



Western New Mexico University
School of Nursing

Student Guidelines For Pre-Licensure
Nursing Programs

2016-2017

Student Guidelines for the Pre-Licensure Nursing Program
FALL 2016 – SPRING 2017

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WNMU – SCHOOL OF NURSING
Pre-Licensure Nursing Program Guidelines

Students enrolled in the Pre-Licensure Nursing Program at Western New Mexico University are responsible for their knowledge of and adherence to regulations printed in these Nursing Student Guidelines.

The School of Nursing reserves the right to modify any provisions or requirements when such action will serve the interest of the client, the nursing program or its students. Notification of changes will be communicated to students.

Mission Statement

The mission of the Western New Mexico University School of Nursing is to promote health and improve the quality of life for diverse populations by providing nursing education which instills the values of community, nursing scholarship, practice and community service.

Philosophy of Nursing – Pre-Licensure Nursing Program

Human beings are complex systems with evolving biological, cultural, spiritual, and psychosocial needs that can be viewed as a hierarchy. They act deliberately to meet their needs and the needs of others through family, community, and the health care system. Individuals have a right to optimum health and equal access to a health care delivery system that provides skilled assistance by culturally competent Registered Nurses. The patient's view of health care needs will be incorporated in planning of care which continues across the lifespan.

Nursing (as an art and a science) is a caring, transcultural, humanistic, and scientific discipline with the central purpose of serving human beings worldwide. Understanding how and why cultures are alike or different with respect to beliefs about care, health, and illness provides insight into improving nursing care practices. Viewing cultural competence as a process makes it clear that such competence is not simply a collection of facts but a way of thinking and behaving. Cultural self-awareness is essential to this process. Individualized care is the essence of nursing and a distinct, dominant, central, and unifying focus. Caring is essential for well-being, health, healing, growth, survival, and facing handicaps or death. The nursing process is a scientific method of assessment, diagnosis, planning, implementing, evaluating and revising plans of care with the patient.

Nursing education is a formal program of study which takes place within the mainstream of higher education. The process of nursing education is organized to create a climate which encourages critical thinking, originality, creativity, and maximization of potential. The educational process for a diverse student population requires faculty to focus on the students' unique cultures and learning styles. Faculty act as facilitators of learning as the student progresses from simple concepts and skills to more complex concept synthesis and skills. Cultural differences may have a significant impact on how students learn, communicate, and respond to the process of becoming part of the profession.

Mission Revised December 2014

SCHOOL OF NURSING DESCRIPTION

Associate Dean:	John Scarbrough	
Faculty:	Full Professors	Leslie Shurts, RN-BSN Program
	Associate Professors:	Charnelle Lee
		Leslie Shurts
		James Vigil
		Vicki Denson, RN-BSN Program
	Assistant Professors	Alexis Harsh
		Vicki Hawkins
		Rachel Owen
		Sasha Poole
		Krista Wood
Jennifer White		

Nursing Degrees Offered:	Bachelor of Science in Nursing (RN-BSN Program)
	Bachelor of Science in Nursing (Pre-licensure)
	Associate Degree in Nursing (Pre-licensure)
	*(the last cohort for this degree will begin Fall 2016 Semester)

Western New Mexico University offers pre-licensure nursing programs leading to an Associate Degree in Nursing (ADN) or a Bachelor of Science in Nursing (BSN) as well as an RN to Bachelor of Science in Nursing (BSN) completion program. The pre-licensure ADN and BSN program curricula are part of the statewide New Mexico Nursing Education Consortium (NMNEC) curriculum. Students who complete this program are eligible to take the licensure examination (NCSBN NCLEX-RN) for Registered Nurses. *The pre-licensure ADN program will no longer be offered after the final cohort admitted in Fall 2016.

Accreditation:

Western New Mexico University's accreditation has been reaffirmed by the Higher Learning Commission (HLC). The commission is scheduled to conduct its next reaffirmation of accreditation for WNMU in 2022-2023. Please see <http://www.hlcommission.org/Directory-of-HLC-Institutions.html> for additional details.

The Bachelor of Science in Nursing (BSN) Programs (both pre-licensure and RN-BSN) are fully accredited by the Commission on Collegiate Nursing Education (CCNE), One Dupont Circle, NW, Suite 530, Washington, DC 20036-1120, telephone (202) 887-8476.

The Associate's Degree (ADN) Pre-Licensure Nursing Program at Western New Mexico University

is fully accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA, telephone (404) 975-5000.

The pre-licensure Nursing Programs at Western New Mexico University (both ADN and BSN) are fully approved by the New Mexico Board of Nursing, 6301 Indian School NE, Suite 710, Albuquerque, NM 87110, telephone (505) 841-8340.

RN-BSN Program Enrollment:

Only students who are licensed as Registered Nurses may be enrolled in the RN-BSN program. The program is designed for the working nurse and is presented entirely on-line.

Pre-Licensure Program Enrollment:

The pre-licensure nursing programs are limited enrollment programs. Students are admitted once per year in the fall semester. A total of twenty-four (24) students are admitted to the Silver City campus and sixteen (16) students are admitted to the Deming campus. All students interested in applying for admission must first be admitted to WNMU as specified in the Western New Mexico University Catalogue. Students may then contact the School of Nursing through its website to apply for admission to the nursing programs. All nursing students are advised by a dedicated nursing advisor following completion of their first semester at WNMU and completion of developmental courses (if needed). All students admitted to the nursing program must have a minimum 2.75 grade point average in designated supporting courses, and must have successfully completed all prerequisite coursework before applying to the nursing program.

Students who have been convicted of a felony may not be eligible for nursing licensure in New Mexico. Any individual who has a felony conviction should contact the New Mexico Board of Nursing for further information prior to enrolling in the WNMU nursing program. A criminal background check is performed on all students entering the program and students may be unable to complete a clinical rotation because of facility policy regarding felony convictions or failure to disclose a felony conviction in the application process. Students unable to participate in a clinical rotation due to a previous felony conviction or students who fail to disclose a felony conviction in the application process will not be able to complete the program.

Successful completion of the pre-licensure nursing education programs does not guarantee licensure as a Registered Nurse, nor does it guarantee passage of the NCSBN NCLEX-RN licensure exam.

PRE-LICENSURE ADN Degree Plan		
Course Number	Supporting Course Title	Credits
BIOL 254/256	Anatomy & Physiology I and Lab	4
BIOL 255/257	Anatomy & Physiology II and Lab	4
BIOL 327	Pathophysiology	4
CHEM 121/123	Chemistry for Life and Lab	4
ENGL 101	Composition & Rhetoric I	3
MATH 125	Math for Healthcare Occupations	3
PSY 102	General Psychology	3
PSY 301	Developmental Psychology	3
	Total	28
	Required Course Title (required by WNMU for ADN degree)	3

CMPS 111	Computer Literacy	
Course Number	Nursing Core Course Title	Credits
NEC 9113	Introduction to Nursing Concepts	3
NEC 9124	Principles of Nursing Practice	4
NEC 9213	Health & Illness I	3
NEC 9223	Health Care Participant	3
NEC 9233	Nursing Pharmacology	3
NEC 9244	Assessment and Health Promotion	4
NEC 9313	Health & Illness II	3
NEC 9323	Professional Nursing Concepts I	3
NEC 9334	Care of Patients with Chronic Conditions	4
NEC 9414	Health & Illness III	4
NEC 9424	Clinical Intensive I	4
NEC 9436	ADN Capstone	4
	Total Credits	42

PRE-LICENSURE ASSOCIATES DEGREE IN NURSING PROGRAM OF STUDY			
Course Number	Supporting Course Title	CREDITS	SEMESTER
BIOL 254/256	Anatomy & Physiology I and Lab	4	Fall
ENG 101	Composition & Rhetoric I	3	Fall
MATH 125	Math for Healthcare Occupations	3	Fall
PSY 102	General Psychology	3	Fall
CMPS 111	Computer Literacy *(not used for admission GPA)	3	Fall
		Total 16	
BIOL 255/257	Anatomy & Physiology II and Lab	4	Spring
BIOL 327	Pathophysiology	4	Spring
CHEM 121/123	Chemistry for Life	3	Spring
PSY 301	Developmental Psychology	4	Spring
		Total 15	
	Core Nursing Courses – Level 1		
Course Number	Nursing Course	CREDITS	SEMESTER
NEC 9113	Introduction to Nursing Concepts	3	Fall
NEC 9124	Principles of Nursing Practice	4	Fall
		Total 7	
	Core Nursing Courses – Level 2		
NEC 9233	Nursing Pharmacology	3	Spring
NEC 9213	Health & Illness Concepts I	3	Spring
NEC 9223	Health Care Participant	3	Spring
NEC 9244	Assessment & Health Promotion	4	Spring
		Total 13	
	Core Nursing Courses – Level 3		
NEC 9313	Health & Illness Concepts II	3	Fall
NEC 9323	Professional Nursing Concepts I	3	Fall
NEC 9334	Care of Patients with Chronic Conditions	4	Fall
		Total 10	
	Core Nursing Courses – Level 4		

NEC 9414	Health & Illness Concepts III	4	Spring
NEC 9424	Clinical Intensive I	4	Spring
NEC 9436	ADN Capstone	4	Spring
		Total 12	

PRE-LICENSURE BSN Degree Plan		
Course Number	Supporting Course Title	Credits
BIOL 254/256	Anatomy & Physiology I (plus Lab)	4
BIOL 255/257	Anatomy & Physiology II (plus Lab)	4
BIOL 327	Pathophysiology	4
BIOL 371/373	Microbiology (plus Lab)	4
CHEM 121/123	Chemistry for Life (plus Lab)	4
COMM 110	Public Speaking	3
CMPS 111	Computer Literacy	3
KINS 300	Nutrition/Diet	3
MATH 131	College Algebra	3
MATH 321	Statistics	3
PSY 102	General Psychology	3
PSY 301	Developmental Psychology	3
		41
Course Number	Nursing Core Course Title	Credits
NEC 9113	Introduction to Nursing Concepts	3
NEC 9124	Principles of Nursing Practice	4
NEC 9213	Health & Illness Concepts I	3
NEC 9223	Health Care Participant	3
NEC 9233	Nursing Pharmacology	3
NEC 9244	Assessment & Health Promotion	4
NEC 9313	Health & Illness Concepts II	3
NEC 9323	Professional Nursing Concepts I	3
NEC 9334	Care of Patients with Chronic Conditions	4
NEC 9133	Evidence Based Practice	3
NEC 9414	Health & Illness Concepts III	4
NEC 9424	Clinical Intensive I	4
NEC 9434	Clinical Intensive II	4
NEC 9513	Concepts Synthesis	3
NEC 9523	Professional Nursing Concepts II	3
NEC 9534	Clinical Intensive III	4
NEC 9544	BSN Capstone	4
Total Credits		59

PRE-LICENSURE BACHELORS OF NURSING PROGRAM OF STUDY			
Course Number	Supporting Course Title	CREDITS	SEMESTER
ENGL 101	Composition & Rhetoric 1	3	Fall
CMPS 111	Computer Literacy	3	Fall
MATH 131	College Algebra	3	Fall
BIOL 254/256	Anatomy & Physiology I and Lab	4	Fall

PSY 102	General Psychology	3	Fall
		Total 16	
COMM 110	Public Speaking	3	Spring
ENGL 102	Composition & Rhetoric 2	3	Spring
BIOL 255/257	Anatomy & Physiology II and Lab	4	Spring
CHEM 121/123	Chemistry for Life	4	Spring
		Total 14	
MATH 321	Statistics	3	Fall
PSY 301	Developmental Psychology	3	Fall
BIOL 371/373	Microbiology	4	Fall
GEN ED	Area 5	3	Fall
		Total 13	
BIOL 327	Pathophysiology	4	Spring
KINS 300	Diet & Nutrition	3	Spring
GEN ED	Area 4	3	Spring
GEN ED	Area 5	3	Spring
		Total 13	
Course Number			
Core Nursing Courses - Level 1		CREDITS	SEMESTER
NEC 9113	Introduction to Nursing Concepts	3	Fall
NEC 9124	Principles of Nursing Practice	4	Fall
NEC 9133	Evidence Based Practice	3	Fall
GEN ED		3	Fall
		Total 13	
Core Nursing Courses - Level 2			
NEC 9233	Nursing Pharmacology	3	Spring
NEC 9213	Health & Illness Concepts I	3	Spring
NEC 9223	Health Care Participant	3	Spring
NEC 9244	Assessment & Health Promotion	4	Spring
		Total 13	
Core Nursing Courses - Level 3			
NEC 9313	Health & Illness Concepts II	3	Fall
NEC 9323	Professional Nursing Concepts I	3	Fall
NEC 9334	Care of Patients with Chronic Conditions	4	Fall
300 or 400 Level Elective	Elective	3	Fall
		Total 13	
Core Nursing Courses - Level 4			
NEC 9414	Health & Illness Concepts III	4	Spring
NEC 9424	Clinical Intensive I	4	Spring
NEC 9434	Clinical Intensive II	4	Spring
GEN ED	Per Individual Student Degree Plan	3	Spring
		Total 15	
Core Nursing Courses - Level 5			
NEC 9513	Concept Synthesis	3	Fall
NEC 9523	Professional Nursing Concepts II	3	Fall
NEC 9534	Clinical Intensive III	4	Fall
NEC 9544	BSN Capstone	4	Fall
300 or 400 Level Elective	Elective	3	Fall
		Total 17	

Specific Admissions Criteria:

1. Students interested in the nursing program must arrange for transcripts from all other universities attended to be sent as soon as possible to the admissions office of WNMU no later than April 1st of each year. This is required if students are requesting that credit be given for classes taken at other institutions.
2. Students with existing applications on file with the School of Nursing from a previous year will be sent a letter asking if they want to be considered for selection for the fall admission in the current year. These letters are generally sent about March 30th of every year. The school must receive a response by May 1st in order for the student to be considered.
3. The selection process for the nursing program begins after receipt of the student’s application to the School of Nursing by May 1st of each calendar year. It is the responsibility of the student to notify the School of Nursing of any change of address or telephone number, or other information affecting the student’s application.
4. Nursing student selection ordinarily will be made by June 15 of each year. Students selected for admission will be notified by email to the student’s WNMU email account. No information regarding selection status will be given by telephone or email, nor will any such information be posted prior to the release of admissions status for all applicants.
5. The following outlines the selection process followed by the WNMU School of Nursing, in alignment with the NMNEC Admissions Guidelines:

Criteria Weight	ADN Criteria	BSN Criteria	Criteria Requirement
50%	Entrance Admissions Test (Kaplan, ATI, HESI, etc.)	Entrance Admissions Test (Kaplan, ATI, HESI, etc.)	Minimum score per NMNEC
40%	Grade Point Average (Calculated on the Following Supporting Courses) BIOL 254 Anatomy Phys 1 BIOL 256 Anatomy Phys (L) BIOL 255 Anatomy Phys 2 BIOL 257 Anatomy Phys (L) BIO 327 Pathophysiology CHEM 121 Chem for Life CHEM 123 Chem for Life (L) CMPS 111 Computer Literacy ENGL 101 Comp & Rhet 1 MATH 125 Math for Hlth Occup PSY 102 Introductory Psych PSY 301 Developmental Psych	Grade Point Average (Calculated on the Following Supporting Courses) BIOL 254 Anatomy Phys 1 BIOL 256 Anatomy Phys (L) BIOL 255 Anatomy Phys 2 BIOL 257 Anatomy Phys 2 (L) BIO 327 Pathophysiology BIO 371 Microbiology BIO 373 Microbiology (L) CHEM 121 Chem for Life CHEM 123 Chem for Life (L) COMM 110 Public Speaking CMPS 111 Computer Literacy KINS 300 Nutrition/Diet Therapy MATH 131 College Algebra MATH 321 Statistics PSY 102 Introductory Psych PSY 301 Developmental Psych	GPA of 2.75 or higher (Please note that the minimum GPA of 2.75 does not guarantee admission to the program.)
10%	The Science score within the KAPLAN Admission Exam will be	The Science score within the KAPLAN Admission Exam will be	There is no minimum

	used for screening and ranking of applicants for Fall 2016 cohort. Future cohort admissions criteria for 10% TBD.	used for screening and ranking of applicants for the Fall of 2016 cohort. Future cohort admissions criteria for 10% TBD.	requirement
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7. Students shall be selected for admission based upon their ranking using the system described in the selection process (#6 above). Selection is competitive, with highest-scoring students selected first in order of ranking from high to low.

8. All courses must be completed with a grade of “C” or higher (including supporting courses).

9. Students may not enroll in core nursing courses without admission to the nursing program.

10. Students are admitted to the WNMU School of Nursing which is inclusive of the Silver City and Deming campuses. NO GUARANTEE is made as to clinical site preference accommodation; all students may be expected to attend clinical agencies at multiple sites located throughout the region. Students may be required to rotate among available clinical sites in different locations and campuses through the length of the program.

11. For transfer students applying for entry into the nursing program at WNMU from another academic program, the student must be admitted to WNMU and must submit official transcripts from the college/university attended. Transcripts must be submitted to the WNMU admissions office.

Transfer credit may be granted after a review of transcripts by the WNMU transcript evaluator and the School of Nursing Associate Dean. A grade of “C” or higher is required for transfer of any credit(s) from each course. All information is due in the admissions office by no later than April 1st of each year.

Students wishing to transfer to the WNMU School of Nursing may be asked to submit a catalogue course description, or syllabus in effect at the time the course was taken in order to verify transferability.

- Students requesting transfer credit for nursing courses must have attended a state board of nursing approved program or an accredited college/university. Such students may be asked for a letter of recommendation from the director of their former program. Students requesting credit for clinical nursing courses will be asked to take a clinical challenge and/or written exam to demonstrate competency prior to being granted credit for previous nursing courses.

Any student wishing to transfer to WNMU should review the academic regulations regarding transfer credit in the university catalog. Transfer students will only be admitted on a space available basis.

Entry and Annual Clinical Agency Clearance Requirements

Entry in to the program: (Required by July 14th of each year for incoming students)

- Current CPR Card (American Heart Association) valid through the end of the semester for which the student is enrolling
- Proof of immunity (either a vaccination record or titer) for:
 - Rubella (German measles)

- Rubeola (measles)
- Varicella (Chicken pox)
- A negative 2-step tuberculosis (TB) skin test (ppd) or negative chest x-ray
- Completion of background checks (forms to be picked up from the nursing office)
- Hepatitis B immunization (positive titer or documentation of series in progress)
- Tdap immunization (documented within last ten years)
- Initial drug screen

Annual Requirements: (Required by August 15th of each year for returning students)

- Follow-up drug screen (may be required annually or at any time throughout educational experience at WNMU)
- Flu vaccine (required after admission and prior to clinical agency experiences in keeping with annual release schedules of updated flu vaccine formulation)
- Review of blood borne pathogens training program

FAILURE TO SUBMIT THE REQUIRED DOCUMENTATION BY JULY 14th of EACH YEAR WILL RESULT IN DISMISSAL FROM THE PROGRAM

General Program Guidelines

The Associate Degree in Nursing (NMNEC-ADN) program is divided into four regular semesters, and the Bachelor's Degree in Nursing (NMNEC-BSN) program is divided into five regular semesters (semesters are referred to as "Levels" in the NMNEC Curriculum). Admission into either program occurs for the Fall semester of each year. Holidays and breaks follow the regular WNMU academic calendar for the nursing degree programs.

Clinical agency coursework is held at various clinical facilities and agencies in the Silver City and/or Deming regional area. Students are provided schedules and locations for their clinical assignments at the beginning of each clinical course. Schedules may change based on clinical or school issues, and notification of any changes will be provided by instructors. Students should check announcements and emails frequently (at least daily) in the Canvas Learning Management System (LMS). Students are responsible for transportation to clinical facilities and for following schedule changes as they are posted.

Students are required to pay all tuition and fees as the fees are due. Students having financial problems must see the WNMU Financial Aid Officer.

Students in the program are expected to provide their own supplies including a watch, uniform, shoes, scissors, penlight, protective eyewear, gait belt, and stethoscope.

Students are responsible for their own transportation and lodging for out of town clinical rotations. A lab fee has been instituted to partially cover the cost of lodging at remote locations for clinical experiences for selected clinical experiences.

Any fund-raising activities undertaken by students related to any school coursework or clinical requirements, etc. must be approved by the faculty advisor for the WNMU Chapter of the National Student Nurse Association and efforts must adhere to NSNA guidelines, WNMU rules and regulations prior to any undertakings. In the absence of the faculty advisor, the School Associate Dean will be contacted.

Student Retention and Progression

WNMU nursing students must achieve a 77.0% or higher score in course content in order to pass any course and progress to the next semester or level. A failing grade shall not be rounded up to a passing grade. For example, a 76.99% does not round up to a 77.0%. However, an 89.99% will round up to a 90%, as it is already a passing grade. There are no retakes of exams or extra credit opportunities offered within individual courses. These guidelines follow the recommendations of the NMNEC curriculum.

Students admitted to the nursing program must complete all supporting courses and nursing courses with a grade of C or higher to remain in the program. Students who wish to remain in the nursing program must complete supporting coursework in which they are concurrently enrolled with a grade of C or higher in order to progress to the next course or level.

Retention and progression in the nursing program requires that students receive a minimum grade of C (77.0%) within individual courses. Individual assignment and/or exam scores shall not be rounded up nor down prior to final grade calculation. Complete scoring and grade calculation information is offered within the course syllabus for each individual course, and the scoring and grade calculation information contained within an individual course syllabus shall determine the final grade calculation for that course. There shall be no 'extra credit' assignments made within individual courses.

Clinical agency experiences ("clinicals") are graded on a Pass/Fail basis, where passing is substantiated by a minimum score of 77.0%. If a student does not receive a Pass in clinical agency work (including both skills labs and clinical simulation), such students may not progress in the program. Students must receive a passing grade in clinical to continue in the program regardless of exam grades.

The criteria for passing clinical are included in the clinical evaluation tool in each nursing course. To receive a passing clinical grade, the nursing student must receive a passing rating on ALL requirements in the tool. The rating criteria are as follows:

- Pass: Clinical performance is safe and demonstrates skills and synthesis of learning consistent with the objectives for the level of the course.
- Fail: Clinical performance is unsafe or demonstrates inability to perform skills consistent with the objectives for the level of the course

Students will be evaluated at mid semester and again just prior to completion of the course. Student evaluations will provide an opportunity to assess skills and professional behaviors and to identify areas that may need improvement. Students marginally passing or potentially failing will be placed on probationary status. Conditions of probationary status will be detailed in a Learning Contract with the student.

Students are expected to attend clinical agencies prepared to care for their assigned patient(s), again including clinical simulation labs, according to guidelines in the course syllabus and other directions as provided by instructors. Students who are not prepared to apply nursing process in caring for their patients will be asked to leave the clinical area. The first time the student is asked to leave the clinical area due to lack of preparation, he/she will receive an absence. For a second occurrence of lack of preparedness for clinical, the student will be dismissed from the program.

Students who miss clinical agency and/or scheduled lab experiences shall be allowed to make up a maximum of two missed agency days or clinical experiences. Students who miss a third day of clinical agency, lab, or other related experiences shall be dismissed from the program.

Students who distract faculty or other students with disruptive behavior during class are in violation of the Code of Conduct for students at WNMU. These students will be asked to leave the classroom or laboratory. The student may return to the classroom after meeting with and receiving the approval of the instructor and/or School Associate Dean. Continued disruption may result in suspension or permanent dismissal from the nursing program or from WNMU.

Students can be contacted in an emergency through the main School of Nursing office (575-538-6960). For Deming students, contact can be made through the Mimbres Valley Learning Center (575-546-6556).

Grading, Exam, & Progression Policies

The grading scale utilized by the WNMU School of Nursing complies with the grading scale established by NMNEC and is as follows:

90.0 to 100	A	
80.0 to 89.99	B	
<u>77.0 to 79.99</u>	<u>C</u>	<u>PASS</u>
70.0 to 76.99	D	FAIL
69.99 & Below	F	

Note: The School of Nursing will NOT round non-passing scores, neither up nor down.

As adult learners, students are expected to assume responsibility for monitoring their own progress throughout the semester. If a student is having difficulty, it is his/her responsibility to seek help from the nursing faculty and/or the academic support center.

Progression Policies

The WNMU School of Nursing adheres to the NMNEC Progression Policy (adopted 5/5/14). The policy differs between level one and subsequent levels 2, 3, 4, and 5. Course failures and withdrawals are cumulative from Level 1 through Level 5 and across all NMNEC participating programs. The policy is as follows:

Level 1:

One course failure/withdrawal – student is dismissed from the program, and must apply for readmission to the program. Each school will determine whether readmission is possible based on a number of variables. (Examples of variables: course offerings, faculty availability, seat availability, other)

Two course failures/withdrawals – student is dismissed from the program and may reapply after two calendar years from the time of initial admission.

Level 2, 3, 4, 5:

Second course failure/withdrawal – dismissed from the program and may reapply after two calendar years from the beginning of the term in which the second failure occurs.

Extra Credit Policies

The WNMU School of Nursing does not allow extra credit assignments within courses. Students who encounter difficulties with course material are recommended to contact faculty as soon as such difficulties surface within a course. *There will be no extra credit opportunities afforded to allow students who have been unsuccessful in course assignments and exams to achieve passing scores.*

Exam Policies

Proctored exams are given at scheduled times. Students must notify the instructor prior to the exam time if they will be unable to take the exam at the designated time. Missed exams must be re-scheduled with course faculty within 24 hours and taken within one week. Students will be allowed to make up only one exam per course.

Students are given feedback after completion of an exam and should utilize that feedback to remediate content that was not well understood or presented challenges in examination performance.

All WNMU School of Nursing courses offering written examinations require a minimum score of 77% unweighted arithmetic mean (average) on written exams (excluding quizzes or other written and/or scored activities) in order to be successful in the course. ****Quizzes and/or other scored activities shall not be factored in to course grades in the event that the unweighted written exam arithmetic mean (average) is less than 77%. In such circumstances, the student's final grade in the course shall be the letter grade corresponding to the unweighted arithmetic mean (average) of all written exam scores, excluding open-book quizzes or other scored activities.** Individual scores shall not be rounded up or down, nor shall there be any normative (curve) adjustments made to scores that have not met minimum 77% standards.

Exam Study Guides

It is the policy of the WNMU School of Nursing Program that no exam study guides shall be offered to students prior to administration of written formative (progress) and summative exams.

Test Administration

1. Cell phones are to be turned off and not accessible (within reach of the student) in the classroom and testing areas.
2. All student possessions (backpacks, cell-phones, water bottles, hats, etc.) must be left at the front, rear, or side of the room and completely out of reach of students. The student may have nothing but a pencil and approved calculator during the testing period. Blank sheets of paper are acceptable. Simple, non-graphing, calculators without memory may be used for dosage calculations. *No cell phones, even if used as a calculator, are permitted.*
3. Students are not permitted to sit at their desk with notes and/or textbooks prior to the test. Any last minute studying must be conducted outside the classroom.
4. The instructor may bring an English dictionary for all students to use during a test. The dictionary will be accessed in the presence of the teacher if required. Students may not access a dictionary in order to determine the definition of a term if knowledge and understanding of the term itself present the key to responding correctly to a test item.
5. There will be no discussion of test items between students and faculty on the day of the exam.

6. If a student is absent from a test, the student will take a different test than the one administered to the class at the regularly-scheduled time. The replacement test may be of a different format as well (essay, short- answer, etc.) but will be of similar complexity and addressing the assigned content.
7. Students are not permitted to talk to one another during an exam until all testing has been completed.

Printed or electronic copies of exams or course materials (including screen shots, print screens, etc.) may not be removed from the School of Nursing. To do so constitutes grounds for a grade of zero on the exam and dismissal from the program.

All exams except for dosage calculation will be taken electronically via computerized testing wherever possible. Dosage calculation exams may be offered in paper and pencil format. Students may make an appointment with a faculty member to review examinations after all students have taken the exam should student questions or concerns remain after exam completion.

Dosage Calculation Exams

Dosage calculation (aka medication calculation) exams are given each level throughout the Nursing Program. For all Levels, the exam must be passed with a score of 95% or higher. For Levels 1, 2, & 3, the exam may be repeated twice for a total of 3 attempts. For Levels 4 & 5, the exam may be repeated once for a total of two attempts. Students who are unsuccessful with the final allowed dosage calculation exam in a given semester (either attempt number 3 or attempt number 2 as identified above) shall not continue in the Nursing Program in that semester, and must re-apply on a space-available basis to re-join a future cohort.

Comprehensive End-of-Program Testing

The WNMU School of Nursing utilizes standardized testing to assess student mastery of content (ATI, HESI, Kaplan, etc.). Progress and assessment exams shall be administered during the regular course of study within each semester. Students shall be required to meet minimum standards for passing based on the individual exam and testing product. The predictive exit exam **MUST be passed with a minimum acceptable score prior to student graduation**. Please see the additional policy concerning end of program testing for complete details and specific instructions.

The exit exam will be given during the final weeks of the student's last semester and a **minimum passing score must be attained within 3 attempts. If a student fails to achieve the minimum passing score by the third attempt, they will be unable to graduate**. Such students will be ineligible to apply for and take the NCLEX licensure exam.

Written Work Guidelines

1. All written assignments will be submitted electronically through the Canvas LMS unless notified by faculty. The standard naming format for all assignments will be: last name first, initial, underscore, course number, underscore, assignment name.docx. (JonesA_NUR260_Concept Paper.docx)
2. Turnitin® Parameters: The nursing program utilizes Turnitin® to help detect issues related to improper citations, duplicate submissions throughout the country, plagiarism and other issues involving the quality of written work. Faculty will utilize Turnitin® percentages to “flag” written

assignments requiring further scrutiny and review for the issues identified above. Faculty will identify Turnitin® parameters in their respective course syllabi.

3. Five points will be deducted for each day an assignment is late. A student who anticipates that an assignment will be late may ask the instructor in writing for a written extension **prior to the due date** of the assignment, which may or may not be granted at the discretion of the faculty. Late assignments may not be redone. Each course syllabus will identify specific parameters regarding submission of late assignments.

Student Grievance and Appeal Process

Student grievance and appeals processes for the School of Nursing shall follow WNMU Guidelines as posted in the Student Handbook. Initial student concerns should be directed to the course lead or instructor, followed by the School of Nursing Associate Dean, and (if necessary) to the Vice President of Academic Affairs and ultimately to the WNMU Provost should satisfactory resolution not be achieved. Students are directed to the WNMU Student Handbook for complete details and guidelines.

Attendance

Nursing program attendance policy requirements are based on the belief that students can profit from the program only if they attend regularly, actively participate in class/clinical learning activities, and are adequately prepared for learning experiences. Students are required to attend all designated clinical hours. Course clinical contact hour requirements must be adhered to by each student, and failure of the student to adhere to the required hours will result in failure of the course as well inability of the student to progress in the program. Faculty retains sole authority for determining clinical schedules and how or if clinical hours can be made up by a student.

Absence: Skills lab and clinical attendance is expected of all students and is required by accreditation and Board of Nursing regulations. All absences are to be communicated directly by the student prior to the beginning of the lab or clinical by contacting the instructor ahead of time. For absences that are not communicated in this manner, the student will be placed on probation and the faculty may initiate dismissal of the student if there is a second failure of notification.

Tardiness: Students and faculty are expected to arrive at the designated clinical time (skills lab, simulation, or hospital clinical) as indicated in the course schedule. Students arriving late will have their tardiness documented. Students arriving late may be sent home, thus incurring an absence for that day. Students are expected to notify their clinical instructor of tardiness by one half hour before the designated clinical time. Students who are more than one minute late shall be considered tardy.

Unprepared Students: Students who arrive at the clinical/lab/simulation area unprepared according to guidelines in each course syllabus will be asked to leave and will accrue one absence. If there is a second incidence of a student coming to the clinical/lab area unprepared according to course guidelines, that student may be dismissed from the program.

Illness: Any student who is absent from the clinical setting due to illness, surgery or injury which compromises the student's ability to participate in clinical will be required to submit the School of Nursing Return to Clinical Duties Form completed and signed by their health care provider before returning to clinical. Healthcare provider's clearance is required for illnesses or health conditions that may place the student or faculty, classmates, staff and patients at risk due to

exposure to or contact with the student.

Excessive Absences: An instructor-initiated student withdrawal will occur in all nursing courses when a full two weeks' worth of classes have been missed in any one semester without prior approval. A student who receives an instructor-initiated drop in one course will need to withdraw from any co-requisite course(s).

Inclement Weather: The School of Nursing follows the University inclement weather policy. In the case of clinical rotations, the instructor will notify the students via the Canvas LMS, email, or telephone.

Dress Code & Appearance

The required nursing student uniform consists of the following:

- White lab coat or scrub jacket
- Purple short-sleeved scrub top with pockets and nursing student patch sewn on the left shoulder. Students may wear a long-sleeved t-shirt under the scrub top.
- Matching purple scrub pants
- Shoes should be white or black with minimal colored trim and closed toes made of leather or impermeable material
- University photo ID
- Stethoscope
- Bandage scissors
- Watch
- Protective eyewear
- Gait belt

Students are expected to follow the rules of good hygiene and to be clean, odor-free, and well-groomed at all times. Hair must be neat and clean. Long hair should be pulled back and arranged in a manner that does not interfere with patient care during clinical experiences. Beards, mustaches, and sideburns may be no longer than one inch, must be neatly trimmed, and must meet infection control guidelines for personal protective equipment. No unnatural hair coloring such as pink, purple, or blue is permissible; no bandanas or other hair or head coverings are permitted. Fingernails are to be clean, short, and without polish. Artificial nails are not permitted. While in uniform, undergarments must be worn but must not be visible. Fragrance may not be worn in class or clinical settings.

In the nursing laboratory and clinical settings, students are required to wear the complete student uniform. Students may wear a clean white lab coat with their uniform. A flat wedding band with no protrusions, wrist watch, and small pierced earring studs (one per ear) are the only permissible articles of jewelry. Eyebrow rings and other body piercing jewelry are not allowed. Chewing gum, tobacco products of any kind, and foul language are not permitted in clinical or classroom settings. Students in violation will be asked to leave the classroom, lab, or clinical agency, and will accrue an absence. Tattoos or "hickies" must be covered to the extent possible (including long sleeve shirts and/or turtle necks under scrubs). New tattoos are strongly discouraged, as they pose an increased infection risk. Students who present themselves to the clinical setting in violation of the dress code will be sent home to change, resulting in either an absence or a tardy. Picture identification badges are to be worn at all times. It is considered unprofessional (as well as an infection control concern) to wear the uniform in any place other than the clinical setting.

Please do not wear the student uniform after clinical agency experiences while shopping, etc.

Students should be aware that individual clinical agency policies concerning dress code may differ from those identified within these guidelines. In such instances, the dress code policies of the institution itself shall be adhered to by students engaging in clinical education at the clinical agency site.

When attending clinical agency sites to collect clinical assignments or attending any other scholarly function, students will wear the school uniform and identification badge. Worn, tattered jeans with holes, leggings, sweat pants, shorts, or skirts above the knee, tight clothing, torn clothing, wrinkled clothing, low-cut tops and bare midriffs are not professional and cannot be worn in the classroom setting.

Student Health

Student Health services are provided by Western New Mexico University, for which the cost is included in the student fees. Please see the WNMU catalogue for details. Supplemental health insurance also is available through the student health center.

Illnesses or injury incurred during participation in the nursing program are not covered by the university risk management policy or the clinical agency policies (employee health or worker compensation policies). Students are encouraged to purchase personal medical insurance coverage before attending an affiliating clinical agency.

Students are expected to schedule doctor or dentist appointments for themselves or family members at times that do not conflict with class, test and/or clinical times.

Any accidents that occur while in the clinical setting must be reported immediately to the instructor.

Needle Sticks: Students sustaining a needle stick injury and/or percutaneous or mucous membrane exposure to blood and/or body fluids should:

1. Report the incident to the clinical instructor immediately.
2. Complete an Incident Report form for the facility and WNMU School of Nursing
3. Report the incident to the infection control nurse at the facility.
4. If the patient agrees to be tested and the necessary doctor's order is obtained, blood work will be drawn from the patient per facility policy.
5. The student will have samples drawn for laboratory tests according to the following protocol for WNMU:
 - A. If the needle stick is sustained during the hours that the student health care center is open, the student will contact the student health center and arrange for the nurse practitioner on call to collect and process samples for related laboratory work following current CDC guidelines and based on the risk from the source patient. Evaluation and management of exposure will follow the latest CDC guidelines for exposures which place students at risk of blood borne infection. Risk assessment will be determined by patient health history and/or actual or suspected disease diagnosis. Laboratory tests will include screening for Hepatitis and HIV status, as well as other laboratory tests as needed based on the source patient risk concerning the exposure.

- B. Post-exposure-prophylaxis should be initiated for the student within 72 hours if the source patient is actively infected with HIV or is considered a high risk patient. This protocol should follow the latest CDC guidelines as well.
- C. If the student health center is not available, the student will contact the closest available emergency room to collect and process samples for related laboratory work at the student's expense.
- D. Current CDC guidelines can be obtained by calling 1-888-448-4911. CDC information is available to health care providers as needed.
- E. The student is responsible for scheduling any follow-up laboratory work that is needed with their private health care provider, the student health center, health department or the hospital in their area.
- F. Financial costs related to such testing and/or examination will be the responsibility of the student and not the university.
- G. Post-exposure prophylaxis medications will be obtained for the student from the New Mexico Health Department.

Client Confidentiality

The Privacy Rule of the Health Insurance Portability and Accountability Act (HIPAA) protects all individually-identifiable health-related information pertaining to individuals. Nursing students will have access to protected information during clinical experiences and may discuss cases in confidential conferences with faculty and other students. They may not discuss this information with others outside of the activities of the nursing program. Any such breach of privacy shall be considered a breach of client confidentiality and constitutes grounds for immediate dismissal from the WNMU nursing education program. Students will sign a Confidentiality Agreement which will remain in the student file for the duration of the program. Students may be asked to sign confidentiality agreements at clinical agencies, as well, in addition to the agreements retained by the School of Nursing.

Social Networking Policy

Students, faculty and staff of the School of Nursing shall not post or contribute any content to any social networking, or other internet site (including Myspace, Facebook, Twitter, YouTube, texting, etc.) that reflects negatively on the school faculty, administrative staff, other students, classes, clinical sites, and their personnel, clients/patients, and/or visitors. Furthermore, no reference of any sort shall be made to clinical agency experiences and especially concerning any interaction with or information concerning patients. Inappropriate material placed on social media or internet-based sites may be subject to the Professional Behaviors policies. Individuals or groups within the School community are not permitted to present personal opinions in ways that imply endorsement by the School. Anyone using these social networking sites should become familiar with the concepts of defamation and invasion of privacy, HIPAA, and FERPA.

Elements of a defamation claim include:

- Conveying any message about a person(s) through words, images, etc. that could be reasonably understood as being factual (a statement of opinion like "I think Nancy Nurse

cheats on tests” could be considered factual depending upon the context).

- The message is conveyed intentionally or inadvertently to someone other than the person(s) who is the subject of the message.
- The message conveyed would reasonably be understood as being harmful to the reputation of the person(s) who is the subject of the message.
- The message conveyed ultimately harms the subject’s reputation.

In response to concerns or complaints or information provided by individuals, the School of Nursing faculty may access profiles on social networking sites and may use information found in formal proceedings. If school faculty or the Associate Dean find the information to be in violation of school policies, such violations may lead to probation, suspension, or dismissal from the nursing program.

Classroom Etiquette

In order to maintain an environment that is conducive to learning, students must adhere to proper classroom etiquette. Students may be asked to leave the classroom if a disruption occurs. Expectations for classroom etiquette include:

- Eating is not allowed in the classroom, lab or simulation lab. As a courtesy to your fellow classmates, please reserve your food consumption to break time. You may have drinks in the classroom provided they are covered.
- Conversations need to stop when instructor is ready to begin class
- No use of cell phones
- No unrelated course content should be viewable on laptops, cell phones, or computer screens during scheduled classes.

Criminal Background Checks

The School of Nursing policy follows the guidelines of the Caregivers Criminal History Screening

Program established by the New Mexico Department of Health. This program was established by law (Chapter 29-17-2 through 29-17-5 NMSA 1978 Amended) to ensure to the highest degree possible the prevention of abuse, neglect, or financial exploitation of care recipients. The law further stipulates that persons convicted of certain crimes may not work with health care recipients. Fingerprints are submitted to the New Mexico Department of Health for clearance.

Following selection for the nursing program, the student will complete a Background Affidavit, Authorization for Release of Information and Criminal History Data Sheet. Students must have the data sheet and a photo ID (driver’s license or Passport) when they are fingerprinted. Students will be fingerprinted by an appropriately designated entity. Fingerprints will be submitted to the New Mexico Department of Health for processing and verification. Results of the criminal background clearance will be returned to the School of Nursing and kept on file.

In addition to the above, the School of Nursing utilizes the services of Castle Branch to provide

additional checks required by some clinical agencies. Students are required to log on to the Castle Branch website at www.castlebranch.com and complete the appropriate information for the university. Some facilities also require a drug screen. Students will be given a drug screen form which they will take to a local testing site for the screen. Results will be reported to Castle Branch. Student immunization and CPR data will also be recorded at Castle Branch using their Immunization Tracker. The services of Castle Branch are at the student's expense.

Disqualifying Convictions

The following felony convictions disqualify an applicant for entry into the Nursing Program at Western New Mexico University.

1. Homicide
2. Trafficking in controlled substances.
3. Kidnapping, false imprisonment, aggravated assault or aggravated battery.
4. Rape, criminal sexual penetration, criminal sexual contact, incest, indecent exposure, or other related sexual offenses.
5. Crimes involving adult abuse, neglect or financial exploitation.
6. Crimes involving child abuse or neglect.

Reconsideration

The applicant whose New Mexico or nationwide criminal history reflects a disqualifying conviction may request an administrative reconsideration from the New Mexico Department of Health. The procedure for such reconsideration is as follows:

- An applicant given notice of a disqualifying conviction must submit a written request for reconsideration within thirty (30) days as determined by the postmark from the date of notice issued by the School of Nursing.
- If the applicant wishes to submit and have considered additional documentation, that additional documentation must be included with the request for reconsideration. Documentation submitted may include any of the following:
 - a. Credible and reliable evidence of the actual disposition of any arrest for which the nationwide criminal history record was incomplete.
 - b. The person's age at the time of each disqualifying conviction.
 - c. Any mitigating circumstances when the offense was committed.
 - d. Any court imposed sentence or punishment and, if completed, when completed.
 - e. Any rehabilitation since the offense.
 - f. The person's full employment history since the disqualifying conviction.
 - g. Other matters as the person may wish to submit.

Reconsideration Proceeding

The reconsideration hearing is intended to be an informal review of written documentation. It will be conducted by a quorum of nursing faculty. The nursing faculty may accept the student into the nursing program based upon the completed request for reconsideration and all supporting documents submitted. Consensus of the faculty will be required for acceptance into the program.

The following factors may be considered:

- a. Total number of disqualifying convictions.
- b. Time elapsed since the last disqualifying conviction and/or since completion of all penalties.
- c. Circumstances of crime including whether violence was involved.
- d. Activities evidencing rehabilitation, including but not limited to substance abuse and other rehabilitation programs.
- e. Whether conviction was expunged by the court or whether an unconditional pardon was granted.
- f. False or misleading statement(s) about any conviction in the signed declaration.
- g. Evidence that the applicant poses no risk of harm to the health and safety of care recipients, clinical staff, students, or faculty.
- h. Age of applicant at time of disqualifying conviction. Grounds for Reconsideration Clearance

The School of Nursing may accept the applicant into the nursing program where the request for reconsideration and accompanying documentation clearly demonstrate that the applicant has satisfied one of the following three grounds for a clearance determination:

- **Inaccuracy:** The nationwide criminal history record inaccurately reflects a disqualifying conviction.
- **No Risk of Harm:** Entry of the student with a disqualifying conviction into the nursing program presents no risk of harm to care recipients, clinical staff, students or faculty.
- **No Bearing on Fitness:** The disqualifying conviction does not directly bear upon the student's fitness for performance within the Nursing Student Guidelines.

The findings of the faculty with regards to reconsideration are binding and may not be appealed further.

Nursing Student Suspected of Impairment

Students who exhibit signs of impairment during class or clinical time can be asked to submit to a drug or alcohol test at their own expense. Faculty may request another faculty member or facility staff to validate suspected impairment. Students who refuse to submit to testing will not be allowed to participate in any classroom, laboratory, simulation, or clinical agency experiences. Depending on the circumstances, absences related to impairment will result in a clinical absence at a minimum, and may result in dismissal from the program.

Although WNMU enforces policies regarding substance and alcohol use, the special needs of the School of Nursing programs require additional procedures for handling the suspected drug/alcohol impairment of students enrolled in nursing coursework. Due to the nature of the course of study, students enrolled in such nursing courses must not be under the influence of any substance (regardless of whether the use of the substance is legal or illegal, prescription or otherwise), which impairs or is likely to impair their clinical judgment while in the classroom, patient care, clinical, practical or laboratory setting. This policy demonstrates the School of Nursing's commitment to safeguard the health of the students and the public and provides a safe place for students to learn.

Drug or alcohol use, either while on-campus or in a clinical, practical, or laboratory setting can seriously endanger the safety of patients and students, as well as render it impossible to provide

safe healthcare and service. Impairment or potential impairment of judgment in the clinical, practical or laboratory setting places the safety of students, patients, clinical staff, faculty and the general public at unacceptable risk.

The purpose of this policy is to:

- Provide clear guidelines and consistent procedures for handling incidents of student use/abuse of alcohol, drugs or controlled substances that affect or are likely to affect judgment in the classroom, clinical, practical or laboratory setting.
- Inform students of their responsibility to conform to all state and federal laws and regulations and WNMU policies, rules, and regulations regarding alcohol, drugs or controlled substances.
- Provide substance abuse guidelines for all nursing faculty regarding problem recognition and implementation of this policy.
- Balance the need to safeguard the public with the student's rights. Definitions
 1. Legal Drugs: Legal drugs include over-the-counter and prescribed medications for the specific individual. The School of Nursing prohibits the use/abuse of such drugs to the extent that behavior or judgment is adversely affected.
 2. Illegal Drugs: Illegal drugs include those controlled substances (certain drugs or substances that are subject to or have potential for abuse or physiological dependence) under federal or state law that are not authorized for sale, possession or use/abuse (in confirmed, detectable levels), and legal drugs which are obtained or distributed illegally. Manufacture, use/abuse, possession, sale, purchase or transfer of illegal drugs is prohibited. The WNMU Student Handbook further elaborates on university policies concerning illegal drugs.
 3. Impairment: A chemically-impaired person is one who is under the influence of a substance that interferes with mood, perception, or consciousness resulting in the physical and/or behavioral characteristics which affect the individual's ability to meet standards of performance, behavior and/or safety in classroom, clinical, practical or laboratory course settings.

Legal Use of Substance Under Direction of Health Care Provider

A student taking legal drugs must be able to provide documentation of a medical reason for such in the event of a positive drug screen. This student may not participate in any clinical, practical or laboratory settings if impaired. All attendance policies remain in place and the student remains responsible for completing all requirements of the course or program.

Factors Suggesting Impairment

Current students while in the classroom, patient care area, clinical, practical or laboratory setting may be asked to submit to a drug test, if cause or reasonable suspicion of substance use exists. Factors which could establish cause/reasonable suspicion include, but are not limited to:

- Unsteady gait
- Unusual sleepiness or drowsiness
- Slurred speech or change in the student's usual speech pattern
- Blood shot eyes
- Unusually disheveled appearance

- Aggressive tone of voice or body language
- Physical aggression
- Odor of alcohol or marijuana
- Residual odor peculiar to some chemical or controlled substances
- Unexplained and/or frequent absenteeism during a scheduled class or clinical laboratory
- Personality changes or disorientation
- Inappropriate behavior which suggests that the student is under the influence of a chemical substance that impairs or could impair clinical, practical or laboratory judgment.
- Repeated failure to follow instructions, policies or procedures
- Violation of clinical, practical or laboratory facility or WNMU or School of Nursing safety policies
- Involvement in an accident or near-accident
- Marked decrease in manual dexterity and/or coordination in body movement
- Discovery of or presence of drugs/drug paraphernalia in student's possession
- Alcohol in a student's possession
- Theft or absence of narcotics from the student's clinical or practical site

Substance Use Testing Procedures

1. The student will be removed from the classroom or clinical laboratory without delay and will be informed by the faculty that he/she is suspected of being impaired. He/she will be given an opportunity to explain his/her behavior. If the instructor/preceptor reasonably suspects impairment, the student shall be sent for a drug screen to a suitable laboratory designated by WNMU. The student will not be able to return to class or clinical laboratory until the Associate Dean of the School of Nursing and Vice President of Student Affairs (or identified designee) deems it safe and appropriate. The student remains responsible for all course or program requirements during such period.
2. Students suspected of impairment will be sent for a 10+ alcohol forensic urine drug screen with split specimen and proper chain of custody by a laboratory that is certified for DHHS/DOT testing. The requirements regarding custody and certification also apply to retesting. A facility that is licensed in compliance with the law will be used for the testing.
3. The student will be given the required paperwork for testing, and will be required to undergo drug screening immediately. The student must report to a drug screen testing site within one hour from the time that the student is notified of the requirement to undergo testing.
4. The student shall take their student picture identification card and driver's license with them to the testing facility.
5. The student may not drive him/herself to the testing facility. The student may have someone else give him/her a ride to arrive at the lab site within one hour, or the instructor will arrange transportation to the lab through campus police, Corre Caminos, or other mode of transportation. The student will need to find his/her own transportation from the testing facility to their home.
6. The student shall be informed of the test result(s) as well as the School of Nursing. If the test result is positive, a student may request and pay for a retest of the collected urine specimen at the designated laboratory or another certified laboratory. Results of the test(s) and the contents of the Student Documentation Form shall remain confidential and may be released only to the faculty of

the School of Nursing, Dean of the College of Professional Studies, and the Vice President of Student Affairs and those with a legitimate need to know.

Consequences

1. If the test results are negative, the student will meet with the instructor and the Associate Dean of the School of Nursing within two working days of the receipt of the test results, not including Saturday or Sunday. During the meeting with the instructor and the Associate Dean, the student will have an opportunity to present information regarding the matter. Behavioral issues that prompted the drug/alcohol screen will be discussed and a decision will be made whether disciplinary action will be taken. If disciplinary action is indicated, the matter will be referred to the Vice President of Student Affairs. The outcome of the decision (whether or not disciplinary action is needed) will be sent to the Associate Dean of the School of Nursing.
2. If the drug or alcohol screen is positive, the following actions will occur:
 - a. The student will be notified by the Associate Dean of the school of Nursing or identified designee of the results of the test and will be dismissed from the program.
 - b. All documentation will be sent to the Vice President of Student office for further action.
 - c. The student shall contact the Vice President of Student Affairs office by the next working day after being notified of the test results.
 - d. The student may request a retest of the split specimen at their own expense at another certified laboratory as described above.
3. If a student admits to being impaired by drugs or alcohol, they will be removed from the classroom, clinical, practical, or laboratory site and treated as for a positive drug screen. All documentation will be forwarded to the Vice President of Student Affairs office for further action.
4. If a student fails to report to the testing site within the time required or refuses to have a drug screen completed, such failure or refusal shall be treated as a positive drug screen. All documentation will be forwarded to the Vice President of Student Affairs office for further action.
5. Students testing positive for drugs and/or alcohol will be strongly advised to complete a Drug/Alcohol Rehabilitation Program.
6. In the event that a student is dismissed from the School of Nursing and/or WNMU and the student thereafter requests and is allowed to return to the nursing program, the following steps will be required prior to re-entry.
 - All WNMU and School of Nursing requirements associated with the dismissal must be met.
 - The student must provide a clean drug and alcohol screen prior to re-entry.
 - The student must submit to random urine screens as long as the student remains enrolled in the nursing program. A positive test will result in immediate dismissal and referred to the Vice President of Student Affairs office for further action with a recommendation from the School of Nursing for permanent dismissal from the nursing program.

7. Conviction of a criminal drug statute while enrolled in the nursing program will result in referral to the WNMU Vice President of Student Affairs office for possible further action.
8. Students who appeal any of the above decisions will remain on suspension pending outcome of the appeal. Guidelines for the student appeal process may be found in the WNMU Student Handbook.

APA Style Guidelines for Nursing Papers

Nursing students are required to follow American Psychological Association (APA) style-sheet guidelines for all written work unless specified otherwise. See also WNMU Academic Integrity Policy. Students also are encouraged to use the WNMU Writing Center for assistance.

APA General Guidelines:

- Papers should be double-spaced, typed and with 1-inch margins. Left-alignment is specified.
- References must be cited and listed using APA style.
- Headings, introductions, and conclusions are to be used for organization.
- Correct grammar, punctuation, and spelling are mandatory.
- Use unbiased language – avoid the use of ethnic and gender labels.
- Use abbreviations that follow APA guidelines.
- Pages should be numbered and contain a header on each page per APA guidelines.
- Please include a cover page following APA guidelines. Also please include your course number, the date, and your instructor's name.

Please Note:

Professional writing assignments are not formed by a series of quotations and data from other sources. Quotations should not constitute more than 20% of any paper or assignment.

Academic Honesty and Integrity

Plagiarism includes, but is not limited to, the intentional or unintentional representation of another's work as one's own without proper acknowledgement of the original author or creator of the work, failure to quote and/or cite sources, providing or receiving unauthorized assistance in the preparation of any academic work, the fabrication of sources or information or submitting the same work for more than one course/instructor without the permission of the current course instructor. Failure to paraphrase, even though a resource may be cited, is deemed to constitute plagiarism. Further details and information are available in the WNMU Student Handbook concerning academic honesty and integrity.

Nursing Student Involvement in School of Nursing Governance

Students are encouraged to participate in governance activities related to their nursing program. To that end, faculty meeting agendas include student representative participation in bringing student concerns forward to faculty and taking program information back to their fellow students. Students will be excused from faculty meetings when discussion items are confidential or not appropriate for student participation.

Communications policy statement regarding official e-mail:

WNMU policies require that all official communication be sent via Mustang Express/WNMU email addresses. As a result, all e-mails related to enrollment at WNMU and class communication (including changes in assignments and grades) will be sent to wnmue.edu e-mail addresses. It is very important that students access their Mustang Express e-mail daily to check for correspondence from the University. **If students receive most of their e-mail at a different address, they are expected to forward their messages from Mustang Express to the other address.** For the purposes of this course, students are required to check e-mail and course announcements on a daily basis.

To forward your WNMU e-mail to a personal e-mail address:

1. Log in to **Mustang Express**.
2. From the **My E-mail Inbox** in the center of the screen, select the small **E-mail** hyperlink (beside the envelope icon).
3. Select **Options**.
4. Select **Settings**.
5. Below **Mail Forwarding** at the bottom of the screen, type in your personal e-mail address.
6. Select **Save Settings**.

WNMU policy on email passwords:

WNMU requires that passwords for access to all protected software, programs, and applications be robust, including complexity in the number of characters required, the combination of characters required, and the frequency in which passwords are required to be changed. Minimum complexity includes:

- Passwords shall contain at least six (6) characters
- Passwords shall contain at least one capital (upper case) letter, and at least one numeral.
- Passwords shall be changed at least every 90 days

Code of Civility:

In order to promote a positive, professional atmosphere among students, faculty and staff, the following Code of Civility has been developed:

Respect: Treat all students, faculty, staff and property with respect and in a courteous and professional manner. This includes all communications, whether verbal or written. Student actions should reflect pride in themselves, the university, and their profession.

Kindness: A kind word and gentle voice go a long way. Refrain from using profanity, insulting slang remarks, or making disparaging comments. Consider another person's feelings. Be nice.

Truth: Exhibit honesty and integrity in dealings with fellow students, faculty and staff members. Don't lie, don't cheat, and don't steal.

Responsibility: Take responsibility for your actions. This includes gracefully accepting the consequences of your behavior.

Cooperation: Exhibit a cooperative manner when dealing with students, faculty and staff so we may all work towards our common goals and mission.

Acceptance: Accept differences in others, as they accept differences in you. This includes diversity in opinions, beliefs and ideas and everything else that makes us unique individuals.

Professionalism: Always conduct yourself in a manner that will bring pride to your profession, to Western New Mexico University, and, most importantly, to yourself.

DISMISSAL POLICY

In addition to those conditions described elsewhere in these guidelines, the student may be dismissed from the nursing program for any of the following or a combination of the following.

I. Failure to maintain academic standards:

1. Failure to achieve a grade of “C” in all supporting coursework.
2. Failure to achieve an average score of 77% as identified within course syllabi for each nursing course at the end of the semester.
3. Failure to earn a “Pass” in all nursing lab courses.
4. Failure to complete satisfactorily (pass) all required skills in the skills lab and calculation exams.
5. Failure to prepare for lab/clinical on two occasions.
6. Failure to maintain attendance as outlined in the attendance policy.

II. Performance in the clinical agency which could jeopardize the client including:

1. **Physical Hazard:** Any action or inaction on the part of the student which threatens the patient’s physical well-being, including deviation from standards of care or failure to follow procedures as previously instructed.

The critical elements for concluding that a student has caused a physical hazard will depend upon the situation as judged by the instructor/preceptor and the instructor/Preceptor’s evaluation of the student’s behavior. The instructor is responsible for determining behavior in the student which violates principles of safety, and/or lack of student preparation. Documentation is the responsibility of the instructor.

2. **Emotional Hazard:** Any action on the part of the student which threatens the patient’s and/or family’s emotional well-being. There are no pre-determined criteria listed under this area because such actions and/or behaviors are entirely dependent upon the student, the patient, and the situation. The instructor will evaluate student behaviors which create emotional distress to the student’s client(s). Documentation is the responsibility of the instructor.
3. **Failure to maintain client confidentiality:** Students must comply with HIPAA (Health Insurance Portability and Accountability Act) standards within each clinical facility. The standards for security, privacy and confidentiality apply to paper documents, electronic documents, information systems and verbal communication. Students will be cited and summarily dismissed from the program for failure to maintain client confidentiality.

Violations include, but are not limited to:

- a. Username/Password/Log-on sharing.
- b. Accessing a record of a patient and/or verbally communicating information about a patient without a legitimate reason.
- c. Releasing, disclosing or sending patient data inappropriately or without proper permission or authorization including social networking sites (see social networking policy).
- d. Releasing data for personal gain.
- e. Intentional destruction or falsification of data.
- f. Releasing data with the intent to alter any personal or associated outcome, or to harm any individual or the organization.
- g. Inappropriate use of systems resources with knowledge and intent to cause corruption of data or network systems.
- h. Accessing his or her personal medical records or information or those of a relative and/or taking inappropriate actions as a result of this access.
- i. Removal of patient data from the facility upon which the patient's identifying data is displayed (without blacking out or otherwise covering the identifying data).
- j. Photographing or recording a client without appropriate consent.

III. Unacceptable behavior including:

1. Behavior that is contrary to the philosophy of the University, the nursing program and/or the clinical agency or instructor's directives. This includes any of the above listed behaviors, exceeding the proper scope of practice, cheating, plagiarism, academic dishonesty as defined in the WNMU Academic Integrity Policy, insubordination, and failure to maintain ethical standards, legal standards and client confidentiality.
2. Copying exam questions, removing test copies or inappropriate access to testing material.
3. Violation of codes of conduct specified in these guidelines, WNMU catalog, or WNMU Student Handbook. Use of alcohol and/or drugs during class or clinical as outlined in the "impaired student policy"
4. Three or more scores of "zero" on the Professional Behaviors Assessment or an overall score at the end of each semester of less than 60 points for first semester, 70 points for second semester, and 78 points for second year students on the Professional Behaviors Assessment.
5. Recording, electronic or otherwise, of faculty-student interaction without written consent of both parties.

If a student violates one of the above areas of concern, he/she will receive an "F" for the course and will be dropped from the program. Appeal of such action shall be provided under the Student Academic Complaints in the WNMU Student Guidelines. Students may not remain in the program pending appeal for any of the above reasons.

Students who are dismissed from the program for unacceptable behavior or jeopardizing the client will not be considered for readmission.

In addition to dismissal, nursing students may be subject to grade reduction, suspension or expulsion from WNMU or other forms of discipline as deemed appropriate by the School of Nursing Chair or WNMU Administration in accordance with WNMU Student Guidelines.

Appeal from Dismissal

A nursing student dismissed or recommended for dismissal may appeal such action under the Student Academic Complaints Procedure.

Probationary Status

Nursing faculty have the option of placing a student on Probationary Status whenever there is a concern that a student is demonstrating behaviors or attitudes not in keeping with the Professional Behaviors Checklist or the course Clinical Evaluation Tool. Probationary status is assigned when there is documentation indicating that a student is deficient in areas of clinical practice and yet, with close supervision on the part of faculty and/or preceptors may show improvement in those deficient areas. School of Nursing faculty and the Associate Dean reserve the right to bypass Probationary Status and progress to dismissal whenever a student's behavior, nursing actions or attitudes demonstrate a direct violation of student guidelines or result in unsafe nursing care. The duration of Probationary Status will be determined by the faculty.

While on probation, any two weekly ratings of "Unsatisfactory" on the student's Weekly Evaluation form will result in the student's dismissal from the nursing program. Any two separate ratings of "Needs Improvement" on the student's Weekly Evaluation form may result in the student's dismissal from the nursing program.

Student Appeal Process

Students may utilize this appeal process in regards to academic complaints involving the assignment of grades (after verification of grade with registrar's office), professional conduct of the instructor or allegations of discrimination.

1. Students shall state the complaint in writing to the instructor within 30 university working days of receiving the grade notification or experiencing the disputed conduct. Copies of the complaint shall be forwarded to the ASWNMU President, the Vice President for Student Affairs, the Vice President for Academic Affairs, and the Affirmative Action Officer, if appropriate. The instructor shall investigate the matter and advise the student in writing as to the instructor's response and decision within 10 days of receiving the complaint. Copies shall be sent to the ASWNMU President, the Vice President for Student Affairs, Vice President for Academic Affairs, and Affirmative Action Officer, if appropriate.
2. Should the matter not be resolved by step 1, the same procedure shall be repeated by the student within 10 days of receiving the instructor's response. The student's response should be given in writing to the School of Nursing Associate Dean. Copies shall be sent to each of the people stated above. The school Associate Dean shall investigate the matter and advise all parties involved in writing as to the findings and decision within 10 days after receiving the complaint. The investigation may include interviews of the student, the instructor, other students in the course, other instructors who have taught the course, and a review and comparison of pertinent papers, examinations and documentation. The School of Nursing Associate Dean shall preserve confidentiality of the complainant and the nature of the complaint.

3. Should the matter not be resolved via steps 1 and 2, the student shall, submit a written request for a hearing to the Student Appeals Committee Chairperson within 10 days of receiving the school Associate Dean's response. Copies shall be forwarded to the Vice President for Student Affairs, Vice President for Academic Affairs, and the Affirmative Action Officer, if appropriate.
4. The Student Appeals Committee shall conduct a hearing to review the complaint. The Student Appeals Committee will then present a recommendation to the Vice President for Academic Affairs. The decision of the Vice President for Academic Affairs will be considered the final action of this Student Complaint process. Copies of the decision(s) will be sent to all parties.

Note: This policy is the same as the policy in the WNMU Student Handbook. If there are discrepancies, the WNMU Student Handbook will take precedence.

LICENSURE & STUDENT GUIDELINES AGREEMENT

Completion of the Nursing Program at Western New Mexico University does not confer licensure as a Registered Nurse. Licensure requirements and procedures are established by the New Mexico Board of Nursing. Felony convictions involving substance abuse, immoral behavior and/or behavior harmful to the public or other grounds specified by Board of Nursing Rules and Regulations may influence licensure. Students who have been convicted of a felony should contact the New Mexico Board of Nursing regarding licensure prior to entering the Nursing Program.

Students who are not citizens of the United States should also contact the New Mexico Board of Nursing regarding licensure before beginning the Nursing Program. Questions about eligibility for licensure should be discussed with nursing faculty before applying for admission to the program.

I have read and understand the above statements.

Student Initials _____

Agreement to follow Nursing Student Guidelines

I have read and understand the Student Guidelines for the Nursing Program and agree to abide by these guidelines. I further agree to abide by the additional guidelines stipulated in course syllabi.

Student Signature: _____ Date: _____

This statement will be filed with the student's permanent record.

END-OF-PROGRAM COMPREHENSIVE EXAM AGREEMENT

As part of my enrollment in the Western New Mexico University School of Nursing Program, I hereby acknowledge and accept that graduation from the program will require achievement of a minimum passing score on a standardized Comprehensive Exit Exam on or before the final semester of the program. Examples of such an exam include but are not limited to the Kaplan Comprehensive Predictor, the HESI A2 Exit Exam, and the ATI Comprehensive Predictor.

Failure to achieve a minimum passing score on the Comprehensive Exit Exam will result in an inability to graduate from the School of Nursing program, as passing the Comprehensive Exit Exam with a minimum passing score is a degree completion requirement at Western New Mexico University.

By signing this statement below, I attest that I am in understanding of and in agreement with this policy of the School of Nursing, and that such acceptance is a requirement for initiation of and/or continuation in the program.

This signed document shall be placed in my permanent student file.

Printed Name

Date

Signature

Witness