2022-2023

RN-BSN
Student Handbook
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INTRODUCTION

STATE BOARD APPROVAL AND ACCREDITATIONS

The Michigan Board of Nursing is the regulatory body that grants provisional and full approval of nursing education programs in the State of Michigan. Full approval of the Western Michigan University (WMU) Bronson School of Nursing (BSON) was granted in July, 2002 following provisional status prior to that time.

The baccalaureate degree program in nursing at Western Michigan University is accredited by the Commission on Collegiate Nursing Education (CCNE) (http://www.cneaccreditation.org) through 2027.

The WMU BSON undergraduate program has received endorsement from the American Holistic Nursing Certification Corporation which is the credentialing body for holistic nursing. This endorsement enables graduates of the program to be exempt from prerequisites should they choose to sit for the National Certification Examination in Holistic Nursing.

WESTERN MICHIGAN UNIVERSITY

*It is the policy and commitment of Western Michigan University not to discriminate on the basis of race, gender, age, color, national origin, height, weight, marital status, sexual orientation, religion, handicap or Veteran status in its educational programs, activities, admissions, or employment practices in accordance with Title VII of the Civil Rights Act of 1964, Title IX of the 1972 Education Amendments, Executive Order 11246 as amended, Section 504 of the Rehabilitation Act of 1973, and all other pertinent State and Federal regulations.*

*In order to maintain the quality and integrity of the nursing program, the WMU BSON reserves the right to update and/or revise school policies*
## General Information

### Administration, Faculty and Staff – WMU Bronson School of Nursing

<table>
<thead>
<tr>
<th>Position</th>
<th>Names</th>
</tr>
</thead>
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<tr>
<td>Director &amp; Assoc. Professor</td>
<td>Lisa Singleterry, PhD, RN, CNE</td>
</tr>
<tr>
<td>Professors</td>
<td>Kelly D. Ackerson, PhD, RN, WHNP-BC</td>
</tr>
<tr>
<td></td>
<td>Chandice Covington, PhD, RN, PCPNP-BC, FAAN</td>
</tr>
<tr>
<td>Associate Professors</td>
<td>Kelley Pattison, PhD, RN</td>
</tr>
<tr>
<td></td>
<td>Karen Schieman, PhD, RN</td>
</tr>
<tr>
<td></td>
<td>Brenda Srof, PhD, RN</td>
</tr>
<tr>
<td>Assistant Professors</td>
<td>Elissa Allen, PhD, RN, CNE</td>
</tr>
<tr>
<td></td>
<td>Angela Groves, PhD, RN, BC, CNE</td>
</tr>
<tr>
<td></td>
<td>Maria Roche-Dean, PhD, RN</td>
</tr>
<tr>
<td></td>
<td>Pamela Wadsworth, PhD, RN, WHNP-BC, AHN-BC, CNE</td>
</tr>
<tr>
<td>Master Faculty Specialists</td>
<td>Kristi Block, MSN, RN, PMH-BC</td>
</tr>
<tr>
<td></td>
<td>Joanne DeWit, MSN, RN</td>
</tr>
<tr>
<td></td>
<td>Wendy Kershner, MSN, RN, CPNP, AHN-BC</td>
</tr>
<tr>
<td></td>
<td>Sally Vliem, PhD, CPNP, RN</td>
</tr>
<tr>
<td>Faculty Specialist II</td>
<td>Samantha Collet, MSN, RN</td>
</tr>
<tr>
<td></td>
<td>Julie Eilenberg, MSN, RN, ACNP-BC</td>
</tr>
<tr>
<td></td>
<td>Susan Houtrow, MNSc, RN, CNS, AHN-BC</td>
</tr>
<tr>
<td></td>
<td>Jaime Rohr, MSN, RN, BC, CNEcl</td>
</tr>
<tr>
<td></td>
<td>Dawn Smith, MSN, RN, AHN-BC</td>
</tr>
<tr>
<td></td>
<td>Lori Van Zoeren, MSN, RN, HNB-BC</td>
</tr>
<tr>
<td></td>
<td>Cheryl VanderPloeg, MSN, RN</td>
</tr>
<tr>
<td>Manager Recruitment &amp; Outreach/Advisor</td>
<td>Tracy Corstange, BA</td>
</tr>
<tr>
<td>Coordinator of Nursing Clinical Operations, Faculty Specialist II</td>
<td>Samantha Collet, MSN, RN</td>
</tr>
<tr>
<td>Clinical Compliance Coordinator</td>
<td>Kristen Catalano</td>
</tr>
<tr>
<td>Administrative Assistant Senior</td>
<td>Nannette Morningstar</td>
</tr>
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</table>
## Western Michigan University – 2022-2023 Calendar

### Fall Semester 2022

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 29-30</td>
<td>Advising Days</td>
</tr>
<tr>
<td>August 31, Wednesday</td>
<td>Classes Begin at 8 a.m.</td>
</tr>
<tr>
<td>September 5, Monday</td>
<td>Labor Day Recess</td>
</tr>
<tr>
<td>October 19-21</td>
<td>Fall Break</td>
</tr>
<tr>
<td>November 23, Wednesday</td>
<td>Thanksgiving Recess (noon)</td>
</tr>
<tr>
<td>November 28, Monday</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>December 12-15</td>
<td>Final Examination Week</td>
</tr>
<tr>
<td>December 16, Friday</td>
<td>BSON Pinning/Hooding Ceremony</td>
</tr>
<tr>
<td>December 17, Saturday</td>
<td>Semester Ends – Commencement</td>
</tr>
<tr>
<td>December 20, Tuesday</td>
<td>Fall Grades Due at Noon</td>
</tr>
</tbody>
</table>

### Spring Semester 2023

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 5-6</td>
<td>Advising Days</td>
</tr>
<tr>
<td>January 9, Monday</td>
<td>Classes Begin at 8 a.m.</td>
</tr>
<tr>
<td>January 16, Monday</td>
<td>Dr. Martin Luther King, Jr. Day Recess, Convocation &amp; Activities</td>
</tr>
<tr>
<td>March 3, Friday</td>
<td>Spirit Day – no classes</td>
</tr>
<tr>
<td>March 6-10</td>
<td>Spring Break</td>
</tr>
<tr>
<td>March 13, Monday</td>
<td>Classes Resume</td>
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<tr>
<td>April 24-27</td>
<td>Final Examination Week</td>
</tr>
<tr>
<td>April 28, Friday</td>
<td>BSON Pinning/Hooding Ceremony</td>
</tr>
<tr>
<td>April 29, Saturday</td>
<td>Semester Ends – Commencement</td>
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<tr>
<td>May 2, Tuesday</td>
<td>Spring Grades Due at Noon</td>
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</table>

### Summer I Session 2023

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>May 8, Monday</td>
<td>Classes Begin at 8 a.m.</td>
</tr>
<tr>
<td>May 29, Monday</td>
<td>Memorial Day Recess</td>
</tr>
<tr>
<td>June 28, Wednesday</td>
<td>Session Ends</td>
</tr>
<tr>
<td>June 24, Saturday</td>
<td>Commencement</td>
</tr>
<tr>
<td>July 5, Wednesday</td>
<td>Summer I Grades Due at Noon</td>
</tr>
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</table>

### Summer II Session 2023

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 29, Thursday</td>
<td>Classes Begin at 8 a.m.</td>
</tr>
<tr>
<td>July 4, Tuesday</td>
<td>Independence Day (observed) recess</td>
</tr>
<tr>
<td>August 18, Friday</td>
<td>Session Ends</td>
</tr>
<tr>
<td>August 22, Tuesday</td>
<td>Summer II Grades Due at Noon</td>
</tr>
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The WMU BSON opened in 1994 -- the result of several years of planning and collaboration by University and community leaders. The school was founded based on the need for baccalaureate prepared nursing professionals as articulated by local and national nursing leaders.

The WMU BSON, located within WMU’s College of Health and Human Services, offers a Bachelor of Science in Nursing (B.S.N.) degree. The prelicensure track provides the nursing degree for individuals who are entering the nursing profession, while the RN-BSN track offers an avenue to the B.S.N. degree for the licensed nurse who graduated from a diploma or associate degree program in nursing.

The WMU BSON curricula are designed to prepare nurse generalists who comprehend the discipline and the profession of nursing and who are competent to provide, coordinate, and evaluate patient care in the multiple social contexts in which health care is delivered. The graduate of the program will deliver nursing care to individuals, groups, and communities.

The WMU BSON seeks to prepare thoughtful, professional nurses who possess the skills, knowledge, and values necessary to deliver quality health care in this century. The faculty believe that the long-standing social contract between nursing and society conveys an understanding that community needs direct nursing services, that nurses develop partnerships with clients and other health care providers to promote holistic health care, and that caring is intrinsic to nursing. The curriculum integrates knowledge from liberal arts, sciences, and the discipline of nursing. The program emphasizes the development of skills, knowledge, and competencies essential for the scope of clinical judgment that distinguishes the practice of a professional nurse. Concepts of patterning, holism, caring, service to vulnerable groups, and partnership are emphasized.

The Mission

In harmony with WMU’s and the College of Health and Human Services’ mission statements, the WMU BSON is dedicated to meeting the holistic care needs of diverse individuals, groups, and communities at local, state, national, and global levels, through teaching, scholarly inquiry, and service with the community. The WMU BSON is also committed to educating professional nurses who provide competent, relationship-based care, actively participate in the development and application of research, and assume leadership roles in evolving health care contexts.

The Vision

To be the pre-eminent Michigan school of nursing that provides leadership in health care and is a first choice for a diverse pool of state, national and international students.
**Program and Faculty Goals**

The WMU BSON accepts its responsibility to make higher education in nursing accessible to a diverse student body of both prospective and practicing nurses.

The faculty of the WMU BSON accepts its responsibility to expand and disseminate nursing's body of knowledge through ongoing research, clinical practice, and educational programs.

The faculty of the WMU BSON accepts its responsibilities to contribute to the development of nursing nationally and internationally.

**BSN Program Outcomes**

At the end of the WMU BSON BSN program, the learner will be able to:

1. Provide holistic, caring, and culturally sensitive nursing care for communities, groups, and individuals;

2. Develop community health partnerships with clients and other health providers in order to shape health policy, promote health, and prevent disease;

3. Analyze and apply nursing research and scholarly inquiry to inform professional practice;

4. Accept responsibility and accountability for behavior consistent with the profession’s code of ethics and standards of professional practice;

5. Employ critical thinking to guide professional practice; and

6. Utilize effective human and technological communication in professional practice in order to enhance the health and well being of diverse individuals, families, and communities.
The RN-BSN program admits a cohort of students that begins in the fall semester. The part-time plan of study is designed to be completed in 24 months. Should a student step out of sequence (i.e. not attend every semester according to the schedule or drop courses), the time to completion of the degree will be delayed. RN-BSN courses are sequenced; and not every course is offered each semester.

Students must complete the RN-BSN program within no more than 5 years after admission. Students requesting exception to this policy must follow the “Change in Program of Study” listed in this handbook.

At the beginning of the first nursing course (NUR 3400), the student will be asked to present the following:
- A current Registered Nurse license. Students who do not hold a Registered Nurse license must present verification of the license within 3 months of beginning the program.
- Satisfactorily complete a criminal background check

Prior to the start of NUR 4330 and NUR 4340, the student will be asked to present the following:
- 10-panel drug test
- Fingerprinting if clinical site requires
- Current American Heart Association Health Care Professional Basic Life Support Card
- Immunization records

**Academic Credit from Associate Degree or Diploma Programs**

Graduates of community college associate degree and diploma programs will be awarded transfer credit on a course-by-course basis in accordance with University policies. An additional block of 30 credits will be awarded for successful NCLEX completion.

**Progression and Advancement**

1. It is the student’s responsibility to meet with a designated nursing advisor before the program begins and, prior to beginning the second fall semester, to complete the graduation audit. If the student deviates from their sequence of study, the student is strongly encouraged to meet with the academic advisor.

2. Students must complete designated requirements for each course in the nursing program before progressing to the next nursing course. Any exceptions must follow the change of program procedure and be pre-approved by the Student Affairs Committee and the Director. Student records will be validated for fulfillment of required courses.

3. To progress through the RN-BSN curriculum, students must achieve a grade of “C” or better in **ALL** nursing courses, support courses, and program requirements. This includes nursing core courses taken at WMU before entering the RN-BSN program. It also includes any BSN completion courses taken at other colleges or universities.
4. Students must pass the didactic, practice and written portions of **ALL** nursing courses to receive a passing grade. All methods of evaluation including practice, examinations and written work must be passed at an average of 75% or higher to pass the course. Students receiving less than a 75% average on examinations, less than a 75% average on writing assignments or unsatisfactory practice evaluations will receive a DC in the course as a final grade.

5. If a student receives a “W” or fails to receive a grade of “C” or better in one nursing course, the student may request reenrollment in that failed course. See “Change in Program of Study” for procedure to request reenrollment in a course.
   a. The first failure of a course in the nursing program may be repeated.
   b. Should a student fail to satisfactorily pass a nursing course at the end of a second enrollment, this student will be dismissed from the program.
   c. A second failure of a course in the nursing program will result in dismissal from the program.

6. Students who repeat a course will be required to follow an academic performance contract. This contract will be developed by the student and the faculty with whom the student retakes the course.

7. Students whose cumulative grade point average falls below 2.0 will not be allowed to progress in the nursing program until the grade point average is raised to 2.0 or above.

8. The WMU Bronson School of Nursing reserves the right to move students to another section of a nursing course to ensure that all students enrolled can be accommodated.

9. Students who don’t meet the Minimum Work Requirements for clinical attendance by the designated deadline specified by the clinical compliance coordinator will be dropped from their nursing courses and should complete a Change in Program of Study.

**Grades**

The following grading schema will be used in the WMU BSON:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
<th>Honor Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>95-100</td>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>90-94</td>
<td>BA</td>
<td>3.5</td>
</tr>
<tr>
<td>85-89</td>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>80-84</td>
<td>CB</td>
<td>2.5</td>
</tr>
<tr>
<td>75-79</td>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>70-74</td>
<td>DC</td>
<td>1.5</td>
</tr>
<tr>
<td>65-69</td>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>below 64</td>
<td>E</td>
<td>0</td>
</tr>
</tbody>
</table>
**Change in Program of Study**

The following students must submit a Change of Program Request.

1. A student who:
   a) wishes to request an alteration in the prescribed timeline for nursing courses. The sequence of courses and prerequisite courses may not be altered except in extenuating circumstances (see Professional Nursing Practice: Progression and Advancement in BSN Curriculum, page 6-7).
   b) receives a grade less than a “C” in a nursing, support course, or program requirement.
   c) fails to complete a co-requisite course.
   d) withdraws from a nursing course in good standing.
   e) tests positive on a preclinical drug screening.

   Those students must:
   a) write a formal letter to the WMU BSON Student Affairs Committee and director requesting a program alteration. At minimum, this letter will include a request for permission to alter the program of study, the reason the student is requesting a program alteration, and a brief statement outlining the student’s plan for future success. For example, if a student withdrew from a course because of a family hardship, a brief explanation should be provided. If a student fails a course, the student will provide a brief statement of responsibility for the failure and a brief plan to guide success.
   b) receive written approval from the WMU Bronson School of Nursing Director or designee.

2. If a student has been inactive in the nursing program in excess of one year, the Student Affairs Committee, in consultation with relevant faculty, will evaluate the student’s readiness to return and proceed. The student may be required to perform remediation as recommended by faculty.

3. Students requesting a change in program of study will be allowed to continue in the RN-BSN program based upon clinical and didactic availability. This will be a competitive process based upon cumulative grade point average, grades in nursing courses, documented deficits in performance patterns in nursing classes and the students’ written plan for success.

**Graduation**

An application for graduation must be filed according to the guidelines and deadlines as stated on the WMU Registrar’s website [https://wmich.edu/registrar/graduation](https://wmich.edu/registrar/graduation). Schedule an appointment with your WMU Bronson School of Nursing Advisor to complete a graduation application. To be eligible for graduation with a Bachelor of Science in Nursing degree, the student must have completed the required 122 hours of coursework with a minimum cumulative grade point average of 2.0.
Awards and Pinning Ceremony

Faculty host an awards and pinning ceremony for the graduating students prior to fall and spring semester graduations. All prelicensure graduates are encouraged to attend. In addition, the class officers should be in contact with the WMU BSON Office Associate to ensure that all aspects of the ceremony are completed. There is a WMU BSON pin available for purchase.

Misconduct


2. Proscribed conduct rules and regulations regarding the following behaviors are delineated in the student code: alcohol use, credit card misuse, dishonesty, disruptive behavior, drug possession, failure to comply, failure to provide identification, fire equipment misuse, hazing, identification misuse, obscene communication, physical or verbal abuse, sexual misconduct, telecommunication misuse, theft, unauthorized entry, key possession, unauthorized posting, violation of the law, violation of university policies and weapon possession or use. Initiation of charges against any nursing student regarding misconduct in these behaviors will follow the Office of Student Conduct protocol.

3. Proscribed policies and procedures regarding academic honesty and conduct are delineated in the WMU Undergraduate Catalog under “Students Rights and Responsibilities” (http://catalog.wmich.edu/content.php?catoid=24&navoid=974#gene_univ_poli). Violations of academic honesty include but are not limited to: cheating, fabrication, falsification and forgery, multiple submission, plagiarism, complicity and computer misuse. In addition, the process of charging a student with a violation, as well as the steps of due process, are delineated in the catalog. Nursing students are subject to these policies and procedures.

4. Nursing students who violate professional standards in clinical settings may be charged by a faculty member. These behaviors may include breach of patient confidentiality, chronic tardiness to nursing practice sites, unprofessional behavior, or other violations of the American Nurses’ Association Code of Ethics. The process includes:

   a) Any faculty member may file written charges against a nursing student for unprofessional conduct. Charges will be presented in writing and directed to the Chair of the Student Affairs Committee. Any charge should be submitted as soon as possible after the event takes place, preferably within five University business days.

   b) Within five University business days of submission of the charge, the faculty member will meet with the student, the course coordinator, and the Chair of Student Affairs to
attempt negotiation and resolution.

c) If resolution is not reached, the Student Affairs Chair will refer the matter to the Student Affairs Committee for decision/resolution. A written recommendation will be made regarding the matter to the student and the faculty member.

d) If the recommendation/resolution is still not satisfactory to the student and faculty member, a copy of the written recommendation and the initial charges will be presented to the Director. Within ten University business days of receipt of the report, the Director will meet with the student and the faculty member who filed charges. A recommendation will be made regarding the matter to the faculty.

e) Faculty will make the final recommendation and the Director will notify the student.

**Appeals**

1. A student who chooses to appeal a final course grade that has been recorded by the Registrar on the student’s academic record or wants to appeal a decision to dismiss the student from the academic program must follow the process delineated in the WMU Undergraduate Catalog.

2. A student who believes that a WMU BSON incident/policy/decision has not been administered fairly may appeal the decision in the following manner.

   a) Within five University business days of the date of the incident/policy/decision in question, the student must submit a written report to the faculty member involved in the incident.

   b) Within five additional University business days, the faculty member and course coordinator will meet with the student to attempt to negotiate a resolution.

   c) If the problem is not resolved, the Student Affairs Committee Chair will be notified by the student in writing of the incident/policy in question. The Chair will meet with the faculty member and the student involved in the incident and present the data/information to the Student Affairs Committee.

   d) The Student Affairs Committee will make a recommendation in writing to the Director and notify the student of the recommendation.

   e) If the problem is still not resolved satisfactorily, the student must notify the Director in writing within five University business days of receiving the Student Affairs Committee decision. The Director collects information from the parties involved. The Director informs the student of the final decision.
University Resources regarding student complaints and appeal concerns

Student Complaints
WMU’s official definition of a complaint is “Any concern that WMU has violated a law, policy or incorrectly applied an established practice. Complaints may be academic or non-academic in nature. Complaints do not supersede or replace misconduct or grievance procedures already in place”.

BSON faculty takes student complaints very seriously and hope that minor differences can be resolved without recourse to filing an official complaint (link provided below). BSON students, faculty and staff are encouraged to demonstrate appropriate, effective, and respectful interpersonal communication. If issues occur, the parties’ involved should make a genuine effort to resolve them. It is recommended that the student initially meets with the individual directly involved, and if a resolution is not reached, the next step would be for the student to meet with the BSON Director. After meeting with the Director and no reasonable resolution reached, then the student is advised to proceed to initiate a formal complaint.

Formal Student Complaint Form

Appeals and Hardship Withdrawal
If there is a concern regarding an appeal or what constitutes a hardship withdrawal, the following links will provide the information that you need.

Ombuds
Ombuds WMU

Hardship Withdrawal
Hardship Withdrawal Process

Policy Changes
Approved policy changes will be made available to currently enrolled students through:

1. student representation on WMU BSON committees and Student Council; and/or
2. communication with course coordinators; and/or
3. the student handbook; and/or
4. direct communication from the WMU BSON.
**WMU Bronson School of Nursing RN-BSN Online Programs**

www.wmich.edu/nursing/academics/undergrad/rn-bsn

### Part-Time 2 Year Program

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
<th>Summer I &amp; II</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NUR3400</strong> Transition to Professional Nursing</td>
<td><strong>NUR3420</strong> Health Assessment Throughout the Lifespan</td>
<td><strong>STAT3660</strong> Data Analysis for Biosciences (4 CR)</td>
</tr>
<tr>
<td><strong>HOL3000</strong> Practices Integrative Care</td>
<td><strong>NUR3330</strong> Health Informatics</td>
<td><strong>WES-ES</strong> (prior to graduation) Credit need varies</td>
</tr>
<tr>
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<tr>
<th>Fall</th>
<th>Spring</th>
<th>Summer I &amp; II</th>
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<tr>
<td><strong>NUR3430</strong> Nursing Research – RN</td>
<td><strong>NUR4340</strong> Nursing Leadership and Management</td>
<td><strong>NUR4350</strong> Practicum (3 CR)</td>
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<tr>
<td><strong>NUR3220</strong> Health Care Ethics – RN</td>
<td><strong>NUR4330</strong> Population Based Nursing</td>
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### Full-Time 1 Year Program

Must complete STAT3660 (or equivalent) prior to starting 1 year program.

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<tr>
<th>Fall</th>
<th>Spring</th>
<th>Summer I &amp; II</th>
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<tbody>
<tr>
<td><strong>NUR3400</strong> Transition to Professional Nursing</td>
<td><strong>NUR3420</strong> Health Assessment Throughout the Lifespan</td>
<td><strong>NUR4350</strong> Practicum (3 CR)</td>
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<tr>
<td><strong>HOL3000</strong> Practices Integrative Care</td>
<td><strong>NUR4340</strong> Nursing Leadership and Management</td>
<td><strong>WMU-ES</strong> (prior to graduation) Credit need varies</td>
</tr>
<tr>
<td><strong>NUR3430</strong> Nursing Research – RN</td>
<td><strong>NUR3330</strong> Health Informatics</td>
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<tr>
<td><strong>NUR3220</strong> Health Care Ethics – RN</td>
<td><strong>NUR4330</strong> Population Based Nursing</td>
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NUR 3400: Transition to Professional Nursing (3 hours)
This transition course introduces the associate degree or diploma nurse to professional practice. Theoretical foundations, concepts of evidence based practice, and critical thinking are introduced and applied.

Prerequisites: Admission into the RN-BSN program and current licensure as a Registered Nurse

NUR 3420: Health Assessment throughout the Lifespan for RNs (3 hours)
NUR 3420 introduces the nursing student to the concepts and skills related to health assessment. The course is designed to provide the student with overview of the knowledge and skills needed to assess the health status of the individual from infancy through old age. Emphasis is placed on the assessment of physical, developmental, psychosocial, cultural, and spiritual dimensions of the individual. Emphasis is also placed on assessing the functional abilities of an individual and distinguishing normal from abnormal findings. The practice experience will provide students the opportunity for skill acquisition in history-taking, assessment, and documentation of assessment findings, focused on the adult client. An overview of variations of skills related to the mother-to-be, newborn, child, and elderly will be discussed. The expected level of proficiency is basic competency in assessment of the healthy adult.

Prerequisites: NUR 3400 or special permission

NUR 3330: Health Informatics (3 hours)
This course is designed to familiarize the undergraduate health professional student with the present and potential impact of health care informatics on nursing and other allied health disciplines. It will also address how informatics tools and systems can assist in providing solutions to health care provider education and practice. An emphasis is placed upon the provider’s role as a leader and advocate for change in this rapidly emerging field.

Prerequisites: Minimum of 42 credit hours completed with a grade of “C” or better in all courses; and (CIS 1020 or CIS 1100 or CS 1000 or FCS 2250) with a grade of “C” or better, or permission of instructor.

NUR 3220: Health Care Ethics (3 hours)
This course introduces students to ethical principles and issues in health care in both national and global contexts. Students will use ethical theories, principles, values, and moral reasoning to analyze complex ethical decisions. The course offers the learner an opportunity to develop, implement, and evaluate a variety of approaches to ethical concerns of the 21st century. This course meets the student learning outcomes in the WMU Essential Studies Level 3- Connections, Global Perspectives Course Category. This course also meets the Diversity and Inclusion student learning outcome.

Prerequisites: Minimum of 45 credit hours completed.

NUR 3430: Nursing Research - RN (3 hours)  
This course is designed to provide a foundation for the use of research findings as a basis for practice. The course focuses on nursing research as it relates to the theoretical foundations of the discipline of nursing and to the development of a scientific basis for nursing practice. It prepares the learner to understand the language of science and the processes of scholarly inquiry. It also
prepares the learner to read, interpret and evaluate selected nursing studies and appropriately determine the clinical relevance of study findings and their implications for practice. The primary goals of the course are to explore the impact of research upon the profession of nursing, and to examine the research process as it relates to the practice of nursing. This course meets the baccalaureate requirements for being a writing intensive course.

**Pre-requisites:** STAT 3660; NUR 3400; NUR 3420; NUR 3220

**NUR 4330: Population Based Nursing - RN (3 hours)**
This course focuses on nursing roles and interventions for vulnerable populations emphasizing primary, secondary, and tertiary levels of prevention. Students will examine determinants of health, apply theories of health behaviors change, and evaluate outcomes of care for a vulnerable population. Health policies and health economics and their effects on the delivery of health services will be discussed from local to global perspective. Nursing practice takes place in a variety of community settings. This course satisfies WMU Essential Studies Level 3: Connections – Local and National Perspectives Category.

**Pre-requisites:** NUR 3400 and NUR 3430

**NURS 4340: Nursing Leadership and Management-RN (3 hours)**
This course introduces the leadership roles and management functions expected of a professional nurse with an emphasis on patient safety and quality improvement.

**Pre-requisites:** NUR 3400 and NUR 3430

**NUR 4350 Leadership and Population Based Nursing Practicum (3 hours)**
This clinical experience allows the student to apply the theoretical knowledge learned in leadership and population-based nursing courses. The student, in partnership with a nurse leader in the assigned setting, will actively engage and contribute to a project within that setting. A clinical component is required for this course.

**Prerequisites:** NUR 4330 and NUR 4340 with a grade of “C” or better
Nursing Students' Responsibilities and Rights

Advising

It is the students’ responsibility to ensure that they have successfully completed all requirements for graduation by the prescribed semester. Academic advising is provided to assist in this process and is a partnership, shared by the faculty, the student, and the academic advisor. The student must schedule appointments with the WMU BSON advisor and be prepared for advising appointments. The advisor guides the students regarding sequence and program requirements. The student is also assigned to a faculty advisor who contributes to the overall advising process. Students can monitor their progress toward degree completion in Degree Works at www.wmich.edu/registrar/graduation-bachelors.

Student Policies

Students' rights are published in the WMU Undergraduate Catalog. Students are responsible for knowing and adhering to the policies and recommendations set forth in the current edition of the WMU Undergraduate Catalog regarding the following matters:

1. Academic honesty
2. Conduct in research
3. Academic conduct violation: consequences and appeal
4. The Family Educational Rights and Privacy Act
5. Sexual harassment and sexism
6. Discrimination: complaints and grievance
7. Academic grade appeals / program dismissal
8. President's statement on racial and ethnic harmony

In addition, the Student Code of WMU further elaborates and sets boundaries on behaviors related to the health, safety or property of others. The Student Code also describes due process and judicial hearing procedures governing other illicit student behaviors such as: illegal drug use, unauthorized entry, assault, disorderly conduct, etc. http://catalog.wmich.edu/content.php?catoid=24&navoid=974

Grades and Transcripts

Your transcript is the official, permanent record of all the courses you have enrolled at Western Michigan University. Classes you have attended at other institutions do not show on your WMU transcript. Western Michigan University has authorized Parchment Exchange to manage the ordering, processing, and secure delivery of student transcripts. Students will be required to open a “one time” account for this service. Complete directions and fees for this service can be found on the Registrar’s web page under the Transcripts tab. Grade reports are available to students through the online course site. The system of grades and honor points, policies on incomplete grades, and grade changes are described on the Registrar’s web site, in the Undergraduate Catalog and the Student Handbook. Enrolled students who wish access to academic files may do so by making a request of the program.
Nursing Practice - Course Guidelines

Attendance and Participation Requirements
Attendance is expected during educational interactions. Attendance and participation requirements are outlined in the syllabus for each course. In the event of illness or crisis, students are expected to notify the faculty and to participate in planning options to make up the missed learning experience. The manner in which the time or experience is made up is between the student and the responsible faculty person. If makeup hours cannot be arranged within the time parameters of the semester, the student may request an incomplete for the course if the student has successfully completed all other requirements of the course.

Unexcused Absences from Clinical
Students who do not meet minimum work requirements cannot attend clinical experiences and the absence is considered unexcused. Failure to meet practice site requirements may delay your progress toward graduation and could deter successful graduation altogether.

Minimal Work Requirements (MWR) are determined by our practice partners and are a baseline minimum needed to attend any clinical site where we have an affiliation agreement. Although some sites may require less than the MWR outlined by BSON, meeting all MWR is reasonable assurance students can attend clinical sites chosen or assigned within our program of study. Clinical experiences include, but are not limited to:
- Practice sites, such as hospitals, schools, and community organizations
- Virtual simulated case studies, discussion, or debriefing
- In-person lab-based simulations

An unexcused absence will result if a student does not meet MWR and will result in a learning contract. Missing any clinical experience may result in a lowered grade, missed opportunity for assessment to evaluate your successful completion of the clinical portion of the course.

Faculty are not obligated to provide substitute or alternative clinical experiences based on an unexcused absence. A grade for that missed clinical experience will be reflected on the clinical evaluation tool under Professionalism:Completes and maintains the necessary requirements for clinical practice.

The condition of satisfactory performance is reflected on the clinical evaluation and will guide the outcome of the clinical experience. Any unsatisfactory performance at the midterm evaluation will result in a performance contract. The course and clinical coordinator will be notified if any student is placed on a performance contract.

Attendance at Practice Site while Chemically Impaired (Alcohol or Drug)
The ANA Code of Ethics states “Nurses must protect the patient, the public and the profession from potential harm when practice appears to be impaired” (ANA, 2015, 3.6) http://www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses/Code-of-Ethics-For-Nurses.html). In addition, the faculty abides by the ANA Scope and Standards of Practice, 4th ed. which states that “Registered nurses are accountable for their professional actions to themselves, healthcare consumers, peers, and ultimately to society.” “(ANA (2021). Nursing, Scope and Standards of Practice, Silver Spring, Maryland, p. 4-5).
Due to the nature and seriousness of nursing practice, it is essential that all nursing students in the didactic or clinical environment be unimpaired at all times. Impairments can be drug or alcohol induced in nature. Any student in a clinical or laboratory site suspected of being drug or alcohol impaired will be confronted by an instructor/supervisor to ascertain the degree of impairment. Signs and symptoms of possible substance-related impairment include, but are not limited to, odor of alcohol or cannabis (marijuana) on the student, slurred or incoherent speech.

**Protocol for Encountering a Chemically Impaired Student**

If in the judgment of the instructor or supervisor a student is deemed to be substance impaired, the student will be immediately removed from patient contact. Agency policy is then followed. If the agency policy does not include drug testing, it is the policy of WMU BSON that the student undergoes testing for the presence of drugs and/or alcohol. The clinical faculty is responsible for completing an agency incident report and the appropriate reporting form for WMU BSON.

Testing may be performed at the agency or at the Sindecuse Student Health Center or requested of an Emergency Department. Testing will be at the student's expense. Failure to agree to the test is defined as an admission of substance abuse and is handled according to WMU and BSON policies. Testing must be completed within one hour of the student being deemed impaired. If this does not occur, it may be presumed that the student has refused to be tested.

Any nursing student whose blood alcohol level or drug level is reported as positive to the Director of the WMU BSON or who declines to be tested will not be able to continue in clinical placement for the remainder of the semester and must immediately withdraw from all clinical nursing courses for the remainder of the semester.

The student will be entitled to all rights and responsibilities as outlined in the WMU Office of Student Conduct. [http://catalog.wmich.edu/content.php?catoid=24&navoid=974](http://catalog.wmich.edu/content.php?catoid=24&navoid=974)

Permission to re-enroll in the course must be requested by sending a letter to the Student Affairs Committee asking for reinstatement. The letter must include the student’s plan for return with rationale for that return. Permission will be dependent on the conditions specified below as well as space available in the class.

Reinstatement within the nursing course must include the following conditions:

1. Referral to and enrollment in an alcohol or drug rehabilitation program approved by the WMU BSON
2. Disclosure from student’s alcohol or drug treatment program documenting successful progress and prognosis for long-term recovery with the health care professional’s recommendation that the student may re-enter the nursing course.
3. Negative drug screening prior to return to the course and clinical placement.
4. Random negative alcohol or drug screening as determined by the WMU BSON director in consultation with the director of the approved alcohol treatment program.
5. For the continuation of the student’s undergraduate career in the WMU nursing program, the student will be subject to random drug testing at the discretion of the Director of the WMU BSON.
A subsequent positive alcohol or drug screen will result in immediate expulsion from the nursing program, with no option of returning. Any student may be asked to submit to a test for blood alcohol or to a breathalyzer test at any time. If the policies of a clinical site are more restrictive than those outlined above, they will take precedence.

**Attendance at Practice Site Sleep Deprived/Fatigue Impaired**
Current research related to sleep deprivation and fatigue clearly demonstrate that attending clinical learning immediately following a work shift decreases students’ ability to learn new material and increases the potential for patient care errors. ANA position statement: https://www.nursingworld.org/~49de63/globalassets/practiceandpolicy/health-and-safety/nurse-fatigue-position-statement-final.pdf

Students are expected to arrange their work, study and social activities so that the student attends clinic in the best state possible to be a safe and successful learner.

**Student Preparation**
Preparation is expected for assignments in each nursing practice course as specified in individual course objectives. A nurse must be accountable and prepared to care for clients. Preparation includes knowledge, attitude, and skills. Consequences and remediation strategies for students who are not prepared to deliver safe care will be determined by the faculty member. Consistent absences and poor preparation may constitute grounds for failure of a nursing practice course.

Faculty reserve the right to prohibit continuance or readmission of the student to the clinical setting in cases where, in the professional judgment of the faculty, student or client welfare is in jeopardy.

**Student Email**
The official WMU issued student email is the only email address that may be used for academic purposes. This email address typically takes the form firstname.middleinitial.lastname@wmich.edu or firstname.lastname@wmich.edu. All communication between students and faculty/staff of the university will come from this address.

**Student Communication Responsibility**
- Attend to university email and e-learning site daily when in session.
- Attend to University email weekly when not in session
- Respond to program and faculty emails promptly within 48 hours.
- Students with repeated non-response to program/faculty emails may jeopardize clinical placement(s) in the desired semester which may mean they are not able to take a course. Students that do not respond to emails may warrant an Academic Warning, an Academic Performance Contract or academic hold.

**Course Syllabi**
It is recommended that students keep course syllabi. If an extenuating circumstance occurs and a student needs to transfer to another school, having a complete syllabus will help another program determine which courses may need to be taken.
**Computer requirements**
WMU on-line courses require access to broadband Internet access. COMPONENT REQUIREMENTS

<table>
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<tr>
<th>Component</th>
<th>Requirements</th>
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<tbody>
<tr>
<td>Operating Systems</td>
<td>• Windows: Windows 10, Windows 11 (recommended)</td>
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<td></td>
<td>• MacOS: MacOS 11 “Big Sur”+, MacOS 12 “Monterey”+ (recommended)</td>
</tr>
<tr>
<td>Laptop hardware</td>
<td>• Processor: Intel Core i3-8xxx or equivalent (Intel Core i5-8xxx or higher recommended)</td>
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<td>• RAM: 8GB (16GB or more recommended)</td>
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<td>• HD: 250GB+ (Solid State highly recommended)</td>
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<td>• Monitor/Screen: 1366x768+ (1920x1080 or higher recommended)</td>
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<td>• Built-in WIFI (802.11 ac/g/n)</td>
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<td>• Webcam: “HD” recommended (720p or higher)</td>
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<td>• Microphone: internal or external</td>
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<td></td>
<td>• External mouse (Optional)</td>
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<tr>
<td>Software</td>
<td>• Microsoft Office Suite 2019 or higher (or compatible Office Suite)</td>
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<td></td>
<td>• Office 365 is available to <a href="#">download for free for WMU students</a></td>
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<td></td>
<td>• Adobe Acrobat Reader</td>
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<td></td>
<td>• Chrome, Firefox, and Microsoft Edge are sufficient web browsers</td>
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<td>• Antivirus Software (current release)</td>
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Note: Students should be able to perform basic computing tasks, such as performing internet searches, uploading and downloading documents and using email. Students should also have a basic level of proficiency using Microsoft Word, PowerPoint, and Excel.

**Dress Code Guidelines**

Personal appearance must comply with clinical facility policy.

**Identification**
Students must wear the WMU name pin, printed with their first and last name, during nursing practice experiences. Additional identification may be required by practice sites.

**Uniform**
Nursing students will be required to have both an approved hospital (scrub) uniform and a community uniform. The scrub uniform will consist of a black uniform top and khaki-colored uniform pant. The community uniform will consist of a black short-sleeved polo shirt with the “WMU BSON” embroidered emblem and a khaki colored pant, (no cargo or jean material). A lab coat with the WMU BSON embroidered emblem will also be required. One set of uniforms (scrub/community) and one lab coat will be purchased by the Bronson School of Nursing for each student entering the professional nursing program. Uniform/lab coat replacements or additions will be the financial responsibility of the student. Students are allowed to purchase a black long sleeved polo or a black v-neck cardigan with pockets from the current vendor with the logo as optional pieces with the uniform.
Shoes
Students will wear footwear which is clean, closed toe and heel, polished, and in good repair. Footwear will be appropriate to the work duties and responsibilities performed and meet the safety needs of the work environment. Students assigned to inpatient care areas will wear white shoes or black shoes without excessive logos (example neon, glitter, etc.), while students in outpatient practice sites will conform to the practice site requirements. It is recommended that students purchase one pair of shoes to be dedicated and used exclusively for inpatient clinical experiences.

Hair
Hair must be combed, clean and neat. Students who work in patient care areas or with machines must have their hair pinned off their shoulders and secured away from their face in order to promote safety for self and patients. Facial hair must be clean and trimmed and beard must be of an appropriate length to promote safety for self and patients.

Nails
Nails must be clean and well groomed. In some practice sites, artificial nails are prohibited for infection control reasons. In addition, nail art is not appropriate for the health care environment.

Jewelry
The wearing of jewelry must be consistent with the safety of patients and professional work environment. No jewelry which poses a safety or health risk to students or patients will be allowed. Students may wear post earrings or small hoops. Body piercing(s), including but not limited to eyebrow, nose, lip and multiple ear piercings, must be appropriately concealed or removed.

Tattoos
Visibility of tattoos must comply with agency policy.

Transportation Requirements
Students are responsible for their transportation to clinical settings and home visits. Students should allow adequate time to travel to arrive at their destinations on time, especially in winter months. Students who do not have access to a car should use public transportation or make arrangements to carpool. Parking spaces are often limited at many locations.

Health Requirements

My Record Tracker
The BSON Clinical Compliance Coordinator will set up the “My Record Tracker” account with Certiphi. Once this account is established, students will receive an invitation from “My Record Tracker” to complete their identifying information and then can immediately start uploading all required documents. It is the student’s responsibility for keeping all documents updated. The following are the required documents:

• Student Information Release Authorization
• Statement of Good Health
• Fit mask test/PAPR
• Proof of immunizations
• Proof of Cardio Pulmonary Resuscitation for Provider or BLS by American Heart Association
• Approved facility HIPAA and OSHA documents
• Employer criminal background check
• Drug testing
• World Health Organization: Infection Prevention and Control (IPC) for Novel Coronavirus (COVID-19)

Students whose documents are incomplete or expired will not be allowed in the clinical setting.

_Student Information Release Authorization_

A Student Information Release Authorization document is located in the “My Record Tracker” website under documents. Students will print, sign and upload the required document.

_Immunizations_

Undergraduate nursing students entering a health facility for their clinical experience must adhere to the requirements of that facility. It is expected that all students will receive the immunizations required by our practice partners to attend clinical.

Students who don’t meet the MWR for clinical attendance by the designated deadline specified by the clinical compliance coordinator will be dropped from their nursing courses and should complete a change of program plan.

The following documentation must be uploaded into My Record Tracker, which is required of all students who will be enrolling in courses with a clinical component:

_Tuberculosis Screening:_

Student must provide documentation that they are free of tuberculosis. A negative two-step PPD or one negative TB IGRA blood test, OR a positive screen with a negative chest x-ray, OR a history of a positive TB screen with a negative chest x-ray and treatment with appropriate anti-tubercular drugs is required. Chest x-rays are good for 5 years and must be accompanied by the WMU TB Questionnaire available on myRecordTracker in the documents section. Annual TB testing will not be required unless specifically requested by the student’s clinical site. If renewal is required, a one-step TB screening OR IGRA blood test is required. If a student should convert to positive, then appropriate evaluation and treatment must be sought before the student can return to the program.

_Influenza:_

Students are required to receive the influenza vaccine on a yearly basis. Students must receive a flu shot that is available after August 1st through October 15th of each year. The Influenza requirement is due no later than November 1st of each calendar year. Note: Clinical sites may have an earlier deadline.

_MMR – Mumps, Rubeola (American Measles), Rubella (German Measles)_

Please provide a record of two shots of MMR or a positive titer result. If only negative titer is provided, then documentation of initial 2 MMR shots must be provided. Proof of 2 shots MMR is sufficient for approval regardless of negative titer.

_TDAP:_

Tetanus, Diphtheria and Pertussis within the last 10 years.

_Hepatitis B Vaccine_
Students must have received 3 doses of Hepatitis B vaccine OR Heplisav-B OR been tested for the presence of surface antibodies OR be in the process of completing the series. Provide documentation that you have received 3 doses of the Hepatitis B vaccine. If you undergo this immunization series now, you must also provide serologic testing (anti-HBs (HBsAb) titer) that is done 1-2 months after the third dose (negative serologic results will require the Hepatitis B series to be repeated).

**Varicella**
Students must have had 2 shots of varicella vaccine, or titer of positive varicella serologic testing. Physician confirmation of confirmed case is acceptable. If only negative titer is provided, then documentation of initial 2 varicella shots must be provided. Proof of 2 shots Varicella is sufficient for approval regardless of negative titer.

**COVID**
Students must provide documentation of COVID-19 vaccination (2 doses of Pfizer or Moderna, or 1 dose of Johnson & Johnson/Janssen). Additional doses may be required in the future.

*Certified Cardio Pulmonary Resuscitation for Health Professionals*
All students enrolled in nursing practice courses must have a valid BLS for the HealthCare Provider from the American Heart Association.

*Standard Precautions and Health Insurance Portability and Accountability Act*
Students are required to provide written verification of understanding of Standard Precautions and Health Insurance Portability and Accountability Act annually. Approved facility HIPAA and OSHA documents can be uploaded to My Record Tracker for approval.

**COVID**
Covid guidelines and requirements may change throughout the semester. Students will follow the guidelines outlined by WMU: [https://wmich.edu/covid-19](https://wmich.edu/covid-19).

Students will follow the clinical agency’s Covid-19 procedures while at the clinical agency

*Body Fluid Exposure Policy*
Students and faculty members are expected to respond immediately to incidents of exposure to blood or other body fluids through puncture, cut, splatter or aerosolization. If practice agency policy and WMU BSON policy are in conflict, WMU BSON policy takes precedence.
In the event of an exposure to a puncture wound or bodily fluid, the student will:

1. **For breaks in skin:** Needle stick, puncture wound, laceration, bites, scratches, dermatitis, abrasions,
   a. wash the exposed area immediately with soup and water
2. **For splash exposure to mucus membranes:**
   a. **For exposure to eyes:**
      i. For droplet exposure flush eyes with 30-50 mL of water, lactated ringers, saline
      ii. For grossly bloody contamination to mucus membranes, rinse for 10-15 minutes with water, lactated ringers, or normal saline.
3. **For exposure to mouth**
   a. Rinse with water and spit until the substance is removed. Mouthwash or diluted hydrogen peroxide (1:4) are also acceptable as mouth rinse
4. Report incident immediately to the faculty member and facility/agency liaison.
5. Complete any required agency forms (incident report).
6. Within 24 hours complete the WMU-BSON Body Fluid Exposure form (obtain from practice instructor).
7. Obtain follow-up services of the student’s choice, at student’s expense. The exposed person, student or faculty, will report all exposures to Sindecuse Student Health Center. The exposed person may be followed up for the exposure with the Sindecuse triage nurse.

In the event of an exposure to a puncture wound or exposure to bodily fluid of a student under his/her clinical supervision, the Clinical Instructor will:
   1. Report incident immediately to the Director of WMU BSON.
   2. Assist student in completing any required agency forms and/or WMU BSON Body Fluid Exposure form and validate that student has notified facility/agency liaison.
   3. Within 24 hours obtain WMU BSON Body Fluid Exposure form from student and document the student’s decision as per follow-up option. Have student sign form.

**Suggestions for Needlestick or Other Contaminated Injuries**
   1. Obtain follow-up services of student’s choice.
   2. Practice instructor and/or facility/agency liaison will examine patient record to identify any patient conditions that require specific follow up testing or treatment.
   3. If the puncture wound is not associated with known patient (i.e., item found in linen or trash) the practice faculty are to inform agency Infection Control Nurse or Department of Infection Control of the injury. Student to pursue follow-up of choice.Consider ISG 3cc.
   4. If questions arise concerning the proper procedure to follow, the agency Department of Infection Control should be consulted.

**Policy on Criminal Background Check**

Pursuant to Section 20173 of the Michigan Public Health Code (http://www.legislature.mi.gov/%28S%28zncyql1rb0m2nvhynbp1y0iv%29%29/mileg.aspx?page=GetObject&objectname=mcl-333-20173a) and the requirements of clinical/field placement partners, a criminal background check is required for all professional students accepted into WMU BSON programs as a part of the process for placement in clinical practice sites. The criminal background check is conducted in order to verify that the individual has had no criminal convictions. These would include:

- any felony, or an attempt or conspiracy to commit a felony within 15 years immediately preceding the date of clinical privileges;
- a misdemeanor that involved abuse, neglect, assault, battery or criminal sexual conduct against anyone or fraud against a vulnerable adult or a state or federal crime that is substantially similar to such a misdemeanor, within the 10 years immediately preceding the date of clinical privileges.

The criminal background check will be conducted for all students. Students must go online to order their background check. Instructions on how to order the background check will be distributed to the appropriate students at the beginning of each semester.
If a student is arrested for or convicted of any of the criminal offenses covered by the Michigan Public Health Code Section 20173 after being admitted into WMU BSON and after completion of the initial criminal background check, the student is required to immediately inform the Director of WMU BSON.

Any student who has been convicted of a crime as indicated above or who is subsequently convicted of criminal offenses covered by Michigan Public Health Code 20173 will not be placed into the clinical/field placement of any course which requires such clinical/field placement, and will be removed from any such clinical/field placement if already placed. Completion of all clinical/field placements is a graduation requirement. A degree will not be granted to any student who does not successfully complete all required clinical/field placements.

**Policy on Fingerprinting**

Western Michigan University’s Bronson School of Nursing (BSON) has accepted the responsibility as a qualified entity pursuant to the National Child Protection Act of 1993 to request a criminal background check through an authorized agency of the State to determine whether a student who will be providing care in a clinical setting has been convicted of a crime that bears upon that individual’s fitness to have responsibility for the safety and well-being of children, the elderly, or individuals with disabilities.

Pursuant to Section 20173 of the Michigan Public Health Code ([http://www.legislature.mi.gov/%28S%28zncyql1rb0m2nvynbp1y0iv%29%29/mileg.aspx?page=GetObject&objectname=mcl-333-20173a](http://www.legislature.mi.gov/%28S%28zncyql1rb0m2nvynbp1y0iv%29%29/mileg.aspx?page=GetObject&objectname=mcl-333-20173a)) hospitals and clinical placement sites may not grant clinical privileges to providers of care (including students) if they have been convicted of a felony or certain misdemeanors. See section 333.20173a for relevant convictions. Thus, clinical placement sites may choose to order additional background checks such as fingerprinting as part of their student credentialing processes.

The Fingerprinting Procedure is as follows:

- Sign up for a time to complete the fingerprinting
- Sign the waiver and return to the BSN Coordinator at BSON
- Complete the Live Scan Form.
- Take the Live Scan form to Campus Safety
- Bring the completed Live Scan form to the BSN Coordinator at BSON

Pursuant to federal statute, an individual may challenge the accuracy or completeness of any entry on his or her Criminal History Record Information response. This may be done by requesting an appointment with the Director within 3-5 days of having the response reported to them. They will be given 30 days to rectify any questioned information within their record.

Any student who has been convicted of a crime as indicated above or who is subsequently convicted of criminal offenses covered by Michigan Public Health Code 20173 will not be placed into the clinical placement of any course which requires such clinical/field placement, and will be removed from any such clinical/field placement if already placed. Completion of all clinical placements is a graduation requirement. A degree will not be granted to any student who does not successfully complete all required clinical placements.
Policy on Drug Screening

Sites for student clinical placements are now requiring that a drug screen be completed annually as a prerequisite to placement. All drug screening will be performed by the approved WMU BSON contracted drug testing center. You will not be allowed to have the drug test performed at any other health care facility. Records of drug screening will be kept in an electronic file at the designated testing center.

The instructions and forms for drug screening will be distributed prior to the beginning of each semester. The drug screen must be completed before the student’s first day of clinical/field placement or the student must withdraw from the course. If a student’s drug screening is unacceptable to the placement site, they will not be placed into the clinical/field placement of any course which requires such placement. Further action may need to be taken regarding continuation in the WMU BSON as well.

Policy in the event of a positive drug screen:

Any nursing student whose drug screening is reported to the Director of the WMU BSON as positive for, but not limited to, amphetamines, cocaine, marijuana, opiates, PCP, barbiturates, benzodiazepines, methadone, propoxyphene or methaqualones will not be able to continue in a clinical placement and must immediately withdraw from the clinical site and the corresponding course or courses for that semester.

Students wishing to reenroll should refer to the Change in Program of Study policy included in this handbook. Reinstatement within the nursing course must include the following conditions:

1. Referral to and enrollment in a drug rehabilitation program approved by the WMU BSON.
2. Disclosure from student's drug treatment program documenting successful progress and prognosis for long-term recovery with the health care professional's recommendation that the student may re-enter the nursing course.
3. Negative drug screening prior to return to the course and clinical placement.
4. Random negative drug screening as determined by the WMU BSON director in consultation with the director of the approved drug treatment program.

A subsequent positive drug screen for any substance either with the same drug or any other listed drug (amphetamines, cocaine, marijuana, opiates, PCP, barbiturates, benzodiazepines, methadone, propoxyphene, methaqualones) will result in expulsion from the nursing program.

WMU Upsilon Epsilon Chapter of Sigma Theta Tau International Honor Society

The WMU Upsilon Epsilon Chapter of Sigma Theta Tau International Honor Society of Nursing (Sigma) is comprised of WMU BSON graduates, senior level undergraduate and graduate students, members of Sigma, and community nurse leaders who have met set criteria for membership. Society membership is a rewarding connection with nurses at the local, regional, national and international levels who share the need to make a difference.
The mission of the WMU Upsilon Epsilon Chapter is aligned with that of Sigma which is to provide leadership and scholarship in practice, education and research to enhance the health of all people. Sigma supports the learning and professional development of our members who strive to improve nursing care worldwide.

One can become a member in one of two ways:

1. Academic
   - **Current student** meeting the following criteria:
     - upper 1/3 of class
     - GPA ≥ 3.0

2. Professional
   - **Community members** who have demonstrated achievement in the areas of nursing education, practice, research, administration or publication. Requirements also include current RN licensure, and completion of a baccalaureate degree or higher in nursing or another field.
   - **Current Sigma member**: Can be a member of multiple chapters or honor societies

The tradition of honor societies is that individuals who qualify and who demonstrate leadership potential are recommended by current society members for an invitation to join. An invitation should be received with pride.

**Liability Insurance**

Students are covered by WMU's group liability insurance policy. Students may wish to carry an additional liability policy.

**The Americans with Disabilities Act (ADA), 1990**

The Americans with Disabilities Act (ADA), 1990, was promulgated by the United States Congress to prohibit discrimination against qualified individuals with disabilities. Disability is defined in the Act as a person with a) physical or mental impairment that substantially limits one or more of the major life activities of such individuals; b) a record of such impairment; or c) being regarded as having such an impairment. A "qualified individual with a disability" is one, with or without reasonable accommodation or modification, meets the essential eligibility requirements for participation in the program.

Amendments to the Americans with Disabilities Act (ADA) signed into law on September 25, 2008, clarify and reiterate who is covered by the law’s civil rights protections. The “ADA Amendments Act of 2008” revises the definition of “disability” to more broadly encompass impairments that substantially limit a major life activity. The amended language also states that mitigating measures, including assistive devices, auxiliary aids, accommodations, medical therapies and supplies (other than eyeglasses and contact lenses) have no bearing in determining whether a disability qualifies under the law. Changes also clarify coverage of impairments that are episodic or in remission that substantially limit a major life activity when active, such as epilepsy or post traumatic stress disorder. The amendments took effect January 1, 2009.

Any student with a documented disability (e.g., physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact Disability Services at 387-2116 at
the beginning of the semester. A disability determination must be made by this office before any accommodations are provided by the instructor.  http://www.wmich.edu/disabilityservices

### Financial Assistance and Scholarship

All scholarship applications are due February 1 for the following academic year.

**Borgess Excellence in Nursing Scholarship**  
The Borgess Excellence in Nursing Scholarship shall be awarded to an admitted undergraduate nursing student. The student may be full or part time with demonstrated financial need and must maintain a minimum GPA of a 3.0. The student must be willing to participate in the Borgess Nurse Extern Program upon meeting the requirements. The scholarship is renewable for an additional three years with demonstrated satisfactory academic progress. Disbursement shall be determined by available funds with a minimum of one award annually.

**Bronson Health Foundation Scholarship**  
The Bronson Health Foundation Scholarship shall be awarded to a full-time undergraduate nursing student. Preference shall be given to a student who is a resident of Kalamazoo county with a minimum grade point average of 3.0. Financial need as determined by the Office of Student Financial Aid shall be a secondary consideration. A minimum of one award shall be provided annually with an award amount of not less than $500 nor greater than $2000 and shall be divided equally among the recipients. The scholarship is renewable for up to three academic years. Recipients must maintain satisfactory academic progress.

**Bronson Methodist Hospital School of Nursing Alumni Scholarship**  
The Alumni Association of the Bronson Methodist Hospital School of Nursing Scholarship shall be awarded to full-time or part-time, undergraduate or graduate student who has been accepted into the WMU Bronson School of Nursing. Preference shall be given to an alumnus of the Bronson Methodist Hospital School of Nursing. The student must maintain a minimum grade point average of 3.0. The Scholarship is renewable for up to four academic years with demonstrated satisfactory academic progress. Disbursement shall be determined by available funds with a minimum of one award provided annually.

**Loren E. and Nellie M. Clark Nursing Scholarship**  
The Loren E. and Nellie M. Clark Nursing Scholarship shall be awarded to an admitted undergraduate or graduate nursing student representing a non-dominant underrepresented culture. The student may be full or part time and must maintain a 2.25 grade point average. The scholarship shall be renewable with demonstrated satisfactory academic progress. Disbursement shall be determined by available funds with a minimum of one award provided annually.

**The Sidney J. and Sharie L. Falan Scholarship**  
The Sidney J. and Sharie L. Falan Scholarship is awarded to a senior level (4000) student who is a member of the Student Nurses’ Association. The recipient shall have a minimum 3.5 GPA and have an interest in nursing administration or informatics which will be demonstrated through a two hundred and fifty (250) word essay describing a current issue in the use of technology for health care delivery and how it applies to their practice.
F. W. and Elsie Heyl Scholarship
The F.W. and Elsie Heyl Scholarship is awarded to high school seniors from Kalamazoo Central and Loy Norrix high schools and seniors from other high schools or home school programs who will earn certificates of completion from the Kalamazoo Area Math and Science Center who are admitted to the WMU BSON. Alumnae of KPS (any year) or of other eligible programs (class of 2009 or later) are also eligible to apply. If a substantial length of time has elapsed between high school graduation and application, post-secondary coursework and evaluations may be required. The scholarship provides tuition, fees, housing and a book allowance. Specific details regarding the eligibility and maintenance criteria are being worked out. Please see the Student Advisor for further information.

Rosalie Clauwaert Lloyd Memorial Scholarship
The Rosalie Clauwaert Lloyd Memorial Scholarship for Nursing Education is distributed through the Kalamazoo Foundation. The annual scholarship is intended to benefit a Kalamazoo County High School graduate who is enrolled in the nursing curriculum. Students must have a demonstrated financial need and commitment to the ideals of the profession.

Marie F. Gates Scholarship
The Marie F. Gates scholarship shall be awarded to full-time students majoring in Nursing. At the time of application, undergraduate students shall have a minimum 3.5 grade point average and graduate students shall have a minimum 3.7 grade point average. Preference will be given to first generation students (i.e., students whose parents did not graduate from college).

Nicole Jennings Endowed Scholarship in Nursing
The Nicole Jennings Endowed Scholarship in Nursing shall be awarded to a full-time sophomore, junior or senior enrolled in the School of Nursing. The recipient shall have a minimum cumulative 3.0 GPA at the time of application. Recipients must be graduates of a Michigan or Wisconsin high school. Preference shall be given to students who demonstrate financial need due to socioeconomic disadvantages.

Theodore and Hazel Perg Scholarship
The Theodore and Hazel Perg Scholarship is awarded to eligible WMU BSON students who have graduated from Southwest Michigan high schools in Allegan, Barry, Berrien, Branch, Calhoun, Cass, Kalamazoo, St. Joseph, or Van Buren counties. The scholarship, initiated by Theodore Perg in memory of his wife Hazel, is intended to benefit the nursing profession and ultimately humanity by providing financial assistance to students who would not otherwise be able to pursue their education in nursing. The scholarship is designed to support the cost of tuition, books, and other educational expenses. The scholarship is renewable each year as long as the recipient is enrolled in the WMU BSON. While the scholarship is based in part upon need, recipients are not required to meet the same guidelines established by the federal government.
Lois I. Richmond Nursing Scholarship
The Lois I. Richmond Nursing Scholarship shall be awarded to a full-time undergraduate nursing student. Preference shall be given to eligible students who have demonstrated a financial need and have a minimum grade point average of 3.0 at the time of application. The amount of the scholarship shall be determined by fund accruals with half of the amount applied to the fall semester and the remainder to the winter semester. The scholarship is renewable as long as the recipient remains a full-time undergraduate nursing student and demonstrates satisfactory academic progress.

Anastasia E. Schauer Memorial Scholarship
The Anastasia E. Schauer Memorial Scholarship shall support scholarships for students enrolled in the Bronson School of Nursing BSN program who have a minimum 3.0 GPA. Preference will be given to transfer students from Kalamazoo Valley Community College.

Lessie Mae Terrell Scholarship
The Lessie Mae Terrell Scholarship shall be awarded to a full time sophomore, junior or senior enrolled in the School of Nursing. The recipient shall have a minimum cumulative 3.0 GPA at the time of application. Preferences shall be given to students who demonstrate financial need due to socioeconomic disadvantages. Current recipients may reapply for this scholarship the next academic year provided they have demonstrated satisfactory academic progress.

June M. Sherman Spirit of Life Scholarship
The June M. Sherman Spirit of Life Scholarship shall be awarded to non-traditional students, defined as either students who are single parents or from working single parent families. Preference shall be given to, but not limited to, students indicating a career interest in mental health, pediatrics, oncology or nursing administration. The scholarship shall be available to third and fourth level students and shall be renewable up to a maximum of two consecutive academic years. The recipients shall have, and maintain, a 3.0 minimum grade point average. The scholarship fund has been established by V. Clayton Sherman in honor of his mother, June M. Sherman and his late sister, Nola Benson both of whom were nurses. Scholarship amount and disbursement shall be determined by fund accruals.

Harold S. and Edna P. Nedeau Endowed Nursing Scholarship
The Harold S. and Edna P. Nedeau Endowed Nursing Scholarship will support a first generation college student who is either an undergraduate nursing student with financial need or a graduate nursing students in the nursing education track with financial need. If there is not a first generation college student available in a given year, the fund shall support an undergraduate nursing student or graduate student in the nursing education track with financial need.

Dorothy and Phillip Law Memorial Endowed Scholarship
The Dorothy and Phillip Law Memorial Endowed Scholarship will be awarded to a full-time undergraduate majoring in nursing. Preference will be given to a student(s) in their junior year. The award shall be available for expenses for up to five semesters of continued study.
Other Scholarships

Opportunities for scholarship assistance may occur during the year. When these opportunities arise, students will be informed so they may take advantage of those opportunities.

Career Services

Assistance with career questions and job search preparation is offered free of charge by the Office of Career & Student Employment Services: http://www.wmich.edu/career/students. This website offers services including career fairs, resume critiquing, individual advising sessions, and workshops on resume writing, job search strategies, and interviewing. A career resource library, workshops, employer visits, and advising by appointment take place in the main office on the first floor of Ellsworth Hall (269 387-2745).