content and learning outcomes to the WSU required course. The signed *Transfer Credit Approval Form* documenting the decision is placed in the student file along with a copy of the syllabus.
- i. The student has a current program of study on file that clearly reflects the student’s required nursing and other supporting courses in the program of study. The program of study must include enough courses at WSU for student to meet current residency requirements.

2. Granting Credit by Prior Learning Assessment (PLA)

- A. Prior learning may be demonstrated in three ways: (1) standardized examinations by nationally recognized external testing organizations; (2) examinations administered internally by Wright State departments; and (3) portfolio assessment.
- B. The student must be registered for the term in which prior learning is assessed.
- C. Students may attempt the exam or portfolio assessment no more than two times for the same course.
- D. **Residency: As noted above,** credits for demonstrated knowledge earned through any prior learning method do not fulfill Wright State University residency requirements.
- E. **Credit by Examination**
 - a. *External Standardized Exams:* The NURSING PROGRAM website will clearly specify any courses for which standardized examination is an option for course equivalency of a nursing course. Information posted on the website will include courses with equivalent exams, required score for credit on the exam, and eligibility for the exam. All students eligible to take the course will have the option of taking the standardized exam for prior learning credit.
 - (1) Standardized tests administered by nationally recognized testing organizations: The student is responsible to pay the testing authority but will have no additional fee charged by WSU.
 - (2) Standardized tests deemed acceptable by the Nursing Program, but which require proctoring by the Nursing Program staff and/or faculty: In addition to costs assessed by the testing authority, students must complete the Prior Learning Assessment (PLA) Registration form and pay appropriate Wright State University processing fees to receive credit. The form can be accessed from the following link: <https://www.wright.edu/academic-affairs/policies/prior-learning-assessment-procedure-and-form>.
 - (3) Students passing the exam will receive a ‘P’ grade for that course.
 - b. *Nursing Program Developed and Administered Examinations:* The NURSING PROGRAM website will clearly identify any courses in which an internally developed and administered examination is an option for course equivalency of a nursing course. All students eligible to take the course will be eligible to sit for the internally developed and administered exam. Students must complete the Prior Learning Assessment (PLA) Registration form and pay appropriate college and Wright State University processing fees to receive credit. The form can be accessed from the following link: <https://www.wright.edu/academic-affairs/policies/prior-learning-assessment-procedure-and-form>. Students passing the exam will receive a ‘P’ grade for that course.
- F. **Credit by Portfolio Assessment**

- a. Students may provide a formal written request for recognition of prior learning by submitting a portfolio for internal analysis in the NURSING PROGRAM which provides documentation of past experiences that are equivalent and comparable to specific course objectives or competencies.
- b. A listing of courses eligible for internal portfolio assessment is made available to students on the college website with all students given the opportunity to submit a portfolio for review.
- c. Students may submit a portfolio for assessment no more than two times. A second portfolio can be submitted no sooner than 30 days after receiving notice of the outcome of the initial portfolio assessment.
- d. Portfolios are reviewed by a nursing faculty trained in assessing portfolios for credit using standardized rubrics for portfolio assessment.
- e. Students must complete the most recent Prior Learning Assessment (PLA) Registration form and pay appropriate Wright State University processing fees to receive credit.
- f. It is highly recommended that students consult an academic advisor for guidance on how to submit a successful portfolio for assessment.
- g. Portfolios must contain the following elements:
 - i. Introduction—Statement of purpose of the portfolio providing an introduction of the student and summary of portfolio contents.
 - ii. Course Identification—Clear indication of the NURSING PROGRAM course the student is requesting to have considered for credit including course objectives.
 - iii. Narrative—A narrative providing a clear and organized description of how the student believes he/she has met each course objective for the specified course based on any previous coursework, work experience, training, etc. The narrative is written in APA style with references as appropriate.
 - iv. Appendices—Each portfolio should include Appendices providing supporting documentation as evidence to support the narrative with each Appendix numbered alphabetically starting with the Letter 'A.' Examples of supporting documentation to include in the Appendices include letters of verification from an employer/supervisor, work products, videos or audio recordings, course completion or CEU certificates, websites, etc. A portfolio may be denied due to lack of appropriate documentation.
 - v. Authentication—Final signed statement indicating authenticity of the information and documentation as true and the student's own work.

APPROVED BY AND DATE: Grad Curr 9/16/15, 12/9/15; UG Curr 11/18/15; 1/13/16; 3.20.19
 Faculty Assembly 4.14.19; Admin 8.13.24

REVIEWED: Fall 2019

TRANSFER CREDIT APPROVAL FORM

Student Name _____ WSU UID # _____

Address _____

Phone _____

WSU Email _____

Course Transfer Requests:

1. Name of Course Taken: _____

Credit Hours: _____ ☐ quarter hours OR ☐ semester hours

Institution: _____

Final Grade: _____ Date of Completion: _____

Requesting transfer and equivalence for NUR _____

Syllabus reviewed by: _____ Date: _____

Equivalency for transfer ☐ Approved ☐ Denied (check one). Comments:

Signature of College/School Level Approval Title Date

2. Name of Course Taken: _____

Credit Hours: _____ ☐ quarter hours OR ☐ semester hours

Institution: _____

Final Grade: _____ Date of Completion: _____

Requesting transfer and equivalence for NUR _____

Syllabus reviewed by: _____ Date: _____

Equivalency for transfer ☐ Approved ☐ Denied (check one). Comments:

Signature of College/School Level Approval Title Date

*Original completed form filed, **with syllabi attached**, in student's record and used to develop program of study. Copy sent to student with decision.*

R/Org HB/Forms and Template/Student/Academic

PORTFOLIO ASSESSMENT STATEMENT OF ORIGINAL WORK

I am submitting a portfolio for assessment for equivalency for the following course offered at Wright State University:

College/Department

Course Number Course Title

I affirm that all materials submitted with this portfolio are my original work. I have properly referenced other sources that I used in my narrative. I have not copied work from other sources nor claimed other's work as my own. I understand that submitting plagiarized work is a violation of the WSU Code of Student Conduct (<https://www.wright.edu/community-standards-and-student-conduct/code-of-student-conduct>)

Last Name (please print)

First name

U ID #

Signature

Date

NOTE: Student must also submit the WSU Prior Learning Assessment Registration Form found at: <https://policy.wright.edu/policy/3220-prior-learning-assessment-policy>

R/Org HB/Forms and Template/Student/Academic

Progression, Dismissal, and Readmission in the Pre-Licensure Program

Wright State University – School of Nursing

TITLE: PROGRESSION, DISMISSAL, AND READMISSION IN THE PRE-LICENSURE PROGRAM

POLICY: Successful progression through the nursing program is dependent upon the student meeting established School of Nursing criteria as well as all Wright State University criteria.

PROCEDURE:

Guidelines for progression in program:

1. Students have 9 semesters to complete the 6 semester BSN curriculum, starting with the semester enrolled in NUR 2200.
2. A minimum grade of C must be achieved to pass a required nursing course and progress in the major. A student who receives a grade of "D," "F," "U," or "X" in a nursing course may have an opportunity to repeat the course one time only.
3. Only one nursing course may be repeated. If a second nursing course is not successfully completed, the student will be dismissed from the nursing program.
4. Students must maintain a 2.0 cumulative grade point average or higher to continue in nursing courses.
5. All prerequisite and corequisite courses, including non-nursing courses, must be completed as specified.
6. Failure to register for a course(s) per the program of study (three year or four year) may result in the inability to meet the nine-semester progression rule. (See Changes in the Curriculum Pattern #2).
7. As a practice profession, students must abide by the standards as indicated in the ANA nursing Code of Ethics, Ohio Board of Nursing rules and regulations, Wright State University Code of Conduct, and the WSU School of Nursing Student Code of Conduct. Failure to do so may result in dismissal from the nursing program.

Changes in the Curriculum Pattern:

1. Courses in the nursing major are sequentially planned. This means that, unless otherwise specified, nursing courses must be successfully completed in the order and semester listed on the curriculum pattern. Since nursing courses are not offered each semester, unsuccessful attempt of any course may result in a later graduation date.
2. The School of Nursing makes every effort to accommodate students who are out of sequence in the nursing clinical courses so that they may progress through the program in a timely manner. However, students who continue through the program as scheduled in their original program of study are given first preference for available spaces in all nursing courses.
3. Leave of Absence: Students who cannot attend courses for a term or more for any reason must notify the Undergraduate Director to obtain approval for a leave of absence. Refer to the Leave of Absence Policy for further information.
4. Students who are either in the three-year or four-year pre-licensure BSN program who want to transfer to the other program, due to an extenuating circumstance need to complete the curricular pattern transfer form and meet with their advisor to review needed documentation. Advisor will then submit form to School of Nursing. Final decision will be given by the School of Nursing Chair or designated representative.
5. Students who switch from one program to another will follow the new curriculum pattern for that cohort. Students may not request to change curriculum patterns more than once; this does not apply to unsuccessful completion of courses.
6. Students who register for courses outside of their approved cohort curriculum pattern will be administratively withdrawn.

Academic Support:

1. Students are encouraged to meet with their academic advisor to discuss the School of Nursing's academic progress policies and to receive referrals for appropriate academic support services.

Academic Dismissal from the School of Nursing:

1. Students who demonstrate lack of progress may be dismissed from the School of Nursing Pre-licensure

Program for **any** of the following reasons:

- a. Both the semester and cumulative grade point averages are below 2.0 for two consecutive semesters.
- b. Inability to complete the program within 9 semesters once enrolled in NUR 2100 or 2200.
- c. The student earns a grade of "D," "F," "U," or "X" in a nursing (NUR) course and repeats that course with a grade of "D," "F," "U," or "X."
- d. The student earns a grade of "D," "F," "U," or "X" in a second nursing (NUR) course. (NOTE: A student may repeat only one nursing course.)
- e. The student earns a grade of "D," "F," "U," or "X" in a science course and repeats that course with a grade of "D," "F," "U," or "X".*
- f. The student earns a grade of "D," "F," "U," or "X" in a third science course.* (NOTE: A student may repeat only two of the science courses.)
- g. Students must earn a 'C' or higher in courses in the nursing program of study (See**).
- h. Withdrawals from HLT or NUR courses during 2 terms.
- i. Commit an egregious patient safety error; violate a Social Media or HIPAA policy; or demonstrate a pattern of safety, code of conduct, or other pattern of behavior incongruent with safe, professional nursing care and/or the School of Nursing Code of Student Conduct.

*Science courses: ANT 2100 & 2120; BIO 1070, 1120, 1150; CHM 1020; BIO 2200; HLT 2000, HLT 3400

**Required courses in which students must earn a "C" or better: all nursing (NUR) courses SOC 2000; STT 1600; ANT 2100 & 2120; Biology 1070, 1120 or 1150; CHM 1020; ENG 1100 and 2100/2120; BIO 2200; or HLT 2000 & HLT 3400; PSY 1010 & 3410.

2. A student dismissed from the School of Nursing Undergraduate Program may have the option to transfer to another academic unit if their academic standing in the University is satisfactory.
3. Students who meet one of the criteria for academic dismissal will be given one semester to transfer out of the School of Nursing, Kinesiology and Health Sciences' Nursing Program. If the transfer process is not initiated by the student, Student Affairs personnel will automatically notify the Registrar to assign the student to a non-degree status.

Readmission to the School of Nursing Pre-licensure Program:

1. Once students have been dismissed from the School of Nursing Pre-licensure Program, students generally are not considered eligible for readmission. However, students who feel they have had unusual circumstances that resulted in failure to meet progression policies may use the most current procedure for completing an undergraduate petition (see petition guidelines). Any students readmitted to the nursing program must meet the curriculum requirements in effect at the time of readmission.

RATIONALE: This policy provides students with guidance in understanding progression, dismissal and readmission requirements for the School of Nursing Pre-licensure Program.

RELATED POLICIES: School of Nursing Program Leave of Absence Policy, School of Nursing Grading Scale Policy, University and School of Nursing Academic Misconduct Policies, School of Nursing Student Code of Conduct, School of Nursing Undergraduate Petition Policy, Ohio Board of Nursing 4723-5-12 Program Policies; School of Nursing Guidelines for Practicing Safe and Professional Care.

Admin 8/13/25

Wright State University
College of Health, Education, and Human Services School of
Nursing

Curriculum Pattern Transfer Approval Form

Student Name _____ WSU UID # _____

Address _____

Phone _____

WSU Email _____

Curriculum Pattern Transfer Request:

Student Currently In: ☐ 3 year program ☐ 4 year program

Student Requests Move To: ☐ 3 year program ☐ 4 year program

With an anticipated graduation date of: _____

Reason/Rationale/Extenuating Circumstance with supporting documentation:

Student Signature Date

☐ Approved ☐ Denied (check one).

Signature of Departmental Level Approval Title Date

Approvals: 2024-04-03 NUR UCC (Progression)

Second Baccalaureate Degree Students

In general, students who have a baccalaureate degree in another major and are returning to earn a second baccalaureate degree in nursing can be considered to have fulfilled general education requirements. Second degree students must complete all prerequisite courses and apply for admission to the School of Nursing based on the most current application instructions and deadlines.

Academic Misconduct

TITLE: ACADEMIC MISCONDUCT

WSU POLICY:

<https://policy.wright.edu/policy/3710-academic-integrity-standards-and-process-misconduct>

Academic misconduct as defined in the Wright State University Student Handbook "includes but is not limited to plagiarism (submission of an assignment as the student's original work that is wholly or in part the work of another person) or dishonest conduct during an examination (including possession of tests or notes not authorized by the instructor or of a device prepared specifically for the purposes of cheating; communication with another person other than the instructor, by any means; looking at another person's paper; violation of procedures prescribed to protect the integrity of an examination; cooperation with another person in academic misconduct)."

Examples of Academic dishonesty include, **but are not limited to**, the following behaviors: Using external assistance during an examination, including:

- a. Communicating in any manner with another student during an examination;
- b. Copying material from another student's examination;
- c. Permitting another student to copy from your examination;
- d. Using notes, calculators, or other devices during an examination without expressed consent from the instructor; and
- e. Utilizing the assistance of a third party in completing a "take home" exam when such assistance is not expressly permitted.

Falsifying information, including:

- a. Inventing or altering data for a laboratory experiment or field project;
- b. Altering the content of a graded paper and resubmitting it to the instructor under the pretense of an error in grading; and
- c. Creating a fictional citation for a research paper.

Taking credit for the work of others, including:

- a. Quoting, paraphrasing, or otherwise using the words or ideas of another as your own without acknowledging or properly citing the other (commonly called plagiarism);
- b. Submitting as your own work any paper, homework assignment, take-home examination, computer program, artistic work, or other academic product created wholly or in part by, provided by or obtained from another.

Engaging in improper conduct such as:

- a. Obtaining or reading a copy of a confidential examination in advance of the time it will be administered without the knowledge and consent of the instructor;
- b. Reusing a paper or essay submitted in a previous term or course; Creating or making changes to your academic record or changing grades; Stealing, changing, destroying, or impeding the academic work of another student.

PROCEDURE:

1. Alleged violations of academic misconduct may be reported by faculty, staff, or students in the SCHOOL OF NURSING
2. A violation may be reported to the faculty of the course in which the alleged act occurred, the appropriate Chair (or equivalent academic administrator) of the SCHOOL OF NURSING., or a member of the staff of the Office of Community Standards and Student Conduct at 937-775-4240
3. Faculty-Student meetings will be held as described in the Wright State University *Code of Student Conduct*.
4. All matters relating to academic misconduct are referred to the Office of Community Standards & Student Conduct
5. Penalties for academic dishonesty and the student procedure in academic dishonesty prosecution are clarified in the Wright State University Student Handbook and on the Office of Community Standards and Student Conduct (<https://www.wright.edu/student-affairs/community-standards-and-student-conduct>)
6. SCHOOL OF NURSING sanctions, including course failure and/or dismissal from the nursing program, will be applied for students who violate the WSU Student Code of Conduct and/or any applicable state nursing practice or federal policies.
7. Additional sanctions may be imposed by the WSU Office of Community Standards & Student Conduct.
8. A student accused of a violation of academic integrity is not permitted to drop or withdraw from the course in which the allegation of academic dishonesty occurred while the matter is under review.

8/27/21 Admin

Advanced Standing Policy for Veterans and Active-Duty Military

Wright State University – School of Nursing

TITLE: Advanced Standing Policy for Veterans and Active-Duty Military

POLICY: All veteran and military students applying to the university have the opportunity to earn academic credit for prior military coursework and occupational experience.

PROCEDURE: Already established university procedures allow students to earn college credit for any military training based on the American Council on Education (ACE) guidelines. By providing documentation of military training or transcripts of any previous college courses, students will be awarded appropriate credit for any applicable prerequisite or core courses.

1. *Awarding Academic Credit:* Military students and veterans should supply documentation of training transcripts to the SCHOOL OF NURSING's Nursing Program on acceptance to the SCHOOL OF NURSING's Nursing Program for evaluation. Students may transfer courses from any other accredited program or enroll in Wright State University courses to complete any needed core or prerequisite courses.
2. *Please refer to University Policy 3285 for additional information.*
(<https://policy.wright.edu/policy/3285-transfer-credit-military-training-experience-and-coursework>)

4/16/2025

Attendance Policy

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 are 10 minutes or more late to clinical or laboratory experience. Being tardy for a third time in a full-term course or twice in an 8-week course or less 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. 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

3/12/25

Audit

Title: AUDITING A COURSE

POLICY: When class space permits and with the written permission of the instructor and approval by the Chair, a student may audit a nursing course. Students who audit a course do not receive a grade or credit for it. Students may not use an audited course to establish full-time status.

PROCEDURE: In order to audit a course, students must obtain the appropriate signatures on the "Registration Activity Form" and return it to Raider Connect by the end of the first week of the semester. Requests to audit beyond the first week are not permitted.

8/27/21

Canceled Classes and Clinical Experience

TITLE: CANCELED CLASSES AND CLINICAL EXPERIENCE

WSU Policy:

<https://policy.wright.edu/policy/13220-emergency-closing-procedures>

chrome-

extension://efaidnbnmnnibpcajpcglclefindmkaj/<https://policy.wright.edu/sites/policy.wright.edu/files/uploads/2025/13220%20-%20Emergency%20Closure%20and%20Inclement%20Weather%20Policy%20%28Prior%20Policy%29.pdf>

POLICY: The decision to close the University due to a weather emergency will be made by 5:00 am and announced through the University's emergency notification system.

PROCEDURE:

If the University is closed, all classes, laboratory, and clinical experiences for the SCHOOL OF NURSING 's students are canceled. In the event of inclement weather, students may call either the Information Booth line at (937)775-5740 or the general University number, (937)775-3500, or check the University website at www.wright.edu. All closings are posted on the website. Students may also sign up to receive email and text notifications of all closings. Lake Campus students should listen to the local radio/TV stations for updates, or sign up to receive email and/or text notifications of all closings.

1. If the University closes or cancels classes after students have arrived in a clinical experience, the faculty and students may not continue with the clinical experience. If there is concern for the student's safety that leaving immediately would increase the likelihood for harm, students may stay in clinical until it is safe to leave (i.e., a tornado). A decision to send students home will be made by the faculty member in this event. All missed clinical time must be made up.
2. During inclement weather when the University has not officially canceled classes, individual faculty and students must make their own decision about whether they can travel to the University or clinical agency. In the event that a faculty member is unable to attend a class, the faculty member must follow procedures in the SCHOOL OF NURSING 's Guidelines for Cancelled Classes and Faculty Absences.

Clinical must be made up with clinical experiences; lab must be made up with lab experiences.

Communication between faculty and students during these emergency situations is vital and faculty will develop an emergency call plan with their clinical students.

Clinical Facilities

The School of Nursing uses a variety of clinical facilities within the community, such as: Preschools, schools, extended care facilities, hospitals, and community clinics and services. In addition, nursing students will be required to visit clients in the community. Students must provide their own transportation to all clinical facilities which may be anywhere in the Dayton campus or Lake campus region (i.e., up to 90 minutes driving time).

Communication between Students and Faculty

Wright State University – School of Nursing

TITLE: COMMUNICATION BETWEEN STUDENTS, FACULTY, AND STAFF

POLICY: The best means of communicating with faculty and staff is through the WSU email account unless specifically told otherwise by course faculty. The SCHOOL OF NURSING's Nursing Program does not maintain a list of non- WSU email addresses of students.

The School of Nursing will promptly communicate policy changes of program significance to the students by their WSU email. All School of Nursing students must review the handbook and policies at least once annually, at the beginning of the academic year and as needed.

PROCEDURE:

1. The WSU email account is automatically set up for students and activated once they have received their CATS computer account username and password.
2. Students are responsible for checking their WSU email daily.
3. All students (Main and Lake Campus) must report name, address, and phone number changes to the appropriate WSU Office and notify School of Nursing's nursing program administration.

4/16/2025

Concerns and Issues Policy

TITLE: STUDENT CONCERNS AND ISSUES

POLICY: Students may have a concern or an issue with some aspect of the class or clinical environment. To resolve the problem, students should proceed in a stepwise fashion to individuals with increasing authority.

PROCEDURE:

1. If a student is dissatisfied with some aspect of a course or clinical, and the concern **is not a grade issue**, the student should:
 - a. Confer with the instructor involved.
 - b. If not resolved, meet with course coordinator (if clinical course with multiple sections) or the lead faculty.
 - c. If the issue is still not resolved, then the student may meet with the appropriate SCHOOL OF NURSING Undergraduate Director of the Main Campus or Director of the Lake Campus nursing program.
 - d. If the issue is still not resolved, then the student may meet with the SON Chair.
 - e. If a student feels the issue still has not been resolved, the student may contact the WSU Office of

2. **If a student has issues with a final course grade**, the student should complete the steps listed on the Academic Mediation Policy and Form.

8/27/21 Admin

Mediation Procedure for A Final Course Grade

TITLE: MEDIATION PROCEDURE FOR A FINAL COURSE GRADE

POLICY: Faculty members retain the authority to make the final determination of the grade to be awarded to each student in his or her class. After a final course grade has been awarded, the grade can only be changed by the faculty that assigned the grade. In the event that a student and the faculty member cannot come to an agreement regarding the final course grade, the following procedure is to be followed.


PROCEDURE:

1. The student will discuss the matter with the faculty member.
2. If there is no resolution, the student and faculty member will discuss the matter with the course coordinator or appropriate director.
3. If there is no resolution, the student will submit a request to mediate the final grade to the nursing program chair. This form must be submitted within ten (10) working days of posting of the final course grade.
 - A. Within 10 working days after receiving the mediation form, the SON Chair will:
 - 1) confirm the student has already discussed the final grade with the faculty member who assigned the grade and the course coordinator or concentration director,
 - 2) confirm the student has given a copy of the formal complaint to the faculty member,
 - 3) ensure that no computational or other error has been made in reporting the grade,
 - 4) meet with the student to review the complaint, and
 - 5) either review the complaint with the faculty member and offer a perspective for the faculty member's consideration or consult with the student about proceeding to step 4 with review of grade by a faculty panel. This should be done within 10 working days after the student has met with the SON Chair.
4. If the course grade is unchanged, the student may appeal to the SON Chair within 10 working days after receiving notification from the faculty member, requesting a 3-member panel review. The SON Chair will then select three objective faculty members who have had no involvement in the case.
 - A. The panel members will:
 - 1) Ask the faculty member for any additional information that should be considered,
 - 2) Seek further information from any involved party, if they have reason to believe that pertinent information might be available,
 - 3) Meet to formulate their joint recommendation, and
 - 4) Report their findings to the faculty member with a copy to the SON Chair. This should be accomplished within 10 working days after the request has been filed with the SON Chair.
 - B. After receiving the perspectives from the selected faculty members, the faculty member responsible for the grade will:
 - 1) Convey his/her decision to the student in writing within 10 working days of receiving the report from the faculty committee.
 - 2) Notify the SON Chair of the decision and when it was conveyed to the student.
5. Based on the outcome of the mediation, the student may meet with an Academic Advisor to discuss a plan of action including a petition or updated program of study.

8/27/21

FINAL GRADE MEDIATION FORM

Completion of this form provides documentation that the student and faculty have followed the School of Nursing's policy for grade mediation.

Student	UID
Course	Grade final
Faculty responsible for assigning the grade	
Explanation of the grade dispute (attach additional pages as needed)	
Step 1 Verification of student meeting with faculty Grade remains unchanged <input type="checkbox"/> Grade will be changed to _____	Student _____ Faculty _____ Date _____ <input type="checkbox"/> Check here to continue to step 2
Step 2 Verification of student meeting with Course Coordinator or appropriate Director .	Student _____ Course Coordinator or Concentration Director _____ Date _____ <input type="checkbox"/> Check here to continue to step 3
Step 3 Verification of student meeting with the nursing program Chair Student _____ Nursing Program Chair _____ Date _____	<input type="checkbox"/> Return to faculty to consider _____ OR <input type="checkbox"/> Check here to continue to step 4 (initiation of faculty panel)
Step 4 If the student wishes to appeal to the nursing program Chair, the Chair will convene a three member faculty to Panel to review the student's request for mediation of a final grade. AT THIS POINT, THIS FORM SHOULD BE GIVEN TO THE CHAIR.	
<i>Panel Recommendation to the Faculty</i> Grade should stand as final _____ Grade should be changed to _____ Panel Chair: _____ Member _____ Member _____ Date _____	
After the panel has reviewed the complaint and provided a perspective to faculty member, the faculty member notifies the student of the decision as to whether or not the grade will be changed. <div style="text-align: center;"></div>	Faculty decision: <input type="checkbox"/> Grade stands as final _____ <input type="checkbox"/> Grade will be changed to _____* *The faculty member is responsible for initiating the process for changing the grade. Faculty _____ Date _____
Step 5 Student meets with academic advisor.	

Critical Incident/Near Miss Policy

TITLE: Critical incident tracking/Student Errors and Near Misses

Policy: Errors or near misses are a risk with students who are novice practitioners and must be minimized to the extent possible. A record must be kept of all errors and near misses so that faculty may analyze occurrences and develop a plan to reduce risk.

Definitions:

1. *Error* - an act of omission or commission that leads (or could potentially lead) to an undesirable patient outcome
2. *Near Miss*-an incident or behavior which had the potential to cause-injury or illness, but did not actualize due to chance, corrective action and/or timely intervention given the level of the student.

PROCEDURE:

1. The nursing student will report all errors or near misses immediately to the clinical instructor, assigned nurse, and/or preceptor as appropriate.
2. The patient's condition will be assessed and treated as indicated.
3. The student or individual discovering the error will report to the nurse caring for the patient. Facility specific error documentation will be completed with assistance of the clinical instructor. A student in conjunction with the faculty member will complete any facility-required error reporting paperwork or notify the faculty member when working in a precepted clinical experience.
4. A University Occupational/Non-Occupational Injury/Illness & Incident Report and/or Sharps Injury Form Needlestick Report are completed and returned to the Associate Dean as appropriate to the incident.
5. A WSU SCHOOL OF NURSING Critical Incident Tracking Tool will be completed by the student and clinical faculty. The form will be used to document any student improvement plan as indicated by the specific incident. One copy of the form will be kept with the student's Clinical Evaluation Tool for the specific clinical course.
6. A copy of the form will be given to the Associate Dean for filing in the nursing department.
7. The Program Assessment Committee will analyze the data for any trends in incidents and report this data at least once each semester during the academic year with a report provided to the Undergraduate Curriculum Committee meeting or more often if trends indicate a need for an immediate program improvement plan.
8. Students who fail to notify faculty of any and all clinical errors or near misses are at risk of dismissal from the nursing program.
9. All persons involved with the incident and this procedure will maintain confidentiality of the student and incident as appropriate.
10. While the laboratory setting is designed to provide a safe environment for learning, faculty will determine if specific circumstances may also dictate completion of the tracking form if an error occurs in the laboratory setting based on the specific situation.

8/27/21

STUDENT PRACTICE EVENT EVALUATION TOOL (SPEET)

Just Culture STUDENT PRACTICE EVENT EVALUATION TOOL (SPEET)

Student Name _____

Permission given to WSU School of Nursing to use by the NCBON on 9/21/17

NUR _____ Term _____

Event(s): _____

Event Number: _____

	Criteria	Human Error	At Risk Behavior				Reckless Behavior		Score
		0	1	2	3	4	5		
G	General Nursing Practice	No prior counseling for practice related issues	Prior counseling for single non-related practice issue	Prior counseling for single " <u>related</u> " issue	Prior counseling for " <u>same</u> " issue	Prior counseling for multiple related or non-related practice issues	Prior counseling for same or <u>related</u> issue with no or little evidence of improvement.		
U	<u>Under-standing</u> expected based on program level, course objectives/ outcomes	Has knowledge, skill and ability - <i>Incident was accidental, inadvertent, or an oversight</i>	Task driven/rote learning. OR Wrong action for this circumstance.	Failed to demonstrate appropriate understanding of options/resources. OR Aware of safety issues but in this instance cut corners.	Understands rationale but failed to recognize situations in terms of overall picture or to prioritize actions. OR In this instance, failed to obtain sufficient info or consult before acting.	Able to recognize potential problems. In this instance "negligent" OR failed to act according to standards. Risk to client outweighed benefits.	Knows or should have known correct action, role and limitations. In this instance action was " <u>gross negligence/</u> unsafe act" and demonstrated no regard for patient safety.		
I	Internal Program or Agency Policies/ standards/ inter-disciplinary orders	Unintentional breach OR No policy/standard / order available.	Policy not enforced. OR <u>Cultural norm</u> or common deviation of staff. OR Policy/order misinterpreted	Student cut corners or <i>deviated</i> in this instance from policy/standard/order as <u>time saver</u> .- No evidence or suggestion of a pattern of behavior.	Aware of policy/ standard/ order but ignored or disregarded to achieve <i>perceived expectations</i> of faculty, staff, patient or others. May indicate pattern or single event.	Disregarded policy/standard/order for own personal gain.	Maliciously disregarded policy/standard/order		
D	<u>Decision/ choice</u>	Accidental/ mistake/ Inadvertent error	Advantages to patient outweighed risk	Emergent situation - quick response required.	Non-emergent situation. Chose to act/not to act without weighing options or utilizing resources. Used poor judgement	Clearly a prudent student would not have done. <u>Unacceptable</u> risk to patient/agency/public Disregard for patient safety.	Conscious choice. Put own interest above that of patient/ agency/public. Egregious choice. Neglected red flags		
E	<u>Ethics/ credibility/ accountability</u>	Identified own error and self reported. Identifies opportunities for improvement and develops action plan for ensuring incident will not be repeated.	Admitted to error and <u>accepts</u> responsibility. Identifies opportunities for improvement and develops action plan for ensuring incident will not be repeated.	Acknowledged role in error but attributes to circumstances and/or blames others to justify action/inaction. Cooperative during investigation. Demonstrates desire to improve practice.	Denies responsibility until confronted with evidence. Reluctantly accepts responsibility. Made excuses or made <u>light of occurrence</u> . Marginally cooperative during investigation.	Denied responsibility despite evidence. Indifferent to situation. Uncooperative and/or dishonest during investigation.	Took active steps to conceal error or <u>failed</u> to disclose known error.		

Criteria Score _____

Mitigating Factors – check all identified	
	Communication breakdown (multiple handoffs, change of shift, language barriers)
	Unavailable resources (inadequate supplies/equipment)
	Interruptions / chaotic environment / emergencies – frequent interruptions / distractions
	Inadequate supervision by faculty or preceptor
	Inappropriate assignment by faculty or preceptor
	Policies / procedures unclear
	Client factors (combative/agitated, cognitively impaired, threatening)
	Non-supportive environment – interdepartmental/staff/student conflicts
	Lack of response by other departments / providers
	Other (identify)
	Total # mitigating factors identified

Aggravating Factors – check all identified	
	Especially heinous, cruel, and / or violent act
	Knowingly created risk for more than one client
	Threatening / bullying behaviors
	Prior formal student disciplinary record for practice issue(s)
	Other (identify)
	Total # aggravating factors identified

Criteria Score (from front page)	
Mitigating factors (<i>subtract</i> 1 point for 1-3 factors; 2 points for 4-6 Factors; and 3 points for 7 or more factors)	
Aggravating factors (<i>add</i> 1 point for each identified factor)	
TOTAL OVERALL SCORE	



Human Error	At-Risk Behavior	Reckless Behavior
# criteria in green= _____ IF 3 or more criteria in Green OR total score <8 – Address event by consoling student and/or developing remedial improvement plan with student	# criteria in yellow= _____ If 3 or more criteria in yellow OR total score 8-19 – Address event by coaching student, possibly counseling, and/or developing remedial improvement plan with student	# criteria in red = _____ IF 3 or more criteria in red OR total score 20 or greater - Consider disciplinary action and/or remedial action in addressing event with student

Evaluator: _____
 School Name: _____
 Date of Event: _____

Action Taken: _____

NOTE: This SPEET is NOT used if event involves misconduct such as: academic cheating, confidentiality, fraud, theft, drug abuse, diversion, boundary issues, sexual misconduct, mental/physical impairment. Instead, these are managed through established mechanisms outside of this clinical framework.

Human Error = Inadvertently doing other than what should have been done; a slip lapse, mistake.

At-Risk Behavior = Behavioral choice that increases risk where risk is not recognized or is mistakenly believed to be justified. Reckless Behavior = Behavioral choice to consciously disregard a substantial and unjustifiable risk.

Consoling = Comforting, calming; supporting student while examining event.

Coaching = Supportive discussion with the student on the need to engage in safe behavioral choices.

Remedial Action = Actions taken to aid student including education, training assignment to program level-appropriate tasks. Counseling = A first step disciplinary action; putting the student on notice that performance is unacceptable

Disciplinary Action = Punitive deterrent to cause student to refrain from undesired behavioral choices.

Faculty Assembly 11/29/17

Student Disabilities

Students requiring accommodations due to a physical and/or learning disability should notify the course faculty prior to or at the beginning of the course. Contact between the Office of Disability services (ODS), nursing program Chair (or director?) and faculty can be initiated at the student's request to plan for and coordinate student services. Please contact ODS (937/775-5680 or Lake Campus 419/586-0366) to learn about their services if an undocumented disability is suspected. The SCHOOL OF NURSING 's Nursing Program Accommodations for Student Disabilities policy is listed below.

Accommodations for Student Disabilities Policy

TITLE: ACCOMMODATIONS FOR STUDENT DISABILITIES

POLICY: WSU SCHOOL OF NURSING 's Nursing Programs are respectful of students' rights and responsibilities in accordance with the Americans with Disabilities Act of 1990 ("ADA"), as amended by the ADA Amendments Act of 2008, as well as Section 504 of the Rehabilitation Act of 1973. The University and the SCHOOL OF NURSING 's Nursing Programs are committed to providing reasonable accommodations to students with disabilities. Any student who believes a reasonable accommodation is necessary may request such an accommodation. While the process for requesting reasonable accommodation may be started at any time, accommodations may not be implemented retroactively. Therefore, it is important that students allow ample time for their accommodation requests to be processed.

Accommodations for Disability.

1. Accommodations may be requested for existing, newly diagnosed, or temporary disabilities or limitations (e.g., casted arm).
2. No student is required to disclose a disability before or after admission to the SCHOOL OF NURSING 's Nursing Program. However, disclosure and documentation are required if accommodations are requested.
3. Any student who believes a reasonable accommodation is necessary should contact the Wright State Office of Disability Services ("ODS") for information on the reasonable accommodation process (<https://www.wright.edu/disability-services>).
4. Once a student is qualified by ODS as having a disability, ODS will research, consider, and attempt to develop a potential accommodation plan with the student.
5. Students will then make arrangements to meet with the nursing program Chair and/or course instructor prior to the start of the course or as soon as possible if the need is identified during the term. This notification will allow time for the Chair and/or faculty member to determine if the requested accommodation(s) are reasonable and can be implemented without fundamentally altering the SCHOOL OF NURSING 's Nursing Program technical and program standards.
6. The SCHOOL OF NURSING 's Nursing Program will assure educational access by providing reasonable and appropriate accommodations, while maintaining the academic standards and integrity of the nursing program. Accommodations that compromise patient care, or that fundamentally alter the nature of the program or activity, are not considered to be reasonable.
7. If the student cannot meet the essential functions of a particular course, either unassisted or with dependable use of assistive devices (reasonable accommodation), the student may not be able to successfully complete the course.
8. If a student or faculty member believes a student is not succeeding with the existing accommodations, ODS will be notified. The student will meet with ODS for further advising and/or referral.

Technical Standards for Students

Throughout the program, the student must be able to complete, with or without reasonable accommodation, typical nursing activities and role functions of a *generalist* Registered Nurse in order to provide safe and effective patient care in each clinical area set forth by the curriculum. Upon admission to the SON, certification by a healthcare provider is required stating the student's general physical and/or mental health is sufficient to meet the technical requirements of the SON.

Rationale: The nursing profession, and the study of nursing, requires the student meet the cognitive, sensory, affective, and psychomotor functional requirements necessary for safe, effective care. Individuals must be able to meet these functional requirements with or without reasonable accommodation. 8/27/21

The School of Nursing requires students to verify and upload Technical Standards to CastleBranch account upon admission to the SON program.

<https://health-education-human-services.wright.edu/nursing/nursing-handbooks-and-requirements>, under Program Compliance Documents and Information - Pilot login

Applicants and enrolled students for all Nursing programs must be able to meet the technical standards, determined to be essential to the performance of the nursing role by the Wright State University nursing faculty.

Digital Devices and Social Media Policy

TITLE: DIGITAL DEVICES AND SOCIAL MEDIA POLICY

PURPOSE: This purpose of this policy is to help the School of Nursing, maintain an environment that is conducive to learning and to protect patient privacy and the integrity of clinical and classroom experiences. This policy is subordinate to applicable laws.

DEFINITIONS: Social media is defined as media designed to be disseminated through social interaction, created using highly accessible and scalable publishing techniques. Examples include but are not limited to LinkedIn, Twitter, Facebook, Flickr, YouTube, Instagram, and Snapchat.

PROCEDURES:

- Digital devices, other than those used for note-taking or accessing class-related information, are typically prohibited in classroom and clinical settings. Faculty members may modify this policy as course needs dictate. Specific agencies/hospitals may have different rules, which students must observe during clinical experiences.
- **Students should not communicate confidential, privileged, or proprietary information, particularly including information protected by HIPAA and FERPA. Distributing confidential, privileged, or proprietary information may be illegal and unethical, and may result in disenrollment from the College and referral to law enforcement / regulatory agencies.**
- **Comments or photographs that relate to clinical experiences may directly or inadvertently identify patients and/or patient medical information or other protected information. Students should avoid commenting about or posting photographs related to clinical experiences. Such comments or posts may also violate the College's and the student's contractual agreements with the clinical site, in which case the student may be removed and barred from the clinical site.**
- **Respect copyright and fair use:** Always consider copyright and intellectual property rights when utilizing social media sites. Adhere to all applicable laws and regulations.
- **Avoid Using Wright State University logos for endorsements:** The University logos (usually including SCHOOL

OF NURSING 's students in uniform where the SCHOOL OF NURSING 's logo is visible) are protected by copyright and trademark law, and generally may not be used for personal or commercial purposes. Unauthorized use of the University's logos may be illegal, and may subject students to legal action. Further, such uses may violate the Code of Student Conduct.

- Students should obtain consent before creating and posting photographs, videos, or audio recordings of others. Faculty members have intellectual property rights in the content of their courses (including slides and handouts), and may restrict the right to photograph, film, or record audio during class, and to re- distribute in-class materials for non-academic purposes. Disregarding faculty instructions regarding in-class recordings may violate the Code of Student Conduct. It is almost always inappropriate, unprofessional, and unethical to 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.
- **Terms of service:** Be mindful of the Terms of Service of any social media platform employed.
- **"Friending":** WSU-SCHOOL OF NURSING 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.
- Students 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 the student's assigned clinical responsibilities. Be mindful that "friending" patients may violate professional boundaries and/or confidentiality.

- **Think (and rethink) before sharing on a social media sites:** Privacy is very hard to maintain, and never guaranteed, when utilizing social media sites. Before posting anything, think about the consequences of what would happen in the event that it becomes widely known (for example printed in a newspaper, posted on a billboard, or “going viral” on the internet) and how that could impact both the student and the University. Search engines can retrieve posts years after they are created, and communications can be forwarded or copied. If the student posting would not speak the comment in class or to a member of the media, think about if it should be posted online. 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.
- **Be respectful and professional:** Consider how a social media posting will reflect on the student, the University, and the SCHOOL OF NURSING. Students should avoid posts that are obscene, defamatory, profane, libelous, threatening, harassing, abusive, hateful, or embarrassing to another person or entity, including patients, families, faculty, staff, fellow students, and agency personnel. Students are expected to adhere to professional standards including the ANA Code of Ethics. These types of communications, particularly those that amount to criminal harassment, sexual harassment, or threats, frequently lack legal protection, and may result in dismissal from the University or civil/criminal proceedings.
- **Identify personal views as personal:** If a student identifies him/herself as a Wright State University student online, it should be clear that the views expressed are not necessarily those of the institution. For example: “The views expressed on this site are completely my own and do not represent the views or policies of WSU SCHOOL OF NURSING or any of its affiliated clinical agencies.” Considering adding this language to the profile or “about me” section.
- **It is inappropriate and may violate class policy, SCHOOL OF NURSING policy, and University policies/codes to access social media sites during clinical, laboratory, or class time. Using social media during clinical time is unprofessional, and may be reflected in the student’s clinical grades.**
- **Use social media names and URL’s that don’t identify WSU SCHOOL OF NURSING:** Avoid using your WSU email address as your primary contact on social sites. Your social media avatar should not include WSU’s name or logo.
- **Avoid providing healthcare advice or provider referrals:** WSU SCHOOL OF NURSING doesn’t endorse people, products, services, or organizations. If you give or request advice or referrals, clearly indicate that you are not doing so on behalf of WSU or the SCHOOL OF NURSING
- **Add value to the WSU community with what you post:** Be accurate and factual. If you make an error, post the correction immediately within the original post.
- Students who are aware of any violation of this policy must promptly report the violation to the Chair of the nursing program. Failure to report may result in disciplinary proceedings.
- **Ethical Obligations.** The School of Nursing will report social media and/or digital device usage that violates nursing ethics. Violations may result in revocation of a nurse’s registration or a State Board of Nursing’s refusal to grant registration.

Violations:

- **All complaints regarding possible violations of this policy will be investigated.** Consequences for failure to abide by any component of this policy may range from informal reprimand, to failure of a course, to dismissal from the program and referral to Code of Student Conduct or Office of General Counsel. **Privacy violations are especially serious:** Violations involving protected health information (PHI) **will** result in disciplinary action up to and including expulsion. In addition, students may be subject to federal HIPAA fines or prosecutions from the affected individuals or clinical agencies.
- **Financial penalties:** Students may be required to reimburse WSU nursing program if the university incurs legal costs related to an inappropriate social media posting.
- **Personal liability:** Defamation may prompt civil proceedings by the injured party, which may result in an award of money damages against the student, sometimes including punitive damages and attorney fees.
- **Additional consequences:** WSU-nursing program may have mandatory reporting obligations to licensing and credentialing bodies.

Disclaimer: *WSU and the SCHOOL OF NURSING are not responsible for postings on social media as referenced in the above policy.*

Rationale: While the use of cellular phones and other digital devices can provide educational benefit to students, their use must not disrupt the learning or patient care environment. In addition, the increasing use of these devices for accessing and posting information on social media sites must promote a professional image that does not violate policies related to protection of sensitive and confidential information.

RELATED POLICIES: Wright Way 2001; OBN Program Policy 4723-5-12; WSU Code of Conduct, HIPAA, FERPA; School of Nursing Testing Policy,

RESOURCES: ANA Code of Ethics, NCSBN White Paper: A Nurse's Guide to Use of Social Media, ANA Social Networking Principles Toolkit 8/27/21

Student Signature: _____

Printed Name: _____

Date: _____

Grading Scale for School of Nursing Courses

TITLE: GRADING SCALE

POLICY: The grading scale for the Undergraduate Nursing program for all students is as follows:

93 - 100 = A

84 – 92.99 = B

75 – 83.99 = C

66 – 74.99 = D

Below 66 = F

Note:

- 1) Earning below a 75% in a nursing course will result in failure to progress in the SON.
- 2) Rounding of final course grades will not occur.

PROCEDURE:

NUR courses with a clinical component:

1. All students must pass both the didactic (classroom) and the clinical/lab components of a clinical course in order to earn a passing grade (A, B, or C) in the course.
2. In order to pass the didactic component of a clinical course, three criteria must be met:
 - a. Students must earn an average of exam scores that is greater than or equal to 75%.
 - b. Students must earn an overall course grade of 75% per the final grade calculation method stated in the syllabus.
 - c. Students must earn a passing grade on all assignments listed as Pass/Fail.
3. In order to pass the clinical/lab components of a clinical course, students must meet the standards identified on the student evaluation form.
4. Course grades will be calculated in the following manner for clinical courses:
 - a. Students passing both the didactic and clinical/lab components of the course will earn a final course grade based on the student's quantitative evaluation data.
 - b. Students passing the didactic component of the course but failing the clinical/lab component of the course indicates an inability to apply that knowledge in practice will earn an "F" for the final course grade.
 - c. Students failing the didactic component of the course, but passing the clinical/lab component of the course will earn a "D" or "F" based on the assigned percentages for each grade.
 - d. Students failing both the didactic and clinical component of the course will earn an "F" for the final course grade.

For SCHOOL OF NURSING 's Nursing Program (NUR and HLT) courses without a clinical component:

1. In order to pass a NUR or HLT course which is didactic only, the following criteria must be met:
 - d. Students must earn an overall course grade of 75% per the final grade calculation method stated in the syllabus.
 - e. Students must earn a passing grade on all assignments listed as Pass/Fail.

8/27/21

Compliance

Nursing Program Compliance

Nursing students need to be compliant with program requirements to ensure the safety and well-being of patients, themselves, and their peers; to meet legal, regulatory, and accreditation standards; to fulfill educational and professional requirements; to honor institutional agreements with clinical partners; and to minimize liability risks. Compliance is integral to maintaining a safe, effective, and professional learning and healthcare environment.

Documentation Requirements

All students must provide evidence of compliance with the required documentation by the specified deadlines. Students cannot participate in Nursing courses without proper documentation.

Procedure

1. **Student Responsibility:** Students must maintain compliance with all documentation requirements while enrolled in the Nursing program.
2. **Documentation Deadlines:**
 - Fall admission to the Nursing program documentation is due by **August 1**.
 - Spring admission to the Nursing program documentation is due by **December 15**.
3. **Submission Process:** Documentation should be submitted to the online compliance management system unless otherwise instructed.
4. **Consequences of Non-Compliance:**
 - **Administrative Withdrawal:** If a student fails to provide the required documentation by the start of the semester, the administration reserves the right to withdraw or drop the student from Nursing courses.
 - **Compliance During Courses:** If a student becomes non-compliant after starting a course, they will be prohibited from attending lab or clinical sessions until the required documentation is submitted. This non-compliance may result in the student needing to withdraw from the course or potentially receiving a failing grade due to missed sessions.
5. **Re-Entry Requirements:** Students who have missed compliance deadlines must contact the Compliance Coordinator for updated requirements before re-entering Nursing courses on a space-available basis.
6. **Financial Responsibility:** Students are responsible for any costs associated with meeting these documentation requirements.
7. **Health Requirements:** The Nursing program must adhere to all health requirements mandated by contracted clinical agencies or partners. If additional requirements are imposed by clinical partners while a student is enrolled, the student must comply at their own expense. This may include, but is not limited to, vaccines, lab tests, or background checks.

06/21/2024

Background Checks

1. All students are required to complete both federal and state background checks prior to enrollment in the SCHOOL OF NURSING. Subsequent testing may be required by clinical agencies. Refer to the "Background Check" policy.

RN BSN Licensure Verification

1. RN-BSN and graduate students must provide evidence prior to enrollment of a current unencumbered license as an RN in the state in which the clinical experience will occur. Verification must be from the appropriate Board of Nursing or NURSYS website.
2. Compliance documents and license renewals must be entered in the required Pilot **RN-BSN Program and Information Exchange**: <https://pilot.wright.edu/d2l/home/274916>

Medical

Information and forms are located at: <https://health-education-human-services.wright.edu/nursing/nursing-handbooks-and-requirements>, under Program Compliance Documents and Information - Pilot login

Personal Health Insurance

1. Students are required to carry health insurance while enrolled in the nursing program.
2. Students must submit a photocopy of their personal health insurance policy or card (both sides of card) which verifies the policy number. The student's name must appear on the insurance card. If it does not, submit the card, along with verification of coverage (example: letter from the insurance company indicating student coverage or the on-line verification of coverage from the insurance holder's account)
2. Students who purchase health insurance each semester through the university are responsible for submitting a copy of their receipt at the beginning of the academic term. A receipt should be requested from Raider Connect when the semester's fees are paid.
3. Should the student's health insurance change while in the program, the student must submit the new documents as soon as possible.
4. **Military:** if your name is not on a spouse's military Insurance card, please contact the insurance company and obtain a statement indicating that you are covered under your spouse's military insurance. The military Id is not accepted for proof of insurance coverage. A letter from the military insurer can be submitted as proof of coverage.

Cardiopulmonary Resuscitation (CPR) Certification

Information and forms are located at <https://health-education-human-services.wright.edu/nursing/nursing-handbooks-and-requirements>, under Program Compliance Documents and Information - Pilot login

WSU Bloodborne Pathogen (OSHA) Training and Clinical Passport {Greater Dayton Area Hospital Association}

Information and forms are located at: <https://health-education-human-services.wright.edu/nursing/nursing-handbooks-and-requirements>, under Program Compliance Documents and Information - Pilot login

Drug and/or Alcohol Testing

1. Clinical sites may require students meet additional requirements such as drug screening. It is the student's responsibility to ensure these compliance requirements are met by the scheduled due date.
2. Students who are licensed nurses are also at risk for having findings related to criminal offenses or drug/alcohol screenings reported to the appropriate Board of Nursing

Liability Insurance

1. Student liability insurance is covered in course fees. Any student wishing to review the policy may request a copy from the Dean's office.
2. Liability insurance is limited to activities directly associated with clinical duties required by the SCHOOL OF NURSING
3. In addition, to the blanket coverage provided by the SCHOOL OF NURSING, the SCHOOL OF NURSING recommends that all licensed students (RNs and LPNs) carry personal liability coverage.

Identification Cards/Badges

TITLE: IDENTIFICATION CARDS/BADGES

POLICY: All University students are required to have a Wright 1 card which serves as a photo ID and a library card. However, all students in the SCHOOL OF NURSING 's Nursing Program are required to wear a nursing ID badge/card at all times during clinical, lab, or field work experience.

PROCEDURE:

1. Pre-licensure Students
 - a. Main Campus: To obtain a Wright 1 card and/or a photo nursing ID card/badge, students go to the Wright Print Center in 066 Student Union.
 - b. Lake Campus: To obtain a Wright 1 card and/or a photo nursing ID card/badge, students go to 170 Dwyer Hall on Lake Campus.
2. A minimal fee is charged for issue and replacement of cards.

Illness & Injury Policy

TITLE: STUDENT ILLNESS & INJURY POLICY

POLICY: Students will ensure all health requirements are completed and documented in the appropriate online compliance management system prior to every lab or clinical course. Students are responsible for reporting any changes in health status (physical and/or behavioral) that would affect their performance or safety in the classroom, lab, or clinical setting to the assigned instructor in a timely manner. Students requiring accommodation for an illness or injury must contact the Office of Disability Services. Students requiring restrictions to job performance are not permitted in the lab or clinical settings. Students are financially responsible for their individual health care needs.

See Attendance Policy for additional information regarding clinical or lab absences.

PROCEDURE:

Medical Emergency

- If the emergency occurs in the classroom or lab setting, call 911. See [University Policy 13270: Emergency Care for Injuries and Illnesses](#).
- A student requiring emergency treatment while in the clinical setting will be taken to the emergency room for treatment as applicable.

Medical Nonemergency

- If a student becomes ill in the classroom, lab, or clinical setting, the student will be sent home or moved to a separate area until arrangements can be made for transportation. The student should follow up with their health care provider.

Injury to a Nursing Student

- An incident report will be completed and a copy will be placed on file in the appropriate Associate Chair's office. If the injury occurs in the clinical setting, a copy will also be given to the agency. The student and faculty must each fill out the form. See the [Environmental Health and Safety Emergency Information](#) website and follow "Injuries, Accidents, Illnesses, and Near-Misses".
- See [University Policy 13275: Reporting Injuries and Illnesses](#) for more information.

Student Exposure to Blood or Body Fluids

- In the event of a student needlestick or exposure to a bloodborne pathogen, report to the nearest Emergency department or Urgent care facility. See the [Environmental Health and Safety Emergency Information](#) website and follow "Exposure to Bloodborne Pathogens."
- See [University Policy 13350: Non-occupational Exposure to Bloodborne Pathogens](#) for more information and forms.
- See the [Environmental Health and Safety Occupational and Employee](#) website for post-exposure plan to infectious substance.

Admin 8/13/25

Name/Address/Telephone Changes

Please notify the School of Nursing (Dayton or Lake Campus) as well as the Office of the Registrar of any change in name, address, or telephone number.

Nursing Pins

School of Nursing pins are available to senior students preparing to graduate. Placement of an order is the responsibility of each student. To order the pins, go to www.jimcolemanstore.com/wright. Deadlines vary according to your graduation date.

Online or Web-Enhanced Courses

As many of our classes are web-enhanced or offered in online formats the School of Nursing follows the recommendations for hardware, interconnectivity and software from CATS and the Center for Teaching and Learning. For minimal requirements for on campus computing see <http://www.wright.edu/cats/guides/students.html>. If you anticipate taking online courses, you will need more computing power than the minimal requirements. Please see <http://www.wright.edu/dl/techreq.html> for recommendations. In particular note that high-speed internet connections are assumed for distance learning in order to provide higher quality videos and presentations online

Petition Process

TITLE: UNDERGRADUATE STUDENT PETITION POLICY

POLICY: Undergraduate students may petition for an exception to any university academic regulation, college program requirement, or for a course substitution.

PROCEDURE:

1. Students interested in petitioning a university regulation or college program requirement should follow the most current university guidelines and complete the undergraduate petition process to request an exception. WSU Policy 4090 ([Undergraduate Petitions | policy.wright.edu | Wright State University](#))
2. Any petition involving a university policy or regulation (i.e. request to remove hours and points, request to drop or withdraw from a course, request to repeat a course, etc.), must be filed with the university (Registrar's Office) by the posted deadline for consideration during that month. Students should note the time limit for university level petitions.
3. Any petition involving a School of Nursing policy (i.e., apply for readmission after dismissal, departmental honors, etc.) is filed in the School of Nursing chair office (Lake Campus submit to 182B Andrews Hall). Students must include the undergraduate petition form and any supporting documentation by the posted university deadline for petitions for that month. Students are strongly encouraged to consult with an advisor to make sure the petition is clearly stated and documented.
4. Generally, petitions for exceptions to School of Nursing policies will not be reviewed for issues identified more than one year ago unless extenuating circumstances are documented that prevented filing the petition within one year's time.
5. All petitions related to School of Nursing policies must be supported with appropriate documentation that addresses the student's specific request. Students must provide documentation that includes extenuating circumstances (i.e. illness, family emergency, military duty, university error, etc.) or special circumstances that would warrant an exception to a college policy. Petitions may be denied due to insufficient documentation.
6. Once a student's petition for a School level policy is reviewed and denied, the decision is final. A student may re-petition if additional documentation to support the petition becomes available.

8/27/21 Admin

Plagiarism Policy

TITLE: PLAGIARISM DETECTION

POLICY: Faculty will use a plagiarism detection mechanism to screen student written assignments.

PROCEDURE:

1. All undergraduate Integrated Writing assignments and Honors papers as well as undergraduate and graduate written papers as applicable (independent study assignments, thesis, and scholarly project

- papers) will be submitted by the student through a drop box that screens for plagiarism.
2. Settings that allow students to see the results of the plagiarism assessment and allow students the opportunity for multiple submissions to allow for correcting any identified deficiencies will be used.
 3. Specific communication will be included on course syllabi about plagiarism procedures.

8/27/21

Post-Exposure Plan to Infectious Substance

TITLE: POST-EXPOSURE PLAN TO INFECTIOUS SUBSTANCE

POLICY: All students and faculty are responsible for following university and agency policies for dealing with exposure to needlesticks and/or bloodborne pathogens. The health insurance of the exposed student will be charged for all medical care received. Faculty with exposures will be covered under their specific insurance plan.

PROCEDURE:

1. All students and faculty who are exposed to an infectious substance should follow the most current university guidelines for exposure (See Figure 1) that include immediate first aid and calling the on-call Wright State infectious disease physician for guidance given the circumstances of the situation.
2. If applicable, follow any agency guidelines based on the exposure, including identifying and testing the source individual and any testing recommended by the clinical agency where the incident occurred.
3. Complete any agency required variance/incident report forms as appropriate prior to leaving the facility, or no later than 24 hours after the incident.
4. Complete university incident report documenting route of exposure and circumstances under which the exposure incident occurred. This shall be submitted on the university's injury/illness report form available on the Environmental Health and Safety's website (<http://www.wright.edu/administration/ehs/resources/forms.html>). If the exposure involved a needlestick the Needlestick Report/Sharps Injury form found at the same site must also be completed and submitted to Environmental Health and Safety.

8/27/21

Please click on this link to access the WSU exposure plan. [Exposure emergency information](#)

Practicing Safe and Professional Care

TITLE: POLICY FOR PRACTICING SAFE AND PROFESSIONAL CARE

POLICY: Students must demonstrate the knowledge, skills, and behaviors necessary to provide safe care for their assigned patient or patients based on the level of student and site of practice, including the clinical, laboratory, and simulation setting. Safe practice includes having the ability to make sound judgments not affected by any impairment. Students should refer to the assigned course syllabi regarding safe practice as well as Ohio Board of Nursing rules.

A student whose clinical practice is judged to be unsafe, unprofessional, and/or potential for unsafe/unprofessional, may be removed from the clinical, simulation, or laboratory experience. In order to be eligible to resume the clinical experience, the student who has been removed must comply with written and agreed upon stipulations prescribed by the faculty for returning to the clinical setting. The faculty, with appropriate input from the student, will develop a set of expectations that the student is to achieve to remedy those weaknesses in the current and/or subsequent term.

Consequences for unsafe practice, unprofessional practice, or patterns of practice issues may include failure of a nursing course or dismissal from the SON.

DEFINITIONS:

Unsafe Practice: Behavior in providing nursing care to clients that fails to achieve the standard of care, violates the nurse practice act, violates the ANA Scope and Standards of Practice, or calls into question the professional accountability of the student. Depending upon the degree of actual or potential harm a client may suffer, a one-time deviation from safe practice may be sufficient to judge a student unsafe and lead to sanctions that include course failure or dismissal from the SON.

Unprofessional Practice: Behavior in providing nursing care to clients that violates the ANA Scope and Standards of Practice, ANA Code of Ethics, or the WSU Student Code of Conduct.

Potential for Unsafe and/or Unprofessional Practice: Behavior with potential for unsafe and/or unprofessional practice in providing nursing care to clients that fails to achieve the standard of care, violates the nurse practice act, violates the ANA Code for Nurses and/or Standards of Practice, or calls into question the professional accountability of the student given their level in the program.

Under this guideline, examples of unsafe/unprofessional behavior include but are not limited to the following:

1. Failure to notify the agency and/or instructor of clinical absence;
2. Practicing in a clinical setting with any impairment that does or could interfere with the ability to practice safely;
3. Demonstrating behavior that puts a client at risk for harm by violating standards of care or specific safety instructions from a clinical faculty or preceptor;
4. Violating privacy rights of clients through breach of confidentiality of interactions or records or failure to protect privacy in personal care;
5. Refusal to accept responsibility for own actions or admit mistakes;
6. Dishonesty or covering up errors/information;
7. Failure to demonstrate appropriate professional boundaries;
8. Repeated tardiness or absences; and/or
9. Inability to change behavior in response to feedback.

PROCEDURES:

1. Any student who is judged to have unsafe, unprofessional, or potential for unsafe/unprofessional practice in a clinical or laboratory setting will be notified by faculty the day the behavior is identified.
 - a. The faculty member will arrange to meet with the student to discuss in detail behaviors observed, actions needed to improve the student's clinical practice, and when the student can return to the clinical setting. This meeting should be held before the next clinical experience
 - b. The student/faculty meeting should include development of a written student conference report outlining the unsafe and/or unprofessional behavior. The conference report must include plan of improvement and consequences for failure to successfully meet plan for improvement. See sample Student Conference Report attached. If a student refuses to sign the report, it should be documented.
 - c. NOTE: An infraction that is egregious (Social Media violation, HIPAA violation, etc.) will lead to failure of the clinical course as well as possible additional sanctions imposed by the clinical agency.
 - d. Any errors in patient care related to unsafe and/or unprofessional practice may also require completing the Student Practice Event Evaluation Tool (SPEET), which is submitted to the appropriate Administrator
 - e. Unsafe and/or unprofessional behavior may result in immediate removal from the clinical setting, failure of the nursing course, and/or dismissal from the nursing program depending on the severity of the issue.
2. Any failure to completely comply with the specifications of the student conference report remediation plan or continued conduct and performance deficits will result in additional sanctions up to dismissal from the nursing program.

3. An undergraduate student who fails a course due to unsafe and/or unprofessional behavior must complete a minimum of 1 credit of Independent Study addressing areas of identified weakness. A student must successfully complete the independent study to be eligible to repeat the failed nursing course and remain in the nursing program.
4. Any student under investigation for violations of law or policy at the facility or the SCHOOL OF NURSING or the University
 - a) may not withdraw from the course until the investigation is complete.
 - b) must be reported to the SCHOOL OF NURSING'S Chair and the Office of Community Standards and Student Conduct.
 - c) will earn a grade of "F" for the course if found to have committed the reported violation. Additional sanctions may be issued by the Office of Community Standards and Student Conduct.
5. Students who fail a course due to unsafe and/or unprofessional practice and who disagree with the evaluation that their clinical practice is unsafe and/or unprofessional are offered due process through the college Final Grade Mediation procedure or university petition process as applicable.

8/27/21



Student Conference Report

Date: _____

Course: _____

Student's Name: _____

Preceptor's Name (if applicable): _____

Reason for Conference: _____

Student Comments: _____

Student prescription for self-improvement: _____

Faculty prescription for student improvement: _____

Student Signature: _____

Date: _____

Faculty Signature: _____

Date: _____

Is follow-up conference necessary? No ☐ Yes ☐ If yes, Date for Conference: _____

Form 9/17

College of Health, Education, and Human Services | School of Nursing, Kinesiology, and Health Sciences

Wright State University and Miami Valley Nursing Programs

3640 Colonel Glenn Highway • Dayton, OH 45435-0001 • 937-775-3132 • FAX 937-775-4571

Preceptor Policy

Pre-Licensure Practicum Placement Process

Preceptors in the Pre-Licensure Program

TITLE: PRECEPTORS IN THE PRE-LICENSURE PROGRAM

POLICY: Preceptors may be used for clinical experiences. Students are assigned to a Registered Nurse Preceptor with oversight provided by clinical faculty, clinical adjunct faculty, or clinical associates at the clinical site. All preceptors must meet qualifications and responsibilities as stated in the Ohio Board of Nursing Administrative Code.

Process will be guided by the course coordinator. Preceptors should be evaluated and updated.

4/16/25

Pregnancy

For the health protection of the developing fetus, any student who is pregnant should notify the course instructors, both coordinator and clinical instructor, prior to the beginning of the term so clinical experiences can be planned with minimal exposure to known agents of fetal damage. Please also note this on the NUR 4461 placement sheet.

Recordings

Audio and video recording of lectures, laboratory presentations, clinical conferences, meetings, phone or other conversation is not permitted without the permission of the instructor and other students present. Permission will always be granted to students for academic content who have a documented disability which makes such recordings necessary. However, an individual student may request his/her questions or comments not be recorded and such a request will be honored.

8/27/21

RN Licensure

Successful completion of the nursing program by prelicensure students leads to the Bachelor of Science in Nursing degree and eligibility to take the NCLEX (National Council of Licensure Examination) to obtain licensure as a registered nurse (RN) in the state where they apply for licensure upon successful completion of the exam.

Information about licensure and the NCLEX examination will be distributed prior to graduation during the prelicensure student's last semester in the nursing program. Practice as a RN is prohibited in Ohio until successful completion of the licensure examination and approval by the Board of Nursing as a registered nurse.

Each applicant for licensure will be required to answer questions on the application related to personal and legal history. In addition, the application asks about psychological history and illegal use of chemical and controlled substances. Among areas applicant must report to the Ohio Board of Nursing are whether the individual seeking licensure has been convicted of, found guilty of, pled guilty to, pled no contest to, plead guilty by reason of insanity to, entered an Alford plea, or received treatment or intervention in lieu of conviction, or been found eligible for pre-trial diversion or a similar program for any misdemeanor or felony. Further information may be found on the Ohio Board of Nursing website (nursing.ohio.gov).

If the applicant for licensure examination must answer any of these questions “yes”, the applicant is asked to submit explanatory documents with the application. Based upon the documentation submitted and further investigation, the Board will determine whether the candidate will be permitted to take the licensure examination or will be licensed. Other states have similar requirements and questions.

Ohio Revised Code, Section 4723-09, requires that those applying to obtain a license or certificate issued by the Ohio Board of Nursing must obtain a criminal records check that is completed by the Bureau of Criminal Investigation (BCI), including a check of Federal Bureau of Investigation (FBI) Records. Only electronic finger printing is accepted. To find a location offering electronic fingerprinting, please visit <https://www.ohioattorneygeneral.gov/Business/Services-for-Business/Webcheck/Webcheck-Community-Listing> . Be certain to identify the Ohio Board of Nursing as the agency to receive the results. The results must go directly from BCI to the Ohio Board of Nursing to be valid.

Simulation

The School of Nursing requires students to verify and upload Simulation Participant Conduct Policy to CastleBranch account upon admission to the SON program.

<https://health-education-human-services.wright.edu/nursing/nursing-handbooks-and-requirements>, under [Program Compliance Documents and Information - Pilot login](#)

Wright State University-School of Nursing

TITLE: SIMULATION PARTICIPANT CONDUCT

POLICY: This policy specifically addresses participant conduct associated with simulation and/or skill lab activities.

PROCEDURE:

1. **Simulation/Lab Preparation:** The duties of the participant include but are not limited to the following:
 - A. Review the skill(s) to be practiced and/or demonstrated as well as having read the assigned articles or chapters by the faculty PRIOR to simulation and/or lab attendance. Participants may not be allowed to participate if not prepared.
 - B. Gather and return equipment used for skill performance.
 - C. Approach situations and simulation scenarios as if ACTUAL client interactions.
 - D. Follow safety measures at all times
 - E. Maintain cleanliness of the area
 - F. Dispose of sharps appropriately
 - G. Display professional courteous conduct showing respect and considerations for self, other participants, faculty, and simulators/standardized patients.
2. **Code of Conduct:** Participants will adhere to ANA Code of Ethics, Wright State University Code of Conduct, and SoN Code of Conduct Policy during scheduled course simulation/skills day. In addition to the Code of Conduct Policy, the following behaviors will be expected from the participant:
 - A. Professional behavior, language, and attitude is expected at all times
 - B. Absolutely NO eating, drinks permitted only with secure lid and never around simulators/standardized patients (participants who have medical reasons to eat should discuss this with the instructor prior to the experience)
 - C. Use wooden wall cubbies or metal cabinets for storage of personal belongings
 - D. NO pens allowed around simulators due to possible permanent skin staining.
 - E. Follow SoN Clinical Uniform Policy during scheduled simulation/skill days
 - F. Wear appropriate attire including footwear (no open toed shoes at any time, including during open lab).
 - G. Discard of used items in appropriate disposal areas.
 - H. Clinical Instructors and participants are responsible for leaving all areas clean and in order prior to departing (no trash, push chairs in, return any items to where found upon arrival).
 - I. No participant shall infringe upon the privacy, rights, privileges, health, or safety of other participants.
 - J. Do not sit on beds; beds are to be used by participants when assuming the role of the patient only (shoes must be removed).

- K. Participant may be dismissed from the simulation as a result of conduct that is unsafe, unethical, inappropriate, or unprofessional.
- 3. **Cell Phone Usage**-Participants will adhere to the SoN's Electronic Devices and Social Media Policy during scheduled course simulation/skill days. By following this policy, we maintain a safe learning environment that is compliant with clinical practice policies. The following are specific guidelines that will be enforced:
 - A. Cell phones may not be used for personal communication during the simulation. Cell phones may be kept on in silent mode during all scheduled simulation/skill sessions.
 - B. If an emergency arises, you must leave the simulation area to return the call.
 - C. Photography taken within the simulation area is prohibited.
 - D. Participant may use cell phones and computers as permitted to research pertinent information at the discretion of the faculty.
 - E. Comments or photographs posted on social media sites that describe, or attempt to describe any simulation session experiences are prohibited, with or without identifying information.
 - F. Possible violations of the governing policies will be investigated and consequences may incur based on policies from the SoN and/or Wright State University.
- 4. **Confidentiality** - All simulation areas should be treated as a clinical site. Participant are expected to show professionalism and to uphold all requirements of the Health Insurance Portability and Accountability Act (HIPAA) and any other federal or state laws. To maintain the integrity of a safe learning environment during the scheduled simulation sessions throughout the curriculum, participants will sign the Simulation Confidentiality Agreement. The agreement will be kept in the Participant compliance file for the duration of their SoN experience. By signing the agreement, participants understand the following:
 - A. All simulation scenario practice sessions involving participants and/or recordings are considered confidential.
 - B. All simulator/standardized patients should be treated as a real patient with appropriate respect and privacy.
 - C. Discussion of simulation scenarios and/or information associated with skill activities outside of the simulation area is in violation of the Simulation Participation, Confidentiality, and Recording Agreement and university academic integrity policies.
 - D. Violations to the Participation, Confidentiality, and Recording Agreement should be reported to the faculty.
- 5. **Participants Disputes** - Students wishing to dispute a grade/outcome from assignments and/or activities must follow the course syllabus.

REVIEWED: Fall 2019

The Nursing Simulation and Learning Resource Center (025 University Hall)

The Nursing Simulation and Learning Resource Center (NSLRC) meets the needs of faculty and students throughout the undergraduate and graduate curriculum. As part of the course requirements students will attend lab sessions as specified in course syllabi. Students learn fundamental and advanced skill content, nursing assessment, and nursing intervention through simulation. Additionally, students have access to the lab on an individual basis to meet their specific learning needs. Periodically, students may be asked to return to the lab to remediate over specific skill content, when deemed appropriate by clinical faculty.

At the Lake Campus, the NSLRC is located in 184 Andrews Hall. Open lab hours for the NSLRC will be posted outside of the door.

A laboratory fee is assessed for clinical nursing courses. Fee statements will be processed through the Bursar's office.

See the following lab guidelines.

Student Guidelines for Nursing Simulation and Learning Resource Center

Welcome to the Wright State University School of Nursing, Kinesiology and Health Sciences' Nursing Simulation and Learning Resource Center (NSLRC). Please let us know how we can facilitate your lab experience. It is up to you, the student, to utilize the NSLRC and take advantage of practice opportunities to help make the most of your nursing education. We are here to help you.

Goal

The goal of the NSLRC is to provide Wright State University nursing students a realistic, safe environment to learn and practice essential nursing skills, as well as develop problem solving and critical thinking skills during simulation. These skills can then be utilized in the healthcare setting to provide the best nursing care possible in a safe and effective manner.

Philosophy

The NSLRC mission is in accordance with the mission of Wright State University School of Nursing. The mission acknowledges that each student will be provided excellence in innovative educational programs as the foundation for lifelong learning, as well as be empowered to reach their full potential. The NSLRC will continue to serve students by providing a positive learning environment for all.

Introduction

The NSLRC exists to maintain an environment in which each student's educational and professional development is promoted. The following guidelines exist to sustain a safe, successful learning environment and provide uniformity throughout the teaching/learning process.

Dress Policy

Students will attend skill check-off, skill remediation, and simulation in uniform with University ID (see student handbook for hair, tattoo, nail polish and body piercing guidelines). For safety reasons, closed toe shoes must be worn at all times.

Lab Conduct/Behavior

It is expected students will treat the NSLRC with respect and act in a professional manner when using the facilities. There will be no food allowed in the NSLRC. Drinks in covered containers will be permitted at the tables only, never around the manikins. All manikins are to be treated as if they are live patients. Manikins are not to be moved from the beds unless it is a part of the skill assignment (i.e., mechanical lift). The manikins are very expensive pieces of electronic equipment and need to be handled with care for longer life. Please get the assistance of an NSLRC staff if you need a manikin moved. Do not use ink pens, markers, lubricant found in your kits, or betadine near manikins as this will permanently stain/damage their skin. Please only use lubricant provided by the NSLRC staff. Students are not permitted to take photos with cell phones or other means of the manikins or lab experiences, including simulations. Only those students currently enrolled at Wright State University in the School of Nursing are permitted in the NSLRC at any time. If you notice something is broken, needs restocking or our attention, please notify NSLRC staff immediately.

Professional Responsibility

Due to the busy schedule of the lab you are expected to show up as scheduled for any appointments. If you are more than 5 minutes late for an appointment, the lab staff has the discretion to decide whether or not your appointment needs to be rescheduled and/or refer you to your clinical faculty.

Clean Up

The NSLRC staff is not responsible for cleaning up after students. Please clean up after you practice, leaving the lab in the condition you found it. This includes beds in lowest positions with side rails up, head of bed down, manikins aligned and covered, trash disposed of, and all practice items replaced neatly where originally found. In this way all students will have a safe, clean environment to enjoy their lab experience.

Nursing Supply Bags

Each student entering NUR2200 will have purchased a Nursing Supply Bag equipped with most supplies needed to perform their skills check-offs. Bring this bag with you every time you come to the lab. Use these bags at home as well to help facilitate the mastering of your skills. Practice! Practice! Practice!

Open Lab

Open lab is offered to students to allow for practice time with some assistance from NSLRC staff that are available. Hours vary during the semester and can be found posted outside the Nursing Computer Lab entrance door, on the Open Lab door, as well as on the SCHOOL OF NURSING's website under the NSLRC Open Lab and Remediation Appointment Site. An appointment must be made for all Open Lab, Make UP time, and Remediation appointments on this site. Failure to notify the Director of the NSLRC of cancellation of an appointment will result in your instructor being notified for unprofessionalism. Students must sign in and out of the NSLRC in the book provided at the main entrance door. Practice occurs in the Open Lab area located at the back of the Nursing Computer Lab. Students are expected to bring their Nursing Supply Bag. Other equipment will be provided.

Skill Remediation

Students must proficiently demonstrate skill competence throughout the program. Skill Performance Checklists will be available for review as "guidelines" for completing the skills. Students will be evaluated using the Skill Performance Checklists and will receive a grade of Pass or Fail. It is expected you will have reviewed the skill thoroughly before remediation, utilizing open lab times, and be prepared to remediate. You must sign in and out using the NSLRC designated process.

NUR 2200/2300

Refer to the Skill Remediation Form for NUR 2200/2300

General

Skills Videos

Refer to the General Skill Remediation Form NUR 2200/2300 students purchase a set of nursing skills videos with their Potter and Perry Fundamentals of Nursing textbook. These are the only videos that should be viewed when preparing for skill practice/check-off. Use these videos merely as an additional teaching method in conjunction with your Potter and Perry textbook, skill check off lists, and clinical instructor guidance. However, skill check off lists should be the ultimate guide as these will be the guidelines for evaluation

Simulations

Simulations provide students the opportunity to improve and utilize their critical thinking, clinical reasoning, and clinical judgment skills, as well as gain new knowledge in a safe, controlled environment. Simulations are prepared by faculty utilizing a National League for Nursing template, current textbooks, and research articles that are Peer reviewed to ensure evidence-based practice experiences. Simulations are held in the NSLRC at Wright State University main campus in Labs 1, 2, 3, and 056, the SHARE House at St. Leonard, and 184 Andrews Hall Lake Campus.

Various simulations occur throughout the undergraduate program. All students are expected to fully participate in the entire simulation, including debriefing, to get the most out of each experience. Please refer to the Undergraduate Student Handbook for more detailed information

Student Simulation Evaluations

Each student will be asked to fill out an evaluation immediately upon the completion of each simulation. This feedback allows the NSLRC staff and clinical faculty the ability to make positive changes in the future for the simulations through feedback.

Confidentiality Agreement

All simulation scenarios and practice sessions involving students and/or recordings are considered confidential. All students are required to sign a Simulation Confidentiality Agreement form at the beginning of NUR 2200 through

Certified Profile. These forms will be kept on file electronically until you graduate.

Safety Guidelines

Infection Control: Although everything pertaining to the patients and patient care is simulated in the NSLRC, students should follow standard precautions and transmission specific precautions when appropriate. This includes proper hand washing, use of PPE, and appropriate disposal of equipment (i.e., sharps in sharps boxes). **Latex**

Warning:

- The labs are NOT entirely free of latex containing products.
- Some essential products and manikins do contain latex.
- Wherever possible, latex free products and equipment have been purchased for the lab.
- Clean gloves in the NSLRC are latex free, Sterile Latex free gloves are available upon request.
- Signs are posted outside of each NSLRC lab regarding the potential risk of coming into contact with latex.
- If you are aware that you have a latex sensitivity, or suspect that you do, it is your responsibility to notify NSLRC staff.
- Individuals having a potential acute latex reaction should utilize appropriate emergency procedures and notify WSU Campus Police at extension 2111. Lake Campus students should contact the student services front desk at ext. 0 or contact Mercer County Dispatch at (419) 586-7724. A WSU Incident Report form should also be completed.

Use of needles in the lab: Nursing students at Wright State University are not permitted to stick each other with any type of needle (i.e., Lancet, Sub Q, Angiocath, etc.). However, In the event of a needle stick or other injury, please notify the NSLRC staff immediately and obtain first aid as necessary. The First Aid Kit can be found at the back of the NLRC in the cupboard labeled “First Aid Kit”. Forms must be filled out and sent to the appropriate department at WSU. The importance of not recapping needles is emphasized during lab.

Visitors: For safety reasons, no children are permitted in the NSLRC at any time.

Security and Emergencies: In case of an emergency please call Campus Security at extension #2111 (or 775- 2111). For life threatening emergencies call 911. Lake Campus students should contact the student services front desk at ext. 0 or contact Mercer County Dispatch at (419) 586-7724. There are Safety Data sheets and an Emergency Action Plan located in binders on the counter at the back of the NSLRC. Students are not allowed to bring children or guests to the NSLRC.

Disability Statement

The Americans with Disabilities Act requires that reasonable accommodations be provided for students with physical, sensory, cognitive, systemic, learning and psychiatric disabilities. If you need special accommodations, at the beginning of the semester, please contact the main campus your instructor and the Director of The Nursing Simulation and Learning Resource Center or the Lake Campus Director.

8/27/21

Tobacco Free Policy

(See the WSU 7230 Tobacco Free Policy) ([Tobacco Free Policy](#) | [policy.wright.edu](#) | [Wright State University](#))

Stethoscope

Students must purchase a stethoscope that has both the bell and diaphragm pieces. It should have 8-9 inches of dual tubing. The bookstore in the Student Union carries an appropriate stethoscope which comes in a kit with bandage scissors and a pen light.

Standardized Testing for Student Success

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 tests are administered throughout and at the conclusion of the nursing program.

PROCEDURE:

Specialty/Mid-Curricular Exam Policy

Students will be required to take HESI assessment tests (specialty tests) pertaining to each of the major course content areas. Each specialty test will be administered near the end of the course. Students are required to take each exam at the designated time. Testing will occur on campus and will be proctored.

1. Students will be required to take nationally, normed tests throughout the curriculum. Each exam is given as a part of a clinical course in the pre-licensure BSN curriculum.
2. **Students should strive for a score of 850 each time which is considered “satisfactory performance” by HESI.** Students who score 850 or above are considered to have **mastered** the content for the area tested. At the end of each testing period, the student should take that opportunity to review the individualized test analysis provided, and plan to take steps to improve in area deficient of the 850 score. Students may also seek assistance from the Student Success coordinator or the designated person at Lake Campus for remediation or success resources.
3. The specialty exam will count for 5% of the grade in the course in which the exam is given.
4. If the HESI score is between 850 and 999, the HESI score will be converted to a percentage of the HESI grade. If the HESI score is 1000 or higher it will be converted to 100%.
 - If the student gets an 850 HESI score on the HESI, the grade in the grade book would be an 85.0 (weighted at 5% of the overall course grade)
 - If the students gets a 650 HESI score on the HESI, the grade in the gradebook would be a 65.0 (weighted at 5% of the overall course grade).
5. Students have one opportunity to take the exam – it cannot be repeated.
6. The HESI score will not be included in the 75% average required on course exams to pass the course.
7. Make up exams will only be given to students with documented extenuating circumstances.

Any student who earns below the passing score of 850 on the specialty HESI exam in a nursing course will be required to complete individualized remediation.

1. It is the responsibility of the student to complete the required individualized remediation based on results from the specialty HESI examination.
2. Students must submit documentation of completion of HESI remediation to the Student Success Coordinator or the designated person at Lake Campus during finals week. Determination of adequate remediation will be made by the Student Success Coordinator or the designated person at Lake Campus.
 - a. If documentation of remediation is not received by the end of the semester, 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.
3. Upon completion of HESI remediation, students score will be converted to 85% of the total grade

STANDARDIZED TESTING FOR STUDENT SUCCESS

SIGNATURE PAGE

Student Name (printed) _____

Student Signature: _____

Date: _____

Semester enrolled in first nursing course: _____

Policy: Standardized Testing for Student Success:

<https://health-education-human-services.wright.edu/nursing/nursing-handbooks-and-requirements>

HESI Exit Exam Policy

The Exit Exam is a comprehensive computerized exam that uses the same test blueprint as is used by the National Council of State Boards of Nursing for the NCLEX-RN and is predictive of success on the NCLEX- RN examination. **A student who scores 850 or above on the Exit Exam has an “average probability” of passing NCLEX on the first attempt according to HESI.**

1. The **first** exit exam will count for 10% of the grade in NUR 4460 (traditional). If the conversion score is 99.99% it will be converted to 100%.
2. The conversion score will not be included in the 75% average required on course exams to pass the course.
3. Any costs for retesting (or taking additional nursing courses) as required in this policy are the sole responsibility of the student. The cost of taking the exam the first time is included in the course lab fees.
4. Students are required to take the exam at the designated time. Testing will occur on campus and will be proctored. Make up exams will only be given to students with documented extenuating circumstances.

Students will have two attempts to pass the HESI exit exam during their last semester.

1. HESI #1 will be taken during week 2 but no later than week 3 of the final semester (NUR 4460).
 - a. Any student who earns below the score of 850 on the first HESI exit exam will be required to complete individualized remediation based on the results from the exit HESI exam.
 - b. Students must submit documentation of completion of HESI remediation to the Student Success Coordinator or the designated person at Lake Campus by the deadline established which will be prior to the second attempt.
2. HESI #2 will be taken later in the final semester.
 - a. Any student who earns below 850 on the second attempt will be required to complete individualized remediation based on the results from the exit HESI exam.
 - b. Students must submit documentation of completion of HESI remediation to the Student Success Coordinator or the designated person at Lake Campus by the deadline established

Failure to achieve a score of at least 850 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.

3/6/24

Student Organizations

Sigma Theta Tau International Zeta Phi Chapter

Sigma Theta Tau International is the Nursing Honor Society. Membership is by invitation to baccalaureate and graduate nursing students who demonstrate excellence in scholarship and to nurse leaders who exhibit exceptional achievements in nursing. It is a nonprofit organization with chapters located on more than 500 college and university campuses around the world. The purposes of this society are to:

1. Recognize superior achievement
2. Recognize the development of leadership qualities
3. Foster high professional standards

4. Encourage creative work
5. Strengthen commitment to the ideals and purposes of the profession

Undergraduate and graduate students in the School of Nursing who meet the following criteria will be invited to become members of Zeta Phi Chapter.

Undergraduate Students
<ol style="list-style-type: none">1. Completion of one half of the required <u>nursing</u> curriculum2. Rank in the upper quarter (top 25%) of the class3. Attain a cumulative grade point average of at least 3.0 on a 4.0 scale4. Submit two letters of endorsement.

Information about Zeta Phi Chapter can be found at

<https://health-education-human-services.wright.edu/nursing/zeta-phi-chapter-of-sigma-theta-tau-international-honor-society-of-nursing>

9/8/23

Association of Student Nurses at Wright State University

The Association of Student Nurses at Wright State University serves as a student organization at Wright State University with the goal to mentor, support, and empower nursing students within the School of Nursing. We strive to uphold the standards and ethics of the nursing profession, encourage community involvement, facilitate networking, and aid in the advancement of the whole person and his/her professional role as a future registered nurse. ASN operates at the local, regional, state and national levels to ensure high quality professional development for the nursing student.

Student Signatures on Charts, Records, Progress Notes, etc.

WSU-SON students should sign records, etc. in the following manner: All students will sign: EX: Name, WSU SN
Registered Nurses may sign: EX: Name, R.N., (WSU SN)

Testing

TITLE: TESTING POLICY

POLICY: Policies to be followed by all students and faculty in undergraduate and graduate classes in the SCHOOL OF NURSING.

PROCEDURE:

Student responsibilities:

Classroom Testing

1. Each student will take the exam and submit individually, unless it is administered by the faculty as a collaborative testing opportunity.
2. No late entry into exams without faculty permission. Students who are late and admitted to the testing environment must complete the test in the remaining allotted time.
3. No extra time may be given for taking the exam unless special circumstances, such as disability, etc. are documented.
4. No children or visitors are allowed during testing.
5. All cellular phones, pagers, and electronic and/or wireless devices will be turned off and out of sight during examinations, quizzes, and graded events. This includes items such as Apple watches.
6. Personal calculators are not permitted but faculty will provide calculators for student use as appropriate.
7. Only a wooden #2 pencil can be used.
8. No food or drinks are permitted during exams.
9. Students are requested to not bring books, backpacks, or purses to exam if possible. If students do bring these items, they will be requested to place them in a designated area of the room and retrieve them following the exam.
10. Hats may not be worn or be in student's possession during the exam except to meet religious, medical, or cultural needs. This request must be communicated to the course faculty prior to the exam.
11. Students may not leave the room when the exam is in progress. If a student must leave the classroom, the exam booklet and answer sheet must be turned in to the proctor.
12. If a student is caught cheating during an exam, the student will receive an academic integrity violation notice, and the university's Academic Integrity Policy and Process will be followed.
13. Students must return exam booklet and answer sheet.
14. Students may be required to show their WSU ID when turning in their exam and answer sheet.
15. It is the faculty member's determination in how and when tests may be reviewed. Students may only review exams in a proctored setting. Students will not be allowed to take any notes or photos; any violation of this would be considered an Academic Integrity violation.

Additional Guidelines for Online Testing

1. A lock down browser with a mandatory webcam is required for all online testing.
2. A time limit and specific administration time may be established for the testing.
3. It is the responsibility of the student to ensure that he/she can access the online exam. Students should check for internet service type, firewall issues, etc. in advance of the exam to locate possible trouble spots.
4. Cheating is a breach of academic integrity. Any suspected cheating will be investigated per Academic Integrity policies

Testing Guidelines for Nursing Computer Lab

Special Testing Situations: A special testing situation is one that requires scheduling a time to take the test. Usually the lab closes for these testing situations.

Guidelines for special testing situations include the following:

1. The student must show his/her nursing ID or other picture ID at sign in.
2. The student may ONLY work as an individual.
3. Students may NOT use resources such as their textbooks, class notes, or drug books while working on the test.
4. Students may NOT take notes while taking the test.
5. No conversation is permitted during testing times.
6. Breaks are permitted. (The longer tests have “break” points during the exam.) Students are not allowed to take notebooks with them as they leave the lab or bring anything back in when they return.
7. Students do NOT have to show their scores to the lab assistant. Scores are available online for faculty review.

8/27/21

Toxicology Screening Policy

TITLE: NURSING STUDENT TOXICOLOGY SCREENING POLICY

POLICY: The School of Nursing Toxicology Screening Policy is meant to supplement the existing rules and policies of the University, the SCHOOL OF NURSING, our clinical agency partners, applicable state and federal agencies, and all applicable rules and regulations regarding safe student conduct, safe practice, and drug-free educational environments. The WSU SON enforces a zero- tolerance policy for impairment due to illicit drugs and the unauthorized use of drugs and alcohol any time students are representing the Nursing Program on or off campus. Students must adhere to established substance abuse policies and procedures of WSU as well as those of any clinical site where a student may be assigned. Most clinical facilities now require that students submit to substance abuse testing prior to starting a clinical experience. In order to participate in a clinical experience, students must abide by the substance abuse screening policies of each health care facility to which a student is assigned. Failure to submit to a requested substance abuse screening will result in disciplinary action that may include dismissal from the SON as well as the clinical facility. Students who are found to have a non-negative toxicology screening may also be subject to disciplinary action that may include receiving a failing grade in the Nursing course, dismissal from the SON, disciplinary sanctions by the University, dismissal by the assigned clinical site, sanctions by the State Board of Nursing, and/or criminal sanctions. Student toxicology screening results will be kept confidential to the maximum extent possible, consistent with the circumstances and applicable law. Appropriate notifications may be made as prescribed by pertinent regulatory guidelines and credentialing agencies.

DEFINITIONS:

Negative result—A toxicology screen with results from a SCHOOL OF NURSING contracted lab that reflects no legal or illegal substances.

Non-negative result—A toxicology screen with results from a SCHOOL OF NURSING contracted lab that reflects legal or illegal substances OR results that are approved by a Medical Review Officer (MRO) contracted to read screening results that reflect legal or illegal substances.

PROCEDURE:

Toxicology Screening Prior to Clinical Placement.

Students assigned to clinical facilities that require submission of documentation of a negative toxicology screen prior to the student starting a clinical experience in their facility will be required to have a drug screen performed at the student's expense. The screening and results must be completed prior to the beginning of the scheduled term. A toxicology screen with negative results filed with the University at admission may suffice if approved by the clinical agency.

Students must complete and submit an authorization allowing the SCHOOL OF NURSING 's approved lab to schedule a screening (see Attachment 1, signed authorization). The type of toxicology screen performed will be determined by the requirements of the students' assigned clinical facility. The student is responsible for meeting the appointment and providing the registration information at the time of specimen collection.

The SCHOOL OF NURSING 's approved lab will report results to the student and the SCHOOL OF NURSING Chair. A non- negative result will be reviewed by an MRO who will contact the student for any needed information to assess the non-negative results.

If screening results indicate the use of an illegal drug or use of controlled substance without legal prescription, the student will be denied admission to the clinical experience and, therefore, will not be able to meet course

objectives.

Students with non-negative results, as determined by the MRO, are at risk for dismissal from the program. In addition, non-negative results may require reporting by the SCHOOL OF NURSING based on pertinent regulatory guidelines and credentialing agencies. The SCHOOL OF NURSING reserves the right to inform law enforcement of suspected or alleged violations of applicable law concerning illegal use, possession, or distribution of controlled substances.

Toxicology Testing for Reasonable Suspicion of Unlawful Alcohol or Drug Use.

1. While students are completing a clinical experience in any clinical facility on behalf of the SCHOOL OF NURSING in which they are enrolled, the substance abuse testing policies and procedures of the clinical facility will govern. If at any time faculty, administration, or clinical facility personnel have reasonable suspicion to believe a student is impaired due to drug or alcohol use while engaged in a clinical experience, the student will be required to undergo immediate testing (preferably within 2 hours) for drug and alcohol use through a SCHOOL OF NURSING's approved lab. The student will be responsible for incurring any costs associated with reasonable suspicion testing. Reasonable suspicion is defined to mean that the student's instructor, supervisor, and/or clinical agency personnel believes the behavior, speech, body odor, or appearance of a student is indicative of the use of alcohol or drugs. Reasonably suspicious behavior could include conduct that prevents the student from performing the essential functions of his or her role in the clinical activity or which poses or is reasonably perceived to pose a threat to the health or safety of others. Other behaviors which could indicate reasonably suspicious behavior include but are not limited to unsteady or staggering gait, rapid or slurred speech, pinpoint or dilated pupils, unresponsiveness, bloodshot eyes, fine motor tremors, difficulty participating in activities, erratic behavior, verbal or physical outbursts, and/or threats to harm self or others.

When observation of a student indicates that reasonable suspicion testing is warranted, the SCHOOL OF NURSING faculty member or administrator will remove the student from the clinical activity and:

Discuss the issue with the student in a private setting but in the presence of a witness if possible;

Discuss the suspicious behavior and allow the student an opportunity to explain it;

Determine whether reasonable suspicion testing is warranted;

If reasonable suspicion testing is warranted, the student will be accompanied directly to a SCHOOL OF NURSING -approved lab. Results of the testing will be submitted to the Chair of SCHOOL OF NURSING; A student who is suspected of an impairment will not be permitted to operate a motor vehicle.

A student suspected of impaired practice will be suspended from all clinical and course activities until the SCHOOL OF NURSING completes an investigation into the situation.

Refusal to test: Students who refuse or fail to complete reasonable suspicion substance abuse screening will be treated as if the results are non-negative with appropriate sanctions applied.

Negative test results: If the results of the test are negative, no action will be taken and the student will be allowed to participate in all clinical activities, including make-up of any missed clinical activities.

Non-negative results or self-admission: If results of a toxicology screen test are non-negative, or if the student admits to drug/alcohol use, the SCHOOL OF NURSING will provide referrals for evaluation and counseling for drug and/or alcohol as appropriate. The student will be removed from any clinical courses and, therefore, cannot meet course objectives. The student will be asked to be tested again, at the student's expense, prior to returning to a clinical course. If the toxicology screen is also non-negative, the student may be dismissed from the Nursing program.

The SCHOOL OF NURSING may also consider dismissal from the Nursing program, reporting to the University's Office of Community Standards and Student Conduct based on Student Code of Conduct violations, reporting to the appropriate state board, or reporting to federal, state, or local law enforcement, depending upon the circumstances.

Students Rights for Re-enrollment after Dismissal.

Students who are dismissed from the SCHOOL OF NURSING based on the results of a toxicology screen are eligible to follow the most current petition process for evaluation of grade/dismissal policy waivers if extenuating circumstances can be documented.

In order for a student who has been dismissed from the SCHOOL OF NURSING based on the results of a toxicology screen to be considered for readmission, the student must submit a letter from a treatment agency verifying successful completion of a drug/alcohol rehabilitation treatment program. Readmission determinations shall be made in the sole discretion of the SCHOOL OF NURSING and may depend on, among other considerations, submission of a negative toxicology screen prior to readmission.

8/27/21

Uniform Policy

TITLE: UNIFORM POLICY

POLICY: The School of Nursing uniform includes:

1. Hunter green scrubs with the WSU School of Nursing logo embroidered on the chest.
2. Hunter green long-sleeve warm-up jacket (optional)

PROCEDURE: Students can purchase uniforms through the designated University/School of Nursing retail outlet.

Uniform Requirements:

1. Uniforms must be clean, neat, pressed, and in good repair. Uniforms must also fit properly - *Uniform tops must cover abdomen when arms are raised.*
2. Students may purchase a skirt or pants uniform.
3. Pants and skirts are to be of proper length and not drag the floor. Skirts must be below the knee and worn with white hose. Students who choose to wear ankle-length skirts must purchase the same hunter-green fabric directly from the Nursing Department approved vendor to ensure the color of skirt matches the uniform top.
4. Shoes must be white or black (minimal colored markings) leather or vinyl, not canvas. Open toes, *clogs* or heels are not permitted. Shoes are expected to be clean and in good repair and worn only for clinical experiences.
5. White hose or socks must be worn. Shoestrings must match shoe color.
6. A long-sleeve white, black or gray turtleneck or t-shirt may be worn underneath the scrub top or polo. No words or graphics should be visible when worn under the scrubs. No other colors are permitted. No sweaters, hoodies, or jackets permitted over the uniform during clinical experiences.
7. Official Wright State University picture ID or institution specific ID will be worn *at all times while in uniform.* A university ID is required when in uniform participating in lab experiences.
8. Hair is to be off the neckline and pulled back from the face. Long hair is to be worn so it does not fall below the base of the neck. Hair decorations must be kept plain and simple. White, brown, black, or plain metal colored hair bands may be worn. Head coverings for religious or medical purposes are allowed. *Surgical head coverings are permitted and must be black, green or grey.* Extreme hairstyles and *unnatural* colors are not permitted.
9. Facial hair must be kept neat and well-trimmed. *Facial hair may need to be removed for N-95 proper fit purposes.*
10. The following *jewelry* may be worn: 1) a plain wedding band, 2) a watch with a second hand, and 3) one pair of stud earrings (one in each ear LOBE). 4) *One stud nose piercing (no hoop or septal piercing).* No other jewelry is permitted.
11. Tattoos are *permitted unless contains profanity, nudity or are otherwise deemed offensive. Tattoos deemed offensive will be covered at all times with band-aid or wrapping supplied by student prior to arriving at site.*
12. No nail polish or artificial nails permitted. Nails should be short and not extend beyond the fingertip.
13. No false eyelashes.
14. Make-up should be conservative and used in moderation; No perfume or aftershave should be used.
15. Gum chewing is not permitted.
16. Students should refrain from smoking while wearing the School of Nursing uniform. Students with noticeable smoke odor are subject to dismissal from the clinical site by the clinical faculty.
17. Wrist-mounted fitness technology is permitted to be worn with the uniform. RATIONALE: Nursing students are required to wear the WSU Nursing Uniform for all clinical and lab experiences and when performing the

PE competency in NUR 2200. (Note: Exceptions for lab will be made for students in their first nursing course who have not received their uniforms.

18. Personal appearance must demonstrate neatness, cleanliness, and good hygiene. *Regular bathing and use of deodorant are required.*
19. Extremes in appearance or accessory attire potentially interfering with patient care or perception are not acceptable.

APPROVALS: UG Curr, 3/6/2024; 04/2014; Revised by Admin 6/2015; 3/9/16

FOLDER: STUDENT R:\off_conh-restricted\Organizational Hdbk\Policies\Student Policies\Uniform-Dress Code

4/2/24

Visitors in the Classroom

TITLE: GUIDELINES FOR NON-STUDENT VISITORS

POLICY: The Guidelines for Non-Student Visitors in the learning setting addresses and outlines the circumstances under which it is appropriate for non-student visitors to be present in the learning setting. The intent of the policy is to provide a successful and safe learning environment for all students and to protect the privacy of all students.

PROCEDURE: Learning settings such as classrooms, lab, laboratory exam rooms, and the like, are typically not appropriate places for a non-student visitor to be present on a frequent or continuing basis. Exceptions to this general rule include:

- a. Special occasions that are University or SCHOOL OF NURSING -sanctioned and at which attendance by non- student visitors is encouraged, such as a prospective student visit or when part of the learning experience.
- b. Visits should be coordinated with and approved by faculty.
- c. Non-student visitors may be brought into a classroom by a student for brief visits or other exceptional times when common sense would dictate that it is more efficient (e.g., following or before a physician's appointment). The student must supervise the non-student visitor and must ensure that the presence of the nonstudent visitor is not disruptive to the student, the instructor, or to other students in the class. It is not appropriate for non-student visitors, of any age, to be in the learning setting on a regular basis.
- d. In the case of an unforeseen event, and if there are no other alternatives, students may have non-student minor children or adult dependents present in the classroom for brief periods of time provided the student obtains the faculty's approval. The student must supervise the non-student visitor at all times and should not leave such persons in the custody of another SCHOOL OF NURSING employee or student, even for brief periods of time.
- e. Non-student visitors are prohibited visitation in the clinical setting at all times.

8/27/21