WKU © SCHOOL OF NURSING AND ALLIED HEALTH

Bachelor of Science in Nursing (BSN) Student Handbook 2025-2026

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https://www.wku.edu/nursing/index.php

May 19, 2025

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Students at Western Kentucky University are expected to review and follow policies found in the University Student Handbook. In addition, nursing students are expected to read and follow specific program policies found in the BSN and SONAH Student Handbooks. The provisions of this document do not constitute a contract between the student and the BSN program.

BACCALAUREATE PROGRAM - PROGRAM SPECIFIC INFORMATION

Baccalaureate (BSN) Education

WKU nursing faculty realize there are diverse pathways toward the achievement of the BSN degree. The BSN faculty are committed to preparing students at the pre-licensure level. The purposes of the Baccalaureate Program in nursing are to prepare professional nurses who are generalists and provide the knowledge base for graduate study in nursing.

The BSN curriculum is based on the philosophical beliefs of the faculty. The curriculum integrates knowledge from the biological, behavioral, physical, and social sciences, and liberal arts to provide a foundation for professional nursing practice. Learning experiences occur in a variety of health care settings and progress from basic to complex activities to achieve program outcomes.

Organizing Framework

The BSN program curricula content upholds the nursing profession's standards of practice. These standards are based on:
- *The Essentials of Baccalaureate Education for Professional Nursing Practice* (AACN, 2021)
- *Code of Ethics for Nursing with Interpretation Statements,* (ANA, 2015)
- *Nursing: Scope and Standards of Practice,* (4th Edition, ANA, 2021)
- *Guide to Nursing's Social Policy Statement* (ANA, 2015)
- *Quality and Safety Education for Nurses (QSEN),* (AACN, 2021)

Brief History of the BSN Program at WKU

In 1988, the faculty of the Department of Nursing identified the need to develop and implement a traditional BSN program. This program was designed to admit 40 students once a year. Subsequently, the program has grown over the years to accommodate student requests and the growing demand for BSN graduates in the workforce:
- Spring 2006 – 40 students admitted twice a year
- Fall 2012 – 80 students admitted twice a year
- Fall 2017 – up to 120 students admitted twice a year

The BSN program relocated from the main campus to its current location, The Medical Center – WKU Health Sciences Complex in fall 2013.

BSN Program Outcomes

- Apply knowledge from the behavioral, biological, physical, and social sciences, and the liberal arts to provide holistic patient-centered care.
- Use the nursing process and quality improvement to provide professional nursing care to promote the health and wellness of culturally diverse patients across the lifespan in a variety of settings.
- Demonstrate leadership in the practice of professional nursing.
- Use critical thinking skills in professional nursing practice.
- Use inter-and-intra-professional communications and collaborative skills in professional nursing practice.
- Demonstrate the role of teacher in professional nursing practice.
- Integrate informatics skills in the selection of evidence-based interventions in professional nursing practice.
- Adhere to the Nursing Code of Ethics and Standards of Professional Nursing Practice.
- Function as a safe and accountable member of the nursing profession.

Revised & Approved 9/20/2013 – BSN Program Faculty

Revised BSN Program Outcomes (Effective Fall 2025 for 1st semester students)

- Apply knowledge from the behavioral, biological, physical, and social sciences, as well as the liberal arts, to integrate, translate, and apply evolving nursing knowledge in clinical practice, fostering sound clinical judgment and innovation in nursing practice. (AACN Domain 1: Knowledge for Nursing Practice).
- Use evidence-based strategies to promote equitable health outcomes, quality improvement, prevent disease, and manage conditions across diverse populations through collaboration with communities, public health organizations, and healthcare systems. (AACN Domain 3: Population Health; AACN Domain 7: Systems-Based Practice).
- Demonstrate leadership, resilience, and a commitment to lifelong learning by engaging in self-reflection, professional development, and activities that enhance personal well-being and nursing expertise. (AACN Domain 10: Personal, Professional, and Leadership Development).
- Use critical thinking skills to synthesize and apply nursing research and evidence-based practice to improve patient care, contribute to nursing knowledge, and enhance healthcare systems. (AACN Domain 4: Scholarship for Nursing Discipline).
- Engage in effective communication and collaboration with interprofessional teams, patients, families, and communities to optimize healthcare experiences and outcomes. (AACN Domain 6: Interprofessional Partnerships).
- Deliver holistic, compassionate, and individualized nursing care that respects patient preferences, cultural values, and social determinants of health, empowering patients to make informed healthcare decisions and participate in their care. (AACN Domain 2: Person-Centered Care).
- Integrate informatics and healthcare technologies to support clinical decision-making, enhance patient care, and improve healthcare delivery in professional nursing practice. (AACN Domain 8: Informatics and Healthcare Technologies).

- Demonstrate accountability, integrity, and adherence to the Nursing Code of Ethics and Standards of Professional Nursing Practice while fostering a professional identity that reflects nursing's core values. (AACN Domain 9: Professionalism).
- Integrate principles of patient safety, quality improvement, and risk reduction to deliver high-quality, equitable nursing care while minimizing harm and enhancing system effectiveness. (Domain 5: Quality and Safety).

Revised and Approved 04/2025- BSN Program Faculty

Accreditation

The Baccalaureate degree program in nursing at Western Kentucky University is accredited by the Commission on Collegiate Nursing Education (CCNE).

CCNE
655 K Street NW, Suite 750
Washington DC, 20001
(202) 887-06791
https://www.aacnnursing.org/CCNE-Accreditation/CCNE-Accredited-Programs

Program Approval/Licensure

The Bachelor of Science in Nursing Program (BSN) is approved by the Kentucky Board of Nursing. It meets the educational requirements for Registered Nurse (RN) licensure in all 50 states. Once licensed in any state within the U.S., the applicant can apply for licensure in another state. This process requires application and payment of licensure fees to the desired state. For application forms and fee information to transfer a RN license to another state, refer to the licensure Board of Nursing (BON) website for the state of interest.

Kentucky Board of Nursing
312 Whittington Parkway, Suite 300
Louisville, KY 40222
502-429-3300
https://www.kbn.ky.gov

Applying for licensure is discussed with students in class during the 4th semester. Policies and procedures related to licensure vary from state to state. Students should review the website of the Board of Nursing in the state in which they would like to be licensed for specific information.

KRS 314.031 (04) requires that all misdemeanor and felony convictions occurring in Kentucky or any other state, regardless of when they occurred, must be reported to the KBN. For more information, refer to the KBN brochure "Mandatory Reporting of Criminal Convictions" which is available on the KBN website.

CURRICULUM AND ACADEMIC PROGRESSION
Upper Division Nursing Course Sequence (Officially Admitted)

1st Semester Nursing	Hours	2nd Semester Nursing	Hours
NURS 324 (Pathophysiology)	3	NURS 329 (Pharm. I)	2
NURS 335 (Assessment)	3	NURS 341 (Med-Surg I)	3
NURS 336 (Assessment Lab)	1	NURS 342 MS I Clinical)	3
NURS 333 (Fundamentals)	3	NURS 343 (Mental Health)	3
NURS 334 (Fund. Clinical)	2	NURS 344 (Mental Health Clinical)	1
		NURS 413 (Evidence Based Practice)	3
Total Hours	**12**	**Total Hours**	**15**

Upper Division Nursing Curriculum total credit hours = 57*

3rd Semester Nursing	Hours	4th Semester Nursing	Hours
NURS 429 (Pharm II)	2	NURS 403 (Prof Issues/Leadership)	4
NURS 432 (Med-Surg II)	3	NURS 421 (Complex Nursing)	3
NURS 433 (MS II Clinical)	3	NURS 422 (Senior Practicum)	4
NURS 440 (Maternal Newborn Nursing)	2	NURS 448 (Community Health)	3
NURS 441 (Maternal Newborn Nurs Clinical)	1	NURS 449 (Com Health Clinical)	2
NURS 442 (Pediatric Nursing)	2		
NURS 443 (Pediatric Nursing Clinical)	1		
Total Hours	**14**	**Total Hours**	**16**

**Note: May need an elective course to meet the 120 hours university graduation requirement.

- A minimum grade of "C" is required in all nursing courses.

- Students must pass both the class and clinical portion of each linked clinical nursing class to progress in the program. If one part is not passed, both parts must be repeated. Failure of both parts of a linked course will count as ONE course failure.

- Clinical courses may require students to go to hospitals the night before their actual clinical day.

- Clinical courses may be held on nights and weekends based on clinical agency availability.

- NURS422 requires 120 hours of clinical over the biterm.

- Total Clinical Contact Hours in program = ~700

Health Education System, Inc. (HESI)

The BSN Program utilizes HESI products throughout the curriculum to promote student success on the NCLEX-RN. These include:
- Sherpath
- Online Courses
- Elsevier Adaptive Quizzing Next Generation: Book Specific
- eBooks
- Clinical Skills: RN Collection
- HESI Case Studies, Patient Review, Practice Test
- SimChart with Clinical Key
- ShadowHealth Digital Clinical Experiences
- Simulation Learning Suite
- HESI Readiness Dashboard for NCLEX
- HESI Next Generation Specialty Exams and Custom Exams
- HESI Next Generation Exit Exams
- HESI Comprehensive Review for the NCLEX eBook
- Elsevier Adaptive Quizzing Next Generation for NCLEX
- HESI Compass Personal Assessment Builder

Academic Advisement

All students are assigned a faculty advisor at the beginning of the BSN program during orientation. Students are responsible for initiating advisement meetings each semester and as needed.

When communicating with their advisor or any faculty, the student's WKU email address must be used throughout the program. Students are responsible for checking their email on a regular basis for updates and instructions from their course and clinical faculty.

Communication Via the List Serve

The list serve provides a mechanism for communication to the entire group of currently admitted students. All students are subscribed to the list serve shortly after admission to the program. The Program Coordinator and their designee are the administrators for the list serve: bsngeneric@lists.wku.edu

BSN Grading Policy

Grading Scale (based on percent of available POINTS in each class)

A   91 – 100%
B   84 – 90%
C   77 – 83%
D   69 – 76%
F   < 69%

Students are evaluated on the number of points obtained within a given course. The points are changed to a letter grade based on the number of points obtained within the class (see class syllabi for details). Didactic and clinical courses for a topic area, such as Fundamentals of Nursing, must be taken concurrently. Students must successfully pass the didactic and clinical portions of the course simultaneously or both must be repeated.

Please note: Students must achieve at least a 77% average on all exams within the course before points from other course requirements (e.g., papers, assignments, and projects) will be included in the final grade. An overall average of 77% must be achieved to pass the course.

No Rounding Policy: Final course average will be recorded as a whole number and will not be rounded up or down. For example, a student who earns the final course average of 76.99% will be assigned a letter grade of D.

Academic Dismissal: In the event of a 2nd nursing course failure, the student will be dismissed from the nursing program.

Faculty require APA format for written assignments. APA resources are available on the SONAH webpage and on the student organizational sites on Blackboard; however, they are not a substitution for the APA Manual required for some nursing courses.

Readmission to the BSN Nursing Program

The BSN program will accept applications of students who have been dismissed from a nursing program on a case-by-case basis. Students who are accepted under this policy must repeat the entire BSN (upper division nursing) curriculum.

Students seeking readmission after WKU BSN program withdrawal or dismissal must apply for readmission to the Academic Standards committee and the BSN program by February 1 (for fall admission) or by September 1 (for spring admission). Readmission is contingent upon meeting admissions criteria, committee approval, and space and resource availability.

Program Completion

Students admitted to the BSN program must complete the nursing curriculum within 4 years (8 semesters) of the admission date. The entire BSN program of study must be completed to be certified to take the NCLEX-RN.

A student unable to meet these criteria will be dismissed from the program.

Promotion

Students must achieve a grade of "C" or higher in all didactic nursing courses and a "Pass" in all lab/clinical nursing courses.

Linked courses that consist of a didactic (classroom) and lab/clinical component must be successfully completed simultaneously.

Students must successfully complete each pre-requisite nursing course prior to progressing to the next level of nursing courses.

Retention

Students must pass both the didactic and clinical component of each linked clinical nursing course simultaneously to progress in the program.

Failure of both components of a linked course will count as one course failure.

In the event of one nursing course failure, a student may request to repeat the failed course one time.
- The student should contact the course faculty requesting to re-take the course.
- Requests will be considered for the next semester the course is scheduled to be offered and is contingent upon space available.

Withdrawal and Audit

In accordance with university policy, students may opt to withdraw from a course, or change from credit to audit on or before the deadline. https://www.wku.edu/registrar/withdrawal.php

Students planning to withdraw from a nursing course are expected to make an appointment with the course coordinator and/or program coordinator for further instruction.

A student who fails or opts to withdraw from one component of a linked course (lab/clinical, or didactic) must withdraw from both linked courses.

Students may audit the didactic component with permission from the course faculty. The WKU audit policy is found here: https://catalog.wku.edu/undergraduate/academic-information/academic-requirements-regulations/#text

Students who elect to audit or withdraw from the didactic portion of a linked class, must also withdraw from the clinical portion of the linked class.

Withdrawal from the BSN Nursing Program

Students who withdraw from the program should complete the Exit Survey by clicking "OK" at the following link: https://forms.gle/Mib6TnTwLsunkW2X8.

BSN STUDENT TESTING/ GRADING POLICIES

BSN Testing Policies

Violation of the following policies and procedures will be considered academic dishonesty and will lead to consequences outlined in the Academic Dishonesty Policy.

Exam Policies

- All exams are subject to audit for detection of academic dishonesty.
- Students must not communicate before, during, or after an exam with any other person about the content of the exam.
- Exam questions and/or content of any exam questions are not to leave the exam room in any form: orally, electronically or in writing. A violation would result in a penalty at the discretion of the faculty. A meeting may be required with the BSN Program Coordinator and Director of the School of Nursing.
- Students cannot use any electronic device or resource except for required testing software and designated electronic device.
- Students must not attempt to disable or tamper with exam software security features.
- Students must show their nursing student ID badge (or provide photo ID) to enter the testing site.
- The following items are **not** permitted at the student seat during testing:
  - Books, notes in any form, or paper (other than scratch paper that is provided by the proctor) unless specifically designated by faculty.
  - Bags or purses
  - Extraneous clothing (including hats, sunglasses, large coats)
  - Cell phones (should be powered off and placed with belongings)
  - Any other type of technical or electronic device (such as a Fitbit, Apple Watch)
  - Headphones or earbuds (unless required for the exam)
  - Drinks and Food (water and hard candy/cough drops are permissible as long as the use of these items are not distracting to others, and they remain visible)
- Faculty may assign or reassign seating at any time before or during an exam or quiz. If a student attempts to alter or change the assigned seat, this may be considered academic dishonesty.

- Students should go to the restroom before the test begins. To use the restroom during an exam, the student must notify the proctor and use only the specified restroom. The proctor may accompany the student to the restroom. All materials must be left at the student's seat. Students must follow all instructions and are not permitted to access any resources, enter other areas of the building, or leave the building. The exam time clock will not stop during a restroom break.
- During the exam, students may not ask questions about the exam content but should inform the proctor of any error with the exam or exam software.
- If scratch paper is provided, it must be turned in with student first and last name at the end of the exam.
- If exam review is provided immediately following the exam or at a designated time, all secure review sessions must occur in a proctored environment. Students are not permitted to bring personal belongings and should treat review sessions like an exam session. Faculty will determine which exams are available for review. Availability of secure exam review is subject to change.
- Students may not request points be added to their grade.
- Faculty members are the content experts for the exam.
- Individual student appointment requests can be made via email for further test review with faculty within one week of an exam or exam review.
- Faculty recommend that students who score less than 77% on any exam or who at any time in the semester drop below a 77% average make an appointment with faculty for an academic conference. Students should review the gradebook on Blackboard frequently.

Extended Testing Progression Policy for ESL Students

Speaking a native language other than English is not considered an ADA Accommodation by the NCSBN. To adequately prepare to take the NCLEX, an ESL student may request implementation of the ESL extended testing progression policy, which allows ESL students to adjust to nursing exams while translating back and forth from English to their native language.

Extended testing will be designated on a case-by-case basis and is not guaranteed. Extended testing does not guarantee a private or distraction free environment. Students may be required to test at a different location such as South Campus.

Minimum requirements:

- Must have designation as an ESL student.

- Must have completed the TOEFL for entry into the WKU BSN program meeting program requirement.

- Must email Mrs. Susan Ausbrooks (susan.ausbrooks@wku.edu) and have completed the request form via this link: https://docs.google.com/forms/d/1EZMju6H0qdAxqhnGLm4Z4Fw9xAk9_HvgxqdfIt0OORY/prefill by February 1st (spring semesters) or September 1st (fall semesters). A student only needs to complete this form once for the program.

If extended testing is awarded, the accommodation progression will be as follows:

- First Semester – double time

- Second Semester – 1.5 time

- Third Semester – 1.25 time

- Fourth Semester – no extended testing time.

Students must meet with the designated course faculty for each semester at least once every semester to discuss progress. Students may choose to relinquish their testing accommodation at any time during the program by notifying the BSN program coordinator. Once testing accommodations are relinquished, they will not be reinstated.

Exam Procedures

- Exams may be paper or electronic/computer based. Faculty may change the test delivery method at their discretion. All students should arrive for all exams prepared to test on paper or electronically.
- Small whiteboards (no larger than 8 X 12 inches) are allowed but must be provided by the student. Students must not delay starting their exam to write information on the white board.
- Students should bring 2 pencils for each exam. If exams are given on paper, and if needed, a calculator will be provided.
- Answer choices should be clearly indicated as determined by faculty. Answers as they appear in the computer-based testing environment, or the answer selected / indicated on paper exam answer sheet or scantron will be used to determine the score. If the answer choice on a paper exam is unclear due to other marks, the question will be counted as incorrect at the determination of faculty. The answer selection should be clearly indicated.
- Students must arrive to the exam room with their nursing student ID, established access (such as passwords and downloaded software) for electronic exam delivery as designated by the course, designated electronic device, and in their assigned seats before exam start time.
- Students who are not in their seats prior to the exam start time will be considered late and may not be able to sit for the exam. The student may be required to schedule a make-up exam.
- All students should bring their fully charged personal electronic device to all exams and quizzes as designated by the WKU School of Nursing.
- Specialized cases/attachments for personal designated electronic devices are permitted; however, students must ensure their case/attachment contains no notes or materials to aid them during exams. Possession of these materials during the exam may result in a zero for that exam.
- Students should bring a charger for their personal electronic device to use in case of low battery.
- If a student arrives without a personal designated electronic testing device or is unable to complete the exam due to failure of their device, they may need to schedule a make-up exam.
- Students who do not have access to their personal designated electronic device should notify faculty as soon as problems occur during the semester.
- If a screen protector is utilized, students may not remove screen protectors from devices.

- Upon completion of the exam, students must attempt to upload/submit the exam. If no internet connection is available, students must upload/submit the exam at the discretion of the faculty member. Students must show their completion screen to a proctor before exiting the room.
- After a proctor confirms the completion screen, students must shut down their designated electronic device properly, turn in any provided scratch paper with their name on it, and exit the exam room quietly. If a white board is used, students must show faculty the board has been completely erased.
- Students may not congregate in the hallway outside the testing rooms and must be quiet in respect of other students who are testing.

Student Absence from Examinations/Tests

- Students are responsible for notifying their instructor prior to the scheduled test time if they are unable to take a scheduled examination.
- Students must provide justification for an exam absence in order to take a make-up test. See specific course syllabi for make-up test criteria.
- Faculty members will decide if the absence was justified. A student who cannot provide satisfactory justification, or the reason for absence was due to a non-extenuating circumstance, may take a make-up test; however, the score may be reduced by 10% of the total possible exam points. Individual courses may have variations of this policy. See course syllabi for details.
- Make-up examinations may consist of different test items or essay questions.

Final Grades and Time of Posting

To avoid possible disruptions of students who have finals scheduled for later during finals week, no exam grades, clinical skills performance results or other grades will be made available to students during finals week. All final exam grades and results of skills checkoffs will be held in confidence by faculty until the Monday following finals week. Letter grades will be posted on TopNet by faculty between 8am-noon on Monday after finals week. Graduating students are exempt from this policy.

Meeting with the Faculty, Program Coordinator or Director of the School of Nursing

While any student can make an appointment to meet with the course faculty, the Program Coordinator or the Director of the School of Nursing about their grades and the grading process, this does not constitute a grade appeal and will not result in a change of grade after the final grade has been reviewed by the faculty member and posted on TopNet.

ADA Accommodation Statement and Accommodations

In compliance with University policy, students with disabilities who require academic and/or auxiliary accommodations must contact the Student Accessibility Resource Center located in Downing Student Union, 1074. SARC can be reached by phone number at 270-745-5004 [270-745-3030 TTY] or via email at sarc.connect@wku.edu. Please do not request accommodations directly from the professor or instructor without a faculty notification letter (FNL) from the Student Accessibility Resource Center.

Any student who is admitted into the WKU Nursing Program and has a Faculty Notification Letter (FNL) from the Student Accessibility Resource Center (SARC) allowing testing accommodations will be required to take all exams in MCHC and be proctored by a SONAH faculty or staff member. This standardized procedure will provide the proper testing environment and promote student success.

If an instructor believes a requested accommodation will change the fundamental nature or essential curricular components of the course or program, this will be conveyed to the student and the Student Accessibility Resource Center (SARC). This is particularly true where an academic program is designed to prepare students for a profession in which licensure or accreditation requirements must be met, and the requested accommodation will require or result in an unacceptable deviation from the established norm.

CLASSROOM AND CLINICAL POLICIES

Classroom Policies for Face-to-Face and Virtual Settings

Nursing is a pre-professional program of study and students are expected to be present, punctual, and attentive in the classroom and virtual (Zoom) settings.

- Class and/or clinical orientations may be held the week before classes officially begin.
- Classroom Attendance: Students are expected to arrive prior to the start of class.
  - When absences constitute greater than 20% of total semester class hours per course, the faculty will issue a professional conduct violation. The faculty may consider extenuating circumstances after a student provides documentation of the event that led to the absence.
  - Tardiness: Students who arrive after class begins may be asked to wait until break to enter the classroom to avoid disrupting the classroom.
- Class Preparation: Students are expected to read the assignments before coming to class and are responsible for information presented.
- Food and Beverages: Consumption of food and beverages during class is at the discretion of the faculty. Beverages brought into the classrooms should be covered with a lid. Students are responsible for prompt clean up.
- Dress: Students are expected to wear classroom appropriate attire. Clothing (upper and lower torso), hats, jewelry, backpacks, etc. should not demonstrate offensive or lewd comments and/or images. Sheer tops should only be worn with appropriate underpinning or garment. Tank tops should be worn with a covering and/or jacket. Tops or tee shirts should not expose the midriff section. Shorts/pants should not be tight, distressed (rips or holes), and should cover the mid-thigh/leg. Pajamas or loungewear are not permitted in the classroom setting. Faculty may require business casual attire.
- Cell Phones: Turn off or place phones on vibrate mode while in the classroom.
- Computers/iPads may only be used in the classroom for note taking and/or other activities related to the course.
- Other Possible Distractions: Family, friends, and pets are not permitted to attend class.

- Audio/Video Recording: Students may have the opportunity to audio record in the classroom. Faculty reserve the right to prohibit audio recordings. This policy does not apply to guest speakers, as permission to audio record their presentations must be obtained. Any recordings available in the course are to enhance student learning. To preserve patient confidentiality, all faculty and student recorded content is restricted to nursing students use only and may not be share with others, nor published on social media outlets. Violation of confidentiality will result in a professional conduct violation or dismissal from the nursing program.
- Disruptive Behaviors: The faculty reserve the right to ask any student to halt behaviors that are viewed as disruptive and ask the student to leave the classroom if the behavior continues.

Laboratory Rules

Students must consult their faculty/instructor regarding the process to schedule practice time in the lab. The equipment in the lab cannot be checked out overnight. Please check with the Lab Coordinator if additional equipment is needed.

Clinical/Simulation/Lab Attendance

Nursing is a pre-professional program of study and students are expected to be present, punctual, and attentive in the clinical, simulation, and lab settings.

- Based on clinical agency and/or clinical faculty availability, clinical experiences may include evenings, nights, and/or weekend assignments.
- Students are responsible for providing their own transportation and auto insurance for all class and clinical, simulation, and lab experiences.
- Clinical orientation and wrap up days may be held on alternate days and times. In addition, orientation may be held the week before classes officially begin.
- Clinical/Simulation/Lab: Experience is essential for student fulfillment of program and course objectives.
  - Unexcused absences and tardiness will affect the course grade and/or continuation in the program.
  - Tardiness may result in the student not being admitted to the clinical/simulation/lab, which may be counted as an absence. Tardiness is defined as one minute after the designated start time. Admittance to the clinical, simulation, and lab will be at the discretion of the clinical faculty.
  - All clinical, simulation, and lab absences require make-up assignments designated by the course faculty.
- Unexcused Absence: When a student fails to notify the course faculty of the absence prior to the beginning of clinical, simulation, or lab, the absence will be regarded as a "no call, no show" situation and result in an unexcused absence. A student with one unexcused absence in a clinical, simulation, or lab will receive a clinical warning and

earn zero points for any make-up assignments. This student must also attend a follow-up meeting with the course coordinator.

- Students with two unexcused clinical, simulation, or lab absences will be dismissed from the course and a grade of "F" recorded in TopNet. If extenuating circumstances prevent the student from communicating the absence, the student may petition the course faculty for a waiver of this policy. Students who seek this waiver are required to provide documentation of the nature of this serious event and their fitness to return to clinical.
- Clinical Absences: The Kentucky Board of Nursing requirements for clinical and simulation undergraduate nursing program will be observed.
  - o Excused Absence: Student must provide verbal or written notification of clinical, simulation, and/or lab absence to the clinical instructor PRIOR to the start of the learning experience unless an extenuating circumstance prohibits notification. Faculty may request documentation for more than one absence.
  - o Unexcused Absence: When a student fails to notify the course faculty of the absence PRIOR to the beginning of clinical, simulation, or lab, the absence will be an unexcused absence.
  - o *The Professional Standards Evaluation Tool (PSET)* addresses unexcused absences.

Professional Standards for Clinical, Simulation, and Lab

NOTICE: *The Professional Standards Evaluation Tool* (PSET) is used to inform students regarding expected behaviors and professional nursing standards.

- Violation of the standards will result in demerits.
- The number of demerits will double for repeating the same professional standard violation after the first violation.
- In the event of a third violation of the same standard, or the combination of any violations exceed ten total demerits, a meeting with the student, clinical faculty course faculty, and program coordinator is conducted and a written *Professional Conduct Violation* (PCV) is issued.
- Clinical failure occurs when violations exceed 16 demerits or when behaviors on the PSET are violated.

BSN Dress Code Policy

- Students are expected to wear program approved attire in all settings where they are representatives of the WKU BSN program.
- BSN ID Badge: Unless instructed otherwise, students are to wear the BSN ID badge in class and in clinical on the front upper torso. No other ID badges, pins or buttons are allowed. A WKU or plain retractable badge holder may be worn.

- Clinical Uniform: Students must wear the WKU BSN uniform including the required red scrub top with black scrub pant/skirt.
    o The uniform should not be worn at another facility or at another time where/when the student is not in a student role.
    o Any garment worn under the scrub top must be solid white, red, or black in color.
    o Pant length should stop at the top of the shoe. Pants may have a straight leg or banding at the ankle.
    o Skirts must fall at or below the knee.
    o The uniform must be clean, without wrinkles, in good repair, and the appropriate size.
- Community Uniform: The community uniform includes the WKU SON polo shirt, tan or black pant/skirt, crew or knee socks and closed toe shoes.
- Lab Jacket: A red or black lab jacket may be worn with scrubs. Lab jackets are not required and may not be permitted in some clinical settings.
- Shoes and Socks: 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 must always be worn.
- Nails: Nails must be clean and no longer than ¼ inch beyond the tip of the finger. No polish of any kind or artificial nails are permitted.
- Hair: During clinical, hair should be clean, neat, well-groomed, and pulled away from the face. Shoulder length and longer hair must be pinned up and pulled away from the face to prevent contamination of the patient care area. Distracting hair color is not permitted, and hair accessories such as hair ties and clips should be non-decorative, simple, and coordinate with the WKU BSN uniform.
- Head coverings: Head coverings must not interfere with the use of a stethoscope and asepsis. The head covering must be red, black, or neutral in color.
- Beards/mustaches: Facial hair must be clean and trimmed to ½ inch or less in length.
- Tattoos: Tattoos, regardless of size and/or type, may be required to be completely covered and not visible when visiting certain clinical sites. The clinical instructor will inform students of clinical site policies.
- Jewelry/Piercings: During clinical, one small earring in each ear, and one ring with no or low prongs and a wristwatch with a second hand are allowed. No other jewelry may be worn on the face/head/neck/ears or visible body parts. Piercings in the tongue are considered visible.
- Makeup: During clinical, makeup should be natural tones with no extreme colors.
- Food, beverages, and chewing gum are not permitted in patient care areas.
- 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.
- Sunglasses and use of tobacco or tobacco alternatives are not allowed in the clinical, simulation or lab setting.
- A student who violates the required dress code may be dismissed from the community or healthcare setting and receive demerits as outlined in the PSET.
- Faculty will inform students of any additional uniform requirements for specific clinical experiences.

Dress Code for Obtaining Clinical Assignments or Visiting Agencies

During agency visits or obtaining hospital assignments, students are required to wear their approved uniform and their BSN student ID badge as described above while in the facility. Determination of required uniform is at faculty's discretion.

STUDENT PROFESSIONAL CONDUCT

BSN Student Representative Guidelines

As part of student governance in the BSN program, a student representative and an alternate are elected in each cohort by classmates. The representatives elected should be professional and be able to speak in front of a group. Students are encouraged to present program issues at the BSN Program meeting or to the BSN Program Coordinator in writing and should follow the PICC format. Concerns related to a specific course (ex: Health Assessment or Fundamentals) should be presented to the coordinator of that course.

PICC format:
P = Particulars: (e.g., orientation, uniforms)
I = Ideas for Improvement (e.g., resources, projects)
C = Compliments (e.g., clinical sites that are conducive to learning)
C = Concerns (e.g., building issues, parking)

Student Membership in Nursing Organizations

To transition from the student role into a member of the nursing profession and to develop the leadership role within the community, students in the second semester are encouraged to begin active membership in WKU's local chapter of the Kentucky Association of Nursing Students (KANS) and the National Student Nurses Association (NSNA).

- Students in the 1st semester are required to participate in one (1) KANS meeting and one (1) KANS event each semester.
- Students in the 2nd, 3rd, and 4th semesters are required to participate in at least one (1) KANS event per semester. There is no meeting attendance requirement, but students are encouraged to attend any/all meetings.
- The faculty will monitor participation and demonstration of professional accountability and leadership through summative clinical evaluations in NURS 334, NURS 342 and NURS 433.
- KANS requirements are waived for the semester in which a student is repeating a course.

Students in their last year of the program and who rank in the upper 35% of their class will be invited to join Kappa Theta, the local chapter of Sigma. This organization is recognized as the International Honor Society of Nursing and serves to advance knowledge, promote learning, and foster service through nursing scholarship and leadership.

APPENDICES

Professional Standards Evaluation Tool

Student Name: Course:

Professional Standard Expectations: The purpose of this tool is to 1) inform students and faculty of the BSN program of the Professional Standards expectations, and 2) promote consistency in consequences for violations in theclinical setting. The term "clinical" includes clinical, simulation, and laboratory settings. **After the first violation, the number of demerits will double for repeating the same professional standard violation.** When there is a third violation, or total exceeds ten demerits a meeting with the student, clinical faculty, course, and program coordinators is to be conducted and a written professional conduct violation (PCV) will be issued. **Clinical failure (CF) occurs when violations exceed 16 demerits.**	# of demerits	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:

1. **Violations of the following and/or acts of insubordination will result in clinical failure. See BSN Handbook for actions leading to program dismissalfor more details.**
   a. NSNA Code of Academic & Clinical Conduct
   b. Professionalism on social media (e.g., no negative posts about WKU or clinical agencies)
   c. Patient rights
   d. HIPAA laws
   e. Clinical policies in the BSN Student Handbook (including the use/effects of drugs, alcohol, and other controlled substances**).**
	CF								

2. Provides verbal or written notification of clinical absence to clinical instructor PRIOR to the start of the clinical experience (unless an extenuating circumstance prohibits notification).	10								
3. Respects and follows faculty instructions and clinical facility policies/procedures including pre and post conferences, simulations, labs, and other observed activities.	5								
4. Maintains civility towards others and follows chain of command when reporting issues or problems. (e. g. No negative attitudes, behaviors, gestures, comments, and no foul language).	5								
5. Arrives prepared for clinical at the scheduled time and remains until completion of clinical. **Late is defined as 1 minute after the designated start time.**	2								
6. Submits SON orientation documents and other Health and Safety documents on time.	2								
7. Completes and submits assignments per course guidelines by due date and time.	2								
8. Listens/reads and appropriately responds to feedback from	2								

instructor on clinical assignments.										
9. Reports to clinical with necessary equipment & documents and follows the BSN student handbook policy concerning professional attire and personal behavior in the clinical setting.	2									

Expected student behaviors include adherence to policies stated in *the WKU School of Nursing BSN Student Handbook, the WKU School of Nursing Student Handbook, and the National Student Nurses' Association Code of*

	Student Signature	**Instructor Signature**	**Date**
Actions leading to clinical failure or a professional conduct violation require faculty comments concerning the event/s. Comments:			
Mid-Term Evaluation _____# of demerits			
Final Evaluation _____# of demerits			

Academic and Clinical Conduct. Students are responsible for their own actions and must maintain self-control.

*Note: Scan this completed form and send to the BSN Office Associate at the end of each semester.

BSN Portfolio Requirement

All BSN students are required to submit a portfolio before graduation. The portfolio is a requirement for NURS 403 – Leadership, Management, and Professional Issues.

Content
NURS 403 – Self-Narrative of BSN Program Objectives Table
NURS 403 – Philosophy of Nursing statement
NURS 403 – Cover letter and resume
NURS 422 – Policy paper
NURS 433 – Teaching and Learning plan
NURS 448 – Legislative letter

<center>**APPENDIX C**</center>

Letter of Recommendation Guidelines

PURPOSE
To provide students with guidelines for requesting a letter of recommendation from a faculty member. **Please note**: Faculty will gladly write letters of recommendation; however, the established criteria must be met, or your request may be declined. *Students should ask a faculty member with whom they have developed a positive rapport, who can attest to their academic and clinical (i.e., simulation, laboratory, hospital).*

CRITERIA
- A letter of recommendation should be requested a minimum of two weeks (preferably 4 weeks) in advance of the deadline. The student must be in good standing in the program, which includes (but is not limited to):
  - Academic performance at or above 77%.
  - Demonstration of professional conduct.
- You should provide the following information with your request:
  - Resume including recent KANS activities, professional meetings attended, certifications, awards, honors, achievements, service work, current overall GPA, previous employment, and up to date contact information.
  - Cover letter and/or academic/professional goal statement.
  - Description of the job or scholarship for which you are applying.
- Include the deadline and mode of submission required.

FACULTY-STUDENT CONTACT
- Please ask for letters of recommendation in person or via a polite, professionally written email. Please allow 72 hours for a response. If the faculty member has not responded within 72 hours, it is appropriate to send a follow-up email.
- Faculty love to receive communication from students after a letter is written, so please let him/her know the results of the job or scholarship opportunity.

Faculty reserve the right to decline requests for writing letters of recommendation at their discretion.

BSN Program Awards

Outstanding Student Award
This award recognizes overall excellence as demonstrated by GPA and some or all of the following:
- participation in the honors program
- professionalism
- service

Helen Turner Award
The Helen Turner Award, established in 1980 by the 7th District Kentucky Nurses' Association, (REACH Chapter presently) pays tribute to the outstanding qualities of this nurse. Ms. Turner served as a nursing leader in the western part of Kentucky and worked diligently to improve the quality of nursing education and patient care. The award is presented to a baccalaureate nursing student who meets the following criteria:
- Active in KANS or KNA
- Demonstrated leadership potential
- Demonstrated enthusiasm for the student or professional organization
- Achieved a grade point average of 3.0 or above

KANS (Kentucky Association of Nursing Students) Award
The KANS Award is given each year to an outstanding member of KANS. The recipient of the award is a graduating student who has actively participated in KANS activities and demonstrated outstanding leadership abilities.

Spirit of Nursing Award
The Spirit of Nursing Award, developed by the U.S. Army Nurse Corps in cooperation with the NSNA (National Student Nurses Association), recognizes an exceptional nursing student who demonstrates a commitment to excellence through community, professional, and academic achievements.

Revised April 2017

Western Kentucky University School of Nursing & Allied Health
Simulation Lab

FICTION CONTRACT AND CONFIDENTIALITY AGREEMENT

Fiction Contract
The faculty and staff of the Western Kentucky University School of Nursing & Allied Health (SONAH) have set up simulated situations that are as realistic as we can make them with current technology. Given the simulators' limitations, we are going to do our best to make the simulations seem as real as possible. We acknowledge that students will likely respond differently in the simulated environment than in a real clinical environment. We also acknowledge that the simulators have assessment and technological limitations. Despite these limitations, simulation is a very useful tool for learning. Simulations are more effective and beneficial when participants conduct themselves as if they are in a real clinical situation.

- As a user of the simulation lab, I understand the importance of treating the patient and situation as if it were a real clinical situation. To the extent that I can, I will engage with the simulator and actors as if they are real patients/family members/members of the healthcare team. I understand that the simulation mannequins are to be used with respect and treated as if they were living patients in every sense – legal, moral, or philosophic.

Confidentiality Agreement
As a user of or visitor to the nursing simulation lab, I understand the significance of confidentiality with respect to information concerning patients – real or simulated -- and other users and visitors including, but not limited to, WKU SONAH students, instructors, and staff. I will uphold the requirements of the Health Insurance Portability and Accountability Act (HIPAA) and all other federal or state laws regarding confidentiality. I agree to adhere to the stipulations stated below, and I agree to report any violations of confidentiality that I become aware of to my facilitator or instructor.

- I understand that all patient information – real or simulated -- is confidential, even information developed for or as part of a simulation session, and any inappropriate viewing, discussion, or disclosure of this information is a violation of WKU SONAH policy. **This information is privileged and confidential regardless of format: electronic, written, overheard, or observed. I will not discuss information with my classmates who are not involved in my simulation lab exercise.**
- I understand that simulation and debriefing sessions may be videotaped, audio taped or otherwise recorded, and I agree to maintain the confidentiality and security of any and all recordings.
- I understand that images or video/audio recordings of simulation sessions may be used for educational purposes. All recordings will permanently be erased at the end of every debriefing. The only exception is if I am contacted and asked to allow images or recordings made of me during the simulation session to be used for scholarly and/or

promotional use. I also understand that I am **NOT REQUIRED** to agree to this use of my image or recordings of me.

- The simulation lab is a learning environment. I will treat all scenarios, regardless of their outcome in a professional manner.
- I will communicate with peers and faculty in a professional, non-judgmental manner. Situations simulated in the lab are to be used as a learning tool and not to be used for embarrassment or humiliation of fellow students. Any student caught engaging in behaviors that embarrass or humiliate a fellow student will be written up for unprofessional conduct and/or any other related unprofessional conduct that may apply.
- I will not have food or drink in the simulation room.
- I will not use the following items near the mannequin.
    - Ink pens or markers (**INK FREE ZONE!**)
    - Newsprint
    - Adhesives
    - Chemical cleaners (soap and water only)
- I will always wear gloves when handling the mannequin. Latex-free **gloves** will be provided at all times in the simulation room and are **required** to handle the mannequin.
- I have read, understand, and will abide by the contents of this document. I understand failure to adhere to the terms of this agreement may result in disciplinary action. Disciplinary action may include academic conferencing with faculty and/or conferencing with faculty for unprofessional conduct which may include dismissal from the WKU BSN nursing program.

Signature: _____

Printed Name: _____

WKU ID: | | | | | | | | | |

Date: | | | |

Course: _____

Section: _____