



Western New Mexico University

School of Nursing

Student Guidelines for Pre-Licensure Nursing Programs

2018-2019

Student Guidelines for the Pre-Licensure Nursing Program
FALL 2018 – SPRING 2019

TABLE OF CONTENTS

Mission Statement	4
Philosophy of Nursing – Pre-Licensure Nursing Program	4
School of Nursing Description	5
Accreditation	5
Program Enrollment	6
BSN Degree Plan	6
Specific Admissions Criteria	9
Entry and Annual Clinical Agency Clearance Requirements	11
General Program Guidelines	11
Student Retention and Progression	12
Grading, Exam, and Progression Policies	13
Written Work Guidelines	18
Student Grievance and Appeal Process	18
Attendance	18
Dress Code and Appearance	19
Student Health	20
Client Confidentiality	21
Social Networking Policy	21
Criminal Background Checks	23
Nursing Student Suspected of Impairment	24
APA Style Guidelines for Nursing Papers	27
Academic Honesty and Integrity	28
Nursing Student Involvement in School of Nursing Governance	28

Communication Policy Regarding Official eMail	28
Code of Civility	29
Dismissal Policy	29
Licensure and Student Guidelines Agreement	33
Exit Exam Policy Agreement	34

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/patient, the nursing program or its students. Notification of changes will be communicated to students ongoing.

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 healthcare system. Individuals have a right to optimum health and equal access to a healthcare delivery system that provides skilled assistance by culturally competent Registered Nurses. The patient's view of healthcare 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: Associate Professors: Alexis Harsh
Charnelle Lee
Rachel Owen
James Vigil
Krista Wood
Assistant Professors: Jennifer Franz
Anita Gallardo
Jamie (Leah) Tolley
Erin Wood

Nursing Degrees Offered:

Bachelor of Science in Nursing (Pre-licensure)
Bachelor of Science in Nursing (RN-BSN Program)
Master of Science in Nursing (MSN)
Post-Master's Certificate - Family Nurse Practitioner (FNP)

Western New Mexico University offers pre-licensure nursing programs leading to a Bachelor of Science in Nursing (BSN), an RN to Bachelor of Science in Nursing (BSN) completion program, and newly-approved graduate studies including a Master of Science in Nursing for Community & Rural/Frontier Health plus a Post-Master's Certificate for Family Nurse Practitioner. The pre-licensure BSN program curriculum is 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.

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 pre-licensure BSN Program at Western New Mexico University is fully approved by the New Mexico Board of Nursing, 6301 Indian School NE, Suite 710, Albuquerque, NM 87110, telephone

(505) 841-8340.

Graduate Program Enrollment:

Students shall be selected for admission to the graduate program (MSN) or post-master’s certificate (FNP) on a competitive basis. The Master’s in Nursing (MSN) program is presented entirely online via the Canvas LMS. Please see separate admissions criteria and progression policies found in the WNMU SON Graduate Programs documents referencing these programs for complete information. *The Post-Master’s Certificate for Family Nurse Practitioner is presented in a face-to-face format (not online) and requires continuous physical presence in Silver City, NM for the duration of the three-semester program.* Further information and ocumentation for both programs may be found online via the main School of Nursing website at <https://nursing.wnmu.edu>

RN-BSN Program Enrollment:

Only students who are licensed as Registered Nurses may be enrolled in the RN-BSN and graduate programs. The programs are designed for the working nurse and are presented entirely online. Please see separate admissions criteria and progression policies found in the WNMU RN to BSN Program documents for complete information. Further information and documentation may be found online via the main School of Nursing website at <https://nursing.wnmu.edu>

Pre-Licensure Program Enrollment:

The pre-licensure nursing program is a limited enrollment program. Students are admitted once per year in the fall semester. Twenty-four (24) students are admitted to the Silver City campus and sixteen (16) students are admitted to the Deming campus, for an aggregate total of 40 students once per year. All students interested in applying for admission must first be admitted to WNMU as specified in the Western New Mexico University catalog. Upon admission to WNMU, interested students may then contact the School of Nursing through its website or in person to apply for admission to the nursing programs. All pre-licensure nursing students are advised by a dedicated nursing advisor following completion of their first semester at WNMU, including assistance with the completion of developmental courses if needed. All students admitted to the pre-licensure nursing program must have a minimum 2.75 grade point average in designated supporting courses and must have successfully completed all prerequisite coursework before being considered for admission to the nursing program.

Students who have been convicted of a felony may not be eligible for nursing licensure in the state of 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 the host facility’s 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 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
ENGL 101	Composition and Rhetoric I	3
ENGL 102	Composition and Rhetoric II	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
NMNC 3110	Introduction to Nursing Concepts	3
NMNC 3135	Principles of Nursing Practice	4
NMNC 3210	Health & Illness Concepts I	3
NMNC 3220	Health Care Participant	3
NMNC 3230	Nursing Pharmacology	3
NMNC 3235	Assessment & Health Promotion	4
NMNC 4310	Health & Illness Concepts II	3
NMNC 4320	Professional Nursing Concepts I	3
NMNC 4335	Care of Patients with Chronic Conditions	4
NMNC 3120	Evidence Based Practice	3
NMNC 4410	Health & Illness Concepts III	4
NMNC 4435	Clinical Intensive I	4
NMNC 4445	Clinical Intensive II	4
NMNC 4510	Concepts Synthesis	3
NMNC 4520	Professional Nursing Concepts II	3
NMNC 4535	Clinical Intensive III	4
NMNC 4545	BSN Capstone	4
	Total Credits	59

PRE-LICENSURE BSN PROGRAM OF STUDY			
Course Number	Supporting Course Title	CREDITS	SEMESTER
ENGL 101	Composition & Rhetoric	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	3	Spring
BIOL 255/257	Anatomy & Physiology II and Lab	4	Spring
CHEM 121/123	Chemistry for Life and Lab	4	Spring
		Total 14	

MATH 321	Statistics	3	Fall
PSY 301	Developmental Psychology	3	Fall
BIOL 371/373	Microbiology and Lab	4	Fall
GEN ED	Area 5	3	Fall
		Total 13	
BIOL 327	Pathophysiology	4	Spring
KINS 300	Nutrition	3	Spring
GEN ED	Area 4	3	Spring
GEN ED	Area 5	3	Spring
		Total 13	
UPPER DIVISION COURSEWORK (requires admission to Nursing Program)			
Course Number	Core Nursing Courses - Level 1	CREDITS	SEMESTER
NMNC 3110	Introduction to Nursing Concepts	3	Fall
NMNC 3135	Principles of Nursing Practice	4	Fall
NMNC 3120	Evidence Based Practice	3	Fall
GEN ED	Area 4 or 5	3	Fall
		Total 13	
Core Nursing Courses - Level 2			
NMNC 3230	Nursing Pharmacology	3	Spring
NMNC 3210	Health & Illness Concepts I	3	Spring
NMNC 3220	Health Care Participant	3	Spring
NMNC 3235	Assessment & Health Promotion	4	Spring
		Total 13	
Core Nursing Courses - Level 3			
NMNC 4310	Health & Illness Concepts II	3	Fall
NMNC 3210	Professional Nursing Concepts I	3	Fall
NMNC 4335	Care of Patients with Chronic Conditions	4	Fall
300 or 400 Level Nursing Elective	Elective	3	Fall
		Total 13	
Core Nursing Courses - Level 4			
NMNC 4410	Health & Illness Concepts III	4	Spring
NMNC 4435	Clinical Intensive I	4	Spring
NMNC 4445	Clinical Intensive II	4	Spring
GEN ED	Per Individual Student Degree Plan	3	Spring
		Total 15	
Core Nursing Courses - Level 5			
NMNC 4510	Concept Synthesis	3	Fall
NMNC 4520	Professional Nursing Concepts II	3	Fall
NMNC 4535	Clinical Intensive III	4	Fall
NMNC 4545	BSN Capstone	4	Fall
300 or 400 Level Nursing 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 but no later than April 1st of each year.
2. Students wishing to be considered for selection for fall admission in the current year are required to submit an application to the School of Nursing requesting admission. Students who may have applied previously must submit a new, updated application for each year that the student is requesting consideration for admission. Deadlines for the submission of applications are found on the School of Nursing website at <http://nursing.wnmu.edu>.
3. The selection process for the nursing program begins after receipt of the student's application to the School of Nursing between February 15th and May 15th of each calendar year. It is the responsibility of the student to notify the School of Nursing of any change of address, telephone number, or other information potentially affecting the student's application.
4. Nursing student selection ordinarily will be made by June 15th 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, 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 New Mexico Nurse Educators Consortium (NMNEC) Admissions Guidelines. Items in BOLD indicate WNMU requirements.

Criteria Weight	BSN Criteria	Criteria Requirement
50%	Entrance Admissions Test (Kaplan, ATI TEAS , HESI, etc.)	Minimum score of 60.0
40%	Grade Point Average (Calculated on the 8 Supporting Courses identified below with an *. All required prerequisites must be completed prior to admission in addition to the 8 used for admissions GPA calculation) BIOL 254 Anatomy Phys BIOL 256 Anatomy Phys (L) BIOL 255 Anatomy Phys* BIOL 257 Anatomy Phys (L)* BIOL 327 Pathophysiology BIOL 371 Microbiology BIOL 373 Microbiology (L) CHEM 121 Chem for Life* CHEM 123 Chem for Life (L)* ENGL 101 Comp & Rhetoric* ENGL 102 Comp & Rhetoric* KINS 300 Nutrition/Diet	GPA of 2.75 or higher (Please note that the minimum GPA of 2.75 does not guarantee admission to the program.)

	Therapy* MATH 131 College Algebra* MATH 321 Statistics PSY 102 Introductory Psych* PSY 301 Developmental Psych*	
10%	The Science score within the ATI TEAS Exam will be used for screening and ranking of applicants.	There is no minimum requirement

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 minimum grade of “C” or higher (including pre-requisite or supporting courses).

9. **All supporting courses** must be completed by the end of Spring semester.

10. Prerequisite supporting science courses may be repeated only once for a **maximum of 2 attempts for each course**.

11. Selected science courses are required to be repeated if completed more than 7 years prior to entrance into the program.

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

13. 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 accommodation either regarding geographic location or specialty unit (e.g., ICU, Labor & Deliver, etc.); all students shall be expected to attend clinical agencies at multiple sites located throughout the region of Grant/Luna/Dona Ana/Hidalgo counties.*** Students shall be required to rotate among available clinical sites in different locations and campuses throughout the duration of the program. Student clinical agency assignments may occur at any point throughout the week and are not restricted to weekdays or daylight hours.

14. 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 **all** college/universities 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 minimum grade of “C” or higher is required for transfer of any credit(s) from any Nursing course in to the WNMU Nursing program.

Students wishing to transfer to the WNMU School of Nursing may be asked to submit a catalog course description or syllabus in effect at the time the course was taken 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 may 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 be admitted on a space available basis only.

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 only. Others, such as American Red Cross, are not accepted.) The card must be valid through the end of the semester for which the student is enrolling. CPR must include a hands-on component; internet-only courses do not meet minimum criteria and will not be accepted.
- Proof of immunity (either a vaccination record or positive titer) for:
 - Rubella (German measles)
 - Rubeola (measles)
 - Varicella (Chicken pox)
 - Hepatitis B (may include documentation that vaccination series is in progress for the series of three injections)
 - Tdap (Tetanus, Diphtheria, and Pertussis) immunization (documented within last ten years)
- A negative 2-step tuberculosis (TB) skin test (ppd) or negative chest x-ray (students with positive ppd to follow CDC guidelines).
- Completion of two background checks (forms to be picked up from the nursing office)
- Initial drug screen

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

- Follow-up drug screen (may be required annually or as needed 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
- A negative tuberculosis (TB) skin test (ppd) and/or negative chest x-ray in keeping with current CDC guidelines regarding 1-step, 2-step, chest x-ray, prophylaxis, etc.

**FAILURE TO SUBMIT THE REQUIRED DOCUMENTATION BY THE
CORRESPONDING PROGRAM DEADLINE (AS LISTED ABOVE) EACH YEAR WILL
RESULT IN DISMISSAL FROM THE PROGRAM**

Transfer Student Guidelines

Any attempt to misrepresent, minimize, or obscure student status at another school(s) or institution(s) will result in disqualification from the transfer process.

General Program Guidelines

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 the 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 conducted at various clinical facilities and agencies in the Silver City and/or Deming/Southwest NM regional area. Students are provided schedules and locations for their clinical assignments at the beginning of each clinical course. Established schedules may require modification based on clinical or school issues; notification of any changes will be provided by instructors. Students should check announcements and emails frequently (at least daily). 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 they are due. Students having financial problems are recommended to schedule a meeting with the WNMU Financial Aid Office.

Students are responsible for their own transportation and lodging for any out of town clinical rotations.

Any fund-raising activities undertaken by students related to any school coursework or clinical requirements, etc. must be approved by the School of Nursing administration (up to and including the Associate Dean) or faculty advisor for the WNMU Chapter of the National Student Nurse Association (NSNA). Efforts must adhere to established WNMU and NSNA rules, regulations, and guidelines (if applicable) prior to any undertakings.

Student Retention and Progression

WNMU nursing students must achieve a minimum score of 77.0% or higher in nursing course content to pass any course and progress to the next semester or level. Individual assignments and/or exam scores shall not be rounded up nor down. For example, a 76.99% does not round up to a 77.0%. There are no retakes of exams or extra credit opportunities offered within individual courses. These guidelines follow the recommendations of the NMNEC curriculum. 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.

Clinical agency experiences ("clinical") 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 student 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 evaluation 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 each clinical day, at mid-semester, and again 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) *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 the 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 unexcused 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/lab/simulation experiences per semester. 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 may 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 of Nursing Associate Dean. Continued disruption may result in suspension or permanent dismissal from the nursing program and/or from WNMU.

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

Grading, Exam, and 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 to 100	A	
80 to 89	B	
<u>77 to 79</u>	<u>C</u>	<u>PASS</u>
70-76	D	FAIL
69 & Below	F	

Note: The School of Nursing will **NOT** round 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 1 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 and meet all admissions criteria for the year in which the student is applying. Each school will determine whether readmission is possible based on a number of variables. (Examples of variables: course offerings, faculty availability, seat availability, other.)

Levels 2, 3, 4, 5:

Any single course failure will result in an inability for the student to progress to the next level until the student repeats the failed course with a passing grade. A second course failure (in the same or different course during the same or future term) will result in dismissal from the program with the option to reapply after two calendar years from the beginning of the term in which the second failure occurs. Any two course failures at any point in the nursing program will result in dismissal from the program with option to reapply as noted above. Students re-admitted after the two-year dismissal will be required to repeat the entire program and may not receive credit for courses completed successfully prior to the dismissal.

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/or 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 a maximum of two different exams per semester so long as faculty receive notification prior to the missed exam. Any additional exams missed after the student has completed two different make-up exams shall receive a score of zero (0).

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.

The unweighted arithmetic mean (average) of all exams within a course must be greater than or equal to 77% (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. *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 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 may 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 (essay, short- answer, etc.) but will be of similar complexity and will address the assigned content.
7. Students are not permitted to talk to one another during exams.

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. This includes test banks and/or exam items located online (Quizlet, etc.).

All exams 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 should student questions or concerns remain after exam completion and after all students have taken the exam. ***Any requests to meet with faculty to discuss an individual examination or assignment must be received within 5 university working days of the date of the posting of results or scores.*** Student requests to review exams and/or meet with faculty concerning a specific examination or assignment shall not be honored if received more than 5 university working days after the date of the posting of results or scores.

Proctored Exam Testing Policy

1. Examinees should not engage in other activities, such as reading a newspaper or using a cell phone, during the testing process.
2. Students will draw for a computer to test at for all proctored tests. A seating chart will be

used to track where students sit for each exam. Please save the seating chart till the end of the semester.

3. Students will be allowed 2 blank pieces of paper and two #2 pencils for the test. The paper(s) will be turned in at the end of the exam and the paper(s) may be kept on file. Student papers will be identified to make sure all papers are turned in.
4. All personal belongings must be stored out of reach; this includes coats, jackets, hats and sunglasses with discretionary allowances for religious apparel.
5. No electronics are allowed of any kind.
6. No food or drink is allowed in the computer testing room.
7. Advise students to use the bathroom prior to the start of the exam.
8. Students cannot leave the testing room without proctor approval.
9. Students may go the bathroom during the assessment but they will not be allowed to make up the time missed.
10. No communication is permitted among the students while taking the assessment. Students are expected to work independently.
11. Questions will not be answered concerning the content of the exam while the exam is being administered.
12. If a student clicks outside of the assessment window greater than three times. The test proctor will investigate this occurrence and will deny or allow the student to restart the exam. If the student is denied they will be required to leave the testing area quietly. The student will need to talk with the faculty of record and/or the Associate Dean of the School of Nursing concerning the circumstances and outcomes of exam non-completion. University and SON student guidelines shall be followed in the event of academic misconduct.
13. The ATI testing platform screens data from assessments for anomalous student responses. Students should be aware that their responses on any and all exams will be statistically analyzed for possible academic misconduct.

Collaborative Testing Review

Some courses within the School of Nursing may make use of collaborative testing (group testing) procedures. In such instances, the following guidelines shall apply:

Individual Exam:

During the individual exam testing all backpacks, books, phones (turned off) and other belongings go on the side tables. Please do not have any belongings around you, on or under your desk.

Students are to spread out and follow seating instructions of the instructor.

After students have finished the exam, they are to stay in their seats and quietly wait for everyone else to finish.

After the allotted time for the exam has finished, or when all students have completed exam (whichever comes first) students will be placed in a group by your instructor.

Each group will be given 1 paper test to take as a group. It is expected that the groups will quietly discuss each question and decide on the answer. There are NO resources that may be used to find the answer other than your small group discussion. In other words, students may NOT look information up in any manner.

Groups shall submit the paper test to the instructor when completed and the written exam shall have the names of all group members printed on it at the top. Groups shall be allowed 20-30 minutes maximum for collaborative exam completion.

Grading the group exam:

If a student does not pass the individual exam (<77%) then no extra points will be given for participation in the group exam.

If a student does pass the individual exam with a 77% or greater score, the following grading points will apply and will be added onto the student's individual passing exam score.

Group exam grades:

- If the group scores an 'A' on the group exam then each individual in the group will get 2 points added onto their individual passing exam score.
- If the group scores a 'B' on the group exam then each individual in the group will get 1 point added onto their individual passing exam score.
- If the group scores a 'C' or less on the group exam than no points are added to individual passing scores.

There is NO penalty for a low group exam score and no student is required to participate in the group test review.

Dosage Calculation Exams

Dosage calculation (aka medication calculation) exams are given during 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 three 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 repeat the course on a space-available basis. The non-passing grade in the course for which the dosage calculation exam was awarded shall be counted as a non-successful course concerning student progression and/or dismissal in keeping with WNMU and NMNEC progression policies.

End-of-Program Comprehensive Testing

The WNMU School of Nursing utilizes standardized testing (ATI, HESI, Kaplan, etc.) to assess student mastery of content. 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.

A Comprehensive Exit exam (ATI Comprehensive Predictor) will be given during the student's final semester and a minimum score must be attained within a maximum of two (2) attempts. The specific minimum score is outlined in a separate document, titled "End of Program Comprehensive Testing". If a student fails to achieve the stated minimum score by the second attempt, he/she will receive a non-passing score in the NUR 400 Concept Synthesis course and will not graduate from the program. Students not passing the Comprehensive Predictor Exam and not graduating will be ineligible to apply for and take the NCSBN NCLEX licensure exam. Students unsuccessful in achieving the required minimum score on the Comprehensive Predictor on the exam after two (2) attempts shall be required to repeat NUR 400 Concept Synthesis the next available semester (if eligible) with a successful course grade and achievement of the required minimum score on the ATI Comprehensive Predictor. Students who have accrued two unsuccessful courses (including NUR 400 Concept Synthesis) shall not be eligible to repeat the course, and existing NMNEC policies concerning program dismissal and eligibility to re-enroll shall be in effect. (Please see Progression Policies above).

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 shall not be afforded an opportunity for re-submission or re-work. Each course syllabus will identify specific parameters regarding the submission of late assignments.

Student Grievance and Appeal Process

Student grievance and appeal 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 as inability of the student to progress in the program. Faculty retain sole authority for determining clinical schedules and how or if clinical hours can be made up by a student.

Absence: Skills lab, simulation, 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. For absences that are not communicated in this manner, the student will be placed on probation and the School of Nursing 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 unexcused absence for that day. Students are expected to notify their clinical instructor of tardiness by one half hour before the designated clinical start 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 unexcused 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 his/her healthcare provider before returning to clinical. Healthcare provider's clearance is required for illnesses or health conditions that may place the student, faculty, classmates, staff and/or 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.

End-of-Program Review: WNMU sponsors an End-of-Program review which is mandatory for all Level 5 graduating students. Students must attend all days of the 3-day live review and sign in as appropriate each day of the review. Failure to attend all days of the End-of-Program review shall result in an inability to graduate and shall require repeat of the NUR 400 Concept Synthesis course if eligible.

Dress Code and Appearance

When attending clinical agency sites or attending any other scholarly function, students will wear the school uniform and identification badge.

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 other impermeable material
- University photo ID with Program Level identification ribbon
- Clinical facility id as required
- Stethoscope
- Bandage scissors
- Watch
- Protective eyewear

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 must 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 bandanas or other hair or head coverings are permitted. Fingernails are to be clean and short. 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 jewelry (studs) are the only permissible articles of jewelry. 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 and passion marks (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 by lanyard or pocket clip. It is considered unprofessional (as well as an infection control concern) to wear the uniform 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 and shall supersede the guidelines posted here.

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 catalog 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 affiliated 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 utilize the following procedure:

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 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 healthcare providers as needed.
 - E. The student is responsible for scheduling any follow-up laboratory work that is needed with his/her private healthcare 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 Department of Health.

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(are) the subject of the message.
- The message conveyed would reasonably be understood as being harmful to the reputation of the person(s) who is(are) 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

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. Drinks are allowed in the classroom provided that the drinks are covered, except for Room 104 (computer lab), where no food or drink is allowed.
- Conversations need to stop when the instructor begins or is conducting class
- No use of cell phones during class (this includes texting, checking phone messages, etc.)
- 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 healthcare recipients. The program makes use of individual fingerprints that are submitted to the New Mexico Department of Health for monitoring and clearance of healthcare workers.

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 may disqualify an applicant for licensure as a Registered Nurse in the State of New Mexico.

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.

Student applicants whose background includes any of the above-noted felony convictions (as well

as any other criminal background findings) may request consideration for granting of a nursing license by the State of New Mexico. Any such considerations are the responsibility of the student applicant and the New Mexico Board of Nursing and are not relevant to the nursing education process itself. Successful completion of and graduation from the WNMU School of Nursing does not in itself guarantee licensure for practice as a Registered Nurse. The granting of a nursing practice license is the responsibility of individual states within the United States and not educational institutions.

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 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 the student's clinical judgment while in the classroom, clinical practicum, 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 classroom, clinical practicum, 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 Healthcare 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 his/her student picture identification card and driver's license with him/her 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 his/her 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, Associate Dean for Nursing and Allied Health, 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 decisions related to any disciplinary action 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 Affairs 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 his/her own expense at another certified laboratory as described above.
3. If a student admits to being impaired by drugs or alcohol, he/she 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.
- Submissions should include a cover page following APA guidelines as well as the course number, the date, and the 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, paraphrasing without proper citation, 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. 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 Email

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

How to forward your WNMU email to your home email address:

1. Log into Mustang Express
2. Click on the purple **MAIL** icon
3. When this opens, click on the **tool icon** on the top right of the screen
4. Scroll down to Your App Settings and click on **Mail**
5. On the left of the screen, scroll down to Accounts and click on **Forwarding**
6. Enter your home email address.

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 the

WNMU Student Handbook. Use of alcohol and/or drugs during class or clinical as outlined in the “impaired student policy.”

4. Recording, electronic or otherwise, of faculty-student interaction without written consent of all 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.

Scope of Discipline

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 Associate Dean 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 failure from the nursing course in question.

Student Appeal Process

Students may utilize this appeal process for academic complaints involving the assignment of grades (after verification of grade with the 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 university working 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 in 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: _____

Student Name (printed): _____

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 within a maximum of two (2) attempts 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.

End-of-Program Review: WNMU sponsors an End-of-Program review which is mandatory for all Level 5 graduating students. Students must attend and participate in all days of the 3-day live review and sign in as appropriate each day of the review. Failure to attend all days of the End-of-Program review shall result in an inability to graduate and shall require repeat of the NUR 400 Concept Synthesis course if eligible.

By signing this statement below, I attest that I am in understanding of and agree to abide by the above policies 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