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**Letter from the Undergraduate**

**Office**

Dear Student:

On behalf of the faculty and staff, it is my pleasure to welcome you as a Shocker Nurse! Over the

## **Welcome to the Wichita State University School of Nursing!**

The Prelicensure Nursing Student Handbook provides information for you, as a Bachelor of Science in Nursing (BSN) student, about the nursing program, resources available, policies and procedures, and nursing organizations. This handbook is meant to serve as a guide for many of the questions you may have when entering the nursing program. Notice of changes will be emailed to you. You are responsible for:

**Mission of the School of Nursing**



completion of the Graduate Program, MSN and DNP students are prepared to provide leadership in the analysis of factors influencing health and illness, implementation and evaluation of strategies for improving health in an inter-professional, globally aware, cultural



The graduate promotes strategies that enhance the health continuum of the individual, family, and community extending through local and global levels.

**Collaborative Care:**

The graduate coordinates and manages the care of the individual, family, and/or community either independently or collaboratively with health care team members.

**Quality Improvement:**

The graduate evaluates care processes and uses methods to implement change for continuous improvement of the quality of health care systems while minimizing risk to patients and providers.

**Student Advising and**



students with learning, mental, or physical disabilities an equal opportunity to attain their academic and personal goals to the fullest of their abilities. Students (New or Current) can find resources, request forms, and other important documentation on their site. **Students wishing to request accommodation(s) must contact OSAT.**

**While the School of Nursing will make every effort to work**

2. Use and interpret information obtained from digital, analog, and waveform diagnostic tools (e.g., sphygmomanometer, otoscope, stethoscope, ophthalmoscope, EKG, IVs) and other diagnostic tools.
3. Assess a patient during comprehensive or focused assessments.
4. Translate data into abstract concepts and understand data-

4. Demonstrate intellectual and conceptual abilities to accomplish the essentials of the nursing program (for example, baccalaureate essentials).
5. Demonstrate cognitive abilities related to course and program outcomes, which include intellectual, conceptual, integrative, quantitative, critical thinking, and comprehension skills that indicate that the student can carry out the nursing process in the care of patients.
6. Comprehend extensive information from written documents, visual and/or oral presentations, and patient computer information.
7. Accurately follow course syllabi, assignment directions, patient protocols, and any action plan(s) developed by deans, faculty, administrators, or health care agency staff.
8. Media literacy

#### **Rationale for Standard**

1. Accomplish, direct, or interpret assessment of persons, families and/or communities and develop, implement, and evaluate plans of care or direct the development, implementation, and evaluation of care.
2. Make proper judgments regarding safe and quality care.
3. Critically assess and develop content that uses new media forms, and to leverage these media for persuasive communication.
4. Literacy in and ability to understand concepts across disciplines.
5. Represent and develop tasks and work processes for desired outcomes.

#### **Behavioral and Social Attributes**

Students must possess the emotional stability to enable them to develop therapeutic relationships and successfully communicate with individuals and aggregates from a variety of social, emotional, cultural, and intellectual backgrounds. Students should possess the qualities of self-awareness, emotional maturity, objectivity, flexibility, empathy, and integrity. Students should be emotionally able to handle demanding workloads and to function effectively under stress.

1. Concern for others, integrity, ethical conduct, accountability, interest and motivation.
2. Acquire interpersonal skills for professional interactions with a diverse population of individuals, families and communities.
3. Acquire interpersonal skills for professional interactions with members of the health care team including patients, their supports, other health care professionals and team members.
4. Acquire the skills to promote change for quality health care.
5. Cross-cultural competency.

#### **Rationale for Standard**

1. Maintain effective, mature, and sensitive relationships with patients,

4. Operate in diverse settings.

### **Computing at WSU-SON**

While enrolled in the nursing program, you are required to have a



[writing.](#)

### **Use of Student Materials**

Wichita State University SON is fully accredited. As a part of the accreditation process, there is ongoing program evaluation to continue and improve the quality of the nursing program. To assist in the evaluation of the nursing program, selected course work from students is used as examples of meeting course objectives. Faculty may also use your papers and other coursework for educational purposes, i.e., past papers as samples that meet the course objectives. The name of each student whose materials are used for this purpose will remain confidential. Consent to use your papers or coursework for program review and educational purposes is hereby implied. If you do not want the school or faculty member to use your papers or other course work, you may withdraw your consent by putting your wishes in writing to the course faculty. Your decision to withdraw consent

## **Academic Rules, Policies & Procedures**

year college and 45 hours of upper division work; at least 30 hours of course credit must be earned at WSU and the last 24/30 must be completed at WSU.) You must be of excellent academic standing in all nursing coursework completed. Letters of recommendation are required from the Chairperson/Director of all Schools of Nursing previously attended.

**Transfer Student Policy Process**

The transfer process can take up to 4-6 months.

1. Apply to WSU and have all transcripts from previous coursework on file.
2. Meet with College of Health Professions academic advisor and begin to create a plan-of-study.
3. Complete application to the nursing program, requests for application made directly to the SON, Undergraduate Office.
4. Nursing application will be reviewed to determine eligibility for transfer.
5. You will be notified, in writing, of consideration for transfer or denial of application pending full review of prerequisites and syllabi. Notification of status will occur by October 31st for spring and March 31st for fall.
6. Students who are accepted as potential transfer students will begin phase II of the transfer process:



[KSBN Nurse Practice Act](#) and must possess attributes that include compassion, empathy, altruism, integrity,

|         |    |      |  |
|---------|----|------|--|
| 66 - 63 | D  | 1.00 |  |
| 62 - 60 | D- | 0.70 |  |
| =< 59   | F  | 0.00 |  |

Act to safeguard the client and the public when health care and safety are affected by the incompetent, unethical, or illegal practice of any person.  
Assume responsibility and accountability for individual nursing judgments and actions.  
Exercise informed judgment and use individual competence and qualifications

You should communicate with your faculty before the meeting if you are going to miss class or need to leave early.  
Faculty may have additional etiquette expectations.

Breach of professional conduct expectations can result in dismissal from a practicum site and/or the nursing program.

References:

- American Nurses Association. (2015). *Code of Ethics for Nurses with Interpretive Statements*. Author.
- American Nurses Association. (1994). *The Nonnegotiable Nature of the ANA Code for Nurses with Interpretive Statements*. Author.
- [Kansas State Board of Nursing](#)

## **Practicum Course Policies and Placement**

### **Use of Technology and Social Media**

Practicum agency technology may not be used for personal business, including social media platforms. You must follow practicum agency policies regarding use of technology and social media. Practicum settings may allow use of technology for academic purposes related directly to patient care. Any personal communication such as cell phone, email and texting will be done outside the practicum areas on your personal time.

### **Practicum Requirements and Clearance Policy**

The practicum agencies for applied learning experiences (clinical or practicum) have policies regarding requirements for nursing students. Before your first practicum rotation, you must submit all requirements for initial practicum clearance. After this initial practicum clearance, you must stay up to date on all practicum requirements. Full information regarding prelicensure practicum requirements can be found [here](#).

It is your responsibility to comply with all practicum requirements. Students out of compliance are not cleared to attend practicum and will receive a practicum performance improvement write-up. Students who receive three write-ups will be dismissed from the nursing program. Missed practicum days may result in delayed progression in the program. The SON must receive clearance, each semester, to secure practicum rotations for students. This process can take up to 6 weeks. Failure to submit your required paper



1. You will be emailed when you are out of compliance and removed

breaches of academic integrity. Please refer to course syllabus.

Hold all information about records and health status in strict confidence.

Discussion of practicum matters should be limited to the practicum/classroom setting and should not take place where others may overhear (HIPAA).

Demonstrate application of learning in the practicum setting with progressively increasing competence.

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17. Demonstrating unsafe practicum practice that places patient/client/family/staff/faculty in physical or emotional jeopardy, including neglect, abuse, or purposely injuring others:
  - a. Physical jeopardy is the risk of causing physical harm.
  - b. Emotional jeopardy means









## Progression in the Curriculum

### Progression in the Curriculum

You are expected to complete the professional phase of the nursing program within four semesters. If completion is not possible within four semesters, the following processes will be followed.

### Requirements for Continued Progression

both didactic and applied (Lab and Practicum) learning practice. To progress in the program, you must meet the following criteria:

1. Overall course grade of 78% or higher or Satisfactory, in all nursing courses
2. Exam average of 78% or higher in courses which administer exams

### Repeating Nursing Courses

NURS prelicensure courses can be repeated no more than three times. Any grade received at completion of a repeated NURS prelicensure course will automatically replace up to two previous grade(s) received for that course in

After the third failed attempt of any NURS prelicensure course the student will be dismissed from the nursing program. There are no exceptions for academic dismissals. Students may reapply to the nursing program but must retake all NURS courses.

Students repeating courses cannot progress in the program until successful completion of the course(s) in which they are repeating.

In the Nursing program many classes require concurrent enrollment. This means the courses must be taken in the same semester. Failure of one of these courses means both courses must be repeated in the same semester regardless of a passing grade in one of the two courses. Any previous grade achieved in any course will be replaced

This applies to:

- NURS 309 & NURS 312 Fundamentals of Nursing and Fundamentals of Nursing Lab
- NURS 344 & NURS 347 Health Assessment and Health Assessment Lab
- NURS 341 & NURS 343 Mental Health Nursing Care and Mental Health Practicum
- NURS 320 & NURS 361 Care of Adults I Practicum and Nursing Care of Adults I
- NURS 380 & NURS 381 Maternal/Newborn Nursing Care and Maternal/Newborn Practicum
- NURS 401 & NURS 412 Nursing Care of Adults II & Nursing Care of Adults II





- & counseling etc.).
- (2) Request a leave of absence by emailing the Undergraduate Nursing Director.
  - (3) Once a leave of absence has been approved you will be notified. You must withdraw from all courses. The SON cannot withdraw you from courses.

Students on LOA are not guaranteed return. Return is based on space available in the nursing program. The SON will make every effort to place you back in the program within one year. Students returning from an LOA will be placed on a waitlist and granted space using the same process as a student repeating a course. See repeating courses for details.

You can request a LOA for up to one year only. Students must communicate with the Undergraduate Director's office their intent to return to the nursing program annually.

regarding their return to the program will be administratively withdrawn after one year from the SON and must reapply to the program through competitive application process.

### **Withdrawal from the Nursing Program**

Students sometimes leave the nursing program for various reasons. You may opt to withdraw from the school (leaving the school with no intention of returning). Students who opt to withdraw from the nursing program must reapply, through competitive admission, if they wish to return to the nursing program. Students who opt to withdraw and reapply will be expected to complete the program. you select to withdraw from the SON, it is expected that you will consult with your academic/faculty advisor and/or other academic resources available to assist with

responsibility to explore the impact that your leave or withdrawal would have financially, academically, and personally. Once you withdraw from the nursing program, you will submit a notice of withdrawal to the Undergraduate Program

### **Student Conduct Review Process**

If you violate academic or professional conduct, you are subject to the following consequences:

1. Filing of an incident report via the Student Conduct and Community Standards reporting system. This process is outlined at and reviewed by the [WSU Student Code of Conduct office](#).
2. Report of the incident to the Undergraduate office.
- 3.



- appeal form sent by the Undergraduate Nursing Program Director.
3. You should meet with the Undergraduate Nursing Program Director to determine: (a) whether opportunities for resolving the problem with the faculty have been exhausted, and (b) whether the problem is resolvable through

4.





On the lower right portion of the wreath, is a stalk of laurel, used as an emblem of



been convicted of a felony\*.

\*No license to practice nursing shall be granted to a person with felony conviction of a crime against persons as specified in Article 34 of Chapter 21 of Kansas Statutes Annotated.

Any applicant to the nursing program or any student enrolled in the nursing program who has ever been convicted of a crime other than a traffic violation must inform the SON Undergraduate Director of the conviction. The Director will arrange a counseling session and inform the applicant or student of Statute 65-1115 and the regulations of the Kansas State Board of Nursing. Students can find the legal information at this [website](#).

### **Policy for Initial Licensure in Kansas**

Please review the Kansas State Board of Nursing [Initial Application website](#) and the [Kansas Nurse Practice Act](#) for the policies and procedures regarding licensure (Kansas State Board of Nursing, 2022).

Statutes of particular importance for licensure:

KSA 65-1115

KSA 65-1120

Reference

Kansas State Board of Nursing. (2022, January). *Kansas Nurse Practice Act* (<https://ksbn.kansas.gov/npa/>).

## **Student Services and Resources**

**Applied Learning Center**

Once written notification regarding the request's status is received, you are to contact the Undergraduate Program Director or Chairperson of the School of Nursing and present the previously received written notification and a photo ID.

Requested materials will then be viewed in the presence of an appropriate school representative.

Any portion of your records can be photocopied by an appropriate school representative; however, you must pay for any copies made.

Once the form to Review School of Nursing is completed, it will be placed in your file.

## **Support of**

leadership skills needed as a nurse. NSNA is involved in speaking for all nursing students. NSNA is your "voice" in nursing and the healthcare profession. Issues of concern to NSNA include student rights and responsibilities, recruitment of minority students into the field of nursing, faculty competence, community health activities, and national and state legislation affecting the health care system. There is an annual state and national convention, plus activities on both the state and local levels. Officers at all levels (national, state, and local) are elected each year.

**Nurses' Christian Fellowship (NCF)**

NCF is the fellowship of nurses 8(st)28(a)-6(t)28(e)-6( )28 wBT/F112 0 612 792 reW\* nBT/F1 12 Tf1

## University Services

The following link provides information on a wide variety of services offered to WSU students:

- [Learner Support Page](#)

# School of Nursing

**Pre-Licensure Undergraduate Exam Policy: Promoting  
Academic Integrity**

**NCLEX Preparatory Testing: Kaplan Policy**



## Definitions

### **Cheating:**

- Act dishonestly; practice fraud
- Deceive by trickery; swindle
- Violate rules deliberately

### **Plagiarism**

- Is a form of cheating
- The verbatim copying or imitation of the language, ideas, or thoughts of

## **Student Policy and Procedures**

Faculty may utilize a variety of exam formats for assessing knowledge. The faculty's philosophy regarding exams is that it is provided to test knowledge and critical thinking. The format may not be identified ahead of time. Faculty reserve the right to administer quizzes without notice. The

the proctor before you leave. The scratch paper will be provided by the proctor.

6. All policies from course syllabi, the Nursing Department Student Handbook, and College apply to exams taken.
7. You should be prepared to remain in the exam room for the duration of the exam. You may not leave the room during exams.
8. You may not have any applications or browsers available during the exam.

Should you be found to have any other application open during the exam, this is considered cheating. You 113.4 651.63 Tm0 g0 G[ ( ) ] TJETQ12 6(i)-27(l)-27(a)-6(b)-6(l)-2





The following KAPLAN products will be assigned at faculty discretion.

Clinical Resources

Focused Tests



National League for Nursing Accrediting Commission (2012). Fair testing guidelines for nursing education. Retrieved from: [National League for Nursing website](#)  
The free dictionary.com (2017)