



UNIVERSITY *of* WISCONSIN  

---

GREEN BAY

**College of Health, Education and Social  
Welfare**

Nursing & Health Studies

**Undergraduate RN-BSN  
Handbook**

**September 2020**

## Table of Contents

### Contents

<b>Table of Contents .....</b>	<b>2</b>
Nursing & Health Studies Mission.....	4
Vision .....	4
Nursing & Health Studies Goals .....	4
Nursing & Health Studies Organizational Framework .....	4
<b>Undergraduate Nursing Program Descriptions .....</b>	<b>7</b>
Overview of the RN-BSN Program .....	7
Campus and BSN@Home Options .....	7
NURSE 1-2-1- An Innovative Campus Track .....	8
BSN to MSN Leadership Option .....	8
Accreditation and Approval .....	9
RN-BSN Expected Program Outcomes .....	10
Program Requirements .....	10
Upper-Level Nursing Course Descriptions .....	11
Suggested Nursing Support Categories.....	12
Suggested Nursing Support Courses .....	13
<b>Nursing Program Policies.....</b>	<b>16</b>
Academic Integrity .....	16
APA Writing Style Policy .....	16
Admission to Major Policy * .....	16
ADN and Other Students Enrolled in RN-BSN Courses .....	17
Advising Policy .....	17
Articulation and Transfer Policy .....	17
Confidentiality Related to Coursework Policy.....	18
Course Sequencing Policy.....	18
Covid-19.....	18
Disability Services Policy .....	19
Grading Policy.....	20
Grievance Policy .....	20
<b>Student/Intern HIPAA Violation Policy .....</b>	<b>21</b>

<b>Netiquette Policy</b> .....	24
<b>Plagiarism Policy</b> .....	24
Program Assessment/Evaluation Policy .....	25
Progression/Graduation Policy.....	25
RN License Policy *.....	26
Research Policy .....	26
Social Media Coursework Related Policy.....	27
Stop Out Policy .....	28
Style Manual Policy for Written Papers.....	28
Using Special Topics in Nursing Courses as Electives Policy.....	28
Waiver and Substitution Procedures .....	29
Practicum Student Leave of Absence Policy .....	31
Students Performing Nursing Interventions Policy.....	33

## Nursing & Health Studies Mission

Baccalaureate and graduate programs provide high quality, student-centered nursing and health profession education that builds on prior experiences, knowledge and skills. Students are inspired to think critically and address complex health issues in a diverse and evolving world, conscious of environmental sustainability. These programs transform communities by improving health and healthcare delivery.

Revised and Approved of by NUFO 5/5/14

## Vision

The Nursing & Health Studies vision is identical to the vision of the UW-Green Bay College of Health, Education and Social Welfare, which is: *Together we will inspire students and transform communities.*

Approved of by NUFO 5/5/14

## Nursing & Health Studies Goals

The Program Goals are to:

1. Offer a baccalaureate nursing degree that serves as a foundation for the provision of quality healthcare, career advancement, and graduate education.
2. Maintain an environment conducive to adult learning.
3. Maximize program accessibility by utilizing various course delivery methods, including on-line and face-to-face.
4. Collaborate with the community of interest in advancing the education of nurses and health professionals.

Revised and approved of by NUFO 5/5/14

## Nursing & Health Studies Organizational Framework

Figure 1 depicts the organizational framework and the nursing program's position in the College of Health, Education and Social Welfare (CHESW). The budgetary chairperson of the Nursing & Health Studies Unit reports to the Dean of the College of Health, Education and Social Welfare.

As designated in the Administrative Code, the Nursing & Health Studies Unit has an active Executive Committee consisting of tenured faculty members. The Chairperson of the Nursing & Health Studies unit chairs the Executive Committee. Decisions on personnel, budget, and curriculum require Executive Committee input. The Chairperson of the Nursing & Health Studies Unit also supervises the Nursing & Health Studies Unit faculty and staff.

The BSN@HOME Steering Committee, made up of representatives from the six collaborating UW-System Nursing Programs, is responsible for directing policy for the BSN@HOME program. The Chairperson of the Nursing & Health Studies Program serves as the representative on the BSN@HOME Steering Committee and is the direct communication link between the BSN@HOME Steering Committee and faculty.

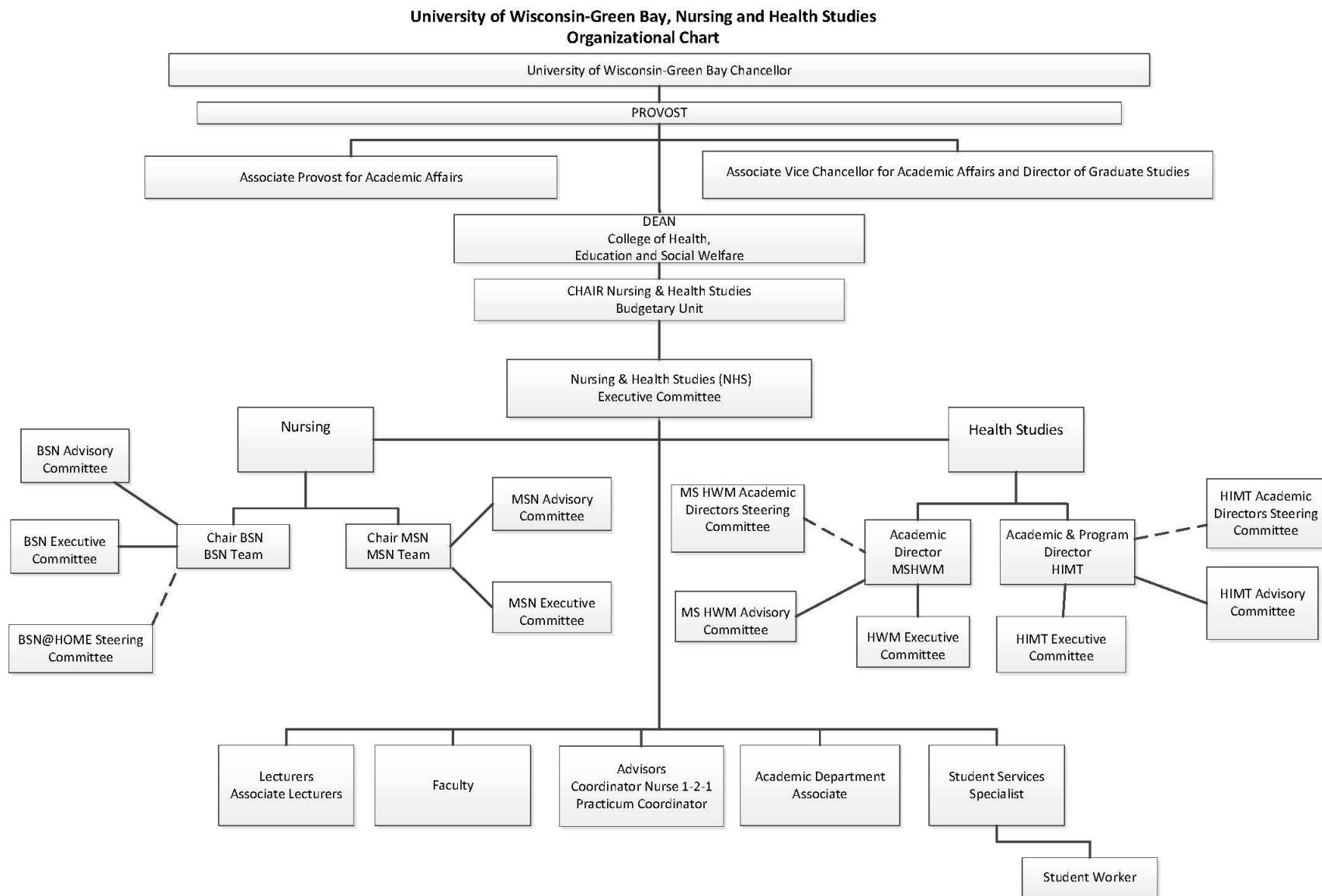
The BSN **Nursing Advisory Committee** is made up of representatives of the community of interest to the Nursing Programs. The Advisory Committee communicates with the Nursing & Health Studies Unit Chairperson and faculty about how the program can best serve the needs of the community of interest.

Nursing faculty and staff comprise the Nursing & Health Studies Unit (NHSU), the main decision-making body of the Unit, which is chaired by the unit Chairperson. NHSU is responsible for: (1) approving recommendations of **NHSU standing committees (BSN & MSN Team)**, (2) recommending policy/procedure to the Nursing & Health Studies Unit Executive Committee on matters with budgetary and/or personnel implications, (3) identifying staffing needs and making recommendations to the Executive Committee, and (4) assuring implementation of approved policies/procedures/unit activities. NHSU Bylaws are congruent with the Mission Statement of the Nursing & Health Studies Program and the policies and procedures on faculty organization as outlined in the UW-Green Bay Faculty Handbook (Chapter 53.13).

NHSU functions as an approval body for decisions made by the BSN & MSN teams who are responsible for curriculum/teaching learning process oversight), program evaluation (via student, graduate, alumni, and employer input), and ensuring adequate student services and policies related to prospective and current students.

Student input is solicited in a number of ways including but not limited to meetings during a regularly scheduled class, surveys, participation in virtual meetings, teleconferences, and email. The faculty, BSN and MSN teams, and advisors work directly with students to provide access to the program, assist with admission and progression in the major, facilitate learning, achievement of expected program outcomes, and eventual graduation, and assure accountability of the program to the community of interest.

Figure 1: Nursing & Health Studies Organizational Chart



External bodies that interface regularly with UW-Green Bay Nursing:

UW Extended Campus (Formerly CEOEL)

Nursing Advisory Committee

Partner Campuses

**All entities communicate and collaborate together, working with and on behalf of students,  
potential students and alumni**

KEY: \_\_\_\_\_ Authority

----- Governance Bodies

# Undergraduate Nursing Program Descriptions

## RN-BSN COMPLETION FOR REGISTERED NURSES

### Overview of the RN-BSN Program

The RN-BSN program at the University of Wisconsin Green Bay (UW-Green Bay) provides an opportunity for Registered Nurses (RNs) holding an Associate Degree in Nursing to earn a Bachelor of Science Degree in Nursing (BSN). This accredited, high quality program is designed to be nurse friendly. It is a flexible program designed to meet the needs of adult learners and working registered nurses.

The program is built upon the foundation of the Associate Degree in Nursing and includes general education courses, courses supportive of Nursing, and the upper-level Nursing Major. The program consists of 120 credits for the BSN degree. The RN typically transfers 60 credits through articulation agreements. Additional credits completed at other universities, colleges, or community colleges may also transfer. The remaining UW-Green Bay requirements for graduation include 30 credits of general education and support courses for the Nursing Major, a college level chemistry course (if chemistry was not taken as part of the Associate Degree or Diploma in Nursing) and 30 credits of upper-level Nursing courses.

Based upon professional practice standards and what employers say they value most, the Nursing curriculum targets:

- Professional nursing roles and nursing science development
- Practice based on nursing research, standards, and theory
- Strong communication, critical thinking, and leadership skills
- Autonomous nursing interventions
- Culturally congruent and ethically sound nursing care
- Understanding of healthcare policy and finance
- Responsibility for being a change agent and for lifelong learning

### Campus and BSN@Home Options

The program is offered both on Campus (face-to-face) and online (BSN@HOME). The program requirements, expected outcomes, and curriculum are the same for both tracks. Only one course, N 455 CommunityHealth Nursing Practicum, requires completion of practicum and involves scheduling practicum hours at an agency near the student's home.

*Campus courses are* designed for RNs desiring a synchronous classroom learning environment. Campus nursing courses are typically “block scheduled,” meeting one day or evening per week. Campus students may also take online courses through the BSN@Home Track.

RN-BSN students may also take online courses offered by the *BSN@HOME program*. *BSN@HOME courses are* available through the combined resources of the Nursing programs at the UW campuses in Green Bay, Eau Claire, Madison, Milwaukee, Oshkosh, and Stevens Point. The BSN is awarded by the home institution, in this case UW-Green Bay. All general education and support courses are offered via the Internet through UW-Green Bay, UW-Colleges Courses Online, or other accredited colleges or universities. BSN@HOME students are welcome to take courses on campus.

## NURSE 1-2-1- An Innovative Campus Track

The NURSE 1-2-1 program, a collaboration between UW-Green Bay and Northeast Wisconsin Technical College (NWTC), is a campus-based RN-BSN program designed to provide qualified students an opportunity to earn a four-year nursing degree (Bachelor of Science in Nursing) through the combined resources of both institutions. The NURSE 1-2-1 program involves an intensive curriculum including nursing, science, and clinical courses at healthcare facilities. Students complete year 1 (Science and Liberal Arts) and 4 (RN-BSN upper level nursing) at UW-Green Bay and years 2 and 3 (Associate Degree in Nursing) at NWTC. The program brings together the region's best nursing educators and healthcare technologies to create a single, cost-effective nursing program to meet growing healthcare demands, both in the numbers entering the profession and the depth of their nursing education.

## BSN to MSN Leadership Option

Any RN to BSN student currently employed in a leadership position, or with experience in nursing leadership and/or management, or interested in future nursing leader roles and earning a graduate degree has the option of enrolling in the BSN to MSN Leadership Option. This option allows undergraduate students to enroll in three (3) graduate level courses for undergraduate tuition and credit, while still pursuing the undergraduate degree. The graduate courses are similar to the required undergraduate courses, with more advanced content. Qualified students have access to basic course content remedial modules as a refresher or reference as needed.

The table below shows the MSN courses that may substitute for the required RN-BSN course:

UNDERGRADUATE COURSE	GRADUATE COURSE	GRADUATE COURSE PERIODICITY
NUR 447 Leadership and Management	NUR 737 Leadership in Health Systems	Spring 2022, 2024, etc.
NUR 446 Research and Evidence-Based Practice	NUR 734 Evaluation and Evidence-Based Practices in Health Systems	Fall 2021, 2023, etc.
NUR 453 Information Management and Healthcare Technology	NUR 760 Informatics in Health Systems	Spring 2021, 2023, etc.

Once successfully completed, the graduate course is substituted for the associated required undergraduate course.

Upon completion of BSN degree, students having completed up to nine credits (three identified courses) in the BSN to MSN Option can apply for acceptance in to the UW Green Bay Masters of Science in Nursing (MSN), Leadership and Management degree. Admitted MSN students will need to complete the remaining credits and courses to earn the MSN degree. For more information, contact the Nursing and Health Studies MSN advisor or Chair.

RN to BSN student applications for the BSN to MSN Option are reviewed by the MSN



Admissions Committee. Once accepted, students are given permission to enroll in up to three graduate courses.

Eligibility requirements for the BSN-MSN Leadership option include:

- Unencumbered RN License to practice in any US state or territory
- Full admission to the RN-BSN Completion Program
- Completion of nine RN-BSN upper level nursing course credits at UW-Green Bay
- Evidence of receiving a grade of a “C” or better in a college level statistics course within the past 5 years.
- Cumulative GPA of 3.5 or higher in UW Green Bay upper level nursing courses
- A 200-300 word written statement describing academic interest in leadership & management, reasons for pursuing the MSN degree, nursing strengths and capabilities, knowledge of online technology (computer use, online course work, etc.), , and description of where you see yourself in five years.
- A letter of recommendation from one BSN course nursing faculty
- Resume or Curriculum Vita indicating leadership/management and nursing experience.

Approved May, 2018

## Accreditation and Approval

UW-Green Bay's BSN program is part of the highly respected University of Wisconsin System. The University of Wisconsin-Green Bay is regionally accredited by the **North Central Association of Colleges and Schools – Commission on Institutions of Higher Education**, 30 North LaSalle Street, Suite 2400, Chicago, IL 60602.

### Nationally accredited by the Commission on Collegiate Nursing Education (CCNE)

The RN to BSN baccalaureate program in nursing is accredited by the [Commission on Collegiate Nursing Education](http://www.aacn.nche.edu/ccne-accreditation), 655 K Street, NW, Suite 750, Washington, DC 20001, 202-887-6791. (<http://www.aacn.nche.edu/ccne-accreditation>).



The RN to BSN Program is in compliance with the **Wisconsin Department of Safety & Professional Services Board of Nursing**, PO Box 8366, Madison, WI 53708-8366. Tel 608- 267-2357; TTY #- 608-267-2416 (hearing or speech impaired only).

## RN-BSN Expected Program Outcomes

The Baccalaureate program prepares the graduate to:

1. Use knowledge from liberal and interdisciplinary problem focused education as a basis for nursing practice.
2. Use knowledge and skills in leadership, quality improvement and patient safety to provide high quality healthcare.
3. Engage in a systematic process of evaluation, translation, and application of scientific evidence to inform nursing practice.
4. Recognize the role of information management and patient care technologies to improve patient care outcomes.
5. Examine how healthcare policies, including financial and regulatory, influence healthcare systems and nursing practices.
6. Integrate interprofessional communication and collaborative skills to optimize holistic patient care.
7. Apply health promotion, disease and injury prevention strategies to improve population health.
8. Promote professionalism and model the values of altruism, autonomy, caring, human dignity, integrity and social justice in nursing practice.
9. Synthesize previous and newly acquired knowledge, theory, skills, and attitudes to address health care needs of culturally diverse individuals and populations across the continuum of healthcare environments.

Revised and approved of by NUFO 2/1/10

## Program Requirements

<b>General Education</b>	<b>Credits</b>
Fine Arts	3
Humanities	9
Social Sciences	*
Natural Sciences	*
World Culture	3
Ethnic Studies	3
<b>Nursing Support</b>	
Speech	*
Written Communication	3
Electives	6
Statistics	3
Critical Thinking Elective	**
Chemistry	***
<b>Lower-Level Nursing</b>	*
<b>Upper-Level Nursing</b>	
407 Foundations of Professional Nursing Practice	3
441 Chronic Care Management	3
446 Research and Evidence-Based Practice	3
447 Leadership and Management	3
453 Information Management & Healthcare Technology	3

454 Community Health Nursing	3
455 Community Health Nursing Practicum	3
490 Synthesis for Nursing Practice	3
492 Nursing Special Topics	6

\*Satisfied by articulation agreements/transfer credits

\*\*Critical thinking elective can be satisfied by certain humanities courses such as philosophy, or taken as a separate course.

\*\*\*For students matriculating September 2007 or after, a college level chemistry course is required if not previously taken. High school chemistry does not fulfill the program requirement.

## Upper-Level Nursing Course Descriptions

The following are upper level nursing courses in the Campus or BSN@HOME.

### **NURSING 407**

**Foundations of Professional Nursing Practice** (rev. 5/18) Philosophical perspectives, theories, and standards are applied to the practice of professional nursing. Factors influencing nursing/health care delivery are analyzed. Professional communication and critical thinking skills are enhanced. This is a writing emphasis course. P: Nursing major and RN license.

**3 credits**

### **NURSING 441**

#### **Chronic Care Management**

Exploration of interaction of biological, psychological, social, and environmental factors important to understanding management of chronic conditions at the individual, family, community, and societal levels. P: Nursing major and RN license

**3 credits**

### **NURSING 446**

#### **Research and Evidence-Based Practice**

This course introduces the importance of research to improve clinical practice, strategies to evaluate the quality of research and evidence, and increase integration of research into practice. P: Nursing major and RN license, Math 260, Comm Sci 205 or Bus Admin 216 or concurrent enrollment.

**3 credits**

### **NURSING 447**

#### **Leadership and Management**

Examines nursing leadership and management using relevant theories and concepts. Analyze decision-making in relation to communication, delegation, supervision and group process. P: Nursing major and RN license.

**3 credits**

### **NURSING 453**

#### **Information Management and Healthcare Technology**

Utilize computer and information/decision science to support quality and safety in health care. Explore informatics issues and examine nursing's role in healthcare technology. Opportunities to use and master various healthcare technologies and healthcare data will be giving. P: Nursing major and RN license.

**3 credits****NURSING 454****Community Health Nursing**

Nursing care of populations and communities to facilitate optimal health outcomes. P: Nursing major and RN license.

**3 credits****NURSING 455****Community Health Nursing Practicum**

This course complements the theory, models, and concepts learned in Community Health Nursing. It is a practice component that brings community health nursing into reality. The focus is on disease prevention and health promotion for individuals, families, aggregates, and communities. P: Nursing major, and RN license; and Nursing 454 or concurrent enrollment. **3 credits, Field experience required**

**NURSING 490****Synthesis for Nursing Practice**

Course focus is synthesis of professional nursing roles introduced in previous courses. In addition, nursing theories are analyzed in light of their value to practice. Nursing's societal involvement is emphasized. P: Nursing major, and RN license; and completion of Nursing 407, 441, 446, 447, 453, 454, 455, and 492 or concurrent enrollment.

**3 credits****NURSING 492****Special Topics in Nursing**

Course topics vary. Typical topics include Healthy Aging, Pharmacology, Pathophysiology, Women's Health Care, Global Aspects, Informatics, Cross-Cultural, End-of-Life, Child with Chronic Illness, School Health, Ethical Issues. P: major in NURSING and R.N. license. Six credits of special topics required, repeatable to 12 cr. **2 or 3 credits depending on course.**

**Suggested Nursing Support Categories**

Nursing support courses emphasize the concepts of communication, critical thinking, and electives to support nursing interventions. The non-nursing elective courses are offered outside of the Nursing Department. Students also have the option to take additional Special Topics in Nursing courses that support nursing practice and career goals. The concepts of communication, critical thinking, and nursing interventions are also emphasized in the upper level nursing courses.

**Communication**

Communication is a dynamic interactive process which occurs between individuals and/or groups to formulate, convey, and assimilate thoughts, perceptions, and ideas.

Communication is one of the most important skills that nurses employ. Effective communication is the very fiber of nursing practice. To facilitate competence in oral presentation and technical writing skills, six credits in communication are required. Of these, three credits of speech are transferred as per articulation agreement. The additional communication requirement is satisfied by a three credit writing course. The writing course needs to be of an advanced level beyond Introduction to College Writing, and is normally satisfied by an English Composition II course or equivalent.

## Critical Thinking

Critical thinking is the intellectually disciplined process of active and skillful conceptualizing, applying, analyzing, and/or evaluating information. As a guide to belief and action, information is gathered from or generated by observation, experience, reflection, reasoning, or communication.

Nurses must be able to think critically and problem solve effectively. To support the development of critical thinking six credits are required. Of these required elective credits, students must take one course in Statistics. Any college level statistics course is acceptable. The other 3 credits are satisfied by a course that studies thinking (meta-thinking). Classroom topics that are typically covered are critical thinking processes, reflective thinking, decision- making, problem solving, critical debate, etc. Courses that can be used to satisfy this requirement include Introduction to Philosophy, Elementary Logic, Development of Creative- Critical Thinking, Professional Ethics and Problem Solving and others. See suggested list of nursing support courses below.

## Electives

Six elective credits are required to enhance competence in delivery of nursing care. A variety of courses can satisfy this requirement. Courses in this category support the RN's career goal and advance thinking and competence in nursing practice. Courses that could be used to satisfy this requirement include Introduction to Management; Abnormal Behavior; Human Nutrition; Dying, Death and Loss; Leadership in Organizations; Sociology of the Family; Counseling Across the Lifespan, and many others. See suggested list of nursing support courses below.

Approved NUFO 5/10/04

## Suggested Nursing Support Courses

### Chemistry

For students matriculating September 2007 or later, a college level chemistry course is required if not previously taken.

CHEM 108	Survey of General, Organic and Biochemistry
CHEM 211	Principles of Chemistry I
CHEM 212	Principles of Chemistry II

### Communication

#### *Speech:*

The speech requirement is satisfied based on coursework transferred per articulation agreement.

#### *Written Communication:*

Writing Foundations (WF) 105      Research & Rhetoric

### Critical Thinking

#### *Statistics, choose one:*

BUS ADM 216	Introduction to Business Statistics
COMM SCI 205	Social Science Statistics
MATH 260	Introductory Statistics

#### *Critical Thinking Elective, choose one:*

*(Other courses with proper rationale and approval of advisor can be substituted)*

BUS ADM 206	Law & the Individual
INFO SCI 210	Information Problems
ECON 203	Micro Economic Analysis
ECON 202	Macro Economic Analysis

HUM BIO 205	Biotechnology and Human Values
HUM DEV 424	The Development of Creative and Critical Thinking
HUMSTUD213	Ethnic Diversity and Human Values
HUM STUD 385	First Nations Intellectual Traditions
PHILOS 101	Introduction to Philosophy
PHILOS 102	Contemporary Ethical Issues
PHILOS 105	Is Morality for Sale?
PHILOS 110	Thinking Critically
PHILOS 208	Biomedical Ethics
PHILOS 212	Philosophy, Religion, and Science
PHILOS 213	Ancient Philosophy
PHILOS 214	Early Modern Philosophy
PHILOS 217	Introduction to the Philosophy of Religion
PU EN AF 202	Introduction to Public Policy

### **Electives**

*Electives choose two:*

*(Other courses with proper rationale and approval of advisor can be substituted)*

ACCTG 201	Principles of Financial Accounting
ANTHRO 100	Varieties of World Culture
ANTHRO 304	Family, Kin & Community
BUS ADM 202	Business & Its Environment
COMM 335	Organizational Communication
ECON 203	Micro Economic Analysis
ECON 202	Macro Economic Analysis
ENV SCI 102	Introduction to Environmental Science
HUM DEV 336	Gender Development Across the Lifespan
HUM DEV 353	Family Development
NUT SCI 300	Human Nutrition
NUT SCI 242	Food and Nutritional Health
PSYCH 330	Social Psychology
PSYCH 331	Infancy and Early Childhood
PSYCH 332	Middle Childhood and Adolescence
PSYCH 343	Adulthood and Aging
PSYCH 344	Dying, Death, and Loss
PSYCH 345	Human Sexuality
PSYCH 350	Cultural Psychology
PSYCH 429	Theories of Personality
PSYCH 435	Abnormal Psychology
SOCIOL 308	Sociology of the Family
SPANISH 101	Introduction to Spanish Language I

## Nursing Program Policies

### Academic Integrity

Students who engage in academic misconduct are subject to disciplinary penalties, including the possibility of failure in the course and dismissal from the university. Academic misconduct includes but is not limited to cheating, plagiarism, collusion, and submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such act.

University of Wisconsin System Code (UWS Ch. 14-14.03 (2) provides specific examples of academic misconduct and reads in part: "Examples of academic misconduct include, but are not limited to:

- ✓ cheating on an exam;
- ✓ collaborating with others in work presented, contrary to the stated rules of the course;
- ✓ submitting a paper or assignment as one's work when a part or all of the paper or assignment is the work of another;
- ✓ submitting a paper or assignment that contains ideas or research of others without appropriately identifying the source of those ideas ...
- ✓ knowingly and intentionally assisting another student in any of the above ..."

The code is available at the University of Wisconsin System Student Academic Disciplinary Procedures (Links to an external site.) [pdf] page. University of Wisconsin campuses have specific procedures to investigate and deal with academic misconduct.

### APA Writing Style Policy

**NOTE: New 2019 APA 7<sup>th</sup> edition book and format are required.**

Complete APA format is required for all formal papers submitted through the dropbox. APA format specifies the format for the title page, running head with pagination, abstract, levels of headings, in-text citations, and reference list. Discussions do not require APA format unless you are using information from a reference source (your textbook, other books, journal articles, etc.), in which case you must properly use APA format for in-text citations and references. All documents must be submitted in Word (.doc or .docx) or Rich Text Format (.rtf).

For assistance with APA formatting, please refer to the [UW Green Bay Cofrin Library APA resources \(Links to an external site.\)](#) or request a free, online appointment with the [UW Green Bay Writing Center](#).

### Admission to Major Policy \*

\* This policy does not apply to NURSE 1-2-1 students.

Students must meet the following requirements to be admitted to the UW-Green Bay Nursing Major:

1. Graduation from an Associate Degree in Nursing program or from a three-year diploma program in Nursing;
2. Grade point average of 2.5 on a 4.0 scale (or equivalent) on post-secondary

- coursework;
3. Current, unencumbered RN license in any state

It is recommended that applicants consult with a Nursing advisor.

Approved NUFO 3-23-15

## **ADN and Other Students Enrolled in RN-BSN Courses**

Students currently enrolled in ADN nursing programs may request permission to take N446 Research and Evidence Based Practice, N454 Community Health Nursing, N453 Information Management and Healthcare Technology, and select N492 Special Topics in Nursing courses (e.g., Pathophysiology, Clinical Pharmacology, Global Aspects of Health, Complementary Therapies) while completing the last two semesters (or equivalent) of their basic nursing program. Prior to enrolling, all general education and nursing support courses required for the BSN degree must have been completed with an overall GPA of at least 2.5 and a 3.0 GPA in ADN nursing courses. Contact an advisor for further details.

The following Special Topics in Nursing courses may be open to all UW-Green Bay students: N492 Global Aspects of Healthcare and N499 Travel Courses.

Approved of NHSU 8/26/13

## **Advising Policy**

All students are assigned a Nursing Program advisor who helps the student interpret institutional requirements, provides advice about courses, and helps the student interpret progress toward the degree. Students have the responsibility of contacting the Nursing Program advisor at least once a year for academic progress planning.

Approved NUFO 3-8-04

## **Articulation and Transfer Policy**

Graduates from Associate Degree and Diploma programs in Nursing receive 60 college transfer credits to their Bachelor of Science in Nursing degree for lower level coursework. Students matriculating fall

2007 or later who have not completed a college level chemistry course need to take chemistry as a non-nursing support course. This policy is consistent with the System to System Program Articulation Agreement (University of Wisconsin System and Wisconsin Technical College System, 2001).



## Confidentiality Related to Coursework Policy

When communicating information in online or face to face courses based on personal or work-related experiences, keep in mind that the University of Wisconsin-Green Bay adheres to rules and policies of Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act of 1996 (HIPAA). It is expected that students will judiciously protect the privacy of patients, peers, family, or agency/institution by not disclosing confidential information outside of courses. To maintain anonymity, methods such as alias or initials should be used.

For more information on these laws, please refer to the following websites:

- [FERPA](#)
- [HIPAA](#)

## Course Sequencing Policy

The upper-level Nursing courses can be taken in any order with the exception of 455 Community Health Nursing Practicum and 490 Synthesis for Nursing Practice. Exceptions to this policy require a waiver (ask your advisor if a waiver is needed).

- **Statistics** must be taken prior to or concurrent with the 446 Research and Evidence-Based Practice course.
- **454 Community Health Nursing** must be taken before or concurrent with 455 Community Health Nursing Practicum
- **490 Synthesis for Nursing Practice** should be taken concurrent with or after completion of final nursing course(s). Taking Synthesis for Nursing Practice in your last semester before graduation provides opportunity to synthesize learning from all coursework including general education courses, nursing support courses, and upper-level nursing courses.

General recommendations to consider in planning your courses:

- It is highly recommended that the **advanced written communication course** (e.g., WF 105 Research & Rhetoric) be taken early in the program.
- Students planning to pursue graduate education should make themselves aware of admission requirements to graduate programs.

Approved NUFO 9/22/14

## Covid-19

### *Statement on Face Covering*

In response to COVID-19, and in alignment with the [UW Green Bay Building Access Policy OP 15-17-01-c, \(Links to an external site.\)](#) the Center for Disease Control and Prevention [guidelines \(Links to an external site.\)](#), and the established requirements of the Board of Regents of the University of Wisconsin System; face coverings are required at all times while on campus. This includes the classroom, laboratory, studio, creative space, or any type of in-person instructional activity, and public spaces."

Face coverings shall satisfy the stated recommendation is the [Phoenix Forward: Return to Campus Plan \(Links to an external site.\)](#) pages 8 & 9.

Students that cannot wear a face covering due to a medical condition or disability, or who are unable

to remove a mask without assistance may seek an accommodation through the Office of COVID-19 Response.

### *Statement on Social Distancing*

As instructors, we cherish our interactions with students. As citizens in these peculiar times we must acknowledge that face coverings are not a substitute for social distancing. Students shall observe current social distancing guidelines where possible in accordance while in the classroom, laboratory, studio, creative space (hereafter referred to as instructional space) setting and in public spaces. Students should avoid congregating around instructional space entrances before or after class sessions. If the instructional space has designated entrance and exit doors students are required to use them. Students should exit the instructional space immediately after the end of instruction to help ensure social distancing and allow for the persons attending the next scheduled class session to enter.

In accordance with [UWS 17 \(Links to an external site.\)](#) and [UWS 21 Wis.Admin.Code \(Links to an external site.\)](#) a student may be subject to disciplinary sanctions for failure to comply with policy, including this syllabus, for failure to comply with the directions of a University Official, for disruptive behavior in the classroom, or any other prohibited action. This prohibited behavior includes but not limited to failure to follow course, laboratory, or safety rules, or endangering the health of others. A student may be dropped from class at any time for misconduct or disruptive behavior in the classroom upon recommendation of the instructor and subject to the procedure established in UWS 17. A student may also receive disciplinary sanctions through the Office of Judicial Conduct for misconduct or disruptive behavior, including endangering the health of others, in the classroom.

### *COVID-19 Resources*

- UWGB Coronavirus Information page  
<https://www.uwgb.edu/coronavirus/> (Links to an external site.)
- Wisconsin Department of Health Services COVID-19: Avoid Illness page  
<https://www.dhs.wisconsin.gov/covid-19/protect.htm#:~:text=wash%20your%20hands,-.Wear%20a%20cloth%20face%20covering%20over%20your%20mouth%20and%20nose,6%20feet%20away%20from%20others.&text=Masks%20or%20cloth%20face%20coverings,remove%20the%20covering%20without%20assistance> (Links to an external site.)
- CDC Coronavirus page  
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

## **Disability Services Policy**

In concordance with UW-Green Bay policy, students with a disability should contact the Disability Services Office at UW-Green Bay ([dis@uwgb.edu](mailto:dis@uwgb.edu) or 920-465-2841 or <http://www.uwgb.edu/ds/>) to request accommodations. Requests should be made early because accommodations can take 4 to 8 weeks to arrange.

Students with disabilities may need to coordinate with other institutions about accommodations. The Coordinator of Disability Services can help inform those institutions.

Approved NUFO 4-24-06

## **Students with Disabilities**

Students who have concerns about physical accommodations or violations of the Americans with Disabilities Act should contact the ADA Coordinator at (920) 465-2841. If you need to arrange for academic accommodations, contact Disabilities Services at <https://www.uwgb.edu/disability-services/> or (920) 465-2841 to discuss what resources are available to assist in your academic success.

## Grading Policy

Grade point averages indicate academic and class standing and are a means of measuring the quality of a student's academic work. Grade point averages are computed on a 4.0 scale. See chart for letter grade point values.

Since grading standards differ from institution to institution, transfer grades are not used in computing grade point averages. Transfer grades are used to compute eligibility for admission to the nursing major.

Nursing faculty adhere to the grading policies of UW-Green Bay, in the awarding of letter grades A, AB, B, BC, C, D, and F.

The range of accumulated points needed to receive specific grades is determined by the course instructor, although the following grading scale is frequently used:

A	=	94-100 Points
AB	=	90-93 Points
B	=	85-89 Points
BC	=	80-84 Points
C	=	75-79 Points
CD	=	71-74 Points
D	=	65-70 Points
F	=	<65 Points

“I” or incomplete grades may be requested from an instructor by a student who, due to extenuating and unusual circumstances, is unable to complete course work. The instructor has the prerogative to grant an “I” or incomplete grade. If an “I” is granted, the instructor will set a due date for all remaining work (no later than the last day of the next semester). The “I” or incomplete grade will be changed to the earned grade upon completion of the work or at the due date. If a student does not submit work by the due date, the “I” or incomplete grade will automatically convert to an “F” or failure in the course.

## Grievance Policy

Approved NUFO 1/30/2012

The Nursing Program follows the UW-Green Bay Policies and Procedures for student formal complaints. These policies can be found on the Dean of Students Website <http://www.uwgb.edu/dean-of-students/>.

### **Academic Grievance & Non-Academic Grievance**

Students who have grievances related to course grades, conduct of classes or other course matters should address those complaints first with the instructor of the course. If the student is not satisfied with the resolution, the grievance can then be taken to the chairperson of the appropriate academic department and, if resolution is not achieved there, the student may then go to the appropriate academic dean.

Students who have grievances related to University staff should first address those complaints directly with the individual faculty. If the student is not satisfied, the grievance can be taken to the appropriate supervisor of that department and, if resolution is not achieved, the student may then go to the Dean of Students Office.

Pursuant to the *United States Department of Education Program Integrity Rule*, the University of Wisconsin-Green Bay is required to provide all prospective and current students with the following information: If you are a student residing in a state other than Wisconsin and have a complaint regarding a distance education course/program or regarding the University of Wisconsin-Green Bay, please [click here](#) for information related to how to resolve a complaint as well as a list of contacts from each state in which a student may file a complaint. (<https://www.uwgb.edu/human-resources/employee-relations/grievance-and-complaint-procedures/>)

### **Discrimination and Harassment**

Discrimination and harassment have no place on our campus. The intent of harassment is to create a hostile or demeaning environment through inappropriate actions. Harassment can be verbal or physical in nature. Annoyances, threats, demands for favors or constant calling or e-mailing are just some ways individuals can be harassed. If a student feels he or she is being harassed in a general or sexual manner, they should contact the Dean of Students office at (920) 465-2152.

Discrimination on the basis of race, color, sex, religion, national origin, age, disability or sexual orientation is not acceptable behavior at UW-Green Bay. Our campus works hard to foster acceptance and understanding of all those who bring the many different forms of diversity to our campus. If you observe or are the target of any form of discrimination, contact the Dean of Students office at (920) 465-2152 for assistance in resolving the matter.

Approved NUFO 08/29/11

## **Student/Intern HIPAA Violation Policy**

**POLICY:**

Student/Interns in University of Wisconsin-Green Bay programs are required to learn about and abide by the health information privacy requirements of the Federal Health Insurance Portability and Accountability Act (HIPAA) privacy rule. Students/Interns are informed of the requirements of HIPAA through required training they undergo when admitted to the respective program. Reminders of these requirements may also occur at placement agencies that may require additional HIPAA training.

**Procedure:**

1. Students/Interns will complete HIPAA training required by the agency he or she is placed at.
2. Violations of HIPAA will follow agency guidelines.
3. In addition, student and/or agency will contact practicum/internship course instructor and report the violation.
4. Violations of the HIPAA are subject to the corrective actions in *Table 1: Corrective Actions for HIPAA Violations*.
5. A Letter of Misconduct describing the violation and corrective actions will be placed in the student/intern's student file.

Table 1: Corrective Actions for HIPAA Violations.

<b>Level of Violation</b>	<b>Type of Violation</b>	<b>Process</b>	<b>Corrective Action</b>	<b>Notification</b>
Level 1	Inadvertent or accidental breaches of confidentiality that may or may not result in the actual disclosure of patient information. For example, sending/faxing information to an incorrect address.	Discussion between instructor and student/intern.	Re-education and/or process improvement.	Written communication between instructor and student/intern and Letter of Misconduct filed in student file.
Level 2	Failure to follow existing policies/procedures governing patient confidentiality. For example, talking about patients in areas where others might hear, or failure to obtain appropriate consent to release information, or failure to fulfill training requirements.	Discussion between instructor and student/intern.	Re-education and/or process improvement.	Written communication between instructor and student/intern and Letter of Misconduct filed in student file.
Level 3	Repeat offense of Level 1 or 2 Violation.	Discussion between instructor and student/intern.	Range from: Re-education and process improvement; to disciplinary sanctions as: Reprimand; removal from clinical site; or probation or other disciplinary action.	Written communication between instructor and student/intern and Letter of Misconduct filed in student file. Copy of letter sent to the Office of the Dean of Students.

Level 4	Inappropriately accessing a patient's record without a need to know. For example, accessing the record of a friend or family member out of curiosity without a legitimate need to know the information.	Range from discussion between instructor and student/intern to program chair, Associate Dean, Dean, or Risk Management Officer convening a committee to address action.	Range from: Re-education and process improvement; to disciplinary sanctions as: Reprimand; removal from clinical site; or probation or other disciplinary action up to expulsion.	Written report and copy of Letter of Misconduct filed in student file and copy sent to UW-Green Bay Privacy Officer, Office of the Dean of Students
Level 5	Accessing and using patient information for personal use or gain or to harm another individual.	Notification to program chair, Associate Dean, Dean, and Risk Management Officer. Dean convenes committee to address action.	Range from: Removal from program; to disciplinary sanctions as: Probation; suspension; expulsion	Written report to and copy of letter of Misconduct filed in student file and UWGB Privacy Officer, Office of the Dean of Students
NOTE: Each UWGB program's Grievance Policy and Procedure is found in the program Handbook and is available to students/interns who believe they have been treated inequitably.				

Approved by NUFO 12/1/18

## Netiquette Policy

All members of the class are expected to follow the rules of common courtesy with all online and social communications. Be careful of the tone and content of online communication. Without facial expressions and voice inflections, misunderstandings can occur and the comments can be deemed as inappropriate or offensive.

Unacceptable online conduct includes, but is not limited to, postings that are racist, derogatory, inflammatory, condescending, rude, or in any way offensive. Persistent abuse of online etiquette may result in disciplinary action.

Visit [The Core Rules of Netiquette \(Links to an external site.\)](#) for more information.

## Plagiarism Policy

Using someone's words without quoting the person is plagiarism. Using someone's ideas, even though the person's words are different from your words, without citing the source is plagiarism. UW-System has subscribed to software that helps detect instances of plagiarism. Plagiarism will result in a failing grade. Reports of plagiarism are also made to University administration.

Use in-text citations to cite your sources. For example, if you use the ideas cited in an article, place the author and publication year (e.g. Smith, 2010) at the end of the sentence. [The Cofrin Library Plagiarism Guide](#), is a good resource. Click on the tabs at the top of that website for an introduction to the concept of plagiarism, strategies for avoiding plagiarism, UW-Green Bay policy on plagiarism, and information on citing sources.

## **Program Assessment/Evaluation Policy**

The Nursing Program evaluates all aspects of the program according to the Quality Improvement Plan (QIP) for the Nursing Program. Recommended changes are implemented based on the evaluation findings.

## **Progression/Graduation Policy**

Approved NUFO 5/19/14



To graduate, students in the nursing major must receive a grade of C or better in all upper level nursing courses. For clarification, receiving a grade of CD or C-minus necessitates retaking the course and receiving a grade of C or better.

Approved NUFO 3/09/09

### **RN License Policy \***

\*This policy does not apply to NURSE 1-2-1 students entering year 1.

Because this is an RN-BSN Program, all students must be Registered Nurses with a current unencumbered U.S. RN license\*. Students are required to provide a copy of their current RN license at the time of application to the RN-BSN program. Restrictions, limits or other encumbrances on the license may be grounds for denial to the program or result in further review to determine whether the restrictions will interfere with the student's ability to successfully complete the program.

RN License Status Changes after admission to the Nursing major (Progression): Admitted students are required to notify the program of any license status changes including licensure in another state, license lapses, or license encumbrances (such as a RN license with stipulations or restrictions).

**All students remain under an obligation to maintain a current unencumbered license throughout the program.** If a student experiences an encumbrance (such as a RN license with stipulations or restrictions) at any time during their program of study, he/she must notify the Chairperson of the Nursing and Health Studies Unit immediately.

#### **Students with an encumbered license:**

- must provide the chairperson with a copy of the agreed upon order(s).
- may be allowed to take non-practicum courses.
- are not allowed to take courses that include field experiences (e.g., community health nursing practicum, travel courses).
- will notify the Chairperson of the Nursing and Health Studies Unit when his/her license becomes unencumbered and provide a copy of the Board of Nursing's notification letter.

Failure to notify the Chairperson of the Nursing and Health Studies Unit of an encumbered RN license will be considered academic misconduct and will be subject to the University of Wisconsin policy on academic misconduct.

### **Practicum Course \***

\* This policy does not apply to NURSE 1-2-1 students

Since the program requires successful completion of a practicum course, students are required to provide a copy of their current, unencumbered U.S. RN license (in the state in which they complete their practicum) prior to course registration. Any incidents, limitations or encumbrances on the license may prevent successful completion of practicum and subsequently, their ability to graduate.

NUFO approved 3/23/15

### **Research Policy**

Student, faculty, and staff research in nursing is permitted and encouraged. All UW- Green Bay research policies must be followed. Undergraduate nursing students who carry out research usually do so in conjunction with a Senior Honors or Independent Study course. In order to undertake research, students must have approval of: (1) a nursing faculty member for the

research project; and (2) the UW-Green Bay Institutional Review Board (<https://www.uwgb.edu/institutional-review-board/> )

The UW-Green Bay Institutional Review Board must approve the research prior to data collection. Collaborating agencies or organizations, including those where research subjects will be recruited, must approve the research project prior to data collection. Informed consent to participate in the study must be secured from each participant prior to data collection.

Researchers using humans as subjects must undergo CITI training concerning the responsible conduct of research. <http://www.uwgb.edu/research/research-compliance-and-training/citi-training/>

Approved NUFO 2/9/04

## **Social Media Coursework Related Policy**

To be consistent with UW-Green Bay [social media guidelines](https://www.uwgb.edu/univcomm/policies/social-media-policy.asp) (<https://www.uwgb.edu/univcomm/policies/social-media-policy.asp>) and the American Nurses Association (ANA) principles for social media, keep content appropriate and confidential matters private. Whatever is posted on a social media site (e.g., Facebook, Twitter, YouTube, LinkedIn, Flickr, etc.) instantly becomes available to the public. Regardless of the privacy settings, content can easily be made available to those outside of the user's preference settings. Be aware that all University and legal guidelines, such as Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act of 1996 (HIPAA), also apply in social media sites.

The following is adapted from the American Nurses Association (ANA) Principles for Social Networking:

1. Nurses must not transmit or place online individually identifiable patient information.
2. Nurses must observe ethically prescribed professional patient-nurse boundaries.
3. Nurses should understand that patients, colleagues, institutions, and employers may view postings.
4. Nurses should take advantage of privacy settings and seek to separate personal and professional information online.

5. Nurses should bring content that could harm a patient's privacy, rights, or welfare to the attention of appropriate authorities.

For more information, [click here](#).

Approved NUFO 4/16/12

## **Stop Out Policy**

A student who is not taking a UW-Green Bay course during a semester for any reason is considered 'stopped out.' This occurs when the student is taking a course at another institution but not at UW-Green Bay or not taking courses at all during a semester for personal or professional reasons. Because the program recognizes that students often take courses toward their degree at other institutions, the nursing program maintains student files and provides advising during stop out periods of up to two years.

Students who are 'stopped out' have responsibility for: contacting their advisor each semester that they are stopped out, continuing to read e-mail in their UW-Green Bay e-mail accounts, reactivating admission status, and having official transcripts from courses completed outside UW-Green Bay sent directly to the Registrar's Office.

Approved NUFO 3/8/04

## **Style Manual Policy for Written Papers**

The Nursing and Health Studies unit requires adherence to guidelines published in the latest edition of the Publication Manual of the American Psychological Association for formal writing assignments in upper level nursing courses. Students are required to purchase the manual.

Approved NUFO 5/10/04

## **Using Special Topics in Nursing Courses as Electives Policy**

Two (492) Special Topics in Nursing courses and two electives are required of every nursing student. Given that both the Special Topics in Nursing courses and the electives support nursing practice and career goals, students can substitute additional nursing Special Topics (492) course(s) for one or two of the required electives.

Substitution is only allowed for students who have already completed the required two Special Topics in Nursing courses and desire to enroll in and complete a third or fourth Special Topics in Nursing course.

## Waiver and Substitution Procedures

The Nursing and Health Studies programs follow the University Substitution and Waiver procedures whereby students can seek approval to substitute a course for another course; waive a pre-requisite; seek registration for a closed course; or seek approval to not attend a course while otherwise completing the course requirements when there are course time conflicts. To request a waiver/substitution, students should submit in writing the request using the appropriate university form to the instructor, Chair of the Program, and/or the appropriate Dean as directed on the form.

Approved NUFO 9-20-10

## Nursing Practicum/Field Experience Policies

### Agency Fees

Some practicum agencies charge a fee for placement. If this is the case, faculty will discuss this with the student prior to assignment to the agency. When possible, students will be assigned to an alternative agency however, this may delay practicum completion. Students agreeing to pay the agency fee will have the associated charges added to their SIS account that must be paid by the semester tuition due date.

Approved of NUFO 8/25/14

### Background Checks

Background checks are required prior to registering for practicum experiences and should occur no more than four years before the practicum experience begins. This policy is in accord with the Wisconsin Division of Quality Assurance (DQA) [four-year rule](#), accreditation standards, and practicum agency requirements. Occasionally practicum agencies require an additional agency-specific background check. Students whose assigned agency requires an additional background check are responsible for providing the necessary information and any associated costs.

The UW-Green Bay Nursing and Health Studies program utilizes an outside vendor for background checks. Through an online interface with the vendor, students request a background check, pay the necessary fee, and receive access to background check results. The Nursing and Health Studies programs also have access to the background check results. The Chair of the Nursing and Health Studies Unit or his/her designee will conduct a case-by-case analysis of any situation involving criminal or questionable behavior discovered by the background check. The practicum agency will be notified of background check issues prior to assignment and may decline placement.

Students need to pass a criminal background check in order for placement in some practicum agencies. Students who refuse to submit to a background check or whose background check is not favorable may be ineligible to participate in clinical or practicum experiences and may be unable to complete degree requirements.

Approved of NUFO 8/24/09

### Guidelines for Community Health Nursing Practicum

A three-credit community health nursing practicum is required for CHN 455. Faculty arrange practicum experiences in public/community health agencies (e.g., official public health department, correctional facilities, faith-based health centers, school/campus health).

University guidelines require that for every one-credit of practicum or “lab” the student is responsible for three hours of “lab” time/week. For a three-credit practicum, students are required to complete 115.5 clock hours across the practicum semester, which is 126 (55 minute) hours per semester.

[Table of Contents](#)

Permission is required prior to beginning the practicum experience. Before permission is granted, students must submit evidence of immunizations, titers, licenses, top three choices for public health agency placement sites, and other information. This information must be submitted to the UW-Green Bay nursing coordinator by **March 1** for the fall semester, **October 1** for the spring semester, and **February 1** for the summer semester. Many agencies require affiliation agreements that can take months to secure. Students are expected to carry their own health insurance, and some agencies require that students show proof of professional liability insurance.

### **Student Health Policy**

Student health requirements are implemented when students are enrolled in practicum courses that might involve client contact such as the Community Health Nursing Practicum. The Student Health Policy procedure consists of the following four components: 1) Required RN License/CPR/Immunizations, 2) Where to Get Immunizations and Titers, 3) Clinical Agency Requirements, and 4) Additional Health-Related Responsibilities.

### **Required Practicum Documentation:**

#### **A. RN License Policy**

As noted under RN license policy, students are required to provide a copy of their current, unencumbered U.S. RN license (in the state in which they complete their practicum) prior to registration. Any incidents, limitations or encumbrances on the license may prevent successful completion of practicum and subsequently, their ability to graduate.

#### **B. CPR Certification**

A copy of a current CPR certification card must be submitted. The course must be the American Heart Association Basic Life Support (BLS) for Healthcare Providers classroom course, completed within the last two years. Copy must be front and back of the card & card must be signed. E-cards are also acceptable. Note: Heartsaver and online-only classes without a classroom skills component are not acceptable for health professionals.

#### **C. Immunizations**

The nursing program requires students to comply with the immunization/health requirements from the Wisconsin Healthcare Alliance <https://ggbhaorg.files.wordpress.com/2020/06/studentimmunizationrequirements12-14-2018-3.pdf> . Prior to beginning practicum experience, students are required to submit documentation of immunizations or immunity. If an immunization is contraindicated for medical reasons, students are required to file documentation of medical contraindication, and faculty will contact the practicum agency to request a waiver of the required immunization. If you have any medical concerns regarding receiving any of the required vaccines, please contact the Practicum Coordinator. A student's failure to have all required immunizations may influence the Nursing and Health Studies program's ability to place the student in practicum sites, and limit the student's ability to meet requirements for practicum completion.

The first dose of MMR must be given after 12 months of age. The second dose of MMR needs to be at least 28 days after the first dose. Hepatitis B – Three dose series; the second dose should be at least one month after the first dose; the third dose should be at least 4 months after the first dose. Varicella second dose to be given at least 4 weeks after the first; Herpes zoster vaccination is recommended second for all over age 60, regardless of

previous history, unless contraindicated.

### **Where to Get Immunizations and Check Titers**

Immunizations and titer checks are available through primary care offices (physicians and nurse practitioners), clinics, and some public health departments. Some health insurance plans do not cover adult immunizations, so it is recommended that students check with their plans before making appointments. Campus track students can receive immunization and have titers checked through the UW-Green Bay Wellness Center for a charge. Students receiving immunizations at UW-Green Bay Counseling and Health Services are required to complete a health history form that is available in Student Services, Room 1400.

### **Clinical Agency Requirements**

Some agencies have other health requirements in addition to those of the Nursing Program. Students are advised of these requirements by the practicum coordinator or faculty so that they can be completed before the practicum experience begins. Such requirements may include physical examination, drug screening, health insurance, finger printing, an agency specific background check, agency fee, etc. The cost of such requirements is the responsibility of the individual student.

---

## **Practicum Student Leave of Absence Policy**

In the event that a student who is participating in a UWGB practicum (BSN, Nurse 1-2-1, or MSN) requires leave from the practicum course, the following guidelines shall be implemented:

### **Leave of Absence**

Prior to being granted a leave of absence (LOA), the student must submit a letter (See Appendix A below) requesting leave to the Practicum course instructor not less than one (1) week prior to the planned leave. The LOA is not official until approved by the Practicum course instructor.

- A leave may not exceed 50% of the course semester. Medical or non-medical leave in excess of 50% of the course semester will result in removal from the practicum course.
- The request will be evaluated on necessity, time involved, and willingness of the Practicum course instructor and practicum agency to accommodate such a request and change in schedule.

A copy of the signed agreement, including documentation of the revised student's practicum schedule will be provided to the student, with the original documentation maintained by the Practicum course instructor.

### **Death in the Family/Bereavement**

Students must notify the Practicum course instructor and the practicum agency representative of a death in the family. Upon notification and arrangements made with the Practicum course instructor and practicum agency representative, and subject to the rules governing the practicum agency, a student will be allowed a maximum of one week's absence for the death of a family member.

<http://www.uwgb.edu/dean-of-students/assistance-advocacy/bereavement-policy.asp>

In the event that the practicum agency's standard bereavement policy is inconsistent with the University policy, the policy of the practicum agency shall govern. The student must make up any shifts, rotations or projects that are required under the practicum placement prior to the end of the placement.

### **Student Pregnancy**

Pregnancy is a state of health that may render the expectant mother susceptible to environmental conditions during their educational/clinical experiences. The practicum agency shall determine such exposure and, with the practicum faculty, determine the ability of the student to continue in practicum. In the event that the pregnancy requires medical leave, the section governing Emergency Medical Leave shall apply. The University does not assume responsibility or liability for complications that may occur as a result of the pregnancy.

### **Emergency Medical Leave**

If ill, injured, or underwent surgery which will prevent full participation in the practicum or a lengthy absence, the student must inform his/her Practicum course instructor and the practicum agency. The student must provide a report from his or her health care provider documenting any restrictions. In consultation with the practicum agency, the Practicum course instructor, with consultation with the program chair, will determine if such limitations will limit the student's continued participation in the practicum. Students must immediately report any contagious diseases to both the Practicum course instructor and practicum agency.

In the event that the student medical condition prevents the student from fully participating in the practicum, as determined at the discretion of the Practicum course instructor and practicum agency, the placement shall be suspended until such time as the student produces satisfactory medical clearance to both the Practicum course instructor and practicum agency. **Regardless of the length of the medical leave, all practicum requirements must be completed within the enrolled semester.** Any accommodations required to complete the practicum after medical leave shall be the responsibility of the student, with permission from the placement agency. Nonetheless, the Practicum course instructor retains the sole right to determine whether the proposed accommodation satisfies the academic requirements of the practicum, and may reject the proposed accommodation.

### **Withdrawal**

The student shall have the right to petition the Appeal Committee for medical or bereavement withdrawal. The online appeal policy and form can be found:

<https://www.uwgb.edu/bursar/appeals/appeal-information/>

### **Grading Policy**

Reference <http://catalog.uwgb.edu/graduate/general-information/academic-rules-regulations/> for information regarding incomplete grades (I grade).

### **Refund of Course fees**

Regular semester add and drop deadlines apply to these learning experiences.

### **Refund of Program fees**

If the student is unable to return to the practicum placement and complete the program as intended, no refunds of program fees will be provided. Program fees that have already

been paid are non-refundable, per the existing refund policy and due to the difficulty of filling a vacant intern/student position after the start date of the program.

Approved NUFO3/20/17

Name of Student requesting Practicum Leave of Absence:  
Course Title & Number:  
Date submitted:

Requested start date of leave:

Expected return to practicum date:  
Approval date:

Additional Provisions:

---

## **Students Performing Nursing Interventions Policy**

Students participating in practicum or field experiences must comply with the following:

Students participating in nursing intervention(s) must be licensed in the state where the intervention occurs\*, adhere to the nurse practice act of the state where the intervention occurs, follow all applicable agency policies, and have requisite knowledge and skills.

\*Students with current, unencumbered multi-state licensure will be allowed to participate in practicum or field experiences in another compact state. For information on multistate licensure, go to <https://www.ncsbn.org/compacts.htm>. Frequently asked questions can be found [here](#).

Approved NUFO 08/25/08



### **Additional Health Related Responsibilities**

1. **Universal Precautions:** During practicum, students receive instruction regarding universal (blood borne pathogens) precautions in accordance with Occupational Safety and Health Administration (OSHA) guidelines for self- exposure to blood borne pathogens. Students are expected to adhere to the protocol for blood borne pathogens post-exposure follow-up.
2. **Health Insurance:** Students are responsible for any costs associated with immunization and titers as well as treatment and follow-up of injuries incurred during the clinical practicum. Personal health insurance coverage is highly recommended. Some agencies require students to provide proof of health insurance.
3. **Injuries:** Students should immediately report any practicum-related injury or incident, involving the student or clients, to the course instructor and to the agency director.

#### References:

Centers for Disease Control and Prevention. (2001, June 29). Updated US Public Health Service guidelines for the management of occupational exposures to HBV, HCV, and HIV and recommendations for post-exposure prophylaxis. *Morbidity and Mortality Weekly Report (MMWR)*, 50 (RR11), 1-42. Retrieved from [www.cdc.gov/mmwr/preview/mmwrhtml/rr5011a1.htm](http://www.cdc.gov/mmwr/preview/mmwrhtml/rr5011a1.htm)

Centers for Disease Control and Prevention, National Center for HIV/AIDS, Viral Hepatitis, STD and TB Prevention, Division of Tuberculosis Elimination. (2013). *Core curriculum on tuberculosis* (6th ed.). Retrieved from <https://www.cdc.gov/tb/education/corecurr/index.htm>

Centers for Disease Control and Prevention. (2014). Recommended Vaccines for Healthcare Workers. Retrieved from [www.cdc.gov/vaccines/adults/rec-vac/hcw.html](http://www.cdc.gov/vaccines/adults/rec-vac/hcw.html)

Chin, J. (ed.) (2004). *Control of communicable disease manual* (117<sup>th</sup> ed.). Washington, DC: American Public Health Association.

U.S. Department of Commerce (2000, March). *Occupational health and safety manual*. Retrieved from <http://ohrm.doc.gov/safetyprogram/Safety%20manual.pdf>

Approved NHSU 5/22/06 (references updated 07/11/14)

**Students' Rights and Responsibilities**

<b>Student Rights</b>	<b>Student Responsibilities</b>
To receive accurate information about the Nursing Program, policies, requirements.	To familiarize him or herself with information provided and make informed choices.
To timely and accurate advising about general education, support courses, nursing curriculum and courses.	To periodically seek the consultation of a nursing program advisor and make informed decisions based on the advice given. Ultimately, the student maintains
To be provided with information about the periodicity of course offerings and to enroll in courses to provide reasonable opportunity to complete the nursing major in a timely manner.	To take advantage of course enrollment opportunities.
To be informed about University rules governing academic dishonesty.	To comply with those rules.
To receive a course syllabus at the beginning of each course that states course description, objectives, learning activities and evaluation methods.	To use syllabus to prepare for each class (3 hours/credit /week outside study time/work is the standard expectation).
To reasonable accommodation of religious beliefs.	To inform course instructor of religious accommodation needs in a timely manner.
To receive timely, fair and constructive feedback on classroom performance.	To respond to the instructor feedback to maintain or improve performance.
To be able to access course instructor outside of class time via regular office hours and/or appointments.	To make and keep scheduled appointments with instructor during office hours.
To help make and review policies concerning the University and Nursing Program.	To participate on student government and on appointed All-University Committees. To attend and provide in-put on Nursing Unit
To be able to communicate concerns/complaints about courses, instructors and program of study to persons who will listen, who are non-judgmental, respect confidentially and will assist in the appropriate resolution of the problem.	To respect the chain of command in voicing concerns/complaints. First to the individual instructor involved, then to the Nursing Program Chairperson, then to the Dean of Health, Education and Social Welfare for course related or to the Dean of Students for non-course-related issues.
To be treated in an ethical and professional manner by the nursing faculty or staff in the classroom and in advising.	To report any perceived unethical or non-professional behavior of the nursing faculty or staff through the appropriate chain of command. In addition, students will treat faculty and staff with respect and in

## Academic Integrity

### *Principles*

The university has a responsibility to promote academic honesty and integrity. Students are responsible for:

- Honest completion and representation of their work
- Appropriate citation of sources
- Respect of others' academic endeavors

Students who violate these standards will be confronted and must accept the consequences.

Nursing students may be required to pledge academic honesty in courses. A sample pledge follows:

*I guarantee that this is my independent work. I will not consult with anyone or discuss the contents of this exam with anyone. I agree not to show the exam questions to anyone, including other students. To do otherwise would constitute Academic Dishonesty.*

### Academic Misconduct occurs when the student:

- Seeks to claim credit for the work or efforts of another without authorization or citation
- Uses unauthorized materials or fabricated data in any academic exercise
- Forges or falsifies academic documents or records
- Intentionally impedes or damages the academic work of others
- Engages in conduct aimed at making false representation of a student's performance
- Assists other students in any of the above.

### Examples of Academic Misconduct:

- Cheating on an examination
- Collaborating with others in work to be presented, contrary to the stated rules of the course
- Submitting a paper or assignment as one's own work when a part or all of the paper or assignment is the work of another
- Submitting a paper or assignment containing someone else's words or ideas (including phrases or ideas from Internet sources) without quoting/citing the source
- Cheating on an examination
- Collaborating with others in work to be presented, contrary to the stated rules of the course

### Sanctions Imposed for Academic Misconduct:

- Oral reprimand
- Written reprimand presented only to the student
- Assignment to repeat the work
- A lower or failing grade on the assignment or test
- A lower or failing grade in the course
- Removal of the student from the course
- Written reprimand included in the student's disciplinary file

- Disciplinary probation
- Suspension or university expulsion

For more information on Academic Integrity contact the Dean of Students Office at:  
<https://www.uwgb.edu/dean-of-students/faqs/>

### **Independent Study**

Students may arrange to take an independent study on a topic intended to expand the nursing curriculum but cannot duplicate a regular UW-Green Bay course. Under the advisement of a regular member of the nursing faculty, independent studies can be taken for 1 – 4 credits. For further information, see the undergraduate catalog at  
<http://catalog.uwgb.edu/undergraduate/general-information/academic-rules-regulations>

### **Honors in the Major**

Students with senior standing and with a GPA of 3.75 for all upper level nursing courses may complete an **Honors in the Major** project under the advisement of a regular member of the nursing faculty. Honors in the major are different than all-university honors and recognize students at graduation with excellence in the major. For further information, see the undergraduate catalog at  
<http://catalog.uwgb.edu/undergraduate/general-information/academic-rules-regulations>

### **All University (Latin) Honors**

Students receiving **All University (Latin) Honors** are recognized with honor cords at the commencement ceremony. To receive an all-university honor of cum laude, summa cum laude, or magna cum laude, the student must complete specified GPA requirements and must complete **48 regularly graded credits taken in residence at UW-Green Bay**. This policy is strictly enforced by the University. Many nursing students are not eligible for these honors because of the number of credits transferred from other institutions. For further information, see the undergraduate catalog at <http://catalog.uwgb.edu/undergraduate/general-information/academic-rules-regulations>

Approved NUFO 9/20/10

### **Sigma Theta Tau International/Kappa Pi Chapter at-Large**

Sigma Theta Tau International Honor Society of Nursing is committed to fostering excellence, scholarship, and leadership in nursing to improve health care worldwide. The society promotes the use of nursing research in health care delivery and makes its resources available to all people and institutions interested in the latest knowledge in nursing care. There are more than 406 chapters located on 503 college and university campuses in the U.S. and in countries including Canada, Hong Kong, Pakistan, South Korea, Australia and Taiwan. With 120,000 active members, it is the second largest nursing organization in the world.

Kappa Pi Chapter at-Large is our local chapter of Sigma Theta Tau International and is co-sponsored by the University of Wisconsin Green Bay Nursing Programs and Bellin College. The Honor Society was first established at UW-Green Bay in 1985 and was chartered Kappa Pi Chapter in 1988. In 1996, Kappa Pi Chapter was expanded to Kappa Pi Chapter at-Large (this

means that there are two institutions sponsoring the chapter, UW- Green Bay and Bellin College). Thus, members are drawn from both institutions and also from the category of community nurse leader.

Membership into the Honor Society is by invitation to baccalaureate and graduate nursing students who demonstrate excellence in scholarship, and community nurse leaders who exhibit exceptional achievements in nursing. Undergraduate nursing students at UW- Green Bay who are currently enrolled in the Synthesis for Nursing Practice course and have at least a 3.0 GPA (based on a 4.0 scale), rank in the upper 35% (GPA) of their graduating class (the graduating class is considered the Synthesis course), and meet the expectations of academic integrity, qualify for membership. If you meet these qualifications, the Eligibility Committee of Kappa Pi Chapter at-Large will invite your application. If you accept the invitation to membership, you will be officially inducted into the chapter at a formal induction ceremony traditionally held during the late spring at UW-Green Bay.

Membership into the society is indeed an honor and remains with you throughout life, whether you are an active or inactive member. To be an active member, you must pay dues every year. If you reside closer to a different Sigma Theta Tau Chapter, you can easily transfer Kappa-Pi Chapter at-Large membership to another chapter, or you become a dual member of both chapters.

If you are interested in more information about Kappa Pi Chapter at-Large or would like to check if you qualify for membership please contact the Program Assistant of the UW-Green Bay Nursing Program (920-465-2826 or [nursing@uwgb.edu](mailto:nursing@uwgb.edu)), who will put you in touch with the Eligibility Chairperson. For comprehensive information about Sigma Theta Tau, its mission and vision, heritage, society demographics, chapters, events, membership, research, library, programs, publications, etc., [click here](#).

## **Phi Kappa Phi**

The honor Society of Phi Kappa Phi is the oldest and most selective academic honor society dedicated to the recognition and promotion of academic excellence in all fields of higher education. More than one million members have been inducted since its founding in 1897. The UW-Green Bay Chapter of Phi Kappa Phi normally inducts new members once a year, usually in the late fall or early winter. Membership is granted by invitation only. Potential new student members are seniors who have completed at least two full-time semesters at UW-Green Bay (24 credits) and who are ranked in the top 10% of their academic major according to their cumulative Grade Point Average based on all college work. Students invited to join must have a cumulative G.P.A. of at least 3.5. In practice, for most majors the top 10% of students usually have a G.P.A. of 3.7 or higher. Before invitations are sent, the faculty in each major reviews their list of potential Phi Kappa Phi students and makes recommendations. The recommendations are then reviewed and approved by the faculty, staff and community members of the local chapter, and invitations are sent to the students.