

UNIVERSITY OF WISCONSIN OSHKOSH  
COLLEGE OF NURSING

UNDERGRADUATE PROGRAM  
Traditional and Accelerated Options



**Policies and Procedures  
BSN Student Manual  
Fall 2023**

**The Undergraduate programs at the University of Wisconsin, Oshkosh College of Nursing are accredited by the Commission on Collegiate Nursing Education (CCNE), 655 K Street, NE, Suite 750, Washington DC, (202)887-6791.**

**The CON has the maximum accreditation for 10 years (2020-2030)**

The following Undergraduate Student Handbook is to provide information on POLICIES AND PROCEDURES about the College of Nursing Undergraduate Program. It supplements the University Undergraduate School Bulletin and University Student Handbook.

**The student is responsible for knowing the University and College policies.**

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## **BSN DEGREE OBJECTIVES**

The College of Nursing will build upon its tradition of developing caring and scholarly leaders who positively impact contemporary and future health care. At the completion of the BSN Degree Program at the University of Wisconsin Oshkosh, graduates will:

1. Apply knowledge of human cultures and the physical and natural world to generalist nursing practice.
2. Demonstrate competence in skills related to patient care technology and information management.
3. Formulate individual and population health promotion and disease prevention strategies.
4. Communicate and collaborate with the health care team to improve healthcare outcomes when designing, providing, managing, and coordinating care.
5. Manage care for individuals and groups applying healthcare policy and regulatory and professional standards.
6. Integrate scientific evidence into nursing practice.
7. Demonstrate caring in generalist nursing practice.
8. Integrate professional values into generalist nursing practice.
9. Synthesize knowledge necessary to begin generalist nursing practice.
10. Support quality and safety as integral components to caregiving.
11. Value individual responsibility for lifelong learning, leadership, ethics, sustainability, and engagement as a member of the community and the profession.

## STUDENT RELEASE AGREEMENT

I, \_\_\_\_\_, understand that the College of Nursing must maintain student records and distribute health, CPR, and criminal background information about students to required clinical agencies to meet required standards. I also understand that the College of Nursing must report aggregate student data to accrediting bodies and may utilize student data for self-study/ or research purposes.

Considering these expectations, I, \_\_\_\_\_ hereby agree:

To the release and distribution of my individual health data, and CPR certification to clinical agencies as required.

To the release of information obtained through criminal history search to health care agencies in accordance with the Caregiver Law (Wisconsin Act 27).

**To the release of my social security number as required by a clinical agency.**

To the use of aggregate student data for self- study/research and accreditation purposes. I understand that no identification of my individual data will be permitted.

To the destruction of my personal student records including health information and background checks in 5 years from the date of graduation from the College of Nursing.

Signature \_\_\_\_\_ UWO ID \_\_\_\_\_

Date \_\_\_\_\_

Return to:

Undergraduate Program Office  
College of Nursing  
University of Wisconsin Oshkosh  
Oshkosh, WI 54901

1/08, 05/09, 01/10, 8/10 & 3/11, 8/14

Approved by ASC 11/2017

# PROGRESSION POLICY FOR STUDENT NURSES

The standards for retention/progression in the College of Nursing (CON) are consistent with the University standards. In addition, the College of Nursing has the following policies: A student must meet all course objectives to receive a satisfactory grade, i.e., both classroom and clinical, a grade of "C" or better must be obtained in each course in the major field of study in order for the student to continue in the nursing program and students must earn a "C" or better in all BSN degree required courses.

## Repeating Pre-nursing courses

**Students cannot repeat more than two of the required pre-nursing courses with a maximum of one repeat of any required science course. Students cannot repeat the course more than once.**

**Students exceeding these limits will not be allowed admission or progression in the nursing major.**

## Five-year limit for completion of CON curriculum

**Following admission, students must complete all degree requirements within a 5-year timeframe. Failure to do so may result in administrative removal from program or complete a required plan of remediation.**

## Clinical nursing major courses

A student earning a "C-," "D," "F" grade or a "I" or "W" in any course of the **clinical** major cannot progress to subsequent courses in the curriculum. To be considered as eligible to repeat the course, an appeal must be submitted to the Undergraduate Program Office of the College of Nursing (refer to the College of Nursing Appeal Policy, Procedure, and Appeal Form) for consideration by the Academic Standing Committee. Additionally, documents reflecting unprofessional conduct will be considered as part of any appeal as well as the faculty member's recommendation. The committee will vote whether the appeal merits approval. **Upon successful appeal, a student may repeat unsuccessful course based upon the space available. The student will be registered for their class(es) through the Undergraduate Program Assistant.**

## Progression based upon space available

A student whose curricular progression has been interrupted **for any reason** (failure, drop/withdraw, illness, etc.) will **only be allowed to continue in each level of the curriculum** following successful appeal **if there is space available**. Priority will be given to students who progress without interruption followed by a student returning after military deployment, illness, and health reasons. Students' placement in course/clinical sections will be the decision of the Undergraduate/Pre-Licensure Program Director.

## Accelerated Option

This section applies to the following student situations that may occur after the student has been admitted to the Accelerated Bachelor's to BSN Option:

1. Student requests to move to a later cohort due to an emergency personal situation. The student must provide documentation of the emergency. Acceptable reasons are a family or medical emergency.
2. Student receives an unsuccessful grade or disciplinary action which alters the plan of study and has the potential for removal of the student from the College of Nursing (CON).

Stipulations:

- A. The Progression Policy for Student Nurses and the Appeal Policy for Student Nurses supersede this.
- B. Students will only be considered for admission to the next chronological cohort.
- C. Space must be available in the next chronological cohort.
- D. The ability to grant the request is dependent upon clinical site availability:
  1. The Clinical Placement Coordinator must confirm in advance of granting the request that future placements can be secured for all required clinical courses.
  2. If clinical placements can be secured in a location other than the student's current location, the request may be granted if the student agrees to move for the duration of the program to the new location.
- E. If the request is denied, the student will be notified in writing of the reason their request has been denied.
- F. If the request is denied, the student will not be reimbursed for their deposit, nor any monies paid up to the point of removal.
- G. If the request is denied, the student must return any university issued electronic devices and uphold all other requirements as outlined in the Student Responsibilities Agreement.

Revised with approval 12/07 Approved spring 2005 Revised with approval 12/07 Proposed 05/09

Faculty Approved 1/11

ASC Approved May 2011, edited 3/13, 9/15

ASC Approved 05/2018 Faculty Approved 05/2018



## **Guideline on Student Access to College of Nursing Syllabi**

It is standard practice in the College of Nursing to provide students an electronic copy of all course syllabi on DLE (DIGITAL LEARNING ENVIRONMENT). Prospective employers and graduate schools frequently request information about core nursing courses taken in the BSN program. Therefore, it is the student's responsibility to create and maintain an ongoing electronic file of nursing course syllabi in the professional major.

Approved by UGPC 5/14

Edited 2/15 Approved by Faculty 3/15

## Policy Regarding Clinical Hours - Traditional Option

Clinical hours per credit are calculated based upon three hours of clinical per one credit hour when working in a clinical agency or simulation, and two hours of clinical per one credit hour in the learning laboratory. One hour of simulated clinical experience is equivalent to three hours of clinical experience. Each clinical course schedule is approved by the agency.

**A pre-set clinical course schedule may not be altered by an instructor unless all the following conditions are met:**

1. **Any clinical schedule changes must be communicated to the Level/Cohort Facilitator.**
2. Approval must be obtained from the Level/Cohort Facilitator in consultation with the Clinical Placement Coordinator who will communicate with the agency.
3. The altered schedule may not be implemented without approval and official CON communication with the agency by the Clinical Coordinator.

**Students may not exceed 12 scheduled hours of clinical time per day or 40 hours per week.**

**2 credit clinical** = 84 hours (Aging Client, Adult Health I)

**3 credit clinical** = 126 hours (Adult Health II, Community Health, Advanced Concepts, Synthesis)

The total hours are extended over the full period that the course is scheduled with the last week reserved for clinical make-up due to faculty absence, in climate weather or agency request.

### Policy for Clinical Make-up -Traditional Option

A student must fulfill all clinical hours in a course; therefore, absences must be made up in a timely manner or the student earns an incomplete for that course. All incompletes must be resolved prior to a student progressing.

1. One missed clinical day can be made up using the options for clinical make-up below.
2. Two or more missed clinical days results in an Incomplete grade for the course.
  - The missed clinical hours must then be made up in subsequent semesters and prior to proceeding in the curriculum.

It is the student's responsibility to follow up with the clinical faculty to ensure clinical make up hours are scheduled in a timely manner.

1. **Clinical make-up will not be carried over into the interim** unless there is a specific request made due to extenuating circumstances.
2. The faculty member is responsible for coordinating the clinical make-up.
3. **Students are NOT to contact agencies or the simulation coordinator about make-up.**
4. In each case, the Level/Cohort Facilitator and Clinical Placement Coordinator must be apprised of the student's missed clinical, reason for the absence and plans for make-up.

**Options for clinical make-up due to a student's absence:**

1. Attend double the clinical hours in a week if student can remain within the assigned clinical agency. This is only possible if the clinical instructor has more than one section or there is another CON instructor who is willing to accept the student for a make-up shift, and the agency has given approval to the CON Clinical Coordinator for an extra student to join another clinical section on a temporary basis.
2. Attend simulation with other clinical students and get the additional experience that they need to make-up the time.
  - a. **This is arranged by the clinical instructor who communicates with the simulation coordinator and student.**
3. Complete assigned case studies as follows:

**Contact the NCLEX Prep Coordinator** for assistance to send the information to the student about the assignment.

- a. **For a 2-credit clinical**, two case studies should be completed, and the following submitted:
  - i. database for one of the scenarios
  - ii. care plan **or** a concept map for the same scenario as the database
  - iii. 1-page reflection
  - iv. a downloaded report from the ATI site which shows a Satisfactory performance score (report for **each** scenario).
    1. Repeat the scenario until a Satisfactory is achieved.
  - v. The following are the two scenarios that will be completed for a 2-credit Adult Med Surg clinical:
    1. ATI Real Life UTI
    2. ATI Real Life C. diff
- b. **For a 3-credit clinical**, three case studies should be completed, along with the following:
  - i. database for one of the scenarios
  - ii. care plan **or** a concept map for the same scenario as the database
  - iii. 1-page reflection
  - iv. a downloaded report from the ATI site which shows a Satisfactory performance score (report for **each** scenario).
    1. Repeat the scenario until a Satisfactory is achieved.
  - v. The following are the three scenarios that will be completed for a 3-credit Adult Med Surg clinical:
    1. ATI Real Life GI Bleed
    2. ATI Real Life Kidney Disease
    3. ATI Real Life COPD
  - vi. For Senior-level specialty clinicals, the faculty should choose from the available scenarios and assign one scenario per clinical credit hour.

## Policy Regarding Clinical Hours – Accelerated Option

**1 credit clinical** = 56 hours (Adult Health I)

**2 credit clinical** = 112 hours (Adult Health II and Specialty Clinical)

**3 credit clinical** = 168 hours (Community and Synthesis Clinical)

All clinical hours must be communicated to the clinical instructor.

1. Any changes must be approved by the preceptor, and communicated to the clinical instructor, prior to the change in schedule.
2. Clinical instructors may alter the schedule due to availability but should stay within the timeline of the clinical course.
3. Students should not work over 12 hours of scheduled clinical time in one day or over 40 hours per week.
  - a. Students may remain on site to finish charting etc., at the end of a scheduled 12-hour shift.
4. Students are expected to rotate with their preceptor's schedule including evenings, nights, weekends, and holidays. Off shifts are appropriate clinical hours and not considered an acceptable reason to change hours.
5. Time spent in clinical chats (with instructor and other students) may count toward clinical hours.
6. Travel time and hours spent completing clinical paperwork do not count toward clinical hours.
7. Students are required to complete assigned hours as contracted and arranged by Clinical Placement Coordinators.
8. Variances in these hours should be rare; however, extenuating circumstances may dictate changes and must be approved by the clinical instructor and the Level/Cohort Facilitator.

### Policy for Clinical Make-up- Accelerated Option

A student must fulfill all clinical hours in a clinical course; therefore, absences must be made up within that course or the student earns an incomplete. All incompletes must be resolved prior to a student progressing.

It is the student's responsibility to follow up with the clinical instructor to ensure clinical make up hours are scheduled in a timely manner. **Clinical make-up will not be carried over into the next course** unless there is a specific request made due to extenuating circumstances. Students should have conversations with their preceptor and clinical instructor, to determine a plan for make-up. In each case, the Level/Cohort Facilitator and Course Coordinator must be apprised of the student's missed clinical, reason for the absence and plans for make-up.

The following are options for clinical make-up:

1. With the approval of the preceptor and instructor, attend extra clinical shifts that the preceptor is working or with another preceptor. The student should not be scheduled for more than a 12-hour shift per day or more than 40 hours total in a week. Variances in these hours should be rare; however, extenuating circumstances may dictate changes and must be approved by the clinical instructor and the Level/Cohort Facilitator.
2. Complete assigned case studies as follows:

**Contact the NCLEX Prep Coordinator** for assistance to send the information to the student about the assignment.

  - a. **For an 8-hour clinical**, two case studies should be completed, and the following submitted:
    - i. database for one of the scenarios
    - ii. care plan **or** a concept map for the same scenario as the database
    - iii. 1-page reflection
    - iv. a downloaded report from the ATI site which shows a Satisfactory performance score (report for **each** scenario).

1. Repeat the scenario until a Satisfactory is achieved.
- v. The following are the two scenarios that will be completed for a 2-credit Adult Med Surg clinical:
  1. ATI Real Life UTI
  2. ATI Real Life C. diff
- vi. For specialty clinicals, the faculty should choose from the available scenarios and assign one scenario per clinical credit hour.
- b. **For a 12-hour clinical**, three case studies should be completed, along with the following:
  - i. database for one of the scenarios
  - ii. care plan **or** a concept map for the same scenario as the database
  - iii. 1-page reflection
  - iv. a downloaded report from the ATI site which shows a Satisfactory performance score (report for **each** scenario).
    1. Repeat the scenario until a Satisfactory is achieved.
  - v. The following are the three scenarios that will be completed for a 3-credit Adult Med Surg clinical:
    1. ATI Real Life GI Bleed
    2. ATI Real Life Kidney Disease
    3. ATI Real Life COPD
  - vi. For specialty clinicals, the faculty should consult with the NCLEX Prep coordinator and choose from the available scenarios, assigning one scenario per clinical credit hour.

## **Clinical Make Up Policy Due to Agency Issues, Faculty Absence, and/or Weather-Related Issues (Traditional and Accelerated Option)**

1. Faculty will notify student of clinical cancellation.
2. Faculty will notify LF of clinical cancellation.
3. Faculty/LF **and** Clinical placement coordinator will coordinate with agency a make-up clinical during the final week of clinical course
4. If making up the clinical in the agency is not possible, faculty will contact simulation coordinator a minimum of 2 weeks prior to needed simulation to schedule time in the simulation lab that would equate to time missed in the clinical setting using the 1:3 simulation to clinical ratio. Simulation time will be based on space, equipment, and staff availability.
5. It will be the faculty's responsibility to lead teach the simulation experience. Simulation Coordinator and or Simulation Technician will assist with the setup and technical aspects of the simulation.

Approved UGPC 5/14, edited 2/15,

Approved UGPC 4/10/15. Approved Faculty 4/17/15

Approved UGPC 5/25/17, Approved Faculty 9/5/17

Approved UGPC 12/8/17, Approved Faculty 02/2018

University of Wisconsin Oshkosh  
College of Nursing - ACCEL  
**Clinical Experiences Information**

Clinical Placement Process:

There are many factors that affect when a clinical agency can confirm a clinical placement for us. Therefore, there is always the possibility that you may not start your clinical experience on the first scheduled clinical day or even the first week. If placement is delayed, use that extra time to work ahead in your theory course. The additional theory information will help you to apply the concepts when you are able to get started.

Behavioral expectations:

1. The agency contacts need to be initiated by the Student Services Coordinator (SSC). Sharing any information that you have about agency contacts or special connections that you have with the SSC is immensely helpful. **You may not contact the agencies to try to arrange your own clinical placement.**
2. Students are assigned to two of four clinical rotations: Mental Health or Obstetrics, and Pediatrics or Aging Client. Although students may have a preference or "higher interest" in one area than another, assignments are made by the SSC based upon agency and preceptor availability and number of students needing clinical experiences.
3. You will work the hours that your preceptor is scheduled to work, and the hours are arranged for the convenience of the preceptor. However, you cannot be scheduled for more than 12 hours per day or 40 hours per week (OK if you stay after a 12-hour shift long enough to finish your work). It is unacceptable to say that you cannot work certain days, times, or shifts.
4. You must provide your clinical instructor with your scheduled hours prior to starting your clinical experiences and keep them informed of any changes.
5. You may not work with anyone else besides your assigned preceptor without prior approval from your clinical instructor, preceptor, and agency.
6. Clinical time is for clinical practice and interacting with patients. Quiet times may be used for looking up additional information related to your patients' clinical conditions. It may not be used for assigned course readings, posting on DLE (DIGITAL LEARNING ENVIRONMENT) or other course related activities.
7. Skills check list: This is an important document, and your preceptor finds it especially useful for planning your clinical experiences with you. Start documenting the skills you performed when you are on campus for lab and your first AH I clinical. Continue to keep it updated during your clinical experiences. Bring it with you to your first day of clinical to share with your preceptor and keep it updated EVERY DAY.
8. Communication: Check your UWO e-mail account at least once every day – even on days when you are doing a 12-hour clinical. Ideally, you will be checking a minimum of twice a day.
9. Presenting yourself in a professional manner is essential in all settings and interactions with agencies, clients, faculty, staff, and peers. This includes wearing proper attire, maintaining confidentiality, and treating others in a respectful manner.

I have reviewed this information and will comply with these clinical expectations.

***To agree, sign below.***

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
UWO ID#

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Approved ASC 1/8/2018

# STUDENT GOVERNANCE GUIDELINES

*The College of Nursing will build upon its tradition of developing caring and scholarly nurse leaders who positively impact contemporary and future healthcare.*

**Student Governance:** Students participate in organizations and serve on a variety of committees to give input to the College of Nursing (CON).

**A. Oshkosh Student Nurses' Association (OSNA):** Representatives are elected annually from the junior and senior levels to serve on CON faculty committees as indicated in the CON bylaws. Student representatives solicit input from the student body as needed and provide a report to OSNA and the student body as appropriate.

**B. Great Lakes Chapter of the American Assembly for Men in Nursing (GLAAMN):** Officers in this organization interact with faculty and CON administration to provide input as appropriate.

**C. Student Leadership Teams:** Student leaders are representatives of the students in their cohort.

Student leaders meet with the Level/Cohort Facilitator to improve the curriculum and the flow of communication. Each student participant has a leadership role and assumes responsibility to promote communication between students, faculty, and staff. The meeting schedule is established by the Level/Cohort Facilitator.

## **Traditional Option Student Leadership Team (STL) Guidelines**

### **Student Role:**

- Treat each other with respect.
- Maintain positive and professional interactions.
- Bring information about what is going well.
- Bring issues and concerns WITH possible solutions, constructive feedback, and suggestions.
- Bring issues that come from the group versus personal agendas from individuals.
- Follow chain of communication personally and encourage fellow students to do so.
- Ask the student bringing an issue what actions they have taken to resolve it, including discussing it with the involved faculty person.
- Explain results of Student Leader meetings to the group objectively.

### **Level/Cohort Facilitator Role:**

- Explore options and possible solutions with the student leaders.



- Strategize approaches with students to deal with difficult situations.
- Explore options and possible solutions with appropriate CON Committee.
- Give explanations when something cannot be changed.
- Share results of meetings with faculty objectively.

### **Accelerated Option Student Leadership (SLT) Team Guidelines**

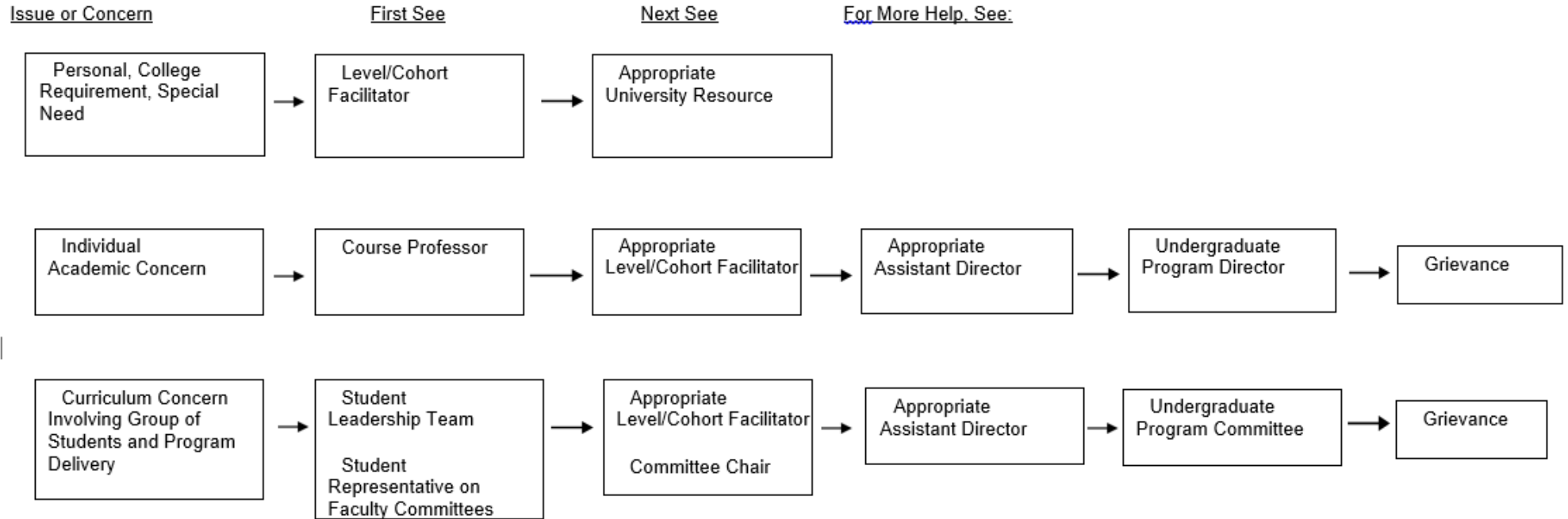
A document will be made available for everyone to share suggestions, thoughts, or concerns regarding the ACCEL program. This allows all students to provide input for continuous quality improvement of the program. It is possible that student input may help make changes or solve potential problems for the current and/or future cohorts.

SLT representatives are selected among cohort members. Students have the option of contacting any of the representatives directly to voice your concerns or add the issue to the document provided.

- One week prior to the SLT meeting, the student representatives will ask the cohort members to share issues and concerns with the caveat that possible solutions, constructive feedback, and suggestions are offered.
- SLT and membership feedback should reflect the “Student Role” as identified above.
- A minimum of three days prior to the next SLT meeting the SLT reps assess the information for patterns which represent a more collective student voice on specific issues.
- Following the chain of communication must be a centerpiece to maintain the legal and ethical integrity of the process.
- When specific ACCEL class issues are presented, **identify what actions have been taken to resolve it, including discussion with the involved faculty or staff.**
- Build an agenda based on the patterns specific to issues and concerns **coupled with the potential solutions, constructive feedback, and suggestions.**
- The agenda should be sent to the cohort for review three days prior to the scheduled SLT meeting. Although a vote need not be taken, the cohort will have an opportunity to voice their support or nonsupport on the agenda issues.
- Individual students will have issues and concerns ranging from none to a litany depending on their individual circumstances. That said, decisions **to make changes that significantly affect present and future cohorts will be based on historical data that shows an issue-pattern that requires change based on the best interest of the whole cohort.**
- Above all, keep it positive!

## CON Chain of Communication for Students

### College of Nursing (CON) CHAIN OF COMMUNICATION FOR STUDENTS



\* If the next step is the same as previous an alternate person will be designated.

Approved 3/27/98 Revised 8/05

Revised 07/08, 3/13, 8/14, 8/15

Approved UGPC 12/2017

Approved UGPC 04/2021

## **PART-TIME STUDY POLICY**

(Requires prior approval)

The undergraduate traditional curriculum is designed as a full-time course of study unless admitted in the part-time cohort for the traditional option (begins fall 2016). For optimal learning in the nursing major, students are required to maintain full-time status. A part-time option is available only in rare cases. Part-time enrollment numbers will be calculated within the College admission and progression targets. The part-time option is based on space available in each level and shall not cause the designated numbers for admission and progression to exceed available clinical sites. Students are required to submit a request for part-time status in writing to the Undergraduate Program office and are encouraged to do so as early as possible. If you are granted part-time status, you must do the following:

- A. Follow the part-time curriculum as provided by the Undergraduate Program office.
- B. Write a letter to the Director of the Pre-Licensure Programs by the end of each semester to secure part-time status for the upcoming semester.

The Pre-Licensure Director will inform the student if approval is granted. If at any time, the part-time student would like to begin full-time coursework, the student must submit a letter requesting a change to full-time status to the Undergraduate Program Office.

Students must complete all degree requirements within 5 years after admission into the professional major. Failure to do so may result in being dropped from the program or remedial work being required.

## **Health Requirements and Cardiopulmonary Resuscitation (CPR) Policy**

The CON and our associated clinical agencies have health, CPR, and document requirements that apply to all students in the professional component of the major. Agency requirements may be changed without prior notice. In addition, drug and/or alcohol tests and physical examinations may also be necessary without prior notice all at the students' expense. All requirements must be met by the deadlines and are at the students' expense. No health or CPR requirement is permitted to expire during the clinical semester. All CPR courses must be American Heart Association Basic Life Support (BLS) for the Health Care Provider (with AED). Students are required to maintain their own account with the required company as directed by the CON as a repository for all clinical requirements.

It is the student's responsibility to submit accurate and timely health information along with the necessary documentation to maintain current throughout the curriculum. Clinical agencies conduct unscheduled audits of the CON records of student compliance therefore students not meeting deadlines will be immediately removed from their current clinical course and receive a failing grade or will not be allowed to progress.

All health and CPR records are confidential and maintained in the CON or in a student's account. It is expected that students maintain copies of all personal records. Student records stored in the CON will be destroyed seven years after graduation.

Revised 07/2008 Updated 07/2009

Edited 3/13, 8/14

Approved ASC 02 01 2019

Approved ASC & Faculty 12 2019

## Clinical Requirements - Undergraduate

**TRADITIONAL & ACCEL OPTION - Health Requirements** For EACH of the items listed provide documentation for ONE of the options in CastleBranch (CB) Account

Proper documentation can be a copy of the Wisconsin Immunization Registry (WIR <https://www.dhfs.wisconsin.gov/immunization/registry/>). Any other state immunization registry or any other immunization tracking service your doctor/clinic uses is acceptable if the student's name and clinic name and address are on the form. Other documentation from a doctor's office or workplace records can be used if the student's name and the clinic/workplace name and address are indicated. Campus Student Health Center provides all services to our nursing students. Fees for these services can be found at their website [http://www.uwosh.edu/health\\_center/](http://www.uwosh.edu/health_center/) or call at (920) 424-2424.

**PLEASE NOTE:** Requirements may change at any time. We are responsible for following our clinical agency expectations for clinical placement. Your flexibility and acceptance of any added requirements such as drug screening, physical exam, etc. is expected. Thank you.

Item Needed:	Option 1 (Preferred)	Option 2		
<b>MMR Vaccine/Titers</b> <b>(Please consult w/physician when making your decision.)</b>  <b>WARNING:</b> MMR immunizations will interfere with TB skin test if given less than 6 weeks before TB testing. Immunization can be obtained immediately after 2 <sup>nd</sup> TB test is given. This does not pertain to TITERS.	2 MMRs <b>OR</b> Mumps titer – Positive/immune Rubella titer – Positive/immune Rubeola titer – Positive/immune  <b>Please see option 2 if any of your titers are negative (non-immune)</b>	If a titer(s) comes up Negative (non-immune) you will be required to have an MMR booster with follow-up titer showing immunity. If still negative a 2 <sup>nd</sup> MMR will be required. <b>OR</b> 2 MMR vaccines (1 month apart) (CDC guidelines do not require adults to re-titer after 2 <sup>nd</sup> MMR)		
<b>Varicella Vaccine/Titer (Chicken Pox)</b>  <b>(Please consult with your Physician when making your decision.)</b>  <b>History of disease not accepted.</b> If you know you have had chicken pox a varicella titer will be required to prove your immunity.  <b>WARNING:</b> Varicella immunizations will interfere with TB skin test if given less than 6 weeks before TB testing. Immunization can be obtained immediately after 2 <sup>nd</sup> TB test is given. This does not pertain to the TITER.	<b>Varicella titer – Positive/immune</b>  <b>Important Titer Note:</b> *Please see option #2 if titer comes up negative or equivocal.  <b>OR</b> 2 Varicella vaccines	<b>Follow-up for a negative titer requires:</b>  1) Complete varicella vaccine followed by titer 1-2 months after vaccine given. If still not immune, 2 <sup>nd</sup> vaccine required.  <b>OR</b> 2) 2 varicella vaccines (1 month apart)		

Item Needed:	Option 1 (Preferred)	Option 2	Option 3	Final Step
<p><b><u>Hep B Requirement</u></b></p> <p>1. Vaccine series completed as follows:</p> <ol style="list-style-type: none"> <li>1. First Injection</li> <li>2. Second Injection – one month after first dose</li> <li>3. Third Injection – six months after first dose</li> <li>4. Titer – one to two months after third injection, proving immunity.</li> </ol> <p><b>Minimum 2 of 3 vaccines required to start clinical.</b></p> <p>OR proof of positive Hep B titer</p> <p>OR if titer negative, student must complete Hepatitis B Intention form found on Certified Background and complete follow up if indicated.</p> <p>2. After Hepatitis requirement is met, student must complete the Fox Valley Health Care Alliance Hepatitis B Documentation form found on Castlebranch.</p>	<p>If you received the Hep B series more than two months ago: Provide documented dates of 3 Hep B vaccines only.</p> <p><b>OR</b></p> <p><b>3 Hep B vaccines + titer proving immunity as follows:</b></p> <ol style="list-style-type: none"> <li>1. First Injection</li> <li>2. Second Injection – one month after first dose</li> <li>3. Third Injection – six months after first dose</li> <li>4. Titer – one to two months after third injection, proving immunity</li> </ol> <p><b>OR</b></p> <p><b>Hep B Titer – Positive/Immune</b></p>	<p><b>Hep B Titer – negative, non-immune or equivocal</b></p> <p>Seek the advice of your healthcare provider whether to receive a booster or repeat the series according to schedule in previous column followed by a repeat titer.</p> <p>Submit the Hep B Intention Form in the CB requirement to indicate the path you are taking. CB will open the appropriate requirement in your account.</p>	<p><b>If second Hep B titer is still negative, non-immune, or equivocal, you are a non-converter.</b></p> <p>You will need to provide all supporting documentation.</p>	<p><b>After Hep B requirement is met, each student signs</b></p> <p>Fox Valley Health Care Alliance form: HEPATITIS B VACCINE DOCUMENTATION indicating status of how Hep B requirement is met or whether declining Hep B vaccine and/or titer.</p> <p>Form is submitted one time at the end.</p>
<p><b><u>Tdap</u></b></p> <p>A single adult dose of Tdap is required. An adult Tdap is one that is administered at age 11 or 12. A Td booster is needed every 10 years thereafter.</p>	<p>Documentation for adult Tdap at age 11 or 12 with a booster Td every 10 years after as needed.</p>			

Item Needed:	Option 1 (Preferred)	Option 2	Option 3	
<p><b>TB Test</b></p> <p><b><u>TB Tests CANNOT expire mid- semester. Test may be obtained from the following:</u></b></p> <ul style="list-style-type: none"> <li>• UWO Student Health Center</li> <li>• Current Employer</li> <li>• Healthcare provider</li> </ul> <p>◆Notes:</p> <ul style="list-style-type: none"> <li>• QFT-G tests OR T-spot w/negative results can be done annually in place of TB skin test. CDC does not recommend going back and forth between QF Gold &amp; skin test when a previous positive was indicated.</li> <li>• If positive reading was not clear student should consult with own healthcare provider to determine if they should try TB skin test again.</li> <li>• If a known BCG Vaccine was given. You should still receive TB testing. If you react from 1<sup>st</sup> test you DO NOT get 2<sup>nd</sup> step.</li> <li>• QFT-G is not affected by prior BCG vaccination and can be done in place of 2-step TB skin testing</li> <li>• Annual TB tests must be completed for the duration of the program whether in clinical or not.</li> </ul> <p><b>MMR and Varicella Vaccines along with nasal influenza sprays can interfere with TB readings. Plan accordingly. See warning notices for these items or call with questions.</b></p>	<p><b>2 step TB test with documented Negative results</b></p> <p><b>Step 1:</b> receive your first intradermal injection; have injection site examined by a health care provider between 48 and 72 hours after administration. *</p> <p><b>The second step is a TB skin test given between 7 and 21 days following the first TB test.</b></p> <p><b>Step 2:</b> receive your second intradermal injection; have injection site examined by a health care provider between 48 and 72 hours after administration.</p> <p><b>OR</b></p> <p><b>QuantIFERON TB Gold or T-spot Test documenting Negative Results.</b></p>	<p><b>Annual TB Testing</b></p> <p>You will need a one-step TB skin test, or QF Gold at the designated time we provide our TB clinics. Annual tests must not exceed 365 days.</p> <p><i>If you have had consecutive annual TBs (no greater than 364 days apart) you may get a 1-Step or QF Gold or T-spot test. (Important: A healthcare provider must examine injection site <b>no less than 48 hours after administration, but no more than 72 hours after</b>).</i></p>	<p><b>Previous positive TB test(s)◆</b></p> <p>You will need to provide:</p> <ol style="list-style-type: none"> <li>1) Documented results of chest x-ray done within last year with completed TB Annual Questionnaire.</li> </ol> <p>AND/OR</p> <ol style="list-style-type: none"> <li>2) Documentation of treatment for known positive with completed TB Annual Questionnaire &amp; results of chest x-ray.</li> </ol> <p>AND/OR</p> <ol style="list-style-type: none"> <li>3) QF Gold Blood or T-spot Test documenting - Negative</li> </ol>	

Item Needed:	Option 1 (Preferred)			
<b>CPR Certification</b> <ul style="list-style-type: none"> <li>American Heart Association Basic Life Support [BLS] for the Health Care Provider (with AED)</li> <li>Certification must not expire during a clinical semester.</li> </ul>	<b>Documentation of current American Heart Association BLS for Health Care Provider (with AED). Your CPR certification cannot expire during the program.</b>			
<b>INFLUENZA Vaccine</b> <u>Vaccinations with live viruses may interfere with tuberculin skin test (TST), i.e., Nasal Spray vaccines are a live virus. Vaccination with inactivated viruses, such as the flu shot, does not interfere.</u> Important Note: students applying in Spring semester should plan to have flu vaccine completed in the Fall and submitted with other health requirements by deadline!	<b>Documentation of current year Influenza vaccine.</b>			

<b>Physical Exam/Drug Screening</b>	<p>All students will require a Drug Screening prior to beginning the program.</p> <p>Please note that every agency/hospital has different requirements for physical exam/drug screening. You may be asked to accomplish an additional physical, drug screening or both. If required, you will be notified and given further instructions. . <i><b>*Do not accomplish additional physical exam/drug screening early as requirements will be specific.</b></i></p>
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Item Needed:	Option 1 (Required)	Option 2 (required)		
<b>Background Information Disclosure Form (BID)</b>	Complete, sign and date BID form after Sophomore 2 orientation at the beginning of the semester.	<b>Annual renewal:</b> Due prior to the first day of each Fall semester.  Must be completed each Fall semester whether or not doing clinical.		
<b>FVHCA Forms A &amp; B</b>  <b>Found on Fox Valley Health Care Alliance (FVHCA) website:</b> <a href="http://www.fvhca.org/Students">http://www.fvhca.org/Students</a> .	Review the two modules under Orientation Training on FVHCA website after Sophomore 2 orientation at the beginning of the semester: 1. Learning module #1: Infection control/OSHA/Bloodborne pathogens/Safety-Orientation 2. Learning module #2: HIPAA/Confidentiality/Compliance Program-Orientation.  At the end of the training print and sign Form A & B	Due prior to the first day of the Fall semester.  Must be completed each Fall semester whether doing clinical or not.		
<b>FVHCA Form C</b>  <b>Found on Fox Valley Health Care Alliance (FVHCA) website:</b> <a href="https://www.fvhca.org/undergraduate-students.html">https://www.fvhca.org/undergraduate-students.html</a>	Complete the Healthcare Facility Orientation each semester there is a clinical. 1. For clinicals at an organization that is listed in Step 3 of FVHCA, complete the online orientation for that agency prior to the first day of clinical. 2. Orientation at the clinical agency/agencies will be given by the instructor the first day of clinical. 3. After these orientations (online if applicable and at all the agencies) are completed, fill out FVHCA Form C: <i>Healthcare Facility Specific Orientation Confirmation of Completion Form</i> . List each agency and date of orientation and sign.	Due each semester after agency/agencies orientation is completed including international clinical orientation at the beginning of the semester.		

### Consequences to Not Fulfilling Requirements:

1. Failure to respond to requirements according to the deadlines and notifications by the CON office is considered unprofessional behavior and will be documented accordingly on a Critical Event and Unprofessional Behavior Form.
2. Failure to meet the clinical and program requirements will result in not being allowed to participate in clinical and removal from the program.

Edited 3/13, 8/14; 10/14; 12/14; 1/15; 4/15; 9/16

Last Updated 11/2017,

Approved ASC 02/01/2019; Approved ASC 07/24/2020

## CRIMINAL HISTORY POLICY

The University of Wisconsin Oshkosh College of Nursing, in compliance with Wisconsin Caregiver Law requires that all students complete a disclosure statement and submit to a criminal history search through the Wisconsin Department of Justice prior to admission. The Caregiver Law cites specific violations which are considered bars to employment and licensure in Wisconsin health care agencies. In addition, agencies require the following searches to be completed: Excluded Parties List and Office of Inspector General (see websites below for more information). Clinical agencies might prohibit placement of students with specific types of criminal records. Therefore, it is imperative that this information be known prior to admission into the College of Nursing.

Following the criminal record check, the appropriate Assistant Director in the College of Nursing will review each student's report if there is an existence of a criminal record. The existence of a criminal record does not constitute an automatic bar to admission. An individual's record will be considered as it relates to the Caregiver Law, clinical placement, duties and responsibilities in the program, eventual licensure, and employment. Students will be contacted and informed of findings on the criminal background search and will be advised accordingly. Students requiring additional documentation (e.g., court documents such as the criminal complaint or judgment of conviction) will be responsible for the cost of those records.

The Caregiver Law requires a criminal history search and a disclosure statement to be completed every four years. Some clinical agencies require students to repeat the criminal background check prior to clinical placement. This is at the student's expense. The College of Nursing requires a new Disclosure form to be completed annually.

Only students who have evidence of a criminal record will be contacted following the search. Students will be notified by email of an existence of criminal record on their search a follow-up appointment should be made with the appropriate Assistant Director, to discuss the implications for admission into the College of Nursing, subsequent licensure, and employment. If court records are required by any agency, the student must assume the cost related to obtaining those documents.

All records are confidential and maintained under security. Records are released in accordance with agency policy and student signed release form. Student records are destroyed in 7 years following graduation.

If a student is charged and/or convicted of any crime following the initial background check, the student must inform the appropriate Assistant Director, within two (2) business days. Failure to do so may result in removal from the program. The appropriate Assistant Director or Clinical Placement coordinator will communicate with clinical agency, to determine if they will accept student with positive background check, and at this point, CON. cannot guarantee clinical placement

Completion of the BSN degree requires clinical experience in health care agencies. Some violations of federal, state, and local ordinances pose challenges for automatic approval for clinical placement. Agencies require students to submit a background information disclosure form (BID) annually. Students are then required to complete a background check at their own expense, as designated by the CON. This search includes multiple federal, state, and local data bases. In addition, individual's background records from campuses where students attended school are also part of the review process. The BID and the background checks are evaluated and considered as a part of the College of Nursing admission selection process. Individuals found guilty with any of the following violations may be considered on an individual basis for acceptance.

- One OWI or underage drinking within the last 5 years.
- Multiple OWI or underage drinking violations if more than 5 years ago with no additional issues noted.
- A single worthless check violation.
- Misdemeanors, limited to a single event, 15 years ago with no further issue noted.

- Ordinance violation that is disclosed, but nothing on Department of Justice report.
- Ordinance violation if it is disclosed and it occurred more than 10 years ago.
- A single violation of operating without a license or after revocation.

In addition, students may be asked to supply court documents including the police report and judgment of conviction; these records must be obtained at the student's expense. These documents are reviewed regarding the nature of a crime, in particular, whether violent or aggressive behavior occurred i.e., Disorderly conduct.

Students with expunged or dismissed crimes may be considered eligible candidates.

Approved ASC 02/01/2019, Pending Faculty Approval

## Exam and Quiz Guideline

### UW Oshkosh College of Nursing TRADITIONAL Option

#### Classroom Testing

When exams and quizzes are taken in class, **they are proctored, and attendance will be taken.** Any student attempting to take a proctored exam in an unapproved location will be reported for academic misconduct. Classroom exams are taken on DLE (DIGITAL LEARNING ENVIRONMENT) unless special accommodations are made for a paper test. Quizzes may also be on DLE (DIGITAL LEARNING ENVIRONMENT). More than one proctor should be in the room during an exam if the entire student group in the level is to be tested. Faculty may request additional proctoring assistance by contacting the Level/Cohort Facilitator; the Level/Cohort Facilitator will solicit volunteer help from among level colleagues.

The site around students' computers or paper tests must be cleared and able to be visualized by the proctor. Faculty may approve the use of a single sheet of white paper for notes during the exam; this paper must have the student's name on it and must be submitted to the proctor at the end of the exam. All cell phones must be powered off; ***an exception may be made by faculty proctoring the exam if there are special circumstances, i.e., family emergency. In that case, the proctor will retain the phone and notify the student if needed.*** All personal property including cell phones, hats, and coats should be deposited in the front of the room. If a student needs to wear a coat during the test, it must remain on.

#### Online Testing

Online exams and quizzes are to be taken on DLE (DIGITAL LEARNING ENVIRONMENT) outside of class during a defined timeframe. Students access the exams by clicking on "Quizzes" in the Navigation Bar. You will receive prompts to assure you are ready to take the exam. You are only able to access each exam once.

#### Classroom and Online Testing

Students are advised to save the answers of test items on DLE (DIGITAL LEARNING ENVIRONMENT) as they progress. All exams are timed. If a student surpasses the allotted time, there is a risk of losing all responses and resulting in a significant impact on the score. It is suggested you take exams on a computer with DSL or other high-speed connection. Dial-up connections usually have "time-out" limits, may not recognize the student as active while taking an exam, and may drop the connection to the exam. These problems are not uncorrectable but may create difficulties.

If the internet connection is disrupted, first try re-logging into DLE (DIGITAL LEARNING ENVIRONMENT); the exam should be recorded as an unsubmitted attempt, the student should be able to re-enter and complete it. If DLE (DIGITAL LEARNING ENVIRONMENT) does not allow the student to continue or finish your exam, do not panic! Notify your instructor so that your exam can be reset, and you can complete the test. Instructor contact information is listed under course information in content section, and you will want to write it down outside of DLE (DIGITAL LEARNING ENVIRONMENT) in case you need to contact the instructor during a DLE (DIGITAL LEARNING ENVIRONMENT) or internet outage.

Exams will be given at the specific times listed on the course schedule and everyone will be expected to take the exam during these times. Accommodations for longer exam times will be made if a student presents evidence for special accommodations from the Dean of Students or Project Success. Late exams are only permitted if there was appropriate communication with faculty and/or prior arrangements; all others will incur a penalty.

# ATI POLICY

1. Purpose: The purpose of this policy is to institute consistent standards for the use of the National Council Licensure Examination (NCLEX) Prep products by UW Oshkosh College of Nursing (CON) Pre-licensure students, and to maximize use of the NCLEX prep resources. The use of the NCLEX Prep program is intended to help students begin preparations for NCLEX success from the start of their courses in the nursing major through graduation.

## 2. Policy Details

- a) Faculty utilizing the NCLEX Prep program will assign a minimum of 3% in each course where NCLEX Prep program assignments are placed. If there is more than one NCLEX Prep assignment in a course, the course grade weight for the assignments can add up to 3% total but can be no less than 3% of the course grade overall.
- b) Students are required to complete NCLEX Prep program assignments in courses or they will be given a grade of Incomplete until they are completed. You will receive points for any part of the NCLEX Prep program assignment that is completed before the deadline if partial transcripts are uploaded by the assignment due date. You will still have a grade of Incomplete in the course until remaining parts of the assignment are completed. See NCLEX Prep program assignment/proctored exam scoring rubric in individual courses.
- c) To be eligible to sit for (and earn points for) the NCLEX Prep program proctored exam for any course, all parts of the pre-proctored exam assignments must be submitted prior to the proctored exam.
- d) **Capstone Comprehensive NCLEX Prep program proctored exam:** During the Advanced Concepts course at the end of the plan of study, you will be given a proctored mock NCLEX exam. If you do not achieve a 92% probability of passing NCLEX, the CON Learning Resources Manager will contact you to address remediation steps and a second attempt at the mock NCLEX exam.
- e) You are required to attend the NCLEX Prep program Live Review at the end of your program or provide documentation that you will complete an online review associated with the NCLEX Prep program or provide documentation that you have attended an in-person review with an external company.
- f) The UWO CON Learning Resources Manager will coordinate training in the use of the NCLEX Prep program for you and will place assignment information into the Digital Learning Environment (DLE) for appropriate courses. Level Facilitators are a second resource for students with questions about navigating in the NCLEX Prep Program online platform.

3. Policy Scope: Utilization of resources from external NCLEX Prep Program to prepare students for NCLEX

4. Related Policies - None

5. Policy Owner: Undergraduate Program Committee

## GRADING POLICY

The following scale is used by the College of Nursing when grading. Students must earn a grade of C or better to pass a theory or clinical course. The norm at the University of Wisconsin Oshkosh is to round up when the final grade percentage is at .5 level or higher. The Undergraduate Program Committee in the College of Nursing endorses this grading practice.

Undergraduate Program:

A	=	94-100
A-	=	91-93
B+	=	89- 90
B	=	86-88
B-	=	83-85
C+	=	80-82
C	=	77-79
C-	=	74-76
D+	=	71-73
D	=	68-70
D-	=	65-67
F	=	64 and below

A grade of C or higher is required to pass all undergraduate courses and to progress in the program.

Reviewed 4/04, Revised 8/06

Revised and approved by faculty 6-03-09 and 5/13



Late assignment  
guideline (1) (1).doc:







# PROFESSIONAL APPEARANCE POLICY

All students enrolled in the College of Nursing must project the professional image of nursing when engaged in learning experiences. All clinical attire must be professional, meeting CON expectations and agency requirements. Students must demonstrate excellent hygiene, including freedom from tobacco smoke, body odor, halitosis, or perfume/cologne etc. Students are expected to wear the correct size uniform for body type. It is the student's responsibility to purchase a new uniform if size changes are needed. A student may be dismissed from clinical or lab if appearance standards are not met and maintained or if the instructor determines the student is not in compliance with the intent of the policy. Scrub tops and bottoms and polo's must be black. Please see orientation website for examples. All uniforms are to be laundered and pressed.

Please follow this policy for dress code at clinical:

- **Name Badge-** UWO CON name badge must **always** be visible and above the waist, lanyards are prohibited. Please follow agency specific policy for visibility of last name.
- **Student Badge-** UWO CON Student Nurse badge must **always** be visible and above the waist, lanyards are prohibited.
- **Scrubs-** The uniform includes black pants and shirt. Scrubs should be well-fitting and sized to promote a professional appearance. Students may also wear a black lab coat.
- **Shirts-** Polos must be long enough to completely cover the torso when standing, bending, or moving. Exposed cleavage and midriff are not acceptable. Short or long sleeve plain white, goldenrod or black t-shirts are acceptable to be worn under polos or scrub tops if in accordance with the health agency's policy. No patterns or logos should be visible.
- **Pants-** Must be professional in appearance. Pants must accommodate bending and moving; the hemline must not touch the floor. Tight leggings are prohibited in clinical or labs during simulations or check offs.
- **Shoes –** must be non-porous with covered toe/ heel and predominantly white or black for hospital or long-term care use. Cloth and mesh are not permitted; shoes must be a surface that can be wiped clean after exposure. Shoe must not have an open back and the tread must provide traction. Socks must be worn.
- **Undergarments –** Non-patterned undergarments are to be worn under uniform. Undergarments must not be visible through outer clothing and should cover the area of the torso from the shoulders to the hips. Nipples and genitalia must not be visible.
- **Hair-** must be above collar length or worn back and secured with a fastener. No extreme styles. Hair must be a natural color: brown, black, blonde, red, or gray/white. If headbands are used to secure hair, they must be in the natural color of the wearer's hair (as outlined above, no off colors, designs, flowers, glitter, fancy ribbons etc.) **Facial hair** or beards should be neatly trimmed and maintained at 1" or less.
- **Fingernails -** must be clean, natural, and trimmed to ¼ inch or less past the tip of the finger. Artificial nails and nail coverings including shellac, gel, polish, and decals are prohibited. Fingernails must be following the CDC's guidelines for Hand Hygiene in Healthcare Settings.  
<https://www.cdc.gov/handhygiene/providers/guideline.html>
- **Jewelry/Tattoos-** Jewelry is limited while in uniform. A watch with a second hand or a digital watch is allowed. Bracelets, necklaces, or dangling earrings are not permitted. Visible pierced body jewelry is limited to one stud style earring (less than ½ inch) in each ear lobe. No visible piercings or body modifications are permitted. Rings other than a wedding ring are discouraged. Medical alert bracelets are allowed. Tattoos must be covered.
- **Chewing of gum or tobacco is not permitted.**
- **Anytime the uniform is worn, all rules surrounding appearance apply.**
- Hospitals and long-term care agencies: Scrubs and badges as previously described.
- Community health settings: Black short-sleeved polo shirt is to be worn *with khaki-colored slacks or scrub pants. Dress slacks must meet the scrub pant standard as outline above (size appropriate etc.) Business casual street shoes are required.* Badges as previously described.
- Mental health settings: Scrubs or professional appearing street clothes are to be worn with business casual street shoes or walking shoes as required by the agency. Badges as previously described.
- Learning and Simulation laboratories: Scrubs as previously described.

Guidelines for dress in the College of Nursing classroom setting:

- No exposed breasts, buttocks, back, or abdomen
- No clothing that clearly outlines the genital regions
- No logos, words or symbols expressing profanity, racist, homophobic, or other words likely to interfere with the learning environment

Approved by Faculty 12/14/07

Revised 11-27-07, 07/08, 07/09, 08/14, 8/15

UGPC Approved 10/17'

UGPC & Faculty Approved 05/2019

Approved ASC & Faculty 12 2019

Approved ASC 02/28/2020

Approved Faculty 03/20/2020

Approved UGPC & Faculty 05/2021

## CLASS ATTENDANCE POLICY

Each face-to-face/clinical/lab/online class or class related activity is designed to be an integral part of each student's education in the professional nursing program. Each student is, therefore, expected to be present and punctual for each class/clinical/lab, online class, or class related activity. Excessive absences, as determined by the faculty, may require the student to withdraw from the course or earn a failing grade. The following are College of Nursing guidelines regarding absenteeism:

1. It is the student's responsibility to notify an instructor **before** any anticipated absence from a classroom/clinical session or part thereof. Faculty may request **medical** verification of illness via the Dean of Student's Office.
2. If a student is absent from class for an emergency, medical reasons, or exceptional personal reasons, they are responsible, if capable of doing so, for contacting professors individually or through the appropriate program assistant. If the student, family member, or friend is not able to contact professors or the student will be absent more than three (3) class days, the Dean of Students Office may be asked to send notifications of the absence as reported to staff. The Dean of Students Office does not verify this information but often receives medical documentation for serious emergencies. (*See UW Oshkosh Student Handbook*).
3. In all cases of absence, excused or otherwise, the student is responsible for completing missed class work.
4. It is the student's responsibility to contact the instructor immediately upon return from an absence and to schedule an appointment to discuss class work missed. **Faculty may request a medical release for a student following an illness before permitting a student to return to clinical.**
5. Each instructor will determine if make-up work is possible or necessary and/or sanctions to be invoked.

Edited 3/13, 8/15

Approved ASC 10/2019, Approved Faculty 11/2019

## **ELECTRONIC COMMUNICATION DEVICE POLICY**

Electronic devices can be disruptive in the classroom and are not allowed in most clinical agencies. If a phone is needed for emergency use, the student must notify the instructor prior to class. The student must leave the classroom to return a call. No use of communication devices, including texting or social networking during class, clinical or during scheduled exam times, will be permitted unless directed by instructor. Photography or audio recording in all its forms is prohibited without permission from faculty and classmates. Phones may be collected prior to exams and returned after.

Students and clinical instructors will follow the policy of the agency regarding use of electronics in clinical.

Revised 07/09, 8/14

Approved UGPC 12/2017, Approved Faculty 02/2018

## **RECORDING CLASS LECTURES POLICY**

The CON prohibits the use of all recording devices by students to record class lectures unless they have the express consent of the professor. Students with disabilities will inform faculty of their needs by utilizing the appropriate documentation secured through the Dean of Students' Office.

Permission to record a class applies exclusively to the student who received permission from the professor. The recording may not be accessed or utilized by any other individual. NO replication of the recording may be made without the permission of the professor.

Any professor may make any changes to the procedure regarding the recording of his/her own classes.

In accordance with the above policy, all students should be aware that any classes, and discussions held therein, are subject to being recorded.

**Required form available on CON website.**

Approved 5/08, 8/15

## Permission to Record Class Lectures

I have read and fully understand the University of Wisconsin Oshkosh College of Nursing policy about recording class lectures.

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

Student's Name:

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First	Middle	Last
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I am requesting permission to record the following class:

Class Number and Section \_\_\_\_\_

Semester \_\_\_\_\_

Professor's Name \_\_\_\_\_

I hereby grant permission to record classes for the course and semester above.

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Faculty/Academic Staff Signature

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Date

Approved by CON Faculty 5/22/08  
Edited 9/2014

## **Behavioral Expectations for Electronic Communication**

### **Netiquette**

The following are expectations related to classroom behavior with laptops, cell phones, and handheld computer devices:

1. Instructors will determine computer use in each class. Students may be required to hand write class notes. Laptop computer use in the classroom is limited to class related activities. Use of unrelated websites during class time is not acceptable.
2. Handheld computer devices / cell phones used during classroom and lab hours are to be used for class related activities only. These devices are to be used during exams in class and lab ONLY with permission from the faculty.
3. Text messaging during class, lab, and exams is not permitted unless it is for a faculty-directed activity.
4. Computerized dictionary devices may be used by some students with English as a second language, if permitted by faculty.

The following are expectations related to class postings, discussions, and e-mails:

1. Proper grammar and spelling.
2. Clear communication, including understandable message and proper sentence structure.
3. Respectful tone to fellow students and professor at all times.
4. E-mail communications should include a salutation and ending, a reference to the class title, and a clear purpose or questions.
5. All communications with the CON office staff must be treated with timeliness, courtesy, and respect.

### **Social Media- Facebook, Twitter, blogs, etc.**

The online environment is not secure or private! Avoid communicating anything regarding clinical experiences (including international clinical experiences), comments regarding your employers, instructors, or peers.

Students are personally responsible for the content they publish on blogs, wikis, and social networks, forum boards, or any other form of user-generated media. Be mindful that what you publish may be public for anyone to see and may be traced back to you even after many years - protect your privacy. This includes online publishing and discussion on blogs, wikis, file-sharing, user-generated video and audio, virtual worlds, and social networks.

If you are a member of any social network, be sure your material is appropriate and never include information, postings, pictures that could be offensive or hurtful to any other person. To do so would directly violate our CON values and Student Responsibilities Agreement.



**Be thoughtful about how you present yourself.** Nursing students are preparing for a career providing services to the public. The University of Wisconsin Oshkosh College of Nursing (UWOSH CON) and future employers hold you to a high standard of behavior. By identifying yourself as UWOSH CON student through postings and personal web pages, you are connected to your colleagues, clinical agencies, and even clients/patients. Ensure that content associated with you is consistent with your professional values and goals. If you are a new CON student, be sure to update your social profiles to reflect our guidelines.

**Protect confidential information.** While you are posting to your friends, many of the sites are open to anyone browsing or searching. Be thoughtful about what you publish. Do not disclose or use confidential information or that of any other person or agency. Abide by HIPAA regulations. **NEVER** post any information about your clinical rotations or clients in any online forum or webpage.

**Respect your audience and your coworkers.**

Remember that UW Oshkosh CON is an organization whose students, faculty, and clients have a diverse set of customs, values, and points of view. Do not be afraid to be yourself, but respect others. This includes not only the obvious (no ethnic slurs, personal insults, obscenity, etc.) but also proper consideration of privacy and of topics that may be considered objectionable or inflammatory—such as politics and religion. Remember, what may be humorous to some, may be offensive to others. **Use your best judgment.** Remember that there are always consequences to what you post.

**Failure to comply with these behavioral expectations directly violates our CON values and Student Responsibilities Agreement and will result in disciplinary action.**

**[NCSBN Social Media Policy](#)**

**I have reviewed this information and will comply with these behavior expectations.**

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_

UWO ID \_\_\_\_\_ Date \_\_\_\_\_

Approved Revised May 2010

Faculty approval September 2010

Revised 3/13, 8/14

Approved by ASC 11/2017

## INCIDENT REPORT POLICY

Whenever a College of Nursing student, faculty or IAS is involved in an unexpected or adverse incident (including but not limited to falls, needle sticks or exposures), the Undergraduate Program Director or Graduate Program Director must be notified of the incident within 8 hours. The program director's office immediately notifies the Dean and the University of Wisconsin Oshkosh Risk Manager and provides a copy of the report which includes information regarding who, what, when, where, and how the incident occurred. All paperwork will be kept on file in the appropriate College of Nursing program office.

The University Risk Manager maintains a record of the incident and contacts the University of Wisconsin System Risk Management Office or Central Risk Management Office, as indicated, for advice. The UW Oshkosh Risk Manager acts as the liaison person with all official communication.

All costs that could include testing are the responsibility of the person involved in the incident unless the incident involves workman's comp. Please provide a copy of the detailed student remediation plan. This plan should accompany a copy of the incident report. Both are filed in the student's record. If CON employee is involved in an incident, please follow the Human Resources guidelines for workman's compensation.

\*A copy of the agency incident report should be included if possible.

\* **Note:** the person must complete the agency and College of Nursing (both if appropriate) incident report forms. Most importantly, the person involved should be concerned with safety issues first, and then complete paperwork within 24 hours of the incident.

06/02/05 Approved

08/06 Reviewed

05/2015 Revised

## STUDENT RESPONSIBILITIES AGREEMENT – TRADITIONAL OPTION

I, \_\_\_\_\_, understand that I am required to adhere to all policies, procedures, and guidelines of the College of Nursing found in the Student Policies and Procedures Handbook. I understand the College of Nursing has zero tolerance for conduct unbecoming of a professional nurse. I understand that if I exhibit unprofessional behavior at any time during my student tenure at the University of Wisconsin-Oshkosh College of Nursing, there will be consequences that can mean remediation, behavioral contract, or dismissal from the program.

I further understand that alcohol and/or drug screening may be required at my own expense. Failure to comply may result in removal from the College of Nursing and/or failure of a course.

I understand the strict enforcement of the health, CPR, and criminal history policies. I realize that noncompliance with the policies and deadlines may result in removal from my clinical course.

I understand that I must disclose any new criminal or police charges within two business days and failure to do so may result in removal from the College of Nursing. I understand that findings on my criminal history search may require more in-depth investigation, including obtaining court documents at my expense, and may interfere with or preclude clinical placement and/or employment as a graduate nurse.

I understand that the Undergraduate Program Office has the right to adjust enrollment to meet program needs and to substitute an alternate class or clinical section without prior notice.

I understand that I am responsible for the cost of any injuries or incidents that I am involved with in the classroom or clinical setting.

I understand that it is my responsibility to seek and follow the College of Nursing instructors' guidance at the first sign of academic difficulty to maintain good academic standing or risk having readmission denied if I do not achieve a passing course/clinical grade. I understand that it is recommended to work as little as necessary during the program, and limit other non-student commitments during the year. I acknowledge that work or other commitments cannot interfere with clinical or other course requirements.

I understand that clinical rotations may be on any shift, including PM and night shifts, weekends, and holidays. I understand that clinical placements contingent on many factors and may not be close to campus. I assume responsibility for travel related costs to and from the clinical site.

I understand that clinical rotations are on any shift, including night shifts, weekends, and holidays. I understand that clinical placements are contingent on many factors and may not be close to campus. I assume responsibility for travel related costs to and from the clinical site.

I accept responsibility for the payment of any additional fees required by specific clinical agencies and fees associated with some nursing courses.

I agree to participate in all standardized tests and reviews scheduled by the College of Nursing including the Comprehensive Predictor and National Council Licensure Examination review.

### **For students in the year-round curriculum:**

I acknowledge that I will not be a full-time student based on financial aid requirements. I may not be eligible to participate in extracurricular activities or athletics.

I understand that it is my responsibility to understand any tuition fees and their impact on my financial situation. If I have questions, I will reach out to the financial aid office or applicable department.

Signature \_\_\_\_\_ UWO ID \_\_\_\_\_

Date \_\_\_\_\_

*Please retain a copy of this signed agreement for your records.*

Revised 8/06, 1/08, 5/09, 8/10, 3/11, 10/12, 4/13, 8/14, 8/15, 8/17, 10/17

Approved ASC 10/2017

Approved ASC 02/2019

Approved ASC 12/ 2020



## STUDENT RESPONSIBILITIES AGREEMENT- ACCELERATED OPTION

I, \_\_\_\_\_, understand that I am required to adhere to all policies, procedures, and guidelines of the College of Nursing. I understand that the expectation of the College of Nursing (CON) is zero tolerance for conduct unbecoming of a professional nurse. I understand that if I exhibit unprofessional behavior at any time during my student tenure at the University of Wisconsin-Oshkosh College of Nursing, there will be consequences that can mean remediation, behavioral contract, or dismissal from the program.

I further understand that alcohol and/or drug screening may be required at my own expense. Failure to comply may result in removal from the CON and/or failure of a course.

I understand the strict enforcement of the health, CPR, and criminal history policies. I further agree to comply with any additional health requirements expected by a clinical agency. I understand that noncompliance with the policies and deadlines may result in removal from my clinical course and may result in my dismissal from the program. I also agree to the release of personal health information required for my clinical placement.

I understand I must disclose any new criminal or police charges within two business days and failure to do so may result in removal from the CON. I understand that findings on my criminal history search may require more in-depth investigation, including obtaining court documents at my expense, and may interfere with or preclude clinical placement and/or employment as a graduate nurse.

I understand it is strongly recommended that I forego all employment while completing the Accelerated Option and to limit other non-student commitments during the year. I acknowledge that work or other commitments cannot interfere with any clinical or theory course requirements.

I understand that the Undergraduate Program Office has the right to adjust enrollment to meet program needs and to substitute an alternate class or clinical section without prior notice. I acknowledge that I may not receive my clinical placement prior to the start of the clinical.

I agree to the travel associated with the three campus residencies and all clinical experiences. I understand that clinical rotations are on any shift, including night shifts, weekends, and holidays. I assume responsibility for all program-related travel costs, including overnight stays. I understand clinical placements will be determined based upon the geographical information I submitted in my application. I understand that should personal circumstances lead to a change in my assigned geographical location, there is no guarantee that my clinical placements will change accordingly. I assume full responsibility for all travel and housing costs incurred due to a change in my geographical location.

I will take responsibility for the payment of any additional fees including, but not limited to, physical/drug screening(s) or other clinical fees as required by clinical agencies. Nonpayment of these fees or non-adherence to clinical requirements will result in an unsatisfactory grade in the associated course.

I understand I am responsible for the cost of any injuries or incidents that I am involved with in the laboratory or clinical setting.

I understand that it is my responsibility to seek and follow the CON instructors' guidance at the first sign of academic difficulty to maintain good academic standing, or I risk having readmission denied if I do not achieve a passing course or clinical grade.

I agree to participate in all standardized tests and reviews scheduled by the College of Nursing including the Comprehensive Predictor and National Council Licensure Examination review.

### **Regarding Laptops & Technology: I understand that:**

- a. I will be issued a newly leased laptop computer that will be preloaded with the current software that is required to complete the program. I understand that I am responsible for doing the routine update and scanning maintenance as per instructions given during the Orientation Program at the UW Oshkosh campus.
- b. I will be provided contact information for HP, and it will be my responsibility to contact the HP helpdesk for any support.

- c. If I download any programs, documents, attachments, or anything else that is not part of the Accelerated program while I am in the Accelerated program, and a problem arises with the hardware or software, I will be responsible for the entire cost of any fees or charges, including possible replacement, to get the laptop back into the original condition as it was when issued to me.
- d. If I successfully complete the program, the laptop and hand-held device will be mine to keep, but I will be bound by the guidelines on the PC Assignment/Purchase Form that I will sign when the laptop is assigned to me.
- e. If I withdraw, or dismissed from the program, I will be responsible to return the laptop computer within 15 days to the Accelerated Program in the condition in which it was issued to me.

I understand the tuition deposit, all tuition paid during the program, and all associated fees are fully non-refundable. I understand that if I do not complete the program due to personal circumstances, or due to dismissal from the program for academic failure, or due to any of the above-named reasons in this Student Responsibilities Agreement, I will not receive a refund of tuition or associated fees.

Signature\_\_\_\_\_

Date\_\_\_\_\_

UWO ID\_\_\_\_\_

*(Please retain a copy of this signed agreement for your records)*

Revised 12/1/15; 12/21/16, 9/17, 10/17

Approved ASC 10/2017

Approved ASC 02/2019

Approved ASC 12/2020

## STUDENT RELEASE AGREEMENT

I, \_\_\_\_\_, understand that the College of Nursing must maintain student records and distribute health, CPR, and criminal background information about students to required clinical agencies to meet required standards. I also understand that the College of Nursing must report aggregate student data to accrediting bodies and may utilize student data for self-study/ or research purposes.

Considering these expectations, I, \_\_\_\_\_ hereby agree:

To the release and distribution of my individual health data, and CPR certification to clinical agencies as required.

To the release of information obtained through criminal history search to health care agencies in accordance with the Caregiver Law (Wisconsin Act 27).

**To the release of my social security number as required by a clinical agency.**

To the use of aggregate student data for self- study/research and accreditation purposes. I understand that no identification of my individual data will be permitted.

To the destruction of my personal student records including health information and background checks in 5 years from the date of graduation from the College of Nursing.

Signature \_\_\_\_\_ UWO ID \_\_\_\_\_

Date \_\_\_\_\_

## ACADEMIC HONESTY POLICY

All College of Nursing students are expected to practice and protect academic and personal honesty. Academic dishonesty is a critical violation of the University of Wisconsin Oshkosh policies and the College of Nursing professional values. Nursing graduates use the knowledge gained during education to make decisions that affect the health and well-being of others. This justifiably makes academic integrity as well as personal honesty essential attributes for the nursing profession. Therefore, any student cheating or attempting to cheat will be viewed as an individual who lacks the knowledge, skills, and values necessary to be a safe practitioner. To help assure the safety of the public we serve, the College of Nursing will take the necessary actions to remove such individuals from the program.

The following are examples of academic dishonesty (although this list is not inclusive):

- A. Communicating or attempting to communicate with another student(s) through verbal, electronic or written means before, during, or after a quiz/exam to help benefit oneself and/or others including:
  - Sharing information about a quiz/exam with any other student(s) after you have taken the quiz/exam.
  - Telling students what to study after you have taken the quiz/exam.
  - Taking a quiz or exam at home or another un-proctored location without authorization.
  - Taking a quiz/exam with other classmates at the same location without faculty permission [including Project Success].
  - Utilizing unauthorized resources or aids, such as handheld computer device/smart phone/PDA for a quiz/exam or other academic activity.
  - Possessing unauthorized course material including exams or instructor's resources.
  - Looking at another student's exam or work for own benefit.
  - Discussing the actual quiz/exam (or any question on the quiz/exam) with anyone other than the professor(s) of that course.
  - Copying, pasting, and/or printing any portion of any quiz/exam by any method; this includes copying and pasting into an email to the instructor.
- B. Falsifying information such as clinical data, clinical hours or experiences, or another person's signature on an attendance record.
- C. Failing to report any student suspected of committing academic dishonesty.
- D. Plagiarizing in all forms including using another student's work or failure to identify your own or another's work or properly cite a source. According to the Council of Writing Program Administrators, in "Defining and Avoiding Plagiarism: The WPA Statement on Best Practices, plagiarism in an instructional setting includes two main types:
  - "Submitting someone else's text as one's own or attempting to blur the line between one's own ideas or words and those borrowed from another source."
  - "Carelessly or inadequately citing ideas and words borrowed from another source."

Penalties imposed for academic misconduct may be severe and are in accordance with the University Student Discipline Code, UWS 14. Students are responsible to be familiar with [UW Oshkosh policies related to academic conduct](#).

I have reviewed the information above and will strive to uphold the College of Nursing values. On my honor, I pledge to always maintain academic and personal honesty.

Signature: \_\_\_\_\_ ID #: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_ Program and Level: \_\_\_\_\_





## Honor Pledge for Papers

Each course in the College of Nursing that requires the use of APA format will include the Honor Pledge for Written Assignments.

Students will add the following phrase to the message section in the drop-box prior to submitting their work.

*"I pledge on my honor that I have not given, received, witnessed, nor have knowledge of unauthorized aid or plagiarism on this paper. By doing this I am supporting the mission, vision, and values (altruism, autonomy, human dignity, integrity, and social justice) of the College of Nursing."*

The instructor for the course will indicate which assignments to include the Honor Pledge and if a different method for submission is desired.

## **National Student Nurses' Association, Inc. Code of Academic and Clinical Conduct**

### **PREAMBLE**

Students of nursing have a responsibility to society in learning the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of health care environments.

The Code of Academic and Clinical Conduct is based on an understanding that to practice nursing as a student is an agreement to uphold the trust with which society has placed in us. The statements of the Code provide guidance for the nursing student in the personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.

### **A CODE FOR NURSING STUDENTS**

As students participate in the clinical and academic environments, we believe that ethical principles are a necessary guide to professional development. Therefore, within these environments we:

- Advocate for the rights of all clients.
- Maintain client confidentiality.
- Take appropriate action to ensure the safety of clients, self, and others.
- Provide care for the client in a timely, compassionate, and professional manner.
- Communicate client care in a truthful, timely and accurate manner.
- Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
- Promote excellence in nursing by encouraging lifelong learning and professional development.
- Treat others with respect and promote an environment that respects human rights, values, and choice of cultural and spiritual beliefs.
- Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care.
- Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.
- Encourage faculty, clinical staff, and peers to mentor nursing students.
- Refrain from performing any technique or procedure for which the student has not been adequately trained.
- Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self, or others.
- Assist the staff nurse or preceptor in ensuring that there is full disclosure and that proper authorizations are obtained from clients regarding any form of treatment or research.
- Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting that impair judgment.
- Strive to achieve and maintain an optimal level of personal health.
- Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues.
- Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.

Adopted by the NSNA House of Delegates, Nashville, TN on April 6, 2001.

## Academic Misconduct Policy and Procedure

When an instructor identifies a student who may have engaged in academic misconduct they shall:

1. offer to meet with the student involved to review with him/her the belief that he/she engaged in academic misconduct and to give him/her an opportunity to explain.
2. exercise the option to invite another faculty member/colleague to sit in on the meetings with him/her/ if he/she would like.
3. shall determine if the student engaged in academic misconduct as defined in the code under UWS 14.03 (based on a preponderance of evidence). If the instructor determines that the student engaged in academic misconduct, the instructor will need to determine what sanction(s) under UWS 14.04 are appropriate.
4. document the decision in writing to the student(s) using the disciplinary letter (See sample letter and template). This letter must also be sent to both the Undergraduate Program Office (UGP office) in the College of Nursing and the Dean of Student's Office. \*

\*If the instructor decides on sanctions more serious than an oral reprimand, a written reprimand presented only to the student, or an assignment to repeat the work to be graded on its own merits, the instructor will need to send a decision letter to the student (**either US mail or personal delivery**). The decision will be kept on file in the Dean of Students Office and the UGP office.

## Pre-Licensure Program Code of Conduct

### I. Introduction

All University of Wisconsin Oshkosh (UW Oshkosh) College of Nursing (CON) students regardless of program option must always demonstrate professional behaviors consistent with the standards of the American Nurses Association (ANA) and/or the National Student Nurses' Association Code of Ethics (NSNA), and/or the Wisconsin State Board of Nursing (N1-N9). In addition, and as a part of admission requirements, students in all options are required to sign this Code of Conduct policy as acknowledgement. The purpose of this policy is to outline the scope of the Code of Conduct as well as consequences if the Code of Conduct or other CON policies are violated. Your signature at the end of this document indicates agreement to always abide by the Code of Conduct and policies, procedures, and guidelines set forth here. Professional and academic behaviors are guided by the following:

- a. ANA Code of conduct: <https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses/>
- b. NSNA Code of conduct: <http://www.nснаconvention.org/code-of-ethics.html>
- c. University of Wisconsin Oshkosh Non-Academic and Academic Misconduct and all policies, procedures and guidelines as outlined in the most current version of College of Nursing Student manuals.
- d. Wisconsin State Legislature: [https://docs.legis.wisconsin.gov/code/admin\\_code/n](https://docs.legis.wisconsin.gov/code/admin_code/n)

### II. Procedures/Sanctions

Violating any of the Code(s) of Conduct, whether unprofessional behavior, criminal activity, or academic misconduct will result in a required meeting with the student and Program Director or their designee. The following options may apply depending on the severity and circumstances of the violation: (a) failure of the assignment (b) failure of the course [removal from class/lab/clinical], (c) notation on student's personal record, (d) dismissal from the CON and (e) dismissal from the University. A maximum of three incidents may be grounds for expulsion from the CON. If the violation occurred while licensed as a registered nurse, a referral to the State Board of Nursing may occur.

### III. Acknowledgement

I understand this Code of Conduct. I have been given opportunity to have any of my questions clarified and addressed.

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Student Name

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Program

---

Date

Approved by ASC 12 07 2018

Approved by UGPC 02 08 2019

Approved by Faculty 02 15 2019

## Documentation of Code of Conduct Violation

1. Date/Time/Location of Incident:
2. Student Name:
3. Associated Course Number if Applicable:
4. Nature of violation as it relates to Code of Conduct, Rules, Policies, Procedures and Guidelines
5. Action taken by Faculty (Including but not limited to):
  - a. Written warning
  - b. Course Failure
  - c. Other (explain):
6. Plan for remediation if applicable:

☐ Attachments included

I have read this document and discussed it with Faculty in the CON. I acknowledge here that I have received a copy.

7. Student Comments:

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

\_\_\_\_\_  
Program

\_\_\_\_\_  
Date

8. Routing, along with signatures:

- a. Instructor \_\_\_\_\_
- b. Level/Cohort Facilitator \_\_\_\_\_
- c. Assistant Program Director \_\_\_\_\_
- d. Pre or Post Licensure Program Director \_\_\_\_\_
- e. Appropriate Program Assistant to log into master spreadsheet and then to be filed in student academic file

Approved by ASC 12 07 2018

Approved by UGPC 02 08 2019

Approved by Faculty 02 15 2019

## **Pre-Licensure Program Impairment and Substance Abuse Policy**

Faculty in the College of Nursing have adopted an Impairment and Substance Abuse Policy that prohibits the illegal manufacture, distribution, dispensing, possession, or use of any controlled substance. All College of Nursing (CON) students must comply with this policy.

Additionally, all CON students must always demonstrate professional behaviors consistent with the standards of the American Nurses Association (ANA), the National Student Nurses' Association Code of Ethics (NSNA), the Wisconsin State Board of Nursing (N1-N9), and the CON Code of Conduct.

To meet these requirements and those of accrediting organizations and clinical agencies, as well as supporting the wellness of students, the faculty requires students to be unimpaired for all learning experiences and submit to drug screening. During their educational period, CON Pre-Licensure Program Students are at their expense are required to submit to and test negatively for urine drug screens, under all the following circumstances:

- Prior to participation in a clinical course
- As requested by clinical agencies
- For cause
- Randomly

### **Process**

1. The initial drug screen will be conducted when notified of admission to the program.
2. If there is a break in student enrollment, the drug screen will be repeated.
3. Students will undergo and pay for the drug screen through the clinical compliance/management system indicated (i.e., Castle Branch, etc.).
4. Students must register for the drug screen immediately upon notification and complete the test within the mandated timeframe, as determined by the program/emphasis director(s) or designee.
5. Depending on the quality of the tested substance, such as urine, students may be required to submit another urine sample or different biological sample, at their own expense.
6. Urine, hair, serum, saliva, and breath analysis or a combination of these testing methods may be used.
7. Two separate negative dilute, adulterated, or other inconclusive outcomes will be treated as a positive drug test.
8. The drug panel for screening includes street drugs, controlled substances, and those drugs which healthcare providers have access to and may abuse.
9. Students should not take prescription medications with them into the lab at the time of testing.
10. Students will be removed from clinical/patient care activities, pending results of the drug screen.
11. If the drug screen is positive, further investigation will be conducted by the Medical Review Officer associated with the clinical compliance/management system. If a student has a prescription for a drug found to be positive, the student is responsible to submit evidence of a valid prescription for said drug by the deadline set by Castle Branch. Failure to do so may result in removal from the CON.
12. A record of the results will be sent directly to the student's Castle Branch account. Results are monitored and forwarded to the respective Assistant Director and Program Director.
13. If the drug screen is negative, the student's return to clinical is coordinated through the respective Assistant Director and Program Director.
14. If a drug screen is positive rendering the student unable to participate in clinical and patient care learning experiences (and meet program and course outcomes), they will be:
  - a. removed from all nursing courses and/or
  - b. withdraw of offer of admission after the Dean of the College of Nursing is notified
  - c. referral to the University's Dean of Students Office

**Refusal**

Students' refusal or failure to submit to drug screening in a timely manner or attempting to tamper with, contaminate, or switch samples will be treated as a positive drug screen (see above).

**Grievance/Appeal Process**

Students can seek redress for any complaints related to the application/enforcement of this Policy through the Academic Standing Committee and the University's Dean of Students Office.

**Reporting**

University faculty or staff who suspect possible substance abuse by students, must report the suspicious behavior(s) to the Pre-Licensure Program Director/appropriate Assistant Director.

Students who suspect possible substance abuse or violation of this policy by another student has the responsibility to report this information. Reports can be made to the CON:

- a. Level Facilitator
- b. Assistant Director
- c. Pre-Licensure Program Director, or
- d. Dean

The reporting individual's identity will be kept confidential to the greatest extent possible, consistent with the need to investigate the report and subject to legal requirements.

Students arrested or convicted of violating any federal, state, or local law (to include driving while under the influence), pertaining to the manufacture, possession, sale, use, misuse, or distribution of a drug, alcohol, or prescription medication; must report this event to the appropriate Assistant Director within two (2) days of the event and prior to any clinical contact with patients and families.

Approved ASC 10 2019, Faculty 11 2019

Approved ASC 06/24/2020, Approved Faculty 09/18/20

Approved ASC 09/25/20

Approved Faculty 10/16/20



**Drug Screen Form**

Pre-Licensure Program, UW Oshkosh College of Nursing

1. Student Name: \_\_\_\_\_

2. Program/Emphasis: \_\_\_\_\_

3. Reason for Drug Screen:

- \_\_\_\_\_ Initial test  
\_\_\_\_\_ Clinical agency request  
\_\_\_\_\_ For cause  
\_\_\_\_\_ Random test

4. For Cause and Clinical Agency Request drug screens

a. Date (and time, if known) of incident \_\_\_\_\_

b. Description (and location) of incident \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

c. Observations (Check all that apply and circle descriptors)

\_\_\_\_\_ Speech (incoherent, confused, changed, slurred, rambling, shouting, slow, using profanity)

\_\_\_\_\_ Coordination (swaying, staggering, uncoordinated, grasping for support, stumbling, falling)

\_\_\_\_\_ Performance (unsafe practices, unexplained absences/tardiness, unsatisfactory work, accident, injury)

\_\_\_\_\_ Alertness (sleepy, depressed, obtunded, confused, hyperactive)

\_\_\_\_\_ Behavior (personality change, aggressive, fighting, excited, combative, violent, argumentative, apathetic, threatening, antagonistic)

\_\_\_\_\_ Eyes (Blood shot, pupils pinpoint or dilated, sclera showing all around or 'bug eyed')

\_\_\_\_\_ Clothing and Appearance (dirty, disheveled, personal hygiene issues)

\_\_\_\_\_ Report from peers, preceptors, patients

The above was observed by: \_\_\_\_\_ (i.e., peer, preceptor, instructor – individual's name is not required)

Drug screen approved by: \_\_\_\_\_

## APPEAL POLICY FOR STUDENT NURSES

According to University guidelines, an appeal is a request to deviate from an existing policy (Admission Policy, Progression Policy/Course Repeat, Suspension/Probation). All requests for appeals are to be sent to the College of Nursing's Undergraduate Academic Standing Committee (ASC) through the Undergraduate Program Office. Due process is followed in the appeal procedure. Submitting an appeal does not mean that the appeal will be granted.

### Appeal Procedure

1. Students should confer with an Advisor or Level/Cohort Facilitator about the appropriateness of an appeal and the monthly deadline for submission. Students must complete the required CON appeal form and send it along with supporting documentation to [conappeals@uwosh.edu](mailto:conappeals@uwosh.edu) (see form on the next page or Student Forms on CON intranet). Submit the appeal at least two days before the scheduled Academic Standing meeting to ensure it is on the agenda that month. Late appeals will be addressed the subsequent month.
2. If the appeal concerns a grade of C- or lower in a core nursing course, faculty must complete the *Faculty Recommendation for Appeals* form. The Undergraduate Program Assistant ensures this is done.
3. It is a student's right to address the Academic Standing Committee regarding the appeal. If a student would like to do so, email [conappeals@uwosh.edu](mailto:conappeals@uwosh.edu) for an appointment. Students at a distance can discuss the appeal with the committee by phone.
4. Upon careful consideration of the appeal, supporting documents, faculty recommendations, transcripts, and other reports in the student's file, the Undergraduate Academic Standing Committee votes to approve or deny the request. The student is notified by email of the final decision.

Approved by Academic Standing Committee 1/17/07

Revised 11/07, Approved by Faculty 12/14/07

Updated 07/09, reviewed 3/13, updated 8/15

Approved Academic Standing Committee 3/2018

## STUDENT APPEAL FORM

Date \_\_\_\_\_  
Name \_\_\_\_\_  
Permanent Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Local address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Student ID \_\_\_\_\_

Program: Pre-Nursing \_\_\_\_\_ Traditional \_\_\_\_\_ Accelerated \_\_\_\_\_ BSN@Home \_\_\_\_\_ Other \_\_\_\_\_

I. State reason for your appeal (be specific).

II. Provide reasons and evidence to support your appeal (be specific). \*\* Include self-evaluation as related to appeal.

Signature \_\_\_\_\_

\* Must be typed in 12-point font, two-page limit.

\*\*If you have received an unsatisfactory course grade, document what measures you will take to ensure your success in the future.

Approved by Academic Standing Committee 1/17/07

Approved by CON faculty 2/16/07, 8/15

Approved Academic Standing Committee 3/2018

**Undergraduate Academic Standing Committee  
Faculty Recommendation for Appeals**

Semester: \_\_\_\_\_

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

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

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

Address of Student: \_\_\_\_\_

Telephone Number of Student: \_\_\_\_\_

Course Number and Name: \_\_\_\_\_

Grade Received: \_\_\_\_\_

Do you recommend that the student be considered to repeat the course? ☐ Yes ☐ No

Any other recommendation?

Was the student was notified of the failing grade. ☐ Yes ☐ No

Date [Click here to enter text.](#)

Comments relative to your recommendation (or attach recommendation):

Level/Cohort Facilitator comments:

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

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

Approved by Faculty 12/14/07

Reviewed 11/07, Reviewed 08/06/ Edited 8/14

**DROPPING NURSING COURSES AFTER ENTERING THE MAJOR**

Once admitted to the professional nursing major, the student is expected to complete nursing courses in the sequence shown in the general curriculum plan. Any deviation from this plan must have prior approval from the Pre-Licensure Program Office. Students in the professional major who plan to drop a required nursing course should discuss these plans with the faculty member, Level/Cohort Facilitator and Undergraduate Program Director. The appropriate Assistant Director should also be notified. The University procedure for course withdrawal should be followed. Consult the Registrar's and/or Financial

Services website for drop/withdrawal policies and applicable deadlines. See the Level/Cohort Facilitator for assistance.

**Students dropping a required nursing course or withdrawing for the semester will need to apply for readmission to major. Consult Progression Policy.**

**NOTE: Readmission into the major will occur only as space and resources are available.**

ASC Approved 05/2018

### **WITHDRAWAL FROM COLLEGE OF NURSING/UNIVERSITY**

Prior to withdrawal, students are encouraged to meet and discuss the withdrawal with the appropriate Assistant Director. The withdrawal form is to be submitted to the pre-licensure program office. This form is vital if the student chooses to reapply to the College of Nursing at a future time.

See Withdrawal Form on next page.

Revised 8/06, Reviewed 3/13

ASC Approved 05/2018

### **DISMISSAL POLICY**

Students who are removed from the CON or University due to behavioral or academic misconduct will not be considered for readmission.

Approved 05/09, Edited 8/14

ASC Reviewed 05/04/2018

WITHDRAWAL FORM

COLLEGE OF NURSING PROFESSIONAL MAJOR

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

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

Permanent address: \_\_\_\_\_

Current phone: \_\_\_\_\_

Date withdrawal is in effect: \_\_\_\_\_

Reasons for withdrawal:

\_\_\_\_\_

From your perspective, is there something that the College of Nursing could do to help remedy the situation and enable you to continue in the program?

Yes

No

If yes, please describe:

\_\_\_\_\_

Please share your recommendations for College of Nursing improvement:

\_\_\_\_\_

Would you consent to a follow-up contact?

Yes

No

Signature \_\_\_\_\_

## **GRADUATION AND LICENSURE REQUIREMENTS**

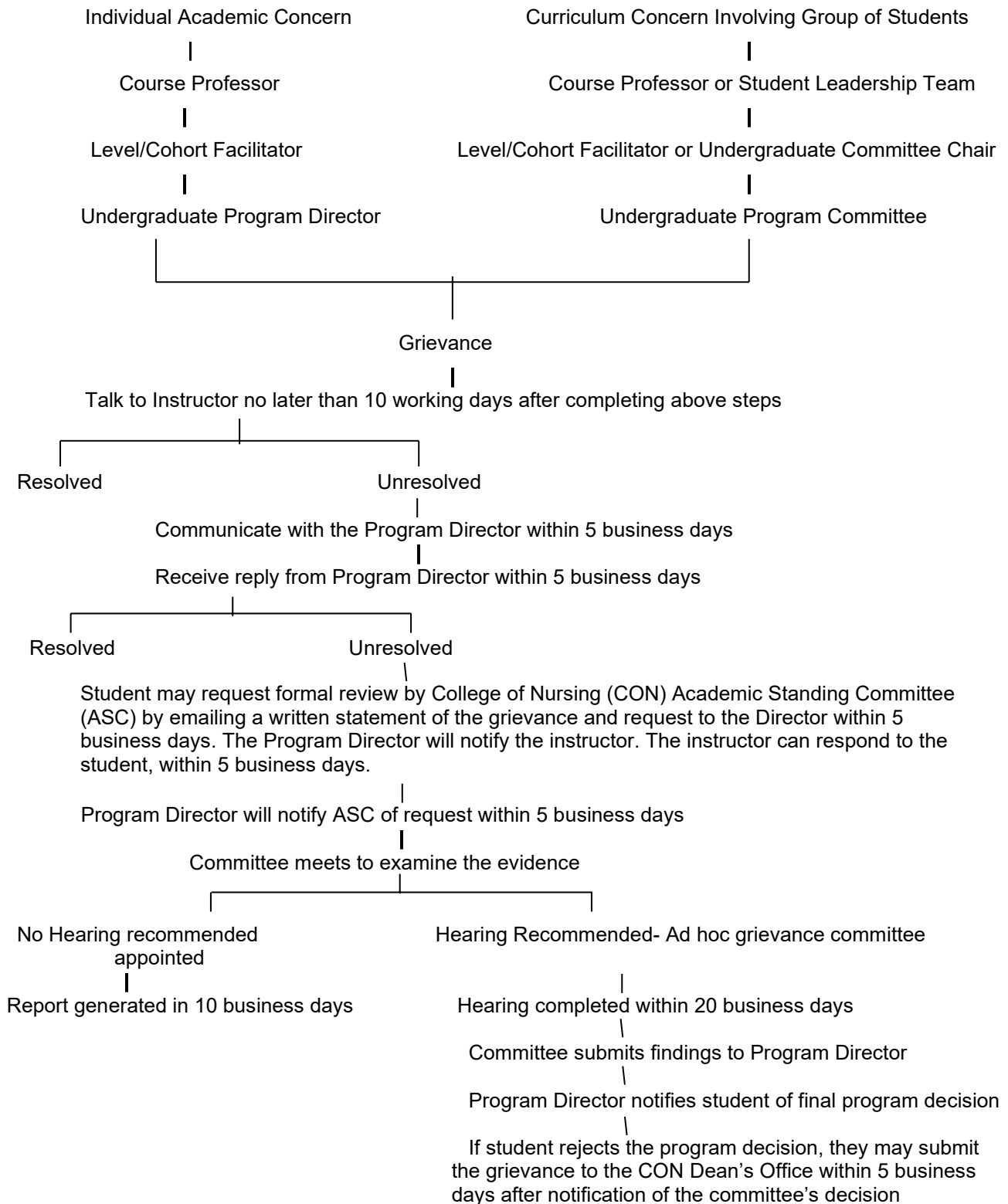
A minimum of 120 credits, a cumulative GPA of 2.0 or above on all required nursing credits attempted and a passing grade in all pass/fail courses are required for graduation.

A candidate for the degree of Bachelor of Science in Nursing must satisfactorily fulfill the requirements of the University of Wisconsin Oshkosh and the College of Nursing. Upon completion of the program, the staff will approve the graduate to the State Board of Nursing as a candidate for the National Registered Nurse Licensure Examination.

Approved UGPC 5/14, edited 2/15 Approved Faculty 3/15

Approved ASC 10 2019

## DIAGRAM OF STUDENT CONCERNS OR GRIEVANCE



## Student Complaint

A complaint is the formal expression of an objection to perceived misconduct of another person. In this case, a student seeks disciplinary action against the offender. Examples of complaints include conduct



which violates university rules, policies, or conduct which adversely affects the student's performance in academic pursuits/achievements. As noted in the University Student Handbook, informal attempts to solve a problem are often more effective than filing a complaint. Students are encouraged to follow the established chain of communication within the College of Nursing (CON) as the informal process. A formal complaint should be seen as a last resort. If attempts to solve a problem through the CON's established Chain of Communication are perceived as unsuccessful or unsatisfactory, a formal complaint may be filed through the CON Grievance Policy. If that does not satisfactorily resolve the complaint, it can be taken up at the University Level according to the Faculty and Academic Staff Handbook Chapters FAC9 and ACS 16. The Division of Student Affairs Office has policies and procedures that outline the process for a complaint against Academic Staff or Faculty ([www.uwosh.edu/stuaff](http://www.uwosh.edu/stuaff)). The Dean of Students office has procedures to address an incident of bias or a Title IX complaint ([www.uwosh.edu/deanofstudents](http://www.uwosh.edu/deanofstudents)).

### Student Grievance Policy

Students have the right to seek resolution of a perceived grievance concerning the assessment of student performance by faculty and instructional academic staff (instructors). Recognizing that the evaluation of student performance is based upon the professional judgment of instructors, grievances are based upon one or more of the following factors:

- a. an error is made in computation that is not addressed.
- b. the grade is based upon factors contrary to those stated in the course syllabus or grading criteria.
- c. the grade reflects some penalty for actions involving freedom of written or spoken classroom expression.
- d. the grade involves some breach of federal or state constitutional protections, federal laws, state statutes, Regent's rules, or UW Oshkosh policies.

If a student has another type of concern or conflict regarding transfer credits, admission, a course, clinical, critical event/unprofessional conduct, or other issue related to the CON, students are encouraged to use the CON Chain of Communication for Students. If guidance is needed, see the level/cohort facilitator or academic advisor.

Students who do not follow this progression will be referred to the appropriate level to address their concern. Students may be directed to file a CON appeal form found on the CON website at undergraduate student forms. If the CON Chain of Communication does not resolve the problem, or if the situation meets a. through d. above, then the student should follow the student grievance procedure outlined and described below.

### Student Grievance Procedure

- I. The student must attempt a resolution of the problem with the instructor no later than **ten business days** after the incident is noticed or occurs.
- II. If the resolution process with the instructor does not resolve the problem using the CON Chain of Communication, the student should communicate with the assistant program director within **five business days**.
- III. **Within five additional business days**, the assistant program director may attempt an informal resolution or request a meeting of the individuals involved,
- IV. If the student is not satisfied with this outcome, the student may request a meeting with the program director.
- V. Within five additional business days, the program director may attempt an informal resolution, request a meeting of the individuals involved, or inform the student in writing of the formal grievance procedure if the situation is unresolved.
- VI. If a student is not satisfied with the outcome of the informal procedure with the program director, the student may request a formal review by the CON Academic Standing Committee (ASC).
- A. The formal grievance should be sent via email to the program director within **five business days** of the failed attempt at informal resolution. The student's written statement should include:
  1. a description of the nature of the grievance including justification of how the issue meets at least one of the required criteria [See a. through d. above].

2. a summary of the outcome of the informal procedure and explanation of the student's perception of why efforts were unsuccessful.
  3. the desired outcome the student is seeking.
  4. a copy of any and/or all supporting evidence.
- B. The program director will acknowledge the student's request and notify the instructor. If the instructor wishes to respond to the student's request for a formal review, this must be done within **five business days**.
- C. The program director will, within **five business days** of receiving the student's request, advise the ASC about the request for a formal review.
1. This committee should consist of a minimum of three faculty or instructional academic staff with voting rights and one student representative.
  2. The program director will make available all documents concerning the case including the director's summary of attempted mediation.
- D. ASC Procedures:
1. The committee will meet to examine the evidence, consult with the involved parties as appropriate, and decide whether the grievance merits a hearing.
  2. If there is no hearing recommended, a report will be submitted within **ten business days** to the involved parties and to the program director.
  3. A hearing is necessary and recommended only when the ASC believes there is sufficient evidence to indicate the possibility of unfair treatment or rights were violated. If the ASC decides a hearing is merited, an ad hoc grievance committee shall be formed at the direction of the program director and a hearing will be completed within **twenty business days** of the decision to grant a hearing by the ASC.
    - a. At the conclusion of the hearing the committee shall transmit its findings and recommendations to the program director.
    - b. The program director will advise the student and the Ad Hoc Grievance Committee of the final decision.
- VII. If the student rejects the decision at the program level, the student may continue the grievance process by submitting a request to the dean's office within **five days** after notification of the ASC's decision.
- VIII. Additional information about the grievance procedure
- A. The burden of proof is upon the student at all levels of the grievance process.
  - B. All meetings of the ASC will meet the requirement of the Wisconsin State Statutes Open Meeting Law.
  - C. Meetings related to FERPA protected information will be held in closed session. In addition, either party in the grievance may request a closed meeting
  - D. The term "business days" refers to days when classes are normally scheduled (Monday through Friday).
  - E. The director, with mutual agreement of the instructor and the student, or at the request of the ad hoc grievance committee may extend timelines for any step in the process.
  - F. If a student fails to meet a deadline or extension, the case will be closed.
  - G. If an instructor fails to meet a deadline or extension, the case may continue without the evidence or statement that the instructor may have provided.
  - H. If an instructor is out of residence or unavailable, an attempt will be made to give notice and receive a response. If the instructor's failure or inability to respond within a reasonable time will unreasonably delay the grievance procedure, the process may continue without a response.
  - I. If the director is involved in the petition, the grievance should be filed with the Dean's Office; the dean will then act in the role of director in the procedures

Revised 7/08, Reviewed 3/13

Revised 9/14

Approved UGPC 12/2017, Approved Faculty 02/2018

Approved UGPC & Faculty 04/2021

## Health Insurance Requirement and Health Expenses and Risks

All expenses associated with health surveillance and care are borne by the student unless the Student Health Service specifically indicates otherwise. Students are not covered by health or accident insurance by UW Oshkosh, the College of Nursing (CON), the practicum facility, or the practicum institution. In addition, workers' compensation insurance does not cover students. If a student suffers an injury or occupational exposure (i.e., needle-stick) while in practicum, they are personally responsible to pay for all medical bills. Students are required to have personal health insurance coverage. Please note: Personal health insurance coverage as an individual or as a member of a family health insurance plan is acceptable.

Due to occupational exposure to blood or other potentially infectious materials, health care workers are at risk of acquiring Hepatitis B Virus infection and other serious infections. Students are considered to be at increased risk for needle-stick injuries. Such accidents can also be costly (e.g., student and patient testing, ER injury management, chemoprophylaxis, and potential illness care). The student, not the College, University, or clinical agency, is responsible for these expenses should an accidental exposure occur during a clinical experience.

Some clinical sites require students to show proof of personal health insurance; therefore, nursing students are required to maintain health insurance coverage for the duration of their education. Evidence of comprehensive health insurance must be uploaded to CastleBranch 30 days prior to the start of the first clinical course. Subsequently, annual documentation will be required throughout the program. Additionally, students must be able to provide proof of health insurance coverage if requested by clinical agencies. Students are under a continuing obligation to notify the College of Nursing Dean's Office within two business days of any lapse in personal health insurance coverage. Students without documented evidence of personal health insurance coverage may be removed from clinical.

