

LPN to ASN Program

Student Handbook

Summer/Fall 2025

LPN to ASN Program
Physical Address: 2355 Nashville Rd
Bowling Green, KY 42101
Website: https://www.wku.edu/nursing/lpn_to_asn.php
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School of Nursing and Allied Health (SONAH)
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Mailing Address: 1906 College Heights Blvd. #11036
Bowling Green, KY 42101-1036
Website: <http://wku.edu/nursing>
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The associate nursing program at Western Kentucky University located in Bowling Green, Kentucky is accredited by the:

Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
(404) 975-5000
www.acenursing.org

The most recent accreditation decision made by the ACEN Board of Commissioners for the associate nursing program is Continuing Accreditation.

View the public information disclosed by the ACEN regarding this program on the [ACEN website](http://www.acenursing.org).

WKU School of Nursing and Allied Health

THE PROVISIONS OF THIS DOCUMENT DO NOT CONSTITUTE A CONTRACT BETWEEN THE STUDENT AND THE SCHOOL OF NURSING. THE FACULTY AT WKU SONAH RESERVES THE RIGHT TO MAKE REASONABLE CHANGES AS NECESSARY.

Students at Western Kentucky University are expected to review and abide by policies within the University Student Handbook. Students admitted to the LPN to ASN Program are also to review and abide by the policies with the School of Nursing and Allied Health (SONAH) Nursing Student Handbook and the LPN to ASN Program Student Handbook.

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WKU School of Nursing and Allied Health

Mission

The mission of the School of Nursing and Allied Health (SONAH) prepares undergraduate and graduate students to provide compassionate, culturally sensitive care to diverse populations. Through the use of service and interprofessional learning opportunities, students are prepared to function in an increasingly global society and to provide creative evidence based, and ethical solutions for complex healthcare issues. The desire for lifelong learning is instilled in graduates as a means to continue personal professional development and to affect positive change in healthcare systems and policy.

Nursing Philosophy

The SON faculty members believe that education for professional nurses is built upon knowledge from the liberal arts and sciences and occurs within institutions of higher learning. The School of Nursing provides two options for entry into practice, the Associate of Science in Nursing (ASN) and the Bachelor of Science in Nursing (BSN) degrees. The Master of Science in Nursing (MSN) degree builds upon the baccalaureate degree and is the foundation for advanced nursing practice and doctoral education.

Nursing is a professional discipline, an art and science, which applies knowledge from the liberal arts and sciences to meet the health care needs of patients. The goal of professional nursing practice is to assist patients in achieving an optimal level of functioning across the lifespan.

Professional nursing practice encompasses the application of the nursing process, critical thinking skills, communication and scientific inquiry in the delivery of nursing care in a variety of settings. Nurses assume multiple roles based on educational preparation. Generalist nurses prepared at the Associate and Baccalaureate levels assume the roles of provider of care, designer/manager/coordinator of care, and member of a profession. Masters prepared nurses assume specialty roles based on educational preparation and experience. Nurses at all levels use inter and intra-professional communication and collaborative skills to deliver evidenced based interventions aimed at health promotion, risk reduction, disease surveillance/prevention/management and patient centered care for patients of all ages and diverse cultures. All professional nurses are accountable for their practice within the guidelines of standards of care and ethical codes set forth by professional organizations.

The **patient**, the recipient of nursing care and/or services, is conceptualized as an individual, family, group, community or population that is unique with intrinsic worth and dignity. The patient does not exist in isolation but as part of a complex interaction among other persons and the environment. Patients come from diverse backgrounds that require culturally sensitive nursing care. Patients have the right to self-determination. The unique interaction between the nurse and the patient is the essence of professional nursing practice.

Health reflects the patient's optimal level of functioning. Health is a dynamic process influenced by the complex interaction of biological, economic and environmental factors, values and beliefs, societal interactions, and health behaviors. Professional nursing practice enhances the patient's optimal level of functioning.

The **environment** consists of internal and external parameters that affect patients. The parameters include biological, cultural, economic, political, psychosocial, and spiritual factors. Any change in the environment has the potential to influence the patient's health. Nurses assist patients to modify the environment for improvement of health.

Associate of Science in Nursing (ASN) Program

The Associate of Science in Nursing (ASN) program prepares the graduate as a generalist to give nursing care in a variety of health care settings and provides the knowledge base for career mobility. ASN Program graduates are eligible to write the NCLEX exam to become a registered nurse.

Organizing Framework

The organizing framework reflects the philosophy of the SON and identifies the basic structural components of the curriculum. The organizational framework of the curriculum is guided by theoretical principles including Maslow Hierarchy of Needs and Erikson's Developmental Stages and based on the concepts of nursing, patient, health, and environment.

As an online program for currently licensed practicing nurses to advance their nursing education, the ASN Program supports the use of Knowle's Adult Learning (Andragogy) theory as it emphasizes that adults are self-directed and actively participate in their own learning. Knowle's theory guides the program's instructional methods taking into account the wide range of backgrounds of learners.

The core values central to nursing practice are caring, diversity, integrity, and excellence-(NLN 2021). The role of the associate degree nursing graduate includes provider of care, manager of care, and member within the discipline of nursing. Integrated concepts inherent in these three roles focus on the nurse as caregiver, teacher, coordinator, communicator, collaborator, and advocate. Professional nurses are accountable for their practice within the ANA's *Nursing: Scope and Standards of Practice*, ANA's *Code of Ethics for Nurses*, QSEN competencies, licensing laws, professional standards, and established policies and procedures.

January 2022

Operational Definitions

Evidence-Based Practice-Integration of best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care. (QSEN, 2019)

Nursing Clinical Judgement- The observed outcome of critical thinking and decision-making. It is an iterative process that uses nursing knowledge to observe presenting situation, identify a prioritized patient concern, and generate the best possible evidence-based solution in order to deliver safe patient care. (Betts, Muntean, Kim, Jorion, & Dickison, 2019)

Patient-centered care-Recognition of the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient's preferences, values, and needs. (QSEN, 2019)

Informatics-Utilization of information and technology to communicate, manage knowledge, mitigate error, and support decision making. (QSEN, 2019)

Quality Improvement-Use of data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems. (QSEN, 2019)

Safety-To minimize the risk of harm to patients and providers through both system effectiveness and individual performance. (QSEN, 2019)

Teamwork and Collaboration-To function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care. (QSEN, 2019)

References

QSEN Institute. (2019). Retrieved from <http://qsen.org/competencies/pre-licensure-ksas/>

Tiffen, J., Corbridge, S. J., & Slimmer, L. (September -October 2014). Enhancing Clinical Decision Making: Development of a Contiguous Definition and Conceptual Framework. *Journal of Professional Nursing*, vol 30, issue 5, pages 399-405.

December 2021

Student Learning Outcomes

The graduate will:

1. Integrate the nursing process and current standards of nursing practice to provide safe, competent nursing care with respect for patient preferences, values, and needs.
2. Incorporate clinical nursing judgement when prioritizing patient care.
3. Effectively communicate with patient and when collaborating with members of the inter-professional team.
4. Model accountability for nursing care given by self and/or delegated to others while seeking appropriate resources.
5. Incorporate the role of teacher when providing patient care.
6. Demonstrate a spirit of inquiry and examine the evidence that underlies clinical nursing practice to enhance quality and safety in health care.
7. Use information and communication technologies to coordinate patient care and support clinical decision making.

February 2023

REQUIRED CURRICULUM

The supporting courses listed in each semester must be taken prior to or concurrent with the nursing courses listed in the same semester. Students **MUST SUCCESSFULLY COMPLETE** all courses listed in each semester before enrolling in the next nursing course.

First Semester		Credit Hour(s)
NUR 104 Calculations for Nursing	1	Credit for prior learning after completing NUR 150.
NUR 105 Fundamentals of Nursing	6	Credit for prior learning after completing NUR 150.
NUR 106 Fundamentals of Nursing Clinical	1	Credit for prior learning after completing NUR 150.
NUR 150 LPN to RN Transition	1	
PSY 220 Developmental Psychology	3	
BIOL 131 Anatomy & Physiology	4	Minimum grade of "C" required.
Second Semester		
NUR 155 Medical-Surgical Nursing I	6	
NUR 156 Medical-Surgical Nursing I Clinical	2	Credit for prior learning after completing NUR 155.
NUR 157 Medical-Surgical Nursing I Skills	1	Departmental Skills Competency option.
NUR 165 Mental Health Nursing	3	Departmental Credit Exam option.
NUR 166 Mental Health Nursing Clinical	1	Credit for prior learning credit after completing NUR
BIOL 207 Microbiology	3	Minimum grade of "C" required.
Third Semester		
NUR 208 Medical-Surgical Nursing II	5	
NUR 209 Medical-Surgical Nursing II Clinical	3	Requires 3 clock hours/credit hour each week.
NUR 215 Maternal Newborn Nursing	2	Departmental Credit Exam option.
NUR 216 Maternal Newborn Nursing Clinical	1	Credit for prior learning after completing NUR 215.
ENG 100 Intro to College Writing	3	
Fourth Semester		
NUR 254 Pediatric Nursing	2	
NUR 255 Medical-Surgical Nursing III	3	
NUR 257 Nursing Seminar & Practicum	4	Requires 3 clock hours/credit hour each week.
Arts & Humanities Elective	3	May be taken at any time during the program.
Quantitative Reasoning Course	3	May be taken at any time during the program.
Total Program Hours	61	

November 2022

TECHNOLOGY REQUIREMENTS/COMPUTER LITERACY

Nursing courses are web-based using the Blackboard learning management system, which requires internet access and a current version of either Fire Fox, Chrome or Microsoft Edge. Students without appropriate computer hardware and software will be expected to either upgrade their personal systems and/or make use of WKU student computer labs to complete computer-based assignments. Students are expected to have adequate computer skills for writing papers, using electronic mail to communicate, and accessing information using the Internet. [Technology requirements](#) are outlined on WKU's Orientation for Online Learners website. WKU's [New Student Technology Guide](#) identifies other IT services such as computer repair services, laptop loans, and free software including Microsoft Office. In addition, WKU has numerous [technological support services](#) available for students.

All students must use their **WKU EMAIL ADDRESS** and are responsible for checking their email on a regular basis for updates and instructions from their course and clinical faculty.

October 17, 2022

GENERAL STUDENT ATTENDANCE AND ILLNESS POLICY

Attendance: Students are expected to be present, punctual, and attentive for class, lab and clinical experiences.

Tardiness: Students are expected to arrive prior to the start of class, to avoid disrupting the classroom. Students who arrive after class begins may be asked to wait until break to enter the classroom. Admittance to the clinical setting/laboratory in the event of tardiness for exceptional circumstances will be at the discretion of the instructor.

Extra Assignments: Faculty members may assign extra work for students who have missed any part of a class or clinical to help the student regain what was lost during their absence if the faculty member feels this is appropriate.

Extenuating Circumstances: *Unforeseen events* such as an auto accident, death in the immediate family or personal illness which requires a student to be absent from class or clinical may be viewed as an extenuating circumstance. In the case of such events the student must notify faculty members as soon as possible. *Vacations, weddings, doctor appointments, studying for an exam, childcare issues, job interviews, working, etc. are not considered extenuating circumstances as these are not unforeseen events.* Students wishing to claim extenuating circumstances will be asked to provide documentation of the event which led to excessive absenteeism. The presence of extenuating circumstances does not guarantee that a student will be exempted from this attendance policy.

STUDENT APPEALS

Students who feel they have cause for an appeal of a faculty or program decision have the right to appeal the decision as described in the WKU Student Handbook.

SMOKING

Smoking is not permitted in the School of Nursing or any university building. Smoking is currently permitted in marked areas outside of buildings, away from doorways and other high traffic areas. In addition, smoking policies of clinical facilities must be upheld when students are off campus. Students will be expected to abide by the smoking policies at the university and all clinical facilities. Infractions of smoking policies, like other policies, are cause for written misconduct statements and repeat offenses can lead to dismissal from the clinical agency or the nursing program (see Professional Conduct Policy for more information).

TESTING LOCATION

Students may test at any WKU Testing Center, an approved off-campus testing location, and through the proctoring service ProctorU. The WKU Testing Center assists online students in locating approved exam sites in geographical locations most convenient for the student. While the WKU Testing Centers do not charge a fee, the WKU Remote Proctoring Network includes both proctor locations who charge for proctoring services as well as those who do not charge. Students are responsible for payment of any proctoring fees if they choose to use a proctoring site who charges a fee for this service. Students are also responsible for any additional fees that might be associated with the use of a particular proctoring site, such as parking fees.

May 2018

STUDENT ABSENCE FROM EXAMINATIONS/TESTS

A student may not take an examination other than the scheduled date without satisfactory justification. Students are responsible for notifying their instructor if they are unable to take a scheduled unit test or final examination prior to the scheduled test time. The faculty member responsible for the course will decide if the justification is satisfactory. The student who does not notify the faculty of an absence for an examination and/or who cannot provide satisfactory justification for the absence can still take a makeup examination but the achieved score will be reduced by 10% of total points possible. At the discretion of the course instructors, any makeup exam may consist of different test items or essay questions. Makeup exams will be given as soon as possible, preferably within one week of the date of the original exam.

May 2018

TESTING TIME LIMITS

In preparation for the national licensing exam (NCLEX-RN), students need experience in test time management. Students should be prepared for the maximum NCLEX-RN test of 150 questions and five hours in length (approximately 2 minutes per question). Using the National Council of State Boards of Nursing testing practices as a guideline, the LPN to ASN Program allows 2 minutes per test question on teacher made exams. Standardized exams without required time limits will also be administered using 2 minutes per test question.

February 2023

STUDENT ASSISTANCE FOR SUCCESS

To promote student success in the LPN to ASN Program:

1. It is required that any student who achieves less than 80% on a unit exam must contact course faculty within one week after the exam.
2. It is required that students complete remediation activities as assigned by the course faculty. Remediation assignments are due within one week of student receipt. Students failing to complete remediation activities within one week will receive a 10% reduction in score achieved for the course's next unit exam/final.
3. Students who do not follow the Student Assistance for Success policy may not qualify for future readmission to the nursing program if unsuccessful.

April 2015

GRADES

Didactic course grades will be determined by assignments and exams. Clinical course grades are pass/fail and based on student skill performance and clinical evaluation. If a student is unsuccessful in either the didactic or clinical component of a course, both courses must be successfully repeated before the student is allowed to progress in the program. Course letter grades are assigned using the following scale:

- 100.0 – 91.0% = A
- 90.9 – 84.0% = B
- 83.9 – 77.0% = C
- 76.9 – 69.0% = D
- 68.9 -- 0.0% = F

PROMOTION AND RETENTION POLICIES

1. In order to successfully complete a nursing course a student must achieve a minimum score of 77%. A student with an average score of 76.9% or below will not pass the course.
2. A student who is unsuccessful in a nursing course must repeat the course before taking the next sequential nursing course. Consideration for a student to repeat a nursing course will be given on an individual basis by the Academic Standards Committee and dependent upon available resources. The student must have a minimum GPA of 2.0 excluding the nursing course(s) which is to be repeated. A

second failure in a required nursing course or the failure of a subsequent nursing course will result in dismissal from the LPN to ASN Program. For the purpose of this policy, failure of a course with a required clinical section counts as a one-course failure, even if the student fails both the lecture and clinical section simultaneously. Upon dismissal, the student must complete a “change of major” form. If not completed, the LPN to ASN Program will change the student’s major to “exploratory studies”. If a student is dismissed from the LPN to ASN Program and chooses to return, the student must wait a full two years from the time of dismissal to be eligible to reapply to the program. A new application to the program would be required.

3. Failure of the NUR 150 LPN to RN Transition course does not count as a nursing course failure but requires the student to reapply to the program.
4. The student must follow the required curriculum. Any exceptions must be approved by the Academic Standards Committee.
5. The student must achieve a grade of "C" or higher in Biology 131, Human Anatomy and Physiology, and Biology 207, Microbiology, in order to progress to the next nursing course.
6. A student considering to either audit or withdraw from a nursing course should consult with both course faculty and the WKU Student Financial Assistance office prior to making their decision. It is the student’s responsibility to determine how such action would affect their financial standing (grant/scholarship/loan/etc.) and admission eligibility with the university.
7. Students have a maximum of 5 consecutive semesters (includes Fall, Spring, & Summer terms) from admission to graduation to complete the LPN to ASN Program. Students with English as a second language may be granted an additional semester to complete the program.
8. If a student has health problems that in the opinion of the nursing faculty negatively influence his/her progress in the nursing program, the faculty may require certification by a medical doctor (approved by the nursing faculty) as to the person's fitness to continue in nursing.
9. A student who is unsuccessful in Nursing 208, Medical Surgical Nursing II, must also repeat Nursing 209, Medical Surgical Nursing II Clinical when repeating Nursing 208.
10. If a student is unable to complete the program within the maximum time length of 5 consecutive semesters and chooses to return to the program, the student must reapply to the nursing program and will need to re-take NUR 157 or successfully demonstrate NUR 157 skill competency. Additionally, if the student completed NUR 150, 165, 215, or 254 within two calendar years of readmission into the LPN to ASN program, the student will NOT be required to re-take NUR 150, 165, 215 or 254. If the course completion date is greater than 2 years from the readmission date, the student will be required to re-take the course or successfully complete a departmental credit exam for the course if a departmental credit exam option is available.
11. A student’s degree from WKU must be conferred within 6 months of the student completing their last

nursing course. If not, then the student must repeat NUR 255, Medical Surgical Nursing III and NUR 257 Nursing Seminar and Practicum to ensure compliance with Kentucky state regulation which states “The integrated practicum shall be completed within a period not to exceed seven (7) consecutive weeks while the governing institution is in session and within seven (7) months of graduation”.

12. A student returning to the program after a nursing course failure should review [WKU Degree Requirements](#) and the [WKU Repeating Courses policy](#) in the current version of the [WKU Undergraduate Catalog](#).
13. A student who declines admission to the ASN Program a second time is not eligible for admission to the program for a period of one year from the second declination.
14. A student who withdraws from NUR 155 or NUR 165 a second time is not eligible for readmission for a period of one year from the second withdrawal date regardless of reason.
15. A student in the last semester of the program who passes NUR 255 & 257 but fails or withdraws from NUR 254 may be able to repeat the NUR 254 course only the following semester under the following circumstances.
 - Student is required to complete additional NCLEX Prep as assigned.
 - Student successfully completed NUR 257 during summer term or during 2nd biterm Fall/Spring semester. Not applicable for students completing NUR 257 during 1st biterm Fall/Spring semester due to KBN regulation which requires practicum to be completed within 7 months of graduation.

November 2024

NURSING CO-REQUISITE WITHDRAWAL POLICY

If a student withdraws from a nursing course with a clinical component, the student must also withdraw from the corresponding didactic/clinical component. For example, if a student withdraws from Nursing 208, that student must also withdraw from Nursing 209. If a student withdraws from Nursing 209, the student must also withdraw from Nursing 208.

August 2010

CLINICAL SKILLS CHECK-OFF POLICY

Clinical skills are essential to nursing practice. Therefore, a student must master all selected skills at a satisfactory level before utilizing the skills in the clinical area. The Nursing 157 syllabus will identify selected skills for which students are to demonstrate skill competency. Students will be provided requirements for successfully completing each identified skill. A student has two attempts to successfully complete a skill. If a student is unsuccessful on their first attempt, a second faculty member will evaluate the student on their second and final attempt. Failure to successfully complete any selected skill within two attempts will result in clinical failure.

LPNs will have the option to attempt a comprehensive skills check off or take the course for skill presentation and return demonstration. If the LPN chooses to attempt the comprehensive check offs, they are responsible for all skills and will randomly be asked to demonstrate 3-4 skill sets at the instructor's discretion. If successful, the LPN will be exempt from attending regularly scheduled nursing skills lab days. If an LPN is unsuccessful on their first comprehensive check-off attempt, they will be required to attend Nursing 157 skills lab.

May 2018

HESI TESTING AND REMEDIATION POLICY

The LPN to ASN Program has partnered with Elsevier to ensure student preparation for the national licensing exam. Benefits to utilizing HESI Testing and Remediation Program are:

- Allows faculty to easily identify students who may be at-risk, throughout the curriculum.
- Exposes students to test items that simulate NCLEX questions and a computerized testing environment, preparing them for the NCLEX examination throughout their program of study.
- Personalized online remediation addresses a student's unique knowledge gap ensuring targeted review prior to taking the NCLEX examination.

Select nursing courses have scheduled HESI exams. The student's HESI exam score will account for 10% of the student's overall course grade for the following nursing courses:

- Nursing 155 – Medical-Surgical Nursing I
- Nursing 165 – Mental Health Nursing
- Nursing 208 – Medical-Surgical Nursing II
- Nursing 215 – Maternity Nursing
- Nursing 254 – Pediatric Nursing
- Nursing 255 – Medical-Surgical Nursing III

Students who successfully completed the departmental credit exam for NUR 165 will take a Mental Health exam as scheduled in their NUR 155 course. Likewise, students who successfully completed the departmental credit exam for NUR 215 will take a Maternity exam as scheduled in their NUR 208 course. These exam scores will not be included as part of the medical surgical nursing course grade but will be utilized to determine student remediation requirements for those specialty courses in which academic credit was applied using a departmental credit exam.

Two HESI Exit Exams will be administered during the last semester of the nursing program and each will be calculated as 10% of the NUR 255 course grade. The HESI Exit exams are required as part of the HESI Compass program and will be used to determine what remediation a student needs to complete in preparation for their NCLEX-RN exam.

Returning students are required to complete HESI remediation for all exams completed within the semester by semester end with the due date identified by the program.

November 2024

Please note that Elsevier's HESI testing is a web-based program, therefore, technological interruptions may occur during testing. LPN to ASN Faculty will make every effort to resolve any issues/interruptions as they occur in order to resume student testing as scheduled.

DEPARTMENTAL CREDIT EXAMS

LPNs may receive course credit on the basis of departmental credit examinations for NUR 165 Mental Health Nursing and NUR 215 Maternal Newborn Nursing. A score of 850 constitutes successful completion of the exam. Upon successful completion, the student will be instructed on how to pay the per credit hour fee for the course to be applied to the student's transcript. Departmental credit examinations are available three times a year. LPNs register for departmental credit exams using the Distance Learning Testing Center website. Per university policy, a departmental credit exam can only be taken one time, and the exam must be completed prior to the semester in which the student would have taken the nursing specialty course (NUR 165 or NUR 215). Once a student has completed any portion of NUR 165 Mental Health Nursing or NUR 215 Maternal Child Nursing, they may not attempt the corresponding departmental credit exam for the course. In addition, a student may not take a departmental credit exam for a course in which the student has previously completed or failed.

September 2024

NCLEX PREPARATION PLAN

In order to be successful, students must prepare for the national licensing exam, NCLEX-RN. Therefore, the LPN to ASN Program requires all nursing students to complete NCLEX style questions throughout the program and to take the program required NCLEX-RN Review Course during the last semester of the program.

June 2020

STUDENT PARTICIPATION IN GOVERNANCE

The LPN to ASN Program values student participation in governance. Students are asked to submit comments/suggestions to the LPN to ASN Coordinator or submit comments via the Student Input tab in the LPN to ASN Program Blackboard site for discussion at LPN to ASN faculty meetings. Student input is also sought during discussion of proposed program policy changes.

December 2018

COMMUNITY ACTIVITY REQUIREMENT

Western Kentucky University ASN Program curriculum includes cultural, ethnic, and socially diverse concepts. As part of your development within the nursing profession active community participation is required each semester during NUR 155 and NUR 208. Active community participation requires participation in one community event that includes a cultural, ethnic, and/or socially diverse population (minimum 2-hour participation). Examples may include health fair, Special Olympics, Camp Courageous

volunteer, shelter volunteer, etc.

Failure to comply with this participation each semester will result in a failing grade in the nursing course(s) in which you are enrolled. Documentation of attendance, date/time, and explanation of how the event included a cultural, ethnic, and/or socially diverse population and the nurse's role in working with the population. Students are to submit documentation via their medical-surgical nursing course's Blackboard site and documentation is due prior to the course's final exam."

August 2024

TRAVEL

The student will provide his/her own transportation for clinical experiences, some of which may be located outside the Bowling Green area.

Fall 2009

ATTENDANCE POLICY

Clinical/Laboratory Attendance

Attendance in the clinical facility or nursing skills laboratory is essential in order to achieve the educational objectives of the nursing program. A student must notify his or her clinical instructor prior to any clinical absence. The student must meet with course/clinical faculty immediately following any absence. Students who are absent from clinical, regardless of the reason, will be required to make up clinical time by completing a learning assignment as determined by the course coordinator. Students are given up to one week to complete the assigned learning assignment.

Maximum hours allowed for absence consist of one clinical day plus two additional hours. For example if your clinical meets for 12 hours then you can miss one clinical day and then up to two additional hours for either arriving late or leaving early. This policy includes both clinical time spent in the skills lab or at a clinical facility.

An additional clinical absence will be given to a student who submits an incomplete or late learning assignment. A student absent more than the designated number of hours for that course will fail the clinical nursing course. If the clinical nursing course failure occurs prior to the official university withdrawal date, the student will withdraw from the clinical course and corresponding didactic course. If the clinical course failure occurs after the official university withdrawal date, the student will receive a failing grade for the clinical course. If eligible for readmission, the student may request readmission into the program for the following semester.

Tardiness for and/or leaving early from the clinical/laboratory experiences is unacceptable and may result in the student not being admitted to the clinical/laboratory, which will then be counted as an absence. Students may be sent to an alternate learning experience if unprepared to perform clinical assignment.

If a student misses clinical due to a medical reason (e.g., hospitalization, invasive procedure, or infectious process), the student must present a signed medical release indicating no restrictions prior to return to

clinical. It is the student's responsibility to provide this signed release. Individual cases will be considered at the discretion of that student's clinical instructor and/or course coordinator.

May 2017

AUDIO/VIDEO TAPING POLICY

As a nursing student of WKU's LPN to ASN Program, students may be photographed, videotaped and/or audio taped for educational purposes. Recorded material may be viewed by instructors and other students or outside sources for educational advancement during and beyond a student's enrollment. Students are to dress appropriately and use appropriate language during any media recording. No media content will be copied by a student for any reason.

November 2016

CELLULAR PHONE AND PAGER POLICY

No cellular phones or pagers are allowed in any classroom, clinical or laboratory setting. Phones and pagers must remain off in a student's purse or backpack. Students may check for messages during breaks. No photographs or videos may be taken of patients. Instructors will have a phone in the classroom/clinical facility for receipt of emergency transmissions.

March 2010

VIRTUAL MEETING/CLASSROOM ETIQUETTE (for use with Zoom/Blackboard/Adobe Connect/etc.)

- **Are you ready? Check your equipment.**
Do a test run to ensure you know how to operate the program and that your computer equipment is capable of videoconferencing (camera & microphone) prior to your first meeting. Do you have enough internet strength to video conference? Do you need to videoconference from a location other than your home? Use the link your instructor provided in your Blackboard course or via email.
- **Be on time.**
Arrive 10-15 minutes early to your videoconference in case you have to troubleshoot technical difficulties.
- **Camera on.**
Your camera must stay on the entire class time. Position your camera so that the teacher can see your face as if you were talking in person. Tilt the camera so that the picture is straight on and not looking up your nose.
- **Identify yourself.**
Use your full name when identifying yourself in Zoom. Type your full name so that it appears with your picture. Your teacher may ask you to identify yourself in the chat box for attendance.
- **Cut out the noise/distractions.**
Be aware of noises around you such as a TV or radio. Turn these noise makers off. Setup your

zoom device in an area where you will not be interrupted by family. You can't supervise children while attending a Zoom meeting. Make arrangements for childcare other than yourself! Don't multitask. This is not the time to eat, respond to emails/texts, or move around with your camera.

- **Clothing is NOT optional.**

Remember that, even though you may be alone at home, your professor and classmates can SEE you! While attending class in your pajama bottoms is a tempting option, you'll want to make sure that you are presenting yourself in the best possible light at least from the waist up. Put on a clean shirt. Run a brush through your hair. Brush your teeth and put on deodorant... no, they can't smell you through the screen but that is just good common hygiene.

- **Be aware of your surroundings.**

Your professor and classmates can also see BEHIND you. Make sure that there is nothing in the background (traffic, other people, a pile of laundry) that may distract from the class. While it is not necessarily the best choice to attend class from your messy bedroom, it may be the only place you can find peace and quiet away from roommates or family members. If that is the case, you can employ a virtual background to hide what you don't want seen.

- **Participation**

Be prepared. Complete all required assignments before the meeting. Be focused. Pay attention. Be an active participant.

- **Mute is your friend.**

Once you log in to the virtual classroom, be sure to mute your microphone. This will help to eliminate background noise that could distract others.

- **Raise your hand and wait to be called upon.**

If you wish to speak, either physically raise your hand or use the "Raise Hand" button at the center of the bottom of your screen. Once the teacher calls on you, unmute yourself and begin speaking. When you have finished speaking, indicate you are done by saying something like "That's all" or "Thank you" and then mute your microphone again.

- **If you don't have anything nice to say...**

The Zoom chat feature is a tool to make comments and ask questions without interrupting the speaker but be aware that your comments are public and are recorded in the minutes of the session. As you most likely learned in your first face-to-face classroom back in kindergarten, "If you don't have anything nice to say, don't say anything at all."

December 2020

UNIFORM GUIDELINES/DRESS CODE

Students are expected to wear a program approved uniform and a WKU LPN to ASN name badge in all clinical settings where they are representatives of the WKU LPN to ASN program. If inappropriately dressed, the student will be asked to leave the clinical area.

- An LPN to ASN photo ID badge will be obtained during NUR 157. Students are responsible for wearing the photo ID badge on the front upper torso anytime in nursing uniform and/or scrub jacket. No other badges, pins or buttons allowed.

- The clinical uniform is to be all black scrubs with the left chest monogrammed with the LPN to ASN approved monogram by Green River Scrubs.
 - Pant length should stop at the top of the shoe. No joggers or cuffed pants allowed.
 - Skirts must fall at or below the knee.
 - The uniform must be clean, without wrinkles, in good repair, and the appropriate size.
 - Black scrub jackets or black undershirts may be worn with the uniform.
 - Plain all black athletic or nursing shoes with enclosed heel and toe should be worn with the uniform. Shoes must be clean and in good condition and without holes. Socks covering all skin must always be worn.
- Jewelry must be limited to a watch, engagement and wedding rings, and one pair of small post earrings. The watch must have the ability to calculate seconds. All other visible piercings must be removed. Piercings in the tongue are considered visible.
- Personal hygiene must be maintained. Strong odors may result in student being dismissed from the setting. No perfume, body spray, or smell of smoke is permitted in patient care areas.
- Hair must be clean, and neatly styled at all times. Shoulder length and longer hair must be secured at the back of the neck or up off the collar. Distracting hair color is not permitted, and hair accessories such as hair ties, headbands, and clips should be black, non-decorative, and simple.
- Head coverings must not interfere with the use of a stethoscope and asepsis. The head covering must be black in color. No surgical caps unless required by the facility.
- Facial hair (beards/mustaches) must be neatly trimmed to ½ inch or less in length.
- Fingernails should be of medium length. No fingernail polish, shellac, gel or artificial nails are permitted. Only natural nails allowed.
- Makeup should be natural tones with no extreme colors.
- Facial and neck tattoos must be covered. Tattoos that can be covered with standard clothing or accessories (such as sleeves or makeup) must be covered. All visible tattoos or body artwork must be in good taste and not display offensive logos, slogans, nudity, hate speech, violence, or profanity. Course faculty have the discretion to require students to cover tattoos or body art that do not meet these standards. Depending on the clinical site, tattoos of any size or type may be required to be fully covered and not visible.
- Sunglasses and use of tobacco or tobacco alternatives are not allowed in the clinical or lab setting.
- Food, beverages, and chewing gum are not permitted in patient care areas.

February 2023

ASN PIN

Those students in Nursing 255 may purchase the official Associate of Science in Nursing Program pin which may be worn after graduation from the University bookstore.

CONTINUING EDUCATION CREDIT FOR LPNS

The Kentucky Board of Nursing will award contact hour credit for academic programming in accordance with the criteria listed in Kentucky Board of Nursing 201 KAR 20:215 Continuing Competency Requirements Section 7 (revised 3/13/2019). Questions regarding specific courses and/or circumstances should be directed to the Kentucky Board of Nursing.

CRIMINAL CONVICTIONS

Most, if not all, state boards of nursing require a criminal background check upon admission to a nursing program and again prior to licensure. Details including what is a conviction, review of convictions or disciplinary actions, and documents required when reporting convictions or discipline are available on the [Kentucky Board of Nursing Mandatory Reporting of Criminal Convictions](#) website. However, please note that if you live in Tennessee ([T.C.A. § 63-7-115](#)) or plan to license in a state other than Kentucky, you are responsible for reviewing the criminal convictions/background check guidelines for that particular state.

End of LPN to ASN Student Handbook