



UNIVERSITY of WISCONSIN  

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GREEN BAY

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

Nursing & Health Studies

**Traditional BSN**

**Handbook**

**2025-2026**

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# Overview - Nursing & Health Studies Unit

## Mission of the Nursing & Health Studies Unit

The University of Wisconsin-Green Bay Nursing & Health Studies programs offer innovative, evidence-based, and student-centered education across nursing and healthcare professions including baccalaureate and graduate programs. We prepare students for career success by inspiring critical thinking and addressing complex issues in a diverse and evolving world. We are dedicated to providing an inclusive and diverse environment for our student body and faculty. Our core offerings include liberal studies, pre-professional curricula, and the promotion of scholarly activities. We emphasize teaching excellence in a supportive environment that meets the educational, professional and personal needs of students. Our core values—diversity, inclusion, social justice, community engagement, and environmental sustainability—are reflected in our community-based partnerships and collaborative faculty scholarship. Our programs aim to transform communities by improving health and healthcare delivery.

Approved by NHSU 11/22/24

## Vision of the Nursing & Health Studies Unit

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

Approved by NHSU 5/5/14; reviewed 3/2/2020

## Values of the Nursing & Health Studies Unit

The following values guide the pursuits of the Nursing & Health Studies faculty and staff and align with the UWGB select mission.

- Health
  - Self-Care
  - Person-Centered
  - Population
- Caring
  - Human Dignity
  - Autonomy
  - Altruism
  - Social Justice
- Collaboration
  - Interprofessional

- Faculty and Student Scholarly Activities
- Inclusivity & Diversity
  - Thought
  - Gender/Sex
  - Age
  - Race
  - Socioeconomic
  - Mental Health
- Community Engagement
  - Civic Engagement
  - Conscious of Sustainability
- Innovation
  - Excellence in Teaching & Scholarly Activities

Approved of by NHSU 3/2/2020

## NHS Unit Goals

The Program Goals are to:

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

Revised and approved of by NHSU 3/11/2019

## Nursing and 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.

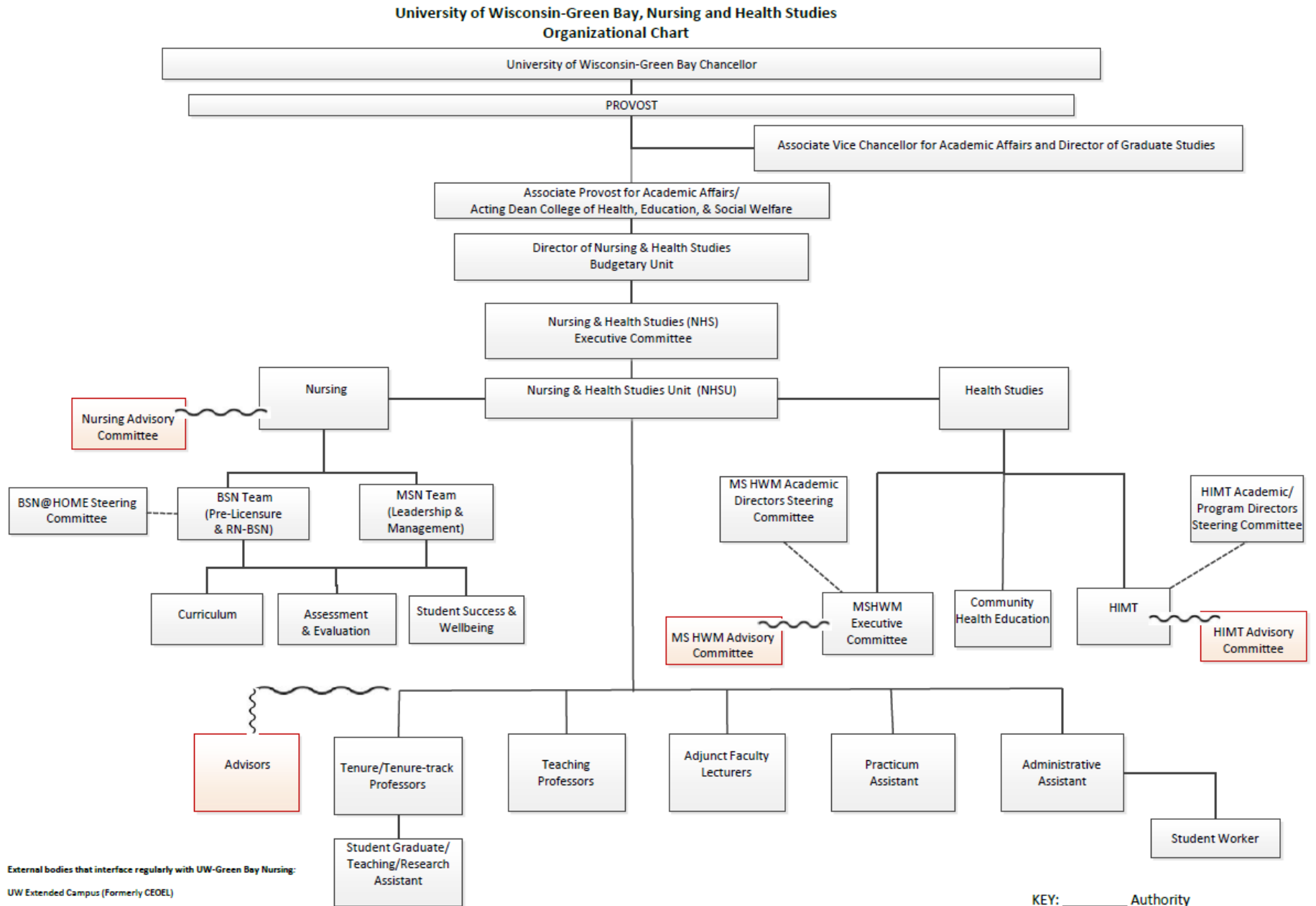
The **BSN Nursing Advisory Committee** is made up of representatives of the community of interest to the Nursing Programs. The Advisory Committee communicates with the Nursing & Health Studies Unit Chairperson and faculty about how the program can best serve the needs of the community of interest.

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 and Health Studies Oizational 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  
 ~~~~~ Other Relationship  
 Revised 5/2026

## 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 baccalaureate degree program in nursing at the UW-Green Bay is accredited by the [Commission on Collegiate Nursing Education](http://www.ccn.edu), 655 K Street NW, Suite 750, Washington, DC 20001, 202-887-6791.



The 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).

## Traditional Nursing Program Description

Nursing is a caring profession that reflects the **science and art of nursing**. Caring reflects a humanistic value and it **requires sensitivity to one's self and others**. Nurses care for clients and families from diverse cultural backgrounds across the lifespan in a variety of settings. Nurses recognize that the healthy client can perform self-care activities that maintain safety and contribute to well-being. Nurses also recognize that people vary in their ability to achieve well-being. Nurses communicate effectively through verbal, nonverbal, written and technological means. Interdisciplinary collaboration is needed for individualized, therapeutic nursing interventions.

The UWGB Nursing Program recognizes the intrinsic value and mutual respect of each person. **This includes a caring teacher-learner relationship in a collaborative learning environment.** Faculty act as facilitators of learning opportunities that support clinical reasoning and result in clinical judgment.

Learners make independent decisions about their learning needs and ways to achieve that learning.

As role models of clinical reasoning and judgment, faculty shape an educational environment which empowers students to become independent learners, to accept responsibility for lifelong learning and develop professional competencies such as teamwork and accountability as managers of care.

Nurses, as managers of care, use the nursing process and clinical reasoning to meet client and family needs. Nursing care based on clinical reasoning reflects consideration of the client's basic and higher-order needs and result in a healthful state of physical, emotional, mental and spiritual well-being.

Clinical reasoning and clinical judgment should include the following [Quality and Safety Education for Nurses \(QSEN\) competencies](#):

1. **Patient-Centered Care:** Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient's preferences, values, and needs.
2. **Teamwork and Collaboration:** Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.
3. **Evidence-Based Practice:** Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care.
4. **Quality Improvement:** Use data to monitor the outcomes of care processes and use improvement methods to continuously improve the quality and safety of healthcare systems.
5. **Safety:** Minimizes risk of harm to patients and providers through both system effectiveness and individual performance.
6. **Informatics:** Use information and technology to communicate, manage knowledge, mitigate errors, and support decision making.

## Program Learning Outcomes

By the end of the BSN program, the individual will be able to:

1. Engage in professional nursing practice that is patient-centered and culturally appropriate for individuals, families and communities. (VIII, IX)
2. Demonstrate clinical judgement through the delivery of evidence-based nursing care across the lifespan. (III & IX)
3. Integrate principles of quality improvement, safety, and sustainability into nursing practice within healthcare organizations and systems. (II)
4. Use knowledge sources effectively to deliver health promotion, disease prevention strategies designed to improve population health outcomes. (VII)
5. Demonstrate leadership and caring behaviors via advocacy, fiscal awareness, and analysis of health policy in dynamic healthcare environments. (V, VIII)
6. Engage in effective communication and interprofessional collaboration in the delivery of health care for quality patient outcomes. (VI)

7. Use technologies for the management of information, delivery of patient care, and to support nursing innovation. (IV)

## **Nursing Program Policies**

### **Nursing Student Code of Conduct**

The nursing profession requires high standards of legal, ethical and moral accountability. The Nursing Program supports and abides by the [UWGB Dean of Students Student Conduct](#), but nursing students are further expected to behave in compliance with the professional standards of nursing and the [ANA Code of Ethics for Nurses](#) and the [NSNA Code of Ethics](#).

Students demonstrating unsafe or disruptive behavior (e.g., overly argumentative, yelling, inappropriate language, or making it difficult for other students to learn) in the clinical facility or in class will be managed consistent with the [Dean of Students policy](#). Violation of clinical site policies, or failure to attain and demonstrate skills appropriate to the site may result in removal from the site, and possibly removal for the duration of the course resulting in a failing grade.

In response to unsafe behavior, a serious incident, or disruptive behavior, the instructor will consult with the Director of Nursing as soon as possible, ideally within hours of the incident.

The director, in consultation with the CHESW Dean and Clinical Instructor, will decide if the student will return to the clinical site and/or classroom. If the student is not allowed to return to the clinical site or classroom, the student will accrue a failure for the activity, which may result in a failing grade for the course.

### **American Nurses Association Code of Ethics for Nurses**

The current (2015) ANA Code is as follows:

1. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.
3. The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
4. The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.
5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.

6. The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.
7. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
9. The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

American Nurses Association (2015). *Code of ethics for nurses with interpretive statements*. Washington, DC: American Nurses Association.

### **National Student Nurses' Association (NSNA)**

#### **[NSNA Code of Professional Conduct](#)**

The following code of conduct was adopted by the NSNA. UW-Green Bay nursing students are expected to emulate these:

1. maintain the highest standard of personal and professional conduct.
2. actively promote and encourage the highest level of ethics within nursing education, the profession of nursing and the Student Nurses' Association.
3. uphold and respect all Bylaws, policies and responsibilities relating to the student nurses' association at all levels of membership, reserving the right to propose changes and to critique rules and laws.
4. strive for excellence in all aspects of decision-making and management at all levels of the Student Nurses' Association.
5. use only legal, ethical, and human rights standards in all association decisions and activities in accordance with the NSNA core values.
6. ensure the proper use of all association funds and resources in accordance with the fiduciary responsibilities set forth in NSNA bylaws, policies and state/federal law.
7. ensure impartiality and prevent conflicts of interest, neither provide nor accept personal compensation to or from another individual while serving as members of student nurses' associations.
8. maintain the confidentiality of privileged information entrusted or known to me by virtue of an elected or official position in the student nurses association.
9. affirm and support diversity and inclusion by refusing to engage in or condone unjust discrimination on the basis of race, sex, sexual orientation, gender identity, age, citizenship, religion, national origin, disability, illness, legal status, or personal attributes.
10. uphold integrity in personal, professional, and academic life by refraining from and reporting any form of dishonesty, using proper established channels of communication and reporting as set by the policies of the organization in question.

11. always communicate internal and external association statements in a truthful and accurate manner by ensuring that there is accuracy in the data and information used by the student nurses' association.
12. cooperate in every reasonable and proper way with association volunteers and staff and work with them in the advocacy of student rights and responsibilities and the advancement of the profession of nursing.
13. use every opportunity to raise awareness of the Student Nurses' Association mission, purpose and goals at the school chapter level.
14. use every opportunity to raise awareness of the student nurses' association mission, values, purpose, and goals at the school, state, and national chapter level as defined in bylaws and policies.
15. use NSNA opportunities to form your professional identity in nursing.

Adopted by the 1999 House of Delegates, Pittsburgh, PA at the 47th Annual NSNA convention/Amended by the House of Delegates at the NSNA Annual Convention on April 7, 2017 in Dallas, TX

## **Academic Progression Policies**

Academic progression in the nursing program supports the development and synthesis of the necessary skills and knowledge from fundamental understanding to complex critical thinking. Academic progression is designed to support educational success, licensure and transition to practice.

To progress in the nursing program, students **must earn a final grade of 'C' (75%) or better in all required nursing courses**. In cases where a clinical course is graded pass/no credit, students must earn a passing grade in clinical. Clinical is defined as any activity assigned by the nursing faculty that occurs during clinical/laboratory times. This may include the work in the ABMC Clinical Skills Learning Center, attendance at professional nursing meetings, attendance in classes on clinical days, and/or examinations on clinical days.

Students must pass all required nursing courses each semester (200-level, 300-level & 400-level) **PRIOR to** progressing to the next semester\_of required nursing courses (e.g., all required fall semester nursing courses **MUST** be successfully completed before progressing to spring semester nursing courses; all spring semester nursing courses **MUST** be successfully completed before progressing to the following fall semester nursing course.)

If a course is not successfully completed, academic progression in the Nursing Program will be affected. **Students who do not progress due to academic or other reasons need to reapply to the nursing program**. Re-entry into the program is not guaranteed and approvals are dependent upon resources and clinical availability. Nursing courses are offered during specific semesters.

## **UWGB Prelicensure BSN Program Readmission Policy**

### **Purpose**

The purpose of this policy is to provide a process for nursing students who receive a failing grade (i.e., less than “C” or NC in a P/NC course) in a required nursing course who desire readmission to the UW-Green Bay nursing program. This policy outlines specific activities and requirements that students must complete to demonstrate their readiness to re-enter the program and succeed in future coursework.

### **Eligibility for Readmission**

1. Students who fail a required nursing course (defined as any required nursing course essential for progression in the program) are eligible to apply for readmission.
2. Students may only repeat a nursing class one time, failure to achieve a passing grade on their second attempt will result in dismissal from the UWGB nursing program
3. Application for readmission must be submitted within one semester of receipt of a failing grade. Applications submitted after the one semester deadline will not be accepted unless a documented extenuating circumstance exists.
  - **Extenuating circumstances** may be considered for students unable to apply for readmission into the nursing program within one semester of a course failure; however, those students must first meet with the Director of Nursing and their academic advisor. Only then will the possibility of applying for readmission be considered on an individual basis. Please note that in such situations, students may be required to complete additional requirements (i.e., enrolling in refresher courses or retaking key foundational courses such as anatomy, physiology, pharmacology, and nursing fundamentals).

### **Readmission Application Process**

1. **Submit a Readmission Application to the** Director of Nursing & Health Studies. The application should include:
  - Applicant description of factors contributing to the course failure and changes and/or strategies taken to address these.
  - Faculty letter of recommendation
  - If applicable, unofficial transcripts showing courses taken at other academic institutions. It is not necessary to submit a UWGB unofficial transcript.
  - Other- the applicant may provide additional information/documents that support their readmission application.

### **Readmission Review Committee (RRC)**

- Upon receipt of the readmission application, the Director of Nursing & Health Studies will convene the **Readmission Review Committee (RRC)**, a review board consisting of three full-time nursing faculty members, each representing one of the nursing shared

governance committees. RRC will be provided with a copy of the student's readmission application.

- Applicant meeting with RRC: During this meeting, the applicant can discuss their desire for readmission and elaborate on their application and strategies to ensure success (e.g. readiness for readmission, and commitment to success in the program).
- RRC will formulate a recommendation/ decision and submit to the Director of Nursing & Health Studies.
  - RRC's recommendation may be contingent on all or some of the readmission requirements listed below.
- The final decision regarding readmission will be made by the Director of Nursing & Health Studies.”

### **Conditions of Readmission**

1. **Probationary Period:** Upon readmission, students will be placed on academic probation for the **prelicensure nursing** program for one semester. Upon successful completion of one semester, the probationary period will expire.
2. **Engagement in Remediation and Support Services:** Students should continue to engage in support and remediation activities, such as tutoring, skills and simulation practice.
3. **Academic Performance and Progression:** In alignment with the academic progression policy found in the BSN Handbook, students must pass all nursing courses with a grade of C or better to continue in the program.

### **Potential Remediation Activities for Readmitted Students**

Once readmitted, the student may be required to participate in the following remediation activities.

1. **Academic Improvement Plan:** Develop a plan to address the factors that contributed to the challenges faced including but not limited to:
  - Specific academic goals with timeline for completion.
  - Strategies for improving study habits and time management.
  - Periodic check in with course faculty
2. **Tutoring:** Seek tutoring services including use of embedded tutors (if available)
3. **Remediation:** Complete remediation via Evolve/Elsevier and HESI including Custom quizzes related to the content areas covered.
4. **Skills Lab and/or Simulation Activities:** as appropriate
5. **Reflective Journaling:** Maintain a reflective journal documenting challenges and progress throughout the readmission preparation period.

**Submission of Completion Documentation:** Submit all documentation verifying the completion of the required activities to the Nursing Program Director by the specified deadline.

### **Appeals Process**

Students who are denied readmission have the right to appeal the decision to the Dean of the College of Health, Education, and Social Welfare. The appeal must be submitted in writing within seven business days of receiving the decision. Dean's decision on the appeal is final.

### **Conclusion**

The Nursing Program Readmission Policy aims to provide a structured pathway for students to demonstrate their readiness to return to the program and succeed. By completing the specified activities, students can develop the necessary skills and strategies to achieve their academic and professional goals.

## **UW-Green Bay Traditional BSN Program HESI Review & Testing, Remediation, and Grading Policies**

UW-Green Bay Nursing adopted the HESI Review and testing program to support your success on the nursing licensure exam. The HESI program includes tests, review, and remediation resources designed to help you learn, understand, apply, and assess key nursing concepts and develop clinical judgment skills. The UWGB Nursing faculty are aware that cumulative testing throughout the program supports success in the nursing program and on the licensure exam (NCLEX-RN).

**Our Goal is Your Success!** Throughout the program, you will take specialty exams designed to measure your ability to apply content related to specific clinical nursing areas. In addition, in your final semester, you will take the HESI Exit Exam to assist you as you prepare for the NCLEX-RN. Studies published to date demonstrate that **the HESI Exit Exam (E2) was 96.4% to 99.2% accurate in predicting NCLEX-RN success for students who achieved the recommended score of 900 or greater** (Elsevier Education, 2018).

The UWGB nursing program incorporates HESI specialty and exit exams each semester to assist students as they prepare for the National Council Licensure Examination- RN (NCLEX-RN). All students are **required to take HESI standardized nursing exams as scheduled**.

**All students must participate in the individualized Remediation Plan that is prepared for them after completing each HESI exam.** Following HESI Specialty and Exit Exams, students are required to remediate depending on their HESI exam score (specific to each exam). **The remediation requirements are greater for students with lower HESI scores.** This document describes the **HESI Remediation and Grading Policy** adopted by the UWGB Traditional BSN nursing program. Remediation is defined by Custer (2018, p. 148) as "timely, supplemental, individualized instruction provided after identification of a deficit, academic, or otherwise,

which benefits the student in some way.” Custer, N. (2018). Remediation in nursing education: A concept analysis. *Teaching and Learning in Nursing, 13*, 147-152.

## HESI Remediation & Grading Policy

Students **must** complete **all** remediation requirements by the due date. The **Director of Nursing and faculty are able to monitor your remediation progress.**

**If remediation is not complete, the student may not progress to the next semester until required remediation is complete.** Below describes the remediation requirements based on your HESI exam score. Remediation involves a combination of time spent on completion of Essential Packets and Case Studies. The topic of the packets is based on individual student performance on the HESI exam(s). For example, two students who earn a score of 849 on the HESI fundamentals exam may receive different packets based on their performance in each of the categories. Students must be logged into their HESI account and the test specific remediation content. Remediation can be completed in multiple sessions.

| HESI Score                           | Required Remediation/Action Steps                                                                                                                                                                                                                                                                                                                               |
|--------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>850 or above</b><br>On Track      | <ol style="list-style-type: none"> <li>1. Complete all Essential Packets of HESI Remediation</li> <li>2. Complete any assigned Case Studies in HESI Remediation</li> </ol>                                                                                                                                                                                      |
| <b>800- 849</b><br>Needs Improvement | <ol style="list-style-type: none"> <li>1. Complete all Essential Packets of HESI Remediation</li> <li>2. Complete any assigned Case Studies in HESI Remediation</li> <li>3. Complete <b>one 20-question</b> custom quiz for relevant content area (Specialty Exam) or lowest performing Client Needs Category (Exit Exam) with a goal of 80%.</li> </ol>        |
| <b>750-799</b><br>At Risk            | <ol style="list-style-type: none"> <li>1. Complete all Essential Packets of HESI Remediation</li> <li>2. Complete any assigned Case Studies in HESI Remediation</li> <li>3. Complete <b>two 20-question</b> custom quizzes for relevant content areas (Specialty Exam) or lowest performing Client Needs Categories (Exit Exam) with a goal of 80%</li> </ol>   |
| <b>700- 749</b><br>High Risk         | <ol style="list-style-type: none"> <li>1. Complete all Essential Packets of HESI Remediation</li> <li>2. Complete any assigned Case Studies in HESI Remediation</li> <li>3. Complete <b>two 30-question</b> custom quizzes for relevant content areas (Specialty Exam) or lowest performing Client Needs Categories (Exit Exam) with a goal of 80%</li> </ol>   |
| <b>&lt;700</b><br>High Risk          | <ol style="list-style-type: none"> <li>1. Complete all Essential Packets of HESI Remediation</li> <li>2. Complete any assigned Case Studies in HESI Remediation</li> <li>3. Complete <b>three 30-question</b> custom quizzes for relevant content areas (Specialty Exam) or lowest performing Client Needs Categories (Exit Exam) with a goal of 80%</li> </ol> |

## HESI Scores and Course Grades

Some Faculty/Courses will include your HESI exam scores when calculating your course grade. The below table outlines the conversion of your HESI score to points.

| HESI Score            | Points    |
|-----------------------|-----------|
| Score<br>900 or above | 20/20 pts |
| Score<br>899 - 850    | 18/20 pts |
| Score<br>849 - 800    | 16/20 pts |
| Score<br>799 - 750    | 14/20 pts |
| Score<br>749 - 700    | 12/20 pts |
| Score<br>699 or below | 10/20 pts |

**Note remediation requirements are the same whether your score is part of your course grade or not.**

HOW TO ACCESS YOUR REMEDIATION- Log into your Evolve account <https://evolve.elsevier.com/cs/> is the link for the account for each student. Then go to HESI Assessment Next Generation, choose "Remediation". If you have questions, please review tutorials on <http://evolve.elsevier.com/studentlife/>

## HESI Computerized Testing Session Procedures

1. Students are expected to arrive on time for testing sessions and are to be seated and ready to test at the designated start time.
2. All personal belongings should be **placed in the front of the room** or at a designated area determined by the faculty. This includes all bags, coats, hats, phones, watches, electronic devices and any other items at the discretion of the faculty.
3. All cell phones or other electronic devices should be turned off.
4. Students should use the restroom prior to the testing session. Restroom use is restricted during the testing session and will be allowed only in emergency situations.
5. Students will not be permitted to leave the classroom during testing except in the case of an emergency.
6. Only a computer and mouse (as needed) and a pencil will be allowed on the desk during the testing session.
7. **Faculty will provide paper** for each student to use during the testing session. Students will be required to write their name on the paper and return it to the faculty at the conclusion of the examination. Failure to return this paper to the faculty prior to leaving the testing session will be considered a violation of the University's Academic Integrity Policy. **Any student who removes the paper from the testing session will be subject to the Academic Integrity process which may include receiving a zero on the examination or other disciplinary actions.**
8. Students should follow the UWGB policies regarding food and beverages in the computer classrooms.

9. Students may be asked to move to another seat or assigned to a seat for the testing session at the discretion of the faculty.
10. Talking during the exam is not permitted unless an emergency occurs.
11. If questions arise, raise your hand for assistance.

Do your own work. Any evidence of cheating will be subject to the University's Academic Integrity Policy.

## **Class and Clinical Attendance Policy**

Attendance is **required** for all clinical and laboratory experiences/classes. An unexcused clinical and/or laboratory absence may result in failure of the course.

- Students who miss clinical/laboratory due to illness must notify the instructor (via the instructor's preferred method of contact) as soon as possible, but no later than 30 minutes prior to the beginning of clinical/laboratory.
- **Students may not switch laboratory sessions with another student** or attend a different section other than the one you are enrolled in without the expressed permission of both laboratory faculty.

We understand that illness or other extenuating factors may occur. Arrangements will be made for either an alternative clinical/laboratory experience or a makeup clinical by the instructor in collaboration with the appropriate Lead faculty and the Director of Nursing. A final decision regarding makeup of clinical/laboratory class is based on an evaluation of the student's ability to meet the course objectives.

- A **clinical makeup fee** may be charged for a clinical makeup session.
- Clinical/Lab absenteeism may result in the student's failure or withdrawal from a course.
- Students who miss clinical (planned) due to health or other extenuating circumstances (e.g., bereavement) must complete the steps outlined in the **Practicum Student Leave of Absence Policy** including completing the [Practicum Leave of Absence form](#). The Director of Nursing, in consultation with the clinical faculty, will notify the student of the outcome (approved or denied) of the Leave of Absence request.

## **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](#). 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.**

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. Complete APA format may be required for all formal papers.

Consult with your course faculty for specific requirements. APA format specifies the format for the title page, running head with pagination, abstract, levels of headings, in-text citations, and reference list. Typically, online discussions do not require APA format unless you are citing 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 Learning Center](#).

## 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. Students should monitor their academic plans to ensure they satisfy all graduation requirements. Consult with your Academic Adviser for support in reviewing and understanding your degree requirements.

### **To get the most out of your advising sessions:**

#### 1. Know your responsibilities:

- Schedule regular appointments or make regular contact with your adviser throughout the semester. Be on time and prepared for appointments. Be considerate by calling ahead to cancel or reschedule appointments, when needed.
- Prepare for your advising appointments with thoughtful questions. Participate actively in the session.
- **Check your UWGB email daily** for important notices and communications. Respond to emails professionally and in a timely manner.
- Understand your Academic Plan, keep track of your progress and make revisions as needed.
- Be empowered to take responsibility for your educational goals.

### **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](#)

### **Covid-19**

COVID-19 is a respiratory disease that can cause severe illness. COVID-19 spreads easily from person to person when someone who is sick breathes out droplets and very small particles with the virus. People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. Anyone can have mild to severe symptoms.

Possible symptoms include:

- Fever or chills

- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

UW-Green Bay believes that everyone should take appropriate actions to keep themselves safe from COVID-19 infection. If you are experiencing COVID-19 symptoms, you should get tested for COVID-19 and not come to class or clinical/practica. This is the case for all symptomatic individuals, regardless of vaccination status. Contact your faculty if you have questions.

#### *COVID-19 Resources*

- Wisconsin Department of Health Services COVID-19: Avoid Illness page  
<https://www.dhs.wisconsin.gov/covid-19/index.htm>
- CDC Coronavirus page  
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

### **Student Accessibility Services Policy**

In concordance with UW-Green Bay policy, students with a disability should contact the Student Accessibility Services at UW-Green Bay ([SAS@UWGB.EDU](mailto:SAS@UWGB.EDU) or 920-465-2841 or <https://www.uwgb.edu/student-accessibility-services/>) 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 Director of Student Accessibilities Services can help inform those institutions.

### **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 Student Accessibility Services at <https://www.uwgb.edu/student-accessibility-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.

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

## **Grievance Policy**

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 <https://www.uwgb.edu/dean-of-students/policies-procedures/students/#complaints-grievances>.

## Academic Grievance & Non-Academic Grievance

### Student Complaints

Students have the right to seek resolution when they believe they received unfair or improper treatment from a UW-Green Bay faculty or staff member, department or office. Students are encouraged to resolve the matter informally before initiating the formal complaint process. Complaints only need to be reported if the two parties are unable to resolve the matter and the student opts to go the next step, involving a third party with authority over the matter (i.e. Chair, Dean, Director, HR). UWGB Provost Website outlines the [student complaint procedure](#) below:

### Student Complaint Procedure

1. Attempt to resolve the matter informally, by talking directly with the instructor about the concern.
2. If the matter remains unresolved, the student should contact the chairperson of the relevant academic unit. Access a [listing of program chairs](#).
3. If the matter remains unresolved after speaking with the chair, the student should file this [Academic Dispute Form](#). The form will be routed to the relevant Associate Dean. Once the request for review is received, the Associate Dean will investigate the matter and may:
  - a. Attempt to mediate the dispute.
  - b. Determine that the nature of the request is outside the scope of this review and refer the request to the appropriate process.
  - c. Collect information regarding the dispute and refer to the Dean for determination.
  - d. Request assistance from other support units, e.g. Dean of Students, Office of Student Accessibility Services, etc. to facilitate resolution.

The Associate Dean will attempt to resolve the matter, but is not compelled to do so. In the event that a resolution is not found, the instructor's initial determination shall be applied. The Associate Dean shall indicate to both parties that the review is completed, and the student shall be advised of the right to request review by the Provost.

1. If the dispute is not resolved, the student may submit in writing (via email) a request for review to the Provost within (10) business days of receiving notice from the Associate Dean. The request shall indicate the facts of the dispute; the steps taken to resolve the dispute both formally and informally; and the requested outcome of the appeal. The Provost has fifteen (15) business days to decide and report the decision, in writing, to both parties. The Provost may:
  - a. Solicit additional information from the parties, including but not limited to interviewing both parties, requesting additional information from either party, reviewing the matter with the Associate Dean and/or Dean.
  - b. Refer the matter to a different Office or process for resolution.
  - c. Make a determination based on the information received.

## **The decision of the Provost shall be final.**

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.

## **Civility & Inclusivity**

### UWGB [CIVILITY AND INCLUSIVITY STATEMENT](#)

The University of Wisconsin-Green Bay (UWGB) is an institution of higher learning where the safety of its multifaceted community of people is expected and enforced. Campus activities, programs, classes, lectures, and everyday interactions are enriched by our inclusion of one another as we strive to learn from each other in an atmosphere of positive engagement and mutual respect.

As campus community members, we are responsible for our behaviors and are fully accountable for our actions. We must each take responsibility for our awareness of discrimination and its many forms (i.e. racism, sexism, ageism, xenophobia, transphobia, homophobia, etc.). The concept of campus civility and inclusiveness can be demonstrated in hallways, classrooms, student housing, and the workplace environment.

Bigotry will be addressed on this campus. Discriminatory, harassing, or intimidating behaviors will be subject to the University's disciplinary processes. As a campus community we will not engage in harassment or discrimination against another human being on the basis of race, color, religion, sex, sexual orientation, gender and/or gender identity or expression, marital or parental status, genetic information, national origin, ethnicity, citizenship status, veteran or military status (including disabled veteran, recently separated veteran, other protected veteran, or Armed Forces service medal veteran status), age, or disability. Verbal or written abuse, threats, harassment, intimidation, or violence against persons or property will not be tolerated. In this context, alcohol or substance abuse will not be accepted as a defense for such abuse, harassment, intimidation, or violence. Absence of malice, intent or "it is just a joke" is also not a defense for such behaviors. As a campus community we expect that all members engage in the resources provided to better understand all aspects of discriminations and harassment.

Nothing in this document is intended to stifle academic freedom (as defined in the UWGB Faculty Handbook) or free speech rights. Instructors and students retain the right to use words and make critical arguments that some may find offensive but that do not rise to the level of or exhibit the same quality of action as discrimination or harassment, which are serious offenses that should be identified based on objective criteria consistent with established law and policy. UWGB values the free exchange of ideas and perspectives critical to the learning and development of our students, faculty, and staff.

All who work, live, study, teach, and visit the UWGB community are here by choice and as part of that choice should be committed to these principles of civility and inclusivity which are an integral part of UWGB's Strategic Mission and the Harassment and Discrimination Policy.

If you have experienced or witnessed an event or behavior that violates this statement, you can report in a number of ways:

- Complete a [Bias Incident Report](#)
- Follow procedures indicated in the [Harassment and Discrimination Policy](#).
- File a Complaint or Grievance.
- Report in person to one of the following: Vice Chancellor for Student Affairs and Campus Climate, Director of Inclusive Excellence and Pride Center, Title IX Coordinator, Director of Human Resources, Affirmative Action Officer, or University Police.

### **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](#) 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.

## 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. <https://www.uwgb.edu/research/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.

Approved NUFO 4/16/12

## Background Checks

Background checks are required prior to registering for clinical/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 and receive access to background check results. The Nursing and Health Studies programs also have access to the background check results. The Director of Nursing and/or Chair of the Nursing and Health Studies Unit or their 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 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.

### **Guidelines for Clinical/Practicum Courses**

Throughout the prelicensure BSN program, students will participate in practicum experiences in a variety of healthcare settings/agencies. University guidelines require that for every one-credit of clinical/practicum the student will spend three hours. For example, students completing a two-credit clinical/practicum will spend 84 clock hours.

### **Student Health Policy**

UW-Green Bay nursing follows the [health requirements](#) established by the Greater Green Bay Healthcare Alliance (GGHCA). Some health requirements must be updated annually (e.g., influenza vaccine, annual TB test or questionnaire and education). In addition, students are expected to carry their own health insurance. Any students not meeting the Greater Green Bay Healthcare Alliance requirements (below) by the due date may be excluded from clinical and be dismissed from the program.

Faculty and students adhere to the following health requirements:

#### **Required Practicum Documentation:**

##### **A. 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.

## **B. Immunizations**

The nursing program requires students to comply with the [immunization/health requirements](#) from the Greater Green Bay Healthcare Alliance. Prior to beginning practicum/clinical 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 the practicum assistant or 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 Assistant, Kaitlin Williams at [williamk@uwgb.edu](mailto:williamk@uwgb.edu).

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.

### **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. For example, the Wellness Center provides 2-Step Tuberculin tests at no cost and the QFT blood test for approximately \$60. If a student has insurance, Prevea (Wellness Center) can also bill insurance. Students receiving immunizations at UW-Green Bay Wellness Center 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, 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 clinical/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 complete the [Practicum Leave of Absence Request form](#) (found in Student Resources on the program website). The **completed form should be submitted via email to the Nursing & Health Studies Chairperson/Director of Nursing** as soon as possible but **not less than one week prior to the planned leave**. The LOA is not official until approved.

- The request will be evaluated on necessity, time involved, and instructor availability and practicum/clinical agency ability to accommodate the change in schedule.
- LOAs in excess of two weeks may result in removal from the practicum/clinical course. Students needing **clinical makeup** may have to pay the associated cost of instruction (i.e., faculty time).
- A copy of the signed LOA agreement, including documentation of the revised student's practicum schedule (if known) will be provided to the student.

### **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. [Student Bereavement Policy](#)

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/clinical agency shall determine such exposure and, with the faculty, determine the ability of the student to continue in practicum/clinical. 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

Students should notify the Director of Nursing/ NHS Chairperson and his/her nursing advisor as soon as feasibly possible in the event of illness, injury, or undergoing surgery that prevents them from full participation in the practicum/clinical or requires a lengthy absence. The student may be required to provide a medical leave report from his or her health care provider documenting any restrictions. The course instructor, in consultation with the NHS program chair/Director of Nursing, will determine if such limitations will limit the student's continued participation in the practicum/clinical. Students must immediately report any contagious diseases to both the course instructor.

In the event that the student medical condition prevents the student from fully participating in the practicum/clinical, the placement shall be suspended until such time as the student produces satisfactory medical clearance. The Nursing program will work with the student to determine a reasonable plan to complete remaining clinical requirements. As noted above, when emergency leaves extend beyond the enrolled semester/term, students may be required to enroll in a clinical course outside of original semester. Any accommodations required to complete the practicum/clinical after medical leave shall be the responsibility of the student.

## Withdrawal

The student shall have the right to petition the Appeal Committee for medical or bereavement withdrawal. The late withdrawal petition form is found at the bottom of this web page: <https://www.uwgb.edu/registrar/forms/#petition>

## Clinical Policies

### Class and Clinical Attendance Policy

Attendance is **required** for all clinical and laboratory experiences/classes. An **unexcused clinical and/or laboratory absence may result in failure of the course.**

- Students who miss clinical/laboratory due to illness must notify the instructor (via the instructor's preferred method of contact) as soon as possible, but **no later than 30 minutes prior to the beginning of clinical/laboratory.**
- Students *may not switch laboratory sessions with another student or attend a different section* other than the one you are enrolled in without the **expressed permission** of both laboratory faculty.

We understand that illness or other extenuating factors may occur. Arrangements will be made for either an **alternative clinical/laboratory experience or a makeup** by the instructor

in collaboration with the appropriate Lead faculty and the Director of Nursing. A final decision regarding makeup of clinical/laboratory class is based on an evaluation of the student's ability to meet the course objectives.

- A clinical **makeup fee may be charged** for a clinical makeup session.
- Clinical/Lab absenteeism may result in the student's **failure or withdrawal from a course**.
- Students who miss clinical (planned) due to health or other extenuating circumstances (e.g., bereavement) **must** complete the steps outlined in the Practicum Student Leave of Absence Policy. Once received, the Director of Nursing will notify the student of the outcomes (approved or denied) of the Leave of Absence.

## Medication Calculation Assessment Policy for Pre-Licensure Students

Concurrent with enrollment in the first clinical nursing course, when medication administration is introduced, students will be provided instruction and learning materials on the math competencies needed for safe medication administration and the use of common abbreviations. Students are expected to utilize these materials to understand, practice and master drug dosage calculations that are needed to safely administer medications. Competency in safe drug administration will be assessed throughout the curriculum with math questions on all examinations in addition to the mandatory testing.

Initial Medication Calculation Assessment:

1. Initial Medication Calculation Assessment will be assessed in NURS 270.
2. This assessment will include drug dosage calculations and conversions.
  - a. Passing is defined as 80% and above; failure is defined as less than 80%.
  - b. The student will have a maximum of three attempts to pass the examination with a grade of 80%.
  - c. A first examination failure (less than 80%) requires mandatory remediation before subsequent examination scheduling, which will be determined by the faculty.
  - d. A second examination failure (less than 80%) will result in an Unsatisfactory rating on the Clinical Evaluation Tool for that week.
  - e. The second examination failure also requires mandatory completion of all recommended remediation, in addition to seeking direction from the instructor and/or adviser on any particular problem areas.
  - f. Scheduling of the third examination will be determined by the faculty.
  - g. A third examination failure (less than 80%) constitutes a **course clinical failure**. The student would receive an Unsatisfactory rating on the clinical evaluation tool and thus fail the course with an "F" based on not meeting all clinical objectives.

## STUDENT PROFESSIONAL APPEARANCE POLICY

The following UW-Green Bay Nursing program professional appearance policies are effective for all scheduled instructional experiences including clinical, simulation, and lab settings. Students who attend lab to practice are not required to wear the UWGB scrubs (i.e., during non-instructional time). **Violations of this policy may result in the student being asked to leave the clinical area, and/or remove or otherwise address the professional appearance violation (i.e., cover tattoo or remove jewelry).** Faculty may also note violations in the student's clinical evaluation under the appropriate learning outcome (e.g., professional appearance).

**Official UWGB Uniform:** Students receive a UWGB uniform (scrub tops, bottoms, & warm up jacket) and name badge upon entry to the program. Students may purchase additional uniforms through the nursing department. Students whose religion/culture does not allow them to wear pants should discuss this with the Director of Nursing or clinical faculty prior to their first clinical day.

1. Students must wear the official **UWGB Nursing uniform** (scrub top, bottom, & name badge) for all clinical and lab courses. The uniform should be clean, unwrinkled, and in good repair.
2. A plain white or black long-sleeve t-shirt or turtleneck may be worn under the scrub top.
3. A UWGB name badge (first name, last initial) must be worn and visible above the waist. If lost, students must purchase a replacement.
4. **Shoes** must be closed toe, mostly white with white laces or black with black laces. High-top athletic shoes, crocs, clogs, or open toe shoes are not allowed.
5. **Fingernails** must be kept short and well-groomed without nail polish. Acrylic nails, gel tips or other artificial nails may NOT be worn. These policies are designed to reduce risk of infection transmission.
6. **Jewelry**
  - No bracelets, necklaces, dangling earrings, and rings, other than low profile wedding rings (i.e., smooth wedding bands) are permitted. Medical Alert bracelets are permitted. Permanent jewelry must be removed. Students have until the first day of patient care within clinical settings to remove any permanent jewelry.
  - No visible **body piercings**, including nose, eyebrows, tongue, and lip are permitted. Flesh colored or clear plugs may be worn or a bandage that covers the piercing, where appropriate, is allowed.
  - Earrings are **limited to one (1) earring post per ear**. Flesh tone plugs instead of jewelry is permitted.
7. **Watches** with a second hand are permitted and encouraged.
8. **Smart watches (i.e., Apple watches)**

- May only be used within a clinical setting if permitted by the clinical facility/agency.
  - May only be used for clinically-related reasons as approved by each clinical instructor.
  - Must be kept on “silent” or “vibrate” mode in the clinical setting.
  - Notifications must be turned off.
9. **Hair** must be clean, neat and if long, pulled back and/or up in braid, bun, or pony tail to avoid hair falling onto the patient. No extreme hair color (ex. bright green, bright blue) or ornaments are permitted. A white, black, or green headband is allowed.
  10. **Head coverings** (e.g., baseball caps, visors, winter hats) are not to be worn during clinical, simulation, or scheduled lab experiences. Students whose religious or other beliefs include covering the head (e.g., a hijab) are allowed. Students are advised to notify their clinical faculty prior to clinical.
  11. **Facial Hair.** Male students should be clean shaven or have neatly trimmed beards or mustaches.
  12. **Tattoos** may **not** be visible with the exception of hand tattoos for which coverings would result in an infection control risk (i.e., handwashing). White-, black-, or flesh-colored sleeves may be worn to cover visible tattoos.
  13. **Hygiene-** students should practice good body and dental hygiene at all times. Use of antiperspirant or deodorant is suggested. In the clinical area, the following are not acceptable:
    - Smelling of strong perfume, aftershave, colognes, and/or cigarette smoke
    - Chewing gum
    - Heavy make-up

### **Three Strikes Policy**

The UWGB Nursing Program requires nursing students to maintain a high standard of professional conduct in clinical environments and in community settings. Clinical/Practicum provides students with an opportunity to apply theory and skills learned in the classroom and lab. As a UW-Green Bay Nursing Student, you are expected to demonstrate professional behaviors at all times. Our primary focus is on quality student education, patient safety, and upholding the integrity of the nursing profession while reinforcing the employability skills identified by clinical partners.

The Three Strikes Policy is designed to identify and address areas of concern early. Once a situation is identified, the student will be required to complete remediation and participate in opportunities for improvement. Implementing this policy ensures that respectful, safe, and high-quality patient care is delivered to the members of our community.

This policy outlines examples of unprofessional conduct and consequences of such behavior.

### **Three Strikes Policy**

This policy applies to nursing students enrolled in practicum-based learning experiences. The types and **consequences** of unprofessional conduct or behaviors during practica/clinical rotations is outlined below. Students accruing three strikes during any clinical rotation will receive an unsatisfactory grade for the clinical course. Consistent with the academic progression policy, students who receive an unsatisfactory grade will need to petition to repeat the course (see academic progression policy).

**Unprofessional Conduct:** Examples of unprofessional conduct include, but are not limited to:

- non-compliance with required health (i.e., vaccinations) and site-specific training and learning modules
- unprofessional behaviors including inappropriate, rude, or disrespectful behavior or interactions with patients, staff, or faculty,
- clinical attire/dress code violations,
- unprepared for clinical (immediate dismissal from the clinical site for that day),
- failure to complete and submit clinical assignments on time (without prior permission),
- patient safety concerns (immediate removal from clinical site for that day),
- late arrival to clinical without prior communication with clinical faculty,
- Clinical absence – an unexcused clinical absence in any assigned rotation,

**HIPAA violations-** As stated in the BSN Handbook, 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. See BSN Handbook for HIPAA policy and Table 1: Corrective Actions for HIPAA Violations.

**Strike:** A documented occurrence of unprofessional conduct as noted above. Students will only receive one strike per clinical occurrence (e.g., if a clinical course is offered one day per week, a student can only incur one strike per week).

**Three Strikes:** The accrual of **three unprofessional conduct** occurrences during a clinical course (e.g., NUR 290, etc.) **will result in a grade of unsatisfactory/failure for the clinical course.**

### **Three Strikes Policy Procedure**

#### **1. First Strike:**

- Upon the first occurrence of unprofessional conduct, the faculty will notify the student verbally (where appropriate) and via the clinical evaluation tool (CET).

- The student will meet with the clinical instructor to discuss the incident and strategies for improvement.
- The student will develop an improvement/remediation plan (in CET) and submit to the faculty prior to the next clinical.

## 2. **Second Strike:**

- If there is a second occurrence of unprofessional conduct, the faculty will notify the student verbally (where appropriate), in writing, and/or via the Clinical Evaluation Tool.
- The student will meet with the Clinical Instructor and the Clinical Coordinator to discuss the incident and establish a plan for improvement. Students will be encouraged to consult and use student services as appropriate
- The student will develop an improvement/remediation plan (in CET) and submit to the faculty prior to the next clinical.

## 3. **Third Strike:**

- If a student experiences a third unprofessional conduct occurrence, they will be notified verbally (as appropriate) and in writing.
- The student will be required to meet with the clinical instructor, Clinical Coordinator, and the UWGB Director of Nursing to discuss the incident. The occurrence of a third unprofessional conduct incident **will result in an unsatisfactory grade for the clinical course**. Students who receive an unsatisfactory grade will not be able to progress in the nursing program. See academic progression policy in the BSN Student Handbook.

## **Transportation to and from clinical Agencies Policy**

All nursing students will participate in clinical experiences in a variety of settings. The nursing program requires that students assume responsibility for providing their own transportation to and from clinical sites. The use of a car and/or carpooling is a necessity.

## **Use of Electronic Devices in Clinical Policy**

This policy is to establish guidelines for appropriate and professional use of electronic devices (e.g., cell phones, smart phones, tablets, computers) during clinical by nursing students. "Clinical" is defined as the various settings utilized in any clinical nursing course (for example, skills laboratory, acute care facilities, long-term care facilities, clinics and physician offices, and community settings).

Students must first adhere to the policies of the clinical facility regarding the use of electronic devices in clinical settings.

If electronic devices are approved for use according to clinical facility policy, the following restrictions apply:

- Electronic devices may only be used for clinically-related reasons as approved by each clinical instructor,
- All devices must be kept on “silent” or “vibrate” mode in the clinical setting,
- Use of electronic devices for personal communication (e.g., email, text, social media) or other personal reasons unrelated to clinical is strictly prohibited,
- Taking any voice recordings, photographs or videos during clinical is strictly prohibited,
- Students are responsible for adhering to the federal Health Insurance Portability and Accountability Act (HIPAA) and Information Technology for Economic and Clinical Health (HITECH) regulations regarding protected health information. Students may not download or store any confidential client data on a personal electronic device,
- Violations of this policy and/or the policy of the clinical facility may result in clinical remediation or failure.

## **Infectious Disease Policy**

### **Clinical Agencies**

- A. Clinical agencies used by the nursing program for clinical/practicum experiences are to have written infection control plans designed to minimize or eliminate exposure to infectious disease.
- B. The clinical agency’s infection control plan shall include:
  1. A schedule and method of implementing the infection control plan.
  2. A schedule for reviewing and updating the plan to reflect significant changes in tasks, policies, and procedures.
  3. A method of dealing with and documenting occupational exposure.
- C. Clinical agencies are required to make the infection control plan available to the College’s administration for examination and copying.

## **Standard Precautions and Isolation Practices**

1. All students will follow standard precautions and second tier isolation practices as defined by the CDC and the agency policy and procedures to minimize exposure to infectious disease.
2. Accidental Exposure, Post Exposure, and Follow-up
  - A. Clinical agencies utilized by the nursing program for clinical practice experiences are to have written post-exposure plans including follow-up of the exposed faculty or student including antibody or antigen testing, testing of the source patient, counseling, illness reporting, and safe and effective post-exposure prophylaxis according to standard CDC recommendations.
  - B. In the event of significant exposure to blood or body fluid, defined by the CDC as: “a percutaneous injury (e.g., needlestick or cut with a sharp object) or

contact of mucous membrane or nonintact skin (e.g., exposed skin that is chapped, abraded, or with dermatitis) with blood, saliva, tissue, or other body fluids that are potentially infectious”,

The nursing student will:

1. Immediately and thoroughly wash or rinse (if mucous membrane) the exposed area
2. Report the incident to the clinical instructor

The clinical instructor will:

1. Report the incident immediately to the appropriate representative at the clinical facility
2. Facilitate completion of the steps for follow-up as outlined by the policies and procedures at the clinical facility.

Note: All testing and/or treatment after exposure will be at the student’s expense.

## 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                   |
| <p>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.</p> |                                                                                                                                                                                                         |                                                                                                                                                                         |                                                                                                                                                                                   |                                                                                                                                                     |

Approved by NHSU 12/1/18

# **Sigma Theta Tau International Society of Nursing**

## **Kappa Pi Chapter-at-Large Membership**

### **Philosophy of Membership Eligibility**

Sigma Theta Tau International Society membership is by invitation to baccalaureate and graduate nursing students who demonstrate excellence in scholarship and to nurse leaders exhibiting exceptional achievements in nursing. Sigma Theta Tau encompasses more than 150 chapters located at colleges and universities throughout the world.

UW-Green Bay co-sponsors the Kappa Pi Chapter at Large with Bellin College.

### **Purpose of Sigma Theta Tau International**

- Recognize superior achievement and scholarship
- Recognize the development of leadership qualities
- Foster high professional standards
- Encourage creative work
- Strengthen commitment to the ideals and purposes of the profession

### **Membership Invitation**

Invitations are extended to all BSN students who meet the Sigma Theta Tau International's membership criteria, which include *portion of the nursing curriculum completed, cumulative GPA and rank in class*. An induction ceremony is held each year for all new members.