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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 WMU BSON undergraduate program is accredited through 2027 by the Commission on Collegiate Nursing Education (CCNE), 655 K Street NW, Suite 750, Washington DC 20001. The CCNE is an autonomous accrediting agency. As a “specialized professional accrediting agency, CCNE ensures the quality and integrity of baccalaureate and graduate nursing programs” (CCNE document).

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
<table>
<thead>
<tr>
<th>Administrative, Faculty and Staff – WMU Bronson School of Nursing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director and Professor                                       Mary D. Lagerwey, PhD, RN</td>
</tr>
<tr>
<td>Professors                                                   Kelly D. Ackerson, PhD, WHNP, RN</td>
</tr>
<tr>
<td>Associate Professors                                         Yvonne Ford, PhD, RN</td>
</tr>
<tr>
<td>Karen Schieman PhD, RN</td>
</tr>
<tr>
<td>Assistant Professors                                         Elissa Allen, PhD, RN</td>
</tr>
<tr>
<td>Kelley Pattison, PhD, RN</td>
</tr>
<tr>
<td>Maria Roche-Dean, PhD, RN</td>
</tr>
<tr>
<td>Lisa Singleterry, PhD, RN, CNE</td>
</tr>
<tr>
<td>Pamela Wadsworth, PhD, RN</td>
</tr>
<tr>
<td>Master Faculty Specialists                                  Jennifer Brown, MSN, RN</td>
</tr>
<tr>
<td>Wendy Kershner, MSN, CPNP, RN</td>
</tr>
<tr>
<td>Susan Nelson, MSN, FNP, RNC</td>
</tr>
<tr>
<td>Sally Sutkowi, MSN, RN</td>
</tr>
<tr>
<td>Sally Vliem, PhD, CPNP, RN</td>
</tr>
<tr>
<td>Faculty Specialist II                                        Kristi Block, MSN, RN</td>
</tr>
<tr>
<td>Sofia Darling, MSN, RN, CPN</td>
</tr>
<tr>
<td>Joanne DeWit, MSN, RN</td>
</tr>
<tr>
<td>Julie Eileenberg, ACNP-BC, MSN, RN</td>
</tr>
<tr>
<td>Jaime Rohr, MSN, RN-BC</td>
</tr>
<tr>
<td>Susan Houtrow, MNSc, CNS, RN</td>
</tr>
<tr>
<td>Dawn Smith, MSN, RN</td>
</tr>
<tr>
<td>Lori Van Zoeren, MSN, RN</td>
</tr>
<tr>
<td>Michelle Yinger, MSN, RN</td>
</tr>
<tr>
<td>Manager Recruitment &amp; Outreach/Advisor                       Tracy Corstange, BA</td>
</tr>
<tr>
<td>Assistant Manager Recruitment &amp; Outreach                     John-Michael Duggan, BS, MA</td>
</tr>
<tr>
<td>Coordinator Nursing Clinical Operations                      Sofia Darling, MSN, RN, CPN</td>
</tr>
<tr>
<td>Administrative Assistant Senior                             Nannette Morningstar</td>
</tr>
<tr>
<td>Administrative Assistant I                                  Catherine Kimmel</td>
</tr>
</tbody>
</table>
## Fall Semester 2020

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 31 – Sept. 1</td>
<td>Advising Days</td>
</tr>
<tr>
<td>September 2, Wednesday</td>
<td>Classes Begin at 8 a.m.</td>
</tr>
<tr>
<td>September 7, Monday</td>
<td>Labor Day Recess</td>
</tr>
<tr>
<td>November 20, Friday</td>
<td>Final day of in-person instruction (ends at noon)</td>
</tr>
<tr>
<td>November 23-27, Monday-Friday</td>
<td>Fall Break &amp; Thanksgiving Recess</td>
</tr>
<tr>
<td>November 30, Monday</td>
<td>Classes Resume as Online or Distance Ed</td>
</tr>
<tr>
<td>December 14-17</td>
<td>Final Examination Week</td>
</tr>
<tr>
<td>December 19, Saturday</td>
<td>Semester Ends – Commencement</td>
</tr>
<tr>
<td>December 22, Tuesday</td>
<td>Fall Grades Due at Noon</td>
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## Spring Semester 2021

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Event</th>
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<tr>
<td>January 7-8</td>
<td>Advising Days</td>
</tr>
<tr>
<td>January 11, Monday</td>
<td>Classes begin at 8 a.m.</td>
</tr>
<tr>
<td>January 18, Monday</td>
<td>Dr. Martin Luther King, Jr. Day Recess, Convocation &amp; Activities</td>
</tr>
<tr>
<td>March 5, Friday</td>
<td>Spirit Day – no classes</td>
</tr>
<tr>
<td>March 8-12</td>
<td>Spring Break</td>
</tr>
<tr>
<td>March 15, Monday</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>April 26-29</td>
<td>Final Examination Week</td>
</tr>
<tr>
<td>April 30, Friday</td>
<td>BSON Pinning/Hooding Ceremony</td>
</tr>
<tr>
<td>May 1, Saturday</td>
<td>Semester Ends – Commencement</td>
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<tr>
<td>May 4, Tuesday</td>
<td>Spring Grades Due at Noon</td>
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## Summer I Session 2021

<table>
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<tbody>
<tr>
<td>May 10, Monday</td>
<td>Classes Begin at 8 a.m.</td>
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<tr>
<td>May 31, Monday</td>
<td>Memorial Day Recess</td>
</tr>
<tr>
<td>June 30, Wednesday</td>
<td>Session Ends</td>
</tr>
<tr>
<td>June 26, Saturday</td>
<td>Commencement</td>
</tr>
<tr>
<td>July 6, Tuesday</td>
<td>Summer I Grades Due at Noon</td>
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</table>

## Summer II Session 2021

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 1, Thursday</td>
<td>Classes Begin at 8 a.m.</td>
</tr>
<tr>
<td>July 4-5</td>
<td>Independence Day recess</td>
</tr>
<tr>
<td>August 20, Friday</td>
<td>Session Ends</td>
</tr>
<tr>
<td>August 24, Tuesday</td>
<td>Summer II Grades Due at Noon</td>
</tr>
</tbody>
</table>
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.
The Philosophy

Beliefs about Teaching and Learning

We believe that nursing students are adult learners, responsible for assessing their own learning needs, for seeking and using educational opportunities, and for preparing themselves to engage in a lifelong pursuit of learning and self-development.

We believe that faculty are responsible for facilitating learning through creation of an environment that fosters thoughtful exchange of ideas, critical thinking, guided experience with new concepts and skills, and opportunities for self-development.

We believe that the development of the professional nurse requires general education in the sciences, arts and humanities as well as content specific to the discipline of nursing.

Beliefs about the Practice of Nursing

We believe that the practice of nursing includes a broad range of activities, including direct patient care, research, administration, interdisciplinary collaboration, education, and setting the health policy agenda.

We believe that nursing practice is evidenced based (standards of practice) in order to provide the highest quality of care possible.

We believe nursing care is holistic, respecting the spiritual, cultural, physiological, and psychosocial dimensions of each client.

We believe that nursing services should add value to the lives of clients without unnecessary cost.

We believe nursing care is relationship-based and values diversity.

Beliefs about the Profession of Nursing

We believe that nursing is grounded in the ethical codes of the profession.

We value the autonomy of nursing as a discipline, including setting standards of practice, codes of moral behavior, and guidelines for educational programs.

We believe that nursing has a social contract with the community that is responsive to the needs of the community and based on partnerships that work together to make the community healthier.

Beliefs about Undergraduate Education in Nursing

Faculty in the Western Michigan University Bronson School of Nursing believe that preparation for professional nursing begins at the baccalaureate level.
Faculty believe that undergraduate nursing education should provide a foundation for practice that is congruent with the most current AACN “Essentials of Baccalaureate Education for Professional Nursing Practice.”

Faculty believe that the development of the professional nurse at the undergraduate level requires general education in the sciences, arts and humanities, as well as content specific to the discipline of nursing.

**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.

**Curriculum Goals and Content**

Nursing services embrace and address the holistic needs of individuals, groups, and communities for health, wellness, cure, and care.

Curricula are designed to promote the professional and personal development of learners in order to gain competence in increasingly complex concepts, skills, and abilities.

**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.
Progression and Advancement in BSN Curriculum

1. Students are required to follow the prescribed sequence of courses. Students must take each prerequisite and co-requisite for each course as described in the program of study. Students must complete designated requirements for each course in the nursing program before progressing to the next nursing course. The sequence of courses and prerequisite courses may not be altered except in extenuating circumstances. 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.

2. To progress through the Professional Nursing 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 professional program. It also includes any nursing core courses taken at other colleges or universities.

3. 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.

4. If a student receives a “W” or fails to receive a grade of “C” or better in a nursing course, the student may request reenrollment in the failed course. No more than one repeat of a nursing course is allowed during the program of study. See “Change in Program of Study” for procedure to request reenrollment in a course.

5. 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. Input of the faculty under which the student did not pass the course may also be considered.

6. 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.

7. Should a student fail a second nursing course after successfully passing a course in which the student re-enrolled, the student will be dismissed from the program.

8. 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.

9. 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.
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 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 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. This may be didactic and/or skill review.
3. Students requesting a change in program of study will be allowed to continue in the professional nursing 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.

4. Students who retake a course, clinical and/or lab will be placed in the appropriate section in consultation with the WMU Bronson School of Nursing Undergraduate Coordinator and the Director. This decision will take into consideration both the learning needs of the student and the most efficient and effective use of faculty.

**Graduation**

An application for graduation must be filed according to the guidelines and deadlines printed in the current WMU Schedule of Classes. Candidates must apply for graduation in the WMU BSON. 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.

In addition, prelicensure nursing students must plan their progression through the program of studies such that they are eligible for graduation the same semester that the student will complete NUR 4310 and NUR 4320.

**Awards and Pinning Ceremony**

Pinning ceremonies have been a tradition at schools of nursing. An awards and pinning ceremony is held for the graduating students on the Friday evening 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.

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.
## Sample Nursing Prelicensure Program

<table>
<thead>
<tr>
<th>Semester I</th>
<th>Credit Hours</th>
<th>Semester II</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 1510, 1520: Chemistry for Health Professionals I</td>
<td>4</td>
<td>CHEM 1530, 1540: Chemistry for Health Professionals II</td>
<td>4</td>
</tr>
<tr>
<td>BIOS 1910: Introduction to Human Biology and Anatomy</td>
<td>4</td>
<td>BIOS 2400: Human Physiology</td>
<td>4</td>
</tr>
<tr>
<td>HSV 2250: Growth, Development and Aging</td>
<td>3</td>
<td>PSY 1000: General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 2000: Principles of Sociology</td>
<td>3</td>
<td>ENGL 1050: College-Level Writing</td>
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**Total Credit Hours** 14

<table>
<thead>
<tr>
<th>Semester III</th>
<th>Semester IV</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 2200: Foundations of Nursing &amp; Critical Thinking</td>
<td>NUR 2300: Concepts of Health &amp; Wellness in Nursing Practice</td>
<td>4</td>
</tr>
<tr>
<td>NUR 2210: Nursing Therapeutics I</td>
<td>NUR 2310: Nursing Care of the Older Adult</td>
<td>4</td>
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<tr>
<td>NUR 2220: Health Assessment Throughout the Life Span</td>
<td>Area VII Gen. Ed.</td>
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<tr>
<td>BIOS 2320: Microbiology and Infectious Diseases</td>
<td>NUR 3350: Pharmacotherapeutics in Nursing</td>
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**Total Credit Hours** 15

<table>
<thead>
<tr>
<th>Semester V</th>
<th>Semester VI</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 3200: Nursing Care of the Childbearing Family</td>
<td>NUR 3220: Health Care Ethics (Area II Gen. Ed.)</td>
<td>3</td>
</tr>
<tr>
<td>NUR 3210: Nursing Care of Children and Families</td>
<td>NUR 3300: Nursing Therapeutics II</td>
<td>2</td>
</tr>
<tr>
<td>STAT 3660: Data Analysis Biosciences</td>
<td>NUR 3310: Care of Adults with Alterations in Health Status</td>
<td>6</td>
</tr>
<tr>
<td>Fine Arts (Area I Gen. Ed.)</td>
<td>NUR 3320: Nursing Research</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credit Hours** 17

<table>
<thead>
<tr>
<th>Semester VII</th>
<th>Semester VIII</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 4200: Psychiatric-Mental Health Nursing</td>
<td>NUR 4310: Community Based Nursing</td>
<td>6</td>
</tr>
<tr>
<td>NUR 4210: Nursing Care of Patients with Complex Conditions</td>
<td>NUR 4320: Nursing Leadership &amp; Management</td>
<td>6</td>
</tr>
</tbody>
</table>

**Total Credit Hours** 15

**Total Program: 122 Credit Hours**
**Nursing Courses (Prelicensure Track)**

**NUR 2200 Foundations of Nursing and Critical Thinking (3 hours)**
This course socializes students to the profession of nursing. Theoretical foundations of the nursing process and critical thinking are introduced. This course satisfies General Education Proficiency 4: Critical Thinking.
Pre-requisites: Admission to the Nursing Program.
Co-requisites: NUR 2210, NUR 2220, BIOS 2320.

**NUR 2210: Nursing Therapeutics I (5 hours)**
This course will introduce the beginning nursing student to principles and languages of common nursing interventions and actions in the care of the individual in a modularized format. Communication in nursing with written, oral, and therapeutic components, as well as use of nursing and medical terminology will be covered.
Pre-Requisites: Admission to the Nursing Program.
Co-Requisites: NUR 2200, NUR 2220, BIOS 2320.

**NUR 2220: Health Assessment Throughout the Lifespan (3 hours)**
This course introduces the nursing student to the concepts and skills related to health assessment. The course is designed to provide the student with an overview of the knowledge and skills needed to assess the health status of the individual throughout the lifespan. Practice experience will provide students the opportunity for skill acquisition in history taking, assessment and documentation of assessment findings, focused on the adult client. Expected level of proficiency upon completion is basic competency in assessment of healthy adults.
Prerequisite: Admission to the Nursing Program.
Co-requisites: NUR 2200, NUR 2210, BIOS 2320.

**NUR 2300: Concepts of Health & Wellness in Nursing Practice (4 hours)**
This course focuses on the foundations critical to working with clients in all settings. Students will learn the nurse’s role in promoting health and preventing illness. Students will be introduced to epidemiology, culture, and bio-statistical data as they begin to understand how the social context and demographics affect health and illness patterns.
Pre-requisites: NUR 2200, NUR 2210, NUR 2220, BIOS 2320.
Co-requisites: NUR 2310, NUR 3350.

**NUR 2310: Nursing Care of the Older Adult (4 hours)**
This course focuses on the care of the older adult. The course will provide students with content on the physical, mental, emotional, spiritual, and cultural needs. Variations in the roles and abilities of older adults in the various stages of aging will be explored.
Pre-requisites: NUR2200, NUR 2210, NUR 2220, BIOS 2320.
Co-requisites: NUR 2300, NUR 3350.

**NUR 3200: Nursing Care of the Childbearing Family (5 hours)**
The concepts of health promotion and wellness are applied to childbearing families. This course focuses on nursing care of the childbearing family which includes: reproductive health, and health and wellness during the childbearing cycle.
Pre-requisites: NUR 2300, NUR 2310, NUR 3220, NUR 3350.
Co-requisites: NUR 3210, STAT 3660.
NUR 3210: Nursing Care of Children and Families (5 hours)
This course examines health promotion and wellness in children and adolescents as well as common childhood disease states. The effects of these conditions will be examined in the context of the family.
Pre-requisites: NUR 2300, NUR 2310, NUR 3220, NUR 3350.
Co-requisites: NUR 3200, STAT 3660.

NUR 3220: Health Care Ethics (3 hours)
This course is a didactic course that introduces students to principles and issues underlying and surrounding health care ethics. Content includes basic ethical theories, values, moral development, moral reasoning, and day-to-day ethical concerns. These concerns include, but are not limited to genetics, end-of-life care and decision-making, moral reasoning, moral principles, research ethics, the interface between law and ethics, patient decision-making, rights, duties and obligations of the professional nurse and other health workers, professional codes and standards, and allocation of scarce resources. The course offers the learner an opportunity to develop, implement, and evaluate a variety of approaches to ethical concerns of the 21st century.
Pre-requisites: Minimum of 45 credit hours completed.

NUR 3300: Nursing Therapeutics II (2 hours)
This course addresses advanced concepts in nursing therapeutics and their application to the care of individuals with alterations in health status. Content includes advanced therapeutic nursing interventions including complementary modalities.
Pre-requisites: NUR 3200, NUR 3210, STAT 3660.
Co-requisites: NUR 3310, NUR 3320.

NUR 3310: Care of Adults with Alterations in Health Status (6 hours)
This course is an introduction to nursing care of adults with a focus on common health conditions within a culturally diverse global and societal context. Concepts related to nutrition, pharmacology, and pathophysiology as they relate to these conditions are discussed. Holistic nursing interventions and relationship based care are included.
Pre-requisites: NUR 3200, NUR 3210, STAT 3660.
Co-requisites: NUR 3300, NUR 3320.

NUR 3320: Nursing Research (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: NUR 3200, NUR 3210, STAT 3660.
Co-requisites: NUR 3300, NUR 3310, NUR 3220.
NUR 3350: Pharmacotherapeutics In Nursing (3 hours)
This course introduces the student to essentials of pharmacology including drug classifications, actions/interactions, purposes, dosages, and responses. Emphasis will be on application of therapeutic principles to clinical situations across the lifespan using evidence-based guidelines.
Pre-requisites: BIOS 2320, BIOS 2400; NUR 2200, NUR 2210, NUR 2220
Co-requisites: NUR 2300, NUR 2310

NUR 4200: Psychiatric-Mental Health Nursing (5 hours)
This course focuses on the care of patients and families who experience acute and chronic psychiatric disorders. Emphasis is placed on promoting caring relationships and respect for patients’ dignity, integrity, and self-determination. Opportunities to participate in collaborative relationships between patients, families and health care team members will be provided.
Pre-requisites: NUR 3300, NUR 3310, NUR 3320.
Co-requisites: NUR 4210.

NUR 4210: Nursing Care of Patients with Complex Conditions (6 hours)
This course examines the nursing care needs of all adult patients and families with complex or critical conditions. Advanced assessment skills and evidence based therapies will be applied and evaluated in a clinical setting.
Pre-requisites: NUR 3300, NUR 3310, NUR 3320.
Co-requisite: NUR 4200.

NUR 4310: Community Based Nursing (6 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 and apply theories of health behavior change for a vulnerable population. Health policies and health economics and their effects on the delivery of health services will be discussed from a local to global perspective. Nursing practice takes place in a variety of community settings.
Pre-requisites: NUR 4200, NUR 4210.
Co-requisite: NUR 4320.

NUR 4320: Nursing Leadership and Management (6 hours)
This course introduces the leadership roles and management functions expected of a beginning professional nurse with an emphasis on patient safety and quality improvement.
Pre-requisites: NUR 4200, NUR 4210.
Co-requisite: NUR 4310.
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.
Safe Nursing Practice

Clinical nursing practice is a vital dimension of nursing education. No student can successfully complete a nursing course without a “pass” in clinical practice. At all times it is expected that nursing students will practice in a safe manner characterized by the integration of previous and newly learned knowledge and skills into clinical care and by seeking help appropriately from an instructor, mentor, or other licensed professional when the care required is beyond the knowledge or experience base of the student. Safe practice may also include supervision as directed by the instructor or mentor. Unsafe nursing practice may result in failure of the course or immediate dismissal from the program, depending on faculty review and the severity of the incident. Examples of unsafe nursing practice include, but are not limited to, any incident, activity, or behavior performed by the student in the clinical setting that 1) creates a life threatening situation, 2) leads to patient harm or neglect, 3) breaches the ethical standards of integrity and privacy, 4) breaches the legal standards of practice, 5) is not in keeping with institutional policies, 6) results from impaired judgment or performance (drug or alcohol, sleep deprivation), or 7) fails to report omission or error in treatment or medications.

The faculty recognize that as learning progresses, errors may occur. The faculty is committed to working with students to diminish errors in practice and, when they occur, to work with the student on necessary reporting in a timely manner to the appropriate agency personnel and carrying out required procedures to remedy the situation. Remediation and use of performance contracts will be implemented, depending on the severity of the error, in order to diminish such errors in the future.

Prior to the beginning of the fall semester, students are required to attend the WMU BSON Assembly Day and the WMU BSON Skills Day. This two-day forum is designed to prepare students to immediately and safely return to class and clinical learning. Students attending Assembly Day will be appraised of new WMU BSON events, policy and procedure as well as discuss the pre-licensure handbook, student council, Student Nurses Association and student-to-student mentoring. Students will also meet faculty, academic advisor and support staff. Students attending skills day will review and practice high volume/high risk nursing skills, complete mandatory drug screening, HIPPA/OSHA testing, fit mask testing and receive information about ATI testing. Students whose performance of nursing skills is unsatisfactory will be referred for further practice, which must be completed prior to clinical experiences.

Nursing Practice - Course Guidelines

Attendance

Attendance is a requisite for therapeutic presence and participation when learning to be in healing relationships and a healing environment. Nurses and nursing students must be accountable to self, clients, peers and the community by demonstrating their caring presence. Therefore, it is an expectation that students will be physically present at all nursing practices and laboratory experiences to advance in the program. In the event of illness or crisis, students are expected to notify the faculty and negotiate a resolution regarding the learning/time ratio deficit. Make-up options are at the discretion of the faculty. With faculty approval, students may make up missed practice hours if clinical placement or simulation can be arranged. If clinical hours cannot be made up, the student may be required to take an incomplete for the course, completing the clinical hours when the next available class placement allows. The decision of whether the student is allowed to take an incomplete or is required to repeat the course will be determined by whether
or not the student has successfully completed all other requirements of the course. Any variations to this policy that are course specific will be located in the course syllabus.

**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](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, 2nd ed. which states that “takes appropriate action regarding instances of illegal, unethical, or inappropriate behavior that can endanger or jeopardize the best interest of the healthcare consumer or situation.” (ANA (2010). *Nursing, Scope and Standards of Practice*, Silver Spring, Maryland, p. 47).

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/practice-policy/hnhn/2017-year-of-the-healthy-nurse/healthy-sleep/](https://www.nursingworld.org/practice-policy/hnhn/2017-year-of-the-healthy-nurse/healthy-sleep/)

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.

**Medication Administration Safety Plan**

1. The medication calculation tests will be administered within designated clinical or therapeutics courses during the following semesters:
   - Semester II    NUR 2210  *Nursing Therapeutics I*
   - Semester IV    NUR 3300  *Nursing Therapeutics II*
   - Semester VIII   NUR 4210  *Patients with Complex Conditions*

   **NOTE:** Dosage calculation testing may be done every semester for formative evaluation purposes at the discretion of the course coordinator and faculty assigned to the course, however, the required competency testing will be done during the designated semesters specified above. Competency testing should take place early in the semester. The student must achieve a passing score before passing medications in the clinical setting.

2. Students must achieve a 95% or better grade to pass each dosage calculation test.
3. Students will have up to three opportunities to achieve a passing score.
4. If a student does not pass by the third attempt, the student will be dropped from the course with a failing grade for the course.
**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>
<thead>
<tr>
<th>Component</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating</td>
<td>• Windows (current release) &gt; Windows 7+, Windows 10 (recommended)</td>
</tr>
<tr>
<td>Systems</td>
<td>• macOS (current release) &gt; macOS 10.11+, macOS 10.15 (recommended)</td>
</tr>
<tr>
<td>Laptop hardware</td>
<td>Processor: Intel Core i3-3xxx or equivalent (Intel Core i5- 6xxx or equivalent recommended)</td>
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<tr>
<td></td>
<td>• RAM: 4GB (8GB or more recommended)</td>
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<td></td>
<td>• HD: 250GB (Solid State optional)</td>
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<td></td>
<td>• Monitor/Screen: 1280x800 or higher resolution</td>
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<tr>
<td></td>
<td>• Built-in WIFI (802.11 ac/g/n)</td>
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<td></td>
<td>• Webcam&gt; 720p recommended</td>
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<tr>
<td></td>
<td>o Microphone: internal or external</td>
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<tr>
<td></td>
<td>o External mouse (Optional)</td>
</tr>
<tr>
<td>Software</td>
<td>Microsoft Office Suite 2016 (or compatible Office Suite)</td>
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<tr>
<td></td>
<td>Office 2016 365 is available to download for free for WMU students</td>
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</tbody>
</table>
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 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.

**Clinical Skills Laboratory**
The Clinical Skills Laboratories are located on the third floor of the College of Health and Human Services building. The labs provide space and equipment for students to practice psychomotor skills and clinical simulations in preparation for patient care. The goal for learning in the simulated environment is to encourage safety, participation and self-direction, and critical thinking, giving purpose to learning. A combination of nursing practice simulations and instructional materials integrates theory with practice.

Clinical simulations promote self-evaluation and self-awareness of strengths and weaknesses in a supportive environment. Simulation actively involves the learner which fosters accountability and self-responsibility. Open practice times are scheduled by the Coordinator of Clinical Operations. Additional lab times may also be arranged. Equipment and supplies for practice can be arranged with the Coordinator of Clinical Operations. The student is expected to come to the lab classes prepared with a basic knowledge and understanding of specific content areas gained from viewing media in the Learning Resource Center and from assigned readings or CDs.

The clinical skills lab may be used as a referral site for students with clinical skills or critical thinking deficits. No food or drink is allowed in the Clinical Skills Labs. Equipment and supplies are to be returned to their original site in good condition after use.

**Health Requirements**

**My Record Tracker**
The BSON Coordinator of Nursing Clinical Operations 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
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. 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:

1. **Tuberculosis 1 Step PPD**
   A negative two step PPD or one negative TB IRGA Blood Test, or a positive TB 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.

2. **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.

3. **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.

4. **TDAP**
   Tetanus, Diphtheria and Pertussis within the last 10 years.

5. **Hepatitis B Vaccine**
   Students must have received 3 doses of Hepatitis B vaccine OR been tested for the presence of surface antibodies OR be in the process of completing the series.

6. **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.

**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.
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. Make puncture site bleed.
2. Wash the area thoroughly with soap and water.
3. Report incident immediately to the faculty member and facility/agency liaison.
4. Complete any required agency forms (incident report).
5. Within 24 hours complete the WMU BSON Body Fluid Exposure form (obtain from practice instructor).
6. 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. Assist student in reviewing “Suggestions for Needlestick or Other Contaminated Injuries" (listed below).
4. 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.
5. File copy of WMU BSON Body Fluid Exposure in the student’s file

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 of the following patient conditions and follow up as indicated:

<table>
<thead>
<tr>
<th>Patient Condition</th>
<th>Follow-up</th>
</tr>
</thead>
<tbody>
<tr>
<td>No history of hepatitis or syphilis</td>
<td>Obtain tetanus booster if not current</td>
</tr>
<tr>
<td>History of possible hepatitis</td>
<td>Consider prophylaxis with Immune Serum Globulin (ISG) or Consider Hepatitis B Immune Globulin (HBIG)</td>
</tr>
<tr>
<td>History or possibility of Syphilis</td>
<td>Advise that in 90 days a VDRL should be obtained on the exposed student</td>
</tr>
<tr>
<td>History or possibility of HIV</td>
<td>Pursue follow-up service</td>
</tr>
</tbody>
</table>

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%2929%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%28zncyql1rb0m2nvhynbp1y0iv%2929%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 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.

**Licensure**

Graduates of the program must successfully complete the national licensure exam (NCLEX) in order
to practice as a Registered Nurse after graduation. Students are advised that some legal
convictions may render the student ineligible for licensure. Licensure as a registered nurse is
based upon an examination (NCLEX RN) administered by the National Council of State Boards of
Nursing (NCSBN). After a student has graduated with a BSN the graduate can sit for the
examination. Completion of the BSN and licensure are separate. Achievement of the academic
BSN degree is the jurisdiction of the university; whereas professional licensure is regulated by the
states. [https://aca3.accela.com/MILARA/Login.aspx](https://aca3.accela.com/MILARA/Login.aspx)

**Michigan Licensure**

The nursing license application asks the following questions:

1. Have you ever been convicted of a felony?
2. Have you ever been convicted of a misdemeanor punishable by imprisonment for a
   maximum term of 2 years?
3. Have you ever been convicted of a misdemeanor involving the illegal delivery, possession or
   use of alcohol or a controlled substance (including motor vehicle violations)?
4. Have you had 3 or more malpractice settlements, awards, or judgments in any consecutive
   year period?
5. Have you had one or more malpractice settlements, awards, or judgments totaling
   $200,000 in any consecutive 5 year period?
6. Have you ever been fined, denied, revoked, suspended, reprimanded, placed on probation,
   otherwise disciplined, or the subject of a final adverse action by a licensure, registration,
   disciplinary or certification board as a holder of or applicant for, a license or registration
   regulated by this state, another state or territory of the United States, the United States
   military, the federal government, or another country?
7. Have you ever been censured, or requested to withdraw from a health care facility’s staff or
   had your health care staff privileges involuntarily modified?
8. Have you ever been treated for substance abuse in the past 2 years?

If the answer is yes to any of the above questions, you will be required to provide a detailed
explanation with copies of all available official and/or court documents related to your explanation
along with your application. If you do not provide the explanation, your application will be deemed
incomplete and processing will be delayed. Questions about eligibility to take the NCLEX exam
related to any of the above situations must be addressed to the Michigan Department of Licensing
and Regulatory Affairs (LARA). [https://www.michigan.gov/lara/](https://www.michigan.gov/lara/)

**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.

### Student Nurses’ Association

The WMU BSON faculty members support and encourage membership and active participation in professional organizations such as the Student Nurses’ Association (SNA). It is at the discretion of the individual faculty member as to whether participation in SNA activities may meet certain course requirements.

If a student wishes to have participation in SNA considered as a method of meeting course objectives, the student must make the request in writing to the course faculty member of note, documenting how activity involvement will meet the course objective(s).

### Student Council

A Student Council has been organized within the WMU BSON to maintain a communication link between nursing classes, to have concerns and ideas voiced through representatives and to establish and maintain professionalism within the nursing student body. Each NUR 2200 class will elect two members to the council who will serve for the duration of their program. A faculty member and the academic advisor will act as facilitators of the Council. The Council will meet once a month during the fall and spring semester.

### Fundraising Committee Policy

A fundraising committee may be established by each individual nursing class. The purpose of
fundraising is to offset the cost of graduation expenses. If a fundraising committee is established, there are certain guidelines that must be followed. All fundraising ideas must be approved by student council. A checking account is to be established with at least 3 class members being on that checking account with the required 2 signatures on transactions. All expenses and withdrawals must have prior approval by the fundraising committee. Money that is collected for fundraisers is to be put into the account within two business days of receiving the funds. A copy of the receipts of deposit or withdrawal should be retained by the fundraising committee. Copies of monthly bank statements should be retained by the fundraising committee and are to be on file in the office of the student advisor. Monthly reports are to be given to the class and fundraising committee. If a classmate makes a request of financial status, a financial statement is to be made available within 1 week of the request. Prior to occupying/using public space in CHHS, students must coordinate with the Building Services Manager, CHHS and the Director of Academic and Student Services for CHHS (269-387-8897).

### 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](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 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 selected graduates of Kalamazoo Central and Loy Norrix high schools who are admitted to the WMU BSON. 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.

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).