

WILLIAM CAREY UNIVERSITY

SCHOOL OF NURSING



**UNDERGRADUATE
STUDENT HANDBOOK**

2011-2012

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ACADEMIC ADVISORS PROGRAM

The faculty believe that they can offer meaningful assistance to the student who strives toward personal satisfaction and a place of significance in the nursing profession. To fulfill this belief, an advisor program is in place. To facilitate this program, pre-registration advisement is planned to enhance the student's progress through the curriculum. The purpose of the advisor is to assist in the planning of academic mobility within the nursing curriculum. The advisor assists in expediting the registration process, however, the student is ultimately responsible for the selection of courses to satisfy degree requirements.

1. The student schedules a conference with their advisor at appropriate intervals during advisement periods regarding academic concerns. Other conferences may be initiated by the student or the advisor as the need arises.
2. The student may initiate conferences that require the advisor's assistance in curriculum planning, grades, etc., at any time during the trimester.
3. The advisor may refer students to appropriate resources for resolving problems associated with the program of study.
4. Advisement dates will be pre-established and posted. Each faculty member will designate times during which students may be advised.
5. The advisor signs the student's registration form during the designated advisement and registration period.
6. The student must consult with the advisor before dropping or adding a course. Documentation of all conferences will be placed in the student's file for reference.
7. No advising appointments are to be made for times a student is scheduled to be in class.

For concerns related to a specific course, the student should seek guidance from the teacher of that course. It is not the role of the academic advisor to intervene in individual course instruction.

ACADEMIC COURSE LOAD

The student may not normally take more than 12 hours in any one trimester. Thirteen hours may be taken with special permission. No student may take more than 15 hours during any trimester from any combination of courses.

The nursing faculty advisor must sign all withdrawal slips, and drop/add slips. The student may not request anyone else to sign these documents.

ACADEMIC GRIEVANCE PROCESS

An academic grievance is a dispute concerning some aspect of academic involvement arising from an administrative or faculty decision which the student claims is unjust, arbitrary or capricious. Students enrolled in the nursing major, who believe they have an academic grievance related to the nursing program, must follow the procedure outlined below. Other grievances may be handled through the channels outlined in the current copy of *The Red Book*.

Informal Resolution

Students are responsible for making every attempt possible to resolve issues informally and immediately. The informal procedure should include:

1. The student should make an appointment with the course instructor within three working days to discuss the issue and seek resolution. The faculty member should prepare a summary of the points discussed and the outcome of the meeting. This documentation should be placed in the student's file.
2. If the issue remains unresolved, the student may file a written statement to the campus Program Head within one working day of meeting with the course instructor. The Program Head will arrange a meeting with the involved parties within three working days to attempt to find a resolution.
3. If the issue is resolved, the Program Head should document the actions taken. The documentation should be placed in the student's file.

4. If the issue remains unresolved, the student may file a formal grievance requesting resolution of the issue. Forms for this procedure may be accessed through the office of the Dean of Nursing and should be accessed within 10 working days of the original occurrence.

Formal Resolution

If the informal resolution procedure has been exhausted, and the student is seeking redress of alleged academic mistreatment, the procedure for formal resolution is as follows:

1. The student will submit a completed grievance form to the Associate Dean of Nursing outlining the details and rationale for the grievance. This form must be submitted within 14 days of the original grievance or no later than 5:00 PM (CST) of the first Wednesday of the following term, whichever comes first.
2. The Associate Dean may appoint an ad hoc grievance committee to consider the matter. The committee chairperson will be assigned.
3. The committee chairperson will notify all involved parties and organize a time and place for the hearing.
4. The committee chairperson is responsible for securing an audio tape recorder and transcribing minutes of the meeting.
5. Grievance hearings will be convened expeditiously and no later than the end of the second week of the following term. Hearings will be scheduled on the campus that the grievant attends.
6. Guidelines for the hearings include:
 - a. Anyone appearing before the grievance committee shall have the right to have a student representative at the meeting. This person will not address the committee. Attorneys and legal counsel are deemed inappropriate at this stage of a grievance and will not be permitted in hearings.
 - b. Each party shall be given full opportunity to present evidence and witnesses that are relevant to the issue at hand. Each party will also be given the opportunity to question any witnesses and also be informed of

any evidence and its source. This shall not be considered to be an opportunity for confrontation.

- c. The chairperson is to make sure that each member of the committee has an equal opportunity to speak and that full and fair review of the facts takes place. In the event of a tie vote, the chairperson casts the deciding vote.
7. In all cases, the chairperson of the committee will convey the committee's decision in writing to all parties within five working days of the hearing. Copies should be sent to the instructor, course coordinator, Program Head, and Associate Dean.
 8. Decisions made by the grievance committee are to be immediately enforced by both faculty and students, even if an appeal is planned.
 9. Each party shall have the right to appeal. The appeal must be done in writing and submitted to the Associate Dean of Nursing within seven working days of the hearing.
 - a. The Associate Dean has the right to uphold, modify, or overturn the committee's decision.
 - b. The Associate Dean will notify all involved parties in writing of the final decision within the School of Nursing. A copy of the decision will be sent to the Vice President of Academic Affairs.
 - c. Should new information become available, a final appeal may be submitted to the Dean of the School of Nursing within 7 working days of the Associate Dean's decision.

Continued Enrollment

In the case where the grievance is at the end of a term and about a course where passing is necessary for progression, the student may not enroll in courses for the next term nor attend clinicals. The student may sit in the classes (not clinicals) until the Grievance Committee recommendation is obtained. At that point, the student must enroll or discontinue class attendance, whichever is appropriate based on the recommendation by the grievance committee.

Confidentiality of Proceedings

Confidentiality shall be maintained in all procedures. Students are not allowed to tape any meetings or hearings during the grievance process.

Interpretation and Revision

Any question of interpretation regarding the Academic Grievance Process shall be referred to the Dean of the School of Nursing or his/her designee for final determination. The Leadership Team of the School of Nursing shall review the academic grievance procedures annually.

Revised 8/11

**Joseph and Nancy Fail School of Nursing
William Carey University
GRIEVANCE FORM**

Date Received _____

The form is to be completed if the grievant is not satisfied and **only** after having followed all steps in the informal resolution process. The form is to be completed at each step in which the grievance is advanced. The grievant is responsible for forwarding all forms to the appropriate parties.

Name of Grievant:	Date:
Mailing Address:	Program:
	Campus:
Telephone Number/s:	E-mail Address:

**Grievance Statement
(Include identity of grievant and any witnesses.)**

Resolution Sought

Signature of Grievant:	
Date:	

GRIEVANCE FORM (page 2)

Step 1: Associate Dean's Reply to Grievant

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	Resolutions appropriate. No further action needed.
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	Grievance Committee will be convened to consider matter.
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Signature of Associate Dean:	
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Date:	
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Step 2: Grievance Committee Decision

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Signature of Committee Chairperson:	
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Date:	
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Response of Grievant (Please initial):	
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_____ I am satisfied with the answer to my grievance.

_____ I am not satisfied with the answer to my grievance and wish to appeal to the Associate Dean of Nursing.

Step 3: Appeal to the Associate Dean

	Decision Upheld
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	Decision Modified
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	Decision Overturned
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Signature of Associate Dean:	
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Date:	
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Joseph and Nancy Fail School of Nursing – William Carey University
JOSEPH AND NANCY FAIL SCHOOL OF NURSING – WILLIAM CAREY UNIVERSITY
BSN RULES STATEMENT CHECKLIST

This form is to be *completed* during the first advisement appointment and reviewed with the student at each advisement scheduled time.

STUDENT NAME: _____

RULES STATEMENT	Student Initials/ Date	Student Initials/ Date	Student Initials/ Date	Student Initials/ Date	Student Initials/ Date
There is a 60-hour limit on transfer credits from a community college. All transfer courses must be from an accredited college or university.					
Official transcripts must be submitted to the registrar’s office for <u>every</u> college or university previously attended.					
Registrar has the final official decision of which courses will transfer and anything an advisor tells you regarding transfer of a course is unofficial .					
The University requires a Computer Proficiency Exam (CPE). CPE or BUS 102; or its equivalent, must be successfully completed before entering Level II in the nursing curriculum.					
All courses in the BSN curriculum must be completed except 9 credit hours of the University core can be taken during the nursing major.					
If BUS 102 or the CPE have not been completed prior to admission to the nursing major, BUS 102 will be added to the hours left to take.					
Students with two nursing failures at WCU or any other nursing program must wait three years after the second failure to appeal to the Leadership Committee for permission to enter the competitive admission process.					
Applicants with one failure at another nursing program who are admitted through the competitive admission process will begin as a new nursing student. Applicants with one failure requesting and receiving transfer credit for nursing courses will enter with one nursing failure.					

RULES STATEMENT	Student Initials/ Date	Student Initials/ Date	Student Initials/ Date	Student Initials/ Date	Student Initials/ Date
Nursing classes are admitted in the Fall and Spring trimesters. Applications must be received two trimesters before the desired term of admission. Students must apply to the University prior to application to the School of Nursing.					
Admission to nursing major is competitive and based on the TEAS exam score, GPA, and hours taken at William Carey University. Admission to the University does not mean the student has been admitted to the School of Nursing.					
A GPA of 2.75 or higher in the courses counting toward the BSN degree is required for consideration of admission to nursing.					
GPA is calculated utilizing all grades of courses required for admission to nursing, <i>including all grades from repeated courses.</i>					
The following rule pertains to BIO 234, BIO 235, BIO 260, BIO 306, CHE 101, HEA 240, and NUR 101. Any student with two or more Ds or Fs in the same course or a combination of Ds or Fs in two courses are not eligible for admission to the nursing program.					
<p>TEAS pre-admission exam is offered each Fall and Spring. The cost is \$40 payable at the business office. The test is given by appointment during September and March. The exam consists of four sections: Reading, Math, Science, and English and Language Usage.</p> <p>The TEAS exam can be taken a total of 3 times at 6 month intervals. Receipt of payment for exam and a photo ID are required for admission to the exam. Material can be found at www.atitest.com website to assist you in preparing for the TEAS exam.</p>					
Once admitted to nursing on one campus, the student must remain a resident of that campus.					
Only under special circumstances may a student ask permission to attend another college/university for one or more classes. If permission is granted, prior to enrolling in the other institution, the student must secure a letter of good standing from WCU . Without a letter of good standing, the registrar will not grant transfer credit for the course(s).					

RULES STATEMENT	Student Initials/ Date	Student Initials/ Date	Student Initials/ Date	Student Initials/ Date	Student Initials/ Date
Any criminal history may result in the inability to enter or progress in the nursing program.					
Criminal Background Check. All students enrolled in nursing must have clearance of criminal background checks prior to participating in nursing clinical courses. This is a mandatory requirement as part of the Mississippi state law, Section 43-13-11 of Mississippi Code of 1972 and in accordance with R.S.37:921, LAC 64:XLVII3403 and LAC 46:XLVII.3331 of the Louisiana State Board of Nursing.					
You have received the following: <ul style="list-style-type: none"> • Copy of School of Nursing admission guidelines • Copy of BSN Curriculum • Notification of availability of the WCU electronic catalog • Information indicating it is the student's ultimate responsibility for the information in the catalog. 					

Comments by faculty advisor:

Faculty Signature: _____ Date: _____

Student Signature: _____ Date: _____

Joseph and Nancy Fail School of Nursing – William Carey University
RN-BSN Rules Statement Checklist

This form is to be *completed* during the first advisement appointment and reviewed with the student at each advisement scheduled time.

STUDENT NAME: _____

POLICY STATEMENT	STUDENT Initial/Date	STUDENT Initial/Date	STUDENT Initial/Date	STUDENT Initial/Date	STUDENT Initial/Date
There is a 60 hour limit on transfer credits from a community college. All transfer courses must be from an accredited college or university.					
Official transcripts must be submitted to the registrar’s office for <u>every</u> college or university previously attended.					
Students with two nursing failures at another institution will not be admitted to the RN-BSN program. Applicants with one nursing failure at another institution will have that failure counted at William Carey University. A letter of good standing from previous nursing program must be provided.					
Students having made two D’s or F’s in nursing courses five or more years ago must submit a written appeal to the Nursing Leadership Committee for permission to apply.					
Registrar has the final official decision of which courses will transfer and anything an advisor tells you regarding transfer of course is unofficial .					
The college requires a Computer Proficiency Exam (CPE). CPE or BUS 102; or its equivalent, must be successfully completed before entering Level II in the nursing curriculum.					
Grades of C or better are required in all pre-requisite courses. The last grade in a course is the one that counts.					
The nursing component is taught in an online format, with the requirement of three on-campus Saturday class meetings and can be completed in 12 months.					

POLICY STATEMENT	STUDENT Initial/Date	STUDENT Initial/Date	STUDENT Initial/Date	STUDENT Initial/Date	STUDENT Initial/Date
To register for courses, submit a completed William Carey University online application with required fees and an unofficial transcript from <u>every</u> college attended to the admissions office.					
Admission to the RN-BSN program is competitive and for admission you must have graduated from a nationally accredited associate or diploma nursing program, and have an unencumbered licensure as a Registered Nurse.					
You must complete at least 32 hours of William Carey University credit. The last 32 hours must be completed at William Carey University.					
RN-BSN program consists of 66 hours of core courses and 21 hours of upper division nursing course work. The additional 33 hours are awarded as credit. The core can be taken prior to OR with the nursing curriculum, with the exceptions of PSY 351 – Introductions to Psychological Statistic, which must be taken prior to NUR 412 – Introduction to Research.					
You will be awarded 33 hours of credit applied to the BSN degree based on your Registered Nurse licensure.					
The BSN degree at William Carey University will require successful completion of the pre-requisite courses as well as the nursing courses. The pre-requisite courses may be taken any time within six years of admission to William Carey University.					
A GPA of 2.5 or higher in the courses counting toward the BSN degree is required for consideration of admission to nursing.					
GPA is calculated utilizing all grades of courses required for admission to nursing.					
Any previous legal difficulties can result in inability to enter the RN/BSN program.					
You have received the following: <ul style="list-style-type: none"> ➤ Copy of School of Nursing admission policies and copy of RN-BSN curriculum. ➤ Current William Carey University catalog and informed that you are ultimately responsible for the information in the catalog. 					

Comments by faculty advisor:

Faculty Signature: _____ Date: _____

Student Signature: _____ Date: _____

AMERICANS WITH DISABILITIES ACT (ADA) STATEMENT

Students with disabilities, who are protected by the Americans with Disabilities Act of 1990 and require special accommodations, should contact the following person on their respective campus:

Hattiesburg campus – Contact Mrs. Brenda Waldrip at 601-318-6188. Mrs. Waldrip is located in the Student Services Office in Lawrence Hall.

Tradition campus – Contact Mr. Jerry Bracey, 228-897-7102, located in the Administration Office of Building A.

New Orleans campus – Contact the Mrs. Joy Arredondo, Director of Administrative Services at 504-286-3276, located in the William Carey University Nursing Building.

Appropriate documentation that requests accommodations must be provided at admission.

ATI TESTING

The School of Nursing requires that nursing students purchase a review/testing/remediation system (ATI) the admission term. This system is non-refundable and will be used throughout the nursing curriculum. This system is individualized and is designed to assist complete the nursing program. Faculty members will integrate ATI testing and remediation into individual courses. This will be explained in the syllabus and during orientation to the course.

ATTENDANCE AND PREPARATION

As part of the preparation for a professional career, the Faculty of the School of Nursing expects BSN candidates to adhere to the highest standards of punctuality, attendance, and participation in all scheduled activities. Absences may seriously affect the work of the whole class as well as that of the individual students who are absent. In no circumstances will a student receive credit for a course if he/she has not met the WCU requirement of meeting class at least 75 % of the scheduled time (classroom and clinical calculated separately). Students are responsible for their own transportation.

The School of Nursing follows the following guidelines for attendance and preparation:

- 1) Absenteeism – Class
 - a) The student is expected to attend class 100% of the time.
 - b) If absence does occur the student will be held responsible for any announcements or materials given that day. **The student is also responsible for any assignments due the day of an absence.**
 - c) Absences due to illness, death in the immediate family, or extreme circumstances will be handled on an individual basis provided the instructor is notified of the need to be absent **PRIOR TO** class.
 - d) Faculty members have the right to request appropriate documentation regarding an absence. All absences will be reported to the Program Head on each campus. The Program Head has the right to intervene if he/she notes a pattern to reported absences for any student.
- 2) Absenteeism – Scheduled Tests/Examinations/In-class Presentations or projects
 - a) The student is expected to write all scheduled tests and present all scheduled projects on the assigned day.
 - b) In extreme circumstances, such as illness or death in the immediate family, a student may be allowed a make-up examination at a later time provided the instructor has been notified of the need to be absent **PRIOR TO** the time of the scheduled test. **If the instructor is not notified, a grade of “0” will be given.** If the student arrives at the School of Nursing and feels he/she is physically or mentally unable to take the exam, the instructor must be notified **PRIOR** to the start of the exam
 - c) Faculty members have the right to request appropriate documentation regarding an absence. All absences will be reported to the Program Head on each campus. The Program Head has the right to intervene if he/she notes a pattern to reported absences for any student.
 - d) If a make-up examination is given, it may not necessarily be given in the same format as the original examination.
 - e) Unexcused absence from an examination will result in a zero score being earned for that examination.

- f) Make-up examinations/presentations or projects will be given at the time assigned by the faculty member.
 - g) Absence from class when in-class projects or presentations are due may result in no credit earned for the activity. Alternate activities may be assigned at the discretion of the instructor provided the maximum number of absences has not been attained.
 - h) Students must meet WCU requirements for attendance for on-line or hybrid courses. Attendance is measured by in-class attendance and participation in on-line assignments. For on-line courses, students must submit assignments by deadlines delineated in the syllabus to meet attendance requirements. For hybrid classes, students must submit on-line assignments by deadlines indicated in the syllabus and attend face-to-face class meetings.
- 3) Absenteeism – Clinical/Laboratory Experiences
- a) The student is required to attend all scheduled clinical and laboratory experiences.
 - b) Absence due to illness, death in the immediate family, or extreme circumstances will be handled on an individual basis provided the instructor is notified of the need to be absent **PRIOR TO** the clinical/laboratory experience.
 - c) Faculty members have the right to request appropriate documentation regarding an absence. All absences will be reported to the Program Head on each campus. The Program Head has the right to intervene if he/she notes a pattern to reported absences for any student.
 - d) When absent from clinical/laboratory experience the student will be held responsible for any announcements or materials given that day. The student is also responsible for any assignments due the day of an absence.
 - e) Absence from clinical may result in failure to successfully pass all clinical components. Alternate projects may be assigned at the discretion of the clinical instructor provided the maximum number of absences has not been attained.

- 4) Tardiness – Classroom/Clinical/Laboratory
 - a) Tardiness is defined as not being in the classroom chair or in the specified clinical area at the scheduled time.
 - b) Tardiness and leaving class/clinical/laboratory early are considered unprofessional behaviors. Three tardies and/or early departures are equivalent to one absence.
 - c) Classroom doors may be closed and locked at the beginning of class. Students must then wait until a class break to enter the room.
 - d) Tardiness in the clinical area may result in an unsatisfactory grade for this item on the clinical evaluation form. Two unsatisfactories for any item on the clinical evaluation form results in course failure.
 - e) Students exhibiting a pattern of tardiness will be referred to the Program Head.
- 5) Class Preparation
 - a) Students are expected to prepare for and participate appropriately in each class.
 - b) Consistent study, preparation, and appropriate participation are required for optimal performance.
 - c) Copying facilities are available for student use on each campus. Administrative copiers may not be used for any type of student copying.
 - d) Computers and printers are available on all three campuses. Regulations for printing are determined by the individual campus. Faculty post computer/web assignments well before class time. Due to limited access, students must make arrangements to print assignments PRIOR to the day of class.

- 6) Clinical/Laboratory Preparation and Safety
- a) Students are expected to come prepared to each clinical/laboratory experience. At any time inadequate preparation for client care is demonstrated, the student will be considered unsafe for clinical performance and will not be allowed to remain on the clinical unit. Failure to be prepared will result in an unsatisfactory for the clinical day. The student will be referred to the Program Head. Two unsatisfactories for any item on the clinical evaluation form will result in a grade of “F” for the course.
 - b) Preparation includes having a watch with a second hand, a black pen, a stethoscope, pen light, bandage scissors and assigned written material each day for each clinical and laboratory experience.
 - c) Preparedness also includes being able to:
 - i) Verbalize accurate and current information concerning the assigned client(s) and the client(s) condition and treatment.
 - ii) Write accurate, pertinent information to facilitate personal learning and client care. (care plan and client record)
 - iii) Identify needs and set goals based on assessment findings.
 - iv) Perform required skills with minimal assistance in a safe manner.
 - d) Any action, inaction or behavior on the part of the student that threatens the client’s physical and/or emotional well-being or that violates standard precautions, will be considered a violation of that client’s safety. The student will be dismissed from clinical for the day and referred to the Program Head to determine the need for further action. After counseling with the faculty member, the director, and the dean, the student may be referred for additional counseling. The student may be subject to dismissal from the program if he/she does not follow through with counseling and improvement.

- 7) Written Assignments
 - a) All written assignments (excluding those designated as handwritten and nursing care plans) must be typed and in APA format. Incorrect APA format and style, incorrect grammar, and inaccurate spelling are unacceptable and may constitute a failure of that assignment.
 - b) Written work submitted late will be assessed a penalty as determined by the individual instructor.
- 8) Other
 - a) Audio-taping is allowed only with special permission of the instructor.
 - b) No smoking is allowed on WCU campus.
 - c) Food and beverages are not allowed in any classrooms, labs, or conference rooms, unless so designated.

BOOKSTORES

The William Carey University Bookstore is operated by Barnes & Noble and offers a variety of nursing reference and exam guides, textbooks, school supplies, snacks, gifts, and clothing. Faculty select textbooks, which are made available to students through the Bookstore, located in McMillan Hall on the Hattiesburg campus. Gulfport and New Orleans students may purchase textbooks by going to www.wmcarey.bkstore.com or by calling 601.318.6123. Store hours and the policy on book returns are stipulated in the current copy of *The Red Book* as well as on the William Carey website.

BULLETINS/E-MAIL

Important bulletins and announcements are posted on bulletin boards and/or disseminated via D2L and e-mail. D2L and e-mail are vital means of communicating with faculty at the School of Nursing. Students must have an active WCU e-mail account and must check it regularly. All faculty communications will be through the WCU e-mail account. Students are responsible for communicating any change in their e-mail accounts to faculty and office staff.

CHANGE OF PROGRAM

The policy of William Carey University regarding dropping and adding courses will apply to all courses within the School of Nursing. The policy is as follows:

1. No change of schedule, either dropping a course or adding a course, may be made except by permission of the student's academic advisor and dean. Schedule changes that affect total hours may impact financial aid.
2. No student may register for a course after 10% of class meetings have occurred.
3. Courses dropped within the first three weeks of the term will be recorded as "W" (withdrawn). Courses dropped after three weeks and before the middle of a trimester are recorded as "WP" (withdrawn passing) or "WF" (withdrawn failing). Courses dropped after the midterm will receive a grade of "F". Any student dropping a course at any time without the required approval receives an "F" in that course.
4. Courses offered in mini-terms or with special schedules will have add/drop dates proportionate to the length of the course.
5. Any student who earns a "WF" in a nursing course in accordance with the above-stated policies will have earned one nursing failure as a result of that "WF".

CPR Certification

All students must complete re-certification of *CPR for the Health Professional* either annually or every 2 years (depends on clinical facilities or agency providing the CPR certification used by your campus – you will be told in orientation if you have to recertify annually or every 2 years). This will be done at a facility of the student's choice. Students are responsible for submitting evidence of current certification to the nursing office for their file. Failure to do so will result in the inability to attend the clinical portion of a course and ultimate failure in the course. Clinical time missed results in "Unsatisfactory" evaluation for the day and the clinical time CANNOT be made up.

CRIMINAL BACKGROUND CHECKS

All students enrolled in nursing must have clearance of criminal background checks prior to participating in nursing clinical courses. This is a mandatory requirement as part of the Mississippi state law, Section 43-13-11 of Mississippi Code of 1972 and in accordance with R.S. 37:921, LAC 64:XLVII.3403 and LAC 46:XLVII.3331 of the Louisiana State Board of Nursing.

Students accepted into the nursing program for the New Orleans campus are required to apply for enrollment into nursing school through Louisiana State Board of Nursing as well. This application process includes a fingerprint background check. The application forms, fingerprint cards, and instruction are provided by the New Orleans campus Program Head. Applicants to the New Orleans Campus are also required to have a background check that is mandated by the Office of Inspector General to meet the requirements of New Orleans area clinical agencies. Information on this process is provided by the New Orleans campus Program Head.

After initial enrollment, any subsequent disciplinary action, arrest, charge, addiction, or impairment shall also be reported immediately to the Dean of Nursing. Students in Louisiana must also report to the Louisiana State Board of Nursing (LSBN) in the same manner as in the initial application for progression for determination of continuance in the clinical courses. Failure to report any and all subsequent disciplinary actions, arrests, or impairment will constitute falsification of records and may result in denial of licensure as a registered nurse.

All costs associated with criminal background checks are the responsibility of the student.

DISCIPLINARY ACTION

Students are expected to conduct themselves properly in the classroom and in the clinical setting. If it becomes apparent that any student, by misconduct, is doing harm to self or others, the University will use all appropriate means of discipline. Admonition, official reprimand, disciplinary probation, suspension, and expulsion are all possible penalties and will be chosen according to the gravity of the situation.

The University reserves the right to require at any time the withdrawal of a student whose conduct or academic work is in question. Among those actions requiring discipline is Academic Dishonesty (cheating). Cheating is not tolerated. This action is defined as the possession and/or use of unauthorized materials, including, but not limited to: notes, calculations, formulas, etc. during an examination. Students are expected to exhibit personal behavior that would not suggest that they are relying on outside sources for information during an examination. Any student possessing, using, reproducing, distributing or receiving unauthorized school tests at any time will be considered cheating. Plagiarism (taking another's writings, ideas, etc. and passing them off as one's own) is cheating.

1. Any student found cheating or exhibiting behavior that suggests cheating on an examination or in the act of plagiarism will have the paper confiscated and a "0" will be assigned.
2. Any cheating by a student may result in dismissal from the School of Nursing and William Carey University.
3. A student who has committed plagiarism may be referred to the Academic Honor Board as described in *The Red Book* pages 126-127.
4. Students who know that other students have cheated and do not come forward with the information may also be held liable.
5. Disciplinary action taken by nursing faculty and the School of Nursing related to academic dishonesty may be appealed through channels as described in *The Red Book*.

DRESS, APPEARANCE, AND BEHAVIOR

Dress and appearance of students shall be of a professional nature and shall be appropriate to the environment in which the student is interacting. Shirts or tops must be high enough to cover cleavage and long enough that no skin shows between shirt and pants when sitting, standing or bending over. (Students are encouraged to bring a cover-up.) Shorts and jeans may not be cut-off, frayed, or have holes. Shorts must come to mid-thigh. No tank tops, spaghetti straps, flip-flop sandals, or white undershirts as outerwear will be allowed. Hats and caps worn indoors are not professional and are not to be worn in the classrooms or in the clinical setting. Inappropriately attired students will be asked to leave class. Appropriate underwear must be worn, including bra and panties.

When preparing for clinical assignments at the clinical site, the student will wear appropriate street clothes with lab coat, school patch, and name tag. Appropriate street clothes are defined as no shorts, jeans, or capri length pants. No tank tops, flip flops, or underwear as outerwear will be acceptable. Shoes will be low heeled and quiet. Appropriate underwear will be worn. Uniforms associated with employment should not be worn to the clinical site.

Uniform for the Hospital

All William Carey University students will wear solid white uniforms and lab coats made of cotton or cotton blend. Shoes must be all leather, all white, and closed toe and heel (no clogs). A school patch must be sewn onto the upper left sleeve of the uniform top and the lab coat. The name pin is worn on the upper left front side of the uniform. The pin should be white with red lettering. The first line of the pin should read: Your Name, SN. The second line of the pin should read: William Carey University.

Female Students. Dresses or pant suits with tunic tops are acceptable choices for uniforms. Jump suits, wrap or split skirts, scrub dresses or scrub suits are not acceptable. Skirt length must be at least one inch below the knee. Short or three-quarter length sleeves are acceptable but no long sleeves. White hose must be worn with the dress and white socks or hose will be worn with pant suits. Underwear must be worn and not visible through uniform.

Male Students. Tunic tops and pants are the accepted uniform. Scrub suits are not acceptable. Pants must touch the tops of the shoe and must not have a cuff. Tops will not be long sleeved. Undershirts worn under tops must be plain white, free from any type decoration or design. White socks must be worn. Underwear must be worn and should not be visible through the uniform (plain white or flesh-colored).

Uniform for Community and Mental Health

Appropriate uniform for community nursing is the white uniform or regular street wear (no shorts or jeans), low-heeled, closed-toe and heeled shoes, and a lab coat. The lab coat must have the school patch on the left upper sleeve and a name pin on the left front side. Basic criteria for dress, as outlined above for females and males apply. (The faculty will designate whether uniform or street wear is to be worn.)

Grooming

A neat, well-groomed appearance is essential. The student must follow all guidelines anytime they are in the clinical setting including during preclinical preparation.

Appropriate appearance for the clinical setting includes:

1. Clean fingernails that do not extend beyond the fingertips. Clear nail polish only may be used; no sculptured nails or artificial tips.
2. No perfumed lotions, colognes, or perfumes may be used, as these tend to be disturbing to clients who have respiratory disorders.
3. Jewelry consisting only of a wedding band. Earrings may be worn if limited to small studs and limited to one pair in the lobe of the ear only. No jewelry in other pierced body parts, including tongue. ALL piercings outside of the stated guidelines must be removed prior to the student arriving in the clinical setting.
4. Any body tattoos must be covered while in the clinical setting.
5. Beepers or phones are not part of the school uniform and are not to be carried while in the clinical setting.
6. The beard (if worn) will be kept chin length, clean, and combed. The hair of males or females will be free of decoration and extreme style. Long hair must be styled in such a way as to not restrict movement or compromise client care.
7. Make-up should be kept to a minimum with no extreme or excessive use of eye make-up or blush.
8. Daily personal hygiene must be impeccable.
9. Clinical agency dress code guidelines must also be followed.

Behavior

The following behaviors are expected in all settings:

1. Respect for fellow students, faculty, health care personnel, clients and visitors is to be demonstrated by tone of voice, language used, and attitudes displayed.
2. Dress for class and a visit into clinical areas, cafeterias, waiting rooms, and service areas is neat and appropriate to the situation.
3. Food and beverages are to be consumed in designated areas only. They are not allowed in classrooms or conference rooms unless so designated.

4. Smoking policies of individual clinical facilities will be strictly observed. Students with offensive odor of cigarettes may be asked to leave the clinical area and receive an “Unsatisfactory” evaluation for that day.
5. Tobacco is prohibited in all campus buildings and anywhere on campus.
6. Alcoholic beverage use, illegal drug use, or possession (including being under the influence of) is forbidden and may result in dismissal from the university. (See *The Red Book*.)

DRUG TESTING

All students must provide evidence of a negative drug screen prior to participating in nursing clinical courses. Random drug screening will be done for students enrolled in clinical courses. Refusal by a student to submit to testing will result in denial of admission for new students and immediate dismissal from the School of Nursing for continuing students.

Any admitting or continuing nursing student who tests positive for illegal drugs must meet with the campus Program Head to determine the subsequent course of action. A student who must withdraw from clinical nursing courses may submit a written appeal to the Leadership Team for re-admission in six months. Students in Louisiana must also be cleared for admission and progression by the LSBN.

Any student who is taking prescription medications that would result in positive drug test must meet with the Program Head. Any student who is prescribed medications that would result in a positive drug test must meet with the Program Head.

All costs associated with drug testing are the responsibility of the student.

EXIT INTERVIEW POLICY

Withdrawal

A student who withdraws from the School of Nursing for any reason is required to meet with an academic advisor and complete an Exit Interview. (See page 25)

Note: Any nurse faculty member, aware of the student's record, is considered an academic advisor. In the event that the student is withdrawing due to academic failures, the faculty member discussing the final academic failure should complete the Exit Interview with the student.

Exit Interview forms are available in the offices of the Program heads. Once completed, the form should be returned to the respective Program head and then copied to the Administrative Assistant of Nursing. Depending upon academic standing at the time of withdrawal, a student who fails to meet these requirements is considered to be unofficially withdrawn and is ineligible for readmission to the School of Nursing.

Every reasonable effort should be made to meet with each student who withdraws from the nursing program – regardless of cause. In the event that a student refuses to meet with an academic advisor (course faculty or otherwise), the Program head is responsible for completing an Exit Interview form for that student and noting the student's refusal to participate.

Students who have withdrawn should not enter courses at other institutions expecting transfer credit for courses taken at William Carey University School of Nursing, unless prior approval has been given in writing by the William Carey University Office of the Registrar.

Undergraduate Graduation

A student who meets all of the degree requirements must attend an Exit Interview with the Program Head or designee. During this interview, the applicant and Program Head will do the following:

1. Complete the Senior Exit Survey.
2. Request permission to contact employer.
3. Discuss individualized plan of study for NCLEX-RN.
4. Facilitate application for RN licensure.

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Name (Optional) _____

Course Name and Number _____

Date _____

Exit Interview Form

1. Reason for Exit Interview: ___ Academic ___ Clinical ___ Other List _____

2. Are you eligible to be readmitted? ___ Yes ___ No

3. What are your future plans?

___ Reapply to the nursing program
___ Change career goals List _____
___ Other _____

4. Check the factors listed below which played a role in your not continuing in the nursing program:

___ Academic factors
 ___ Reading comprehension ___ Study skills
 ___ Science background ___ Instructor/student conflict
 ___ Writing skills ___ Math skills
 ___ Verbal skills ___ Computer skills
 ___ Clinical performance ___ Test taking skills
 ___ Other List _____

___ Personal factors
 ___ Personal illness/crisis
 ___ Time management
 ___ Other List _____

___ Family factors
 ___ Family illness/crisis
 ___ Child care
 ___ Other List _____

___ Work related factors
 ___ Worked too many hours List # of hours/week _____
 ___ Other List _____

___ Financial factors
 ___ No financial support
 ___ Limited financial support
 ___ Other List _____

5. Did you seek assistance from faculty/counselor for help with the above areas? Yes No
 If no, was help available to you? Yes No

6. What could have been done to assist you in successfully completing this nursing program?

EXTENDED DISASTER LEAVE

The School of Nursing's primary consideration is the health and safety of its students, faculty, and staff. The University closely monitors news reports and law enforcement advisories and will communicate the need for evacuation. In the event of a catastrophic event - as declared by state, federal, or university authorities - such as a hurricane or flu epidemic - the following plan is in place:

- The School of Nursing will attempt to send email and phone messages to all emergency contacts within 72 hours of the event. However, students and employees are responsible for contacting the School of Nursing as soon as communication abilities are available.
- The University Web page will be utilized to communicate current announcements.
- Arrangements will be made to continue theory classes using online capabilities.
- Libraries or other alternate sites with Wi-Fi capabilities may be utilized anywhere in the nation for completion of assignments.
- Clinical and laboratory components may be postponed until agencies and laboratory facilities are safe and available. In the event that clinical/laboratory components cannot be completed by the end of the scheduled term, currently enrolled students will be awarded a grade of *Incomplete*. When all requirements for the course are met, the grade will be changed to reflect the grade earned, as stipulated in each course syllabus.
- Every reasonable attempt will be made to accommodate students displaced due to disaster. Any student, who must withdraw from the School of Nursing due to the disaster, must complete a *Readmission Form* and abide by the policies and procedures in the School of Nursing at that time. If a student has been out of the School of Nursing for an extended period of time, the School reserves the right to deny the student's request for readmission. Unless otherwise ineligible, those students will have the opportunity to reapply to the School of Nursing.

This Plan is intended as a guide. The School of Nursing reserves the right to modify actions both prior to and during an emergency to ensure the proper functioning of the School.

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GRADING

1. Grades during the term will be written down to the second decimal point.
2. The final grade can be rounded with 76.50 and above becoming 77 and 76.49 and below becoming 76.
3. In a nursing course with a graded project, a final test average of 77 (76.5) must be achieved before the project grade is added.

GRADUATION

To be eligible for the degree of Bachelor of Science in Nursing, the student must have fulfilled all requirements of the university for graduation, completed NUR 305 or NUR 101 with a ≥ 90 in Dosage and Calculation, all other nursing courses with at least a “C” and be recommended by the dean and faculty. Graduates are eligible to apply to write the registered nurse licensure examination (NCLEX-RN) following successful completion of the curriculum.

General

1. The student is responsible for filing for degree and paying the required fee at the time specified by the Registrar’s Office.
2. An overall grade point average (GPA) of 2.0 and a minimum grade of C in each nursing course and each support course are required for eligibility for graduation. See university catalog for additional requirements for graduation.
3. Tuition and fees must be paid on or before deferred payment date. If paid after the deferred payment due date, the graduating student must pay the balance of the account plus the late fee by cashier’s check or money order. Personal checks will not be accepted after deferred payment date.

Application for Degree

1. Students have six years from the date of the first course taken at William Carey University to complete the degree.
2. The date of the catalog under which you wish to graduate must be correctly identified.

3. The application must be neatly typed. All transfer hours must have abbreviations of university with WCU course numbers. You must turn in one original and one copy. If you wish to keep a copy, make another one for yourself.
4. The application for degree is then to be reviewed by your program head. The Program Head will need at least one week to review and sign the application.
5. Please put the name you will use at graduation on the form. The name you type on the application will appear on your diploma.
6. Students who are candidates for May graduation are required to file applications for their degrees in the Registrar's office by October 15. Candidates for August graduation must file by March 31. Late applications will be accepted up to 30 days after the respective deadlines. There will be a \$50 late fee in addition to the graduation fee. It is the student's final responsibility for satisfying requirements for a degree.
7. Instructions for completing the application for degree are located at the Registrar's website. The student should make an appointment with his/her advisor to finalize the degree application. (See Forms)

HEALTH STATUS REQUIREMENTS

All students must submit the results of a current TB skin test each year. Students must provide evidence of current immunizations. This includes two varicella vaccines or medical record of varicella or a positive varicella titer and two measles, mumps and rubella vaccines after 12 months of age. If the tetanus vaccine was given more than two years ago the student must receive a tetanus booster with the pertussis portion of the vaccine due to a resurgence of pertussis. If the student has had a previous reaction to the pertussis vaccine, medical documentation must be provided. The hepatitis B series must either be in progress or completed according to the CDC guidelines or a declination form must be signed. Failure to have up-to-date health records will result in the inability to attend the clinical portion of a course and ultimately failure in the course. Any clinical missed because of failure to turn in skin test results will result in "Unsatisfactory" evaluation for that day and the clinical time CANNOT be made up.

All students must have a physical exam form completed and submitted by the date specified. The physical exam must have occurred in the last 12 months. The student's signature on the form indicates that it is complete and accurate. Student should notify instructor and/or Program Head should health status change. Any information revealed later is considered falsification of records. Any student who answers "yes" to the question about disability must turn in (with the physical exam form) an evaluation by a physician or licensed psychologist indicating the disability and the recommended accommodations. This evaluation cannot be more than three years old. Failure to turn in appropriate forms will result in the inability to attend the clinical portion of a course and ultimate failure in the course. Clinical time missed results in "Unsatisfactory" evaluation for the day and the clinical time CANNOT be made up.

Students must receive the Core Performance standards that identify the student's capability of performing all nursing functions. The student must report any deficiencies to the Program Head. The student may be referred the Student Support Services if required.

3/06 – Revised 6/08, 8/11

HIPAA GUIDELINES

Each student is required to read the information on HIPPA regarding protection of patients' privacy. A signed acknowledgement form must be signed and returned to the administrative assistant to the Program Head. This acknowledgement form is kept in the student's folder.

Liability Insurance

All pre-licensure, RN-BSN, and MSN students are assessed an annual fee for liability insurance while attending William Carey University.

LIBRARIES

Library services are available to all students in the School of Nursing through campus collections, inter-library loan, electronic databases, and cooperative agreements with other libraries. Updates on library services are communicated to faculty and students via e-mail and the university web page. See separate *William Carey University Library Handbook* for further information.

PHILOSOPHY
Joseph and Nancy Fail School of Nursing
William Carey University

The faculty of the Joseph and Nancy Fail School of Nursing of William Carey University fully supports the purpose of the University which focuses on the individual student developing his or her highest potential in scholarship, leadership, and service. Within the framework of the University's purpose, the nursing faculty has developed the following statement of beliefs

Humankind evolves holistically as sentient beings who possess a unique biological and cultural heritage, and who are potentially capable of unlimited mental, emotional, and spiritual growth. In the search for fulfillment of needs, individuals are constantly changing and choosing alternatives in unique, imaginative, and rational ways. Each individual has biological and physiological interaction with his own environment, culture, and society.

Society is comprised of individuals interacting on multidimensional levels, forming groups to meet needs and goals. These groups or social institutions include, but are not limited to, the family, government, school, church, and community organizations. It is within these institutions that individuals grow and develop. The individual, family, groups, community, and society are viewed as clients of Nursing. In a democratic society, participation and input from all members serve to maintain basic human rights of life, liberty, and the pursuit of happiness which are derived from common goals, values, and beliefs. All individuals have the right to pursue health care and information upon which to base health-related decisions. Individual and aggregate health units are core components in the continuance of a free society and reflect the productivity of its members.

Environment refers to the physical, both internal and external, as well as the psychosocial realms within which the individual experiences interactions. The relationship of humankind with the various environmental systems has an important impact on behavior. It is believed that these interactions influence health as well as decisions related to health. These

interactions with the environment, in turn, influence the individual's place on the health continuum.

Health refers to a client's position on a health continuum. An individual's ability to impact his/her position on this health continuum relates to the ability of the individual to adapt to constantly changing stimuli within the environment. Individuals' prior interactions within their family, groups, community, and society will impact upon their action toward or response to the stimuli they currently face. Nursing actions can facilitate a positive response to the stimuli presented.

Nursing actions are centered toward the facilitation of self-care of the client that positively impacts the individual's position on the health continuum. By fostering self-care activities, individuals take increased responsibility for their own health, and consequently, the health of their family and community.

Nursing is both an art and a science, combining knowledge and principles from the liberal arts, the biological, physical, social, behavioral sciences, and religious domains. Nursing provides a holistic viewpoint and a caring approach to assist clients in realizing their health potential for maximum wellness. Nursing practice occurs within the framework of the nursing process with emphasis on the client's active participation in the helping relationship. The nursing professional is a dynamic and integral part of the health care delivery system that responds to ever changing health needs of individuals, families, groups, and communities. In a practice discipline, nurses demonstrate mastery of a vast body of unique skills. Nurses practice independently and interdependently. Examples of nursing practice include consulting and working in concert with other nurses and health care professionals, assuming accountability and autonomy for their own nursing practice, accepting responsibility for the management of nursing care, and serving as client advocates with individuals, families, groups, communities, and within society.

Professional nursing is based on theory and research. The goal of professional nursing is to promote client well-being and provide information that clients may use to make health decisions. Nurses function within the realms of health promotion, primary prevention, and health maintenance, as well as rehabilitation, restoration, and palliative care for individuals, families, groups, and communities. Nursing is an essential service to humankind that provides primary, episodic, and long-term care. Nursing serves those who are essentially well, those who are ill or infirm, those who are developing, and those who are declining.

Leadership involves the guiding, teaching, and directing of others. The leader is the role model who has the ability to direct or motivate an individual or group toward the achievement of predetermined goals. Leadership qualities include self-confidence, self-awareness, strong personal values and beliefs, and accountability. Nursing education fosters leadership by equipping the nurse to guide the health care team, hold leadership positions, and impact society as an advocate for health.

Communication is the basic component of all human interactions. Effective communication is the essence of any helping relationship. Professional communication includes data collection, information exchange, and therapeutic relationships with individuals, families, groups, and communities. Interpersonal influence is exercised through skillful communication to achieve specific goals. Within an organization, interpersonal and professional communication skills are utilized to design, implement, and evaluate plans of care for individuals, families, groups, and communities.

Change and adaptation, the dynamic processes that include growth and development throughout the life span, are required to maintain equilibrium in a fluctuating environment. Adaptation refers to the constant process by which the individual attempts to maintain unity within mind, body, and spirit in response to changes in the internal and external environment.

Critical thinking is the basis for both the scientific process and the nursing process which require logic, objectivity, the use of empirical data, and analytical thinking. The nursing

process, based on the scientific process, is the foundation for research, which permits one to understand, critically analyze, and apply findings to nursing practice and approach nursing practice with knowledge, confidence and a spirit of inquiry.

Education is the systematic effort of an institution and its faculty to guide the learning process by which students acquire particular skills and arrive at unique ways of thinking, communicating, decision-making, and enhancing self-awareness. The educational institution is accountable to society and the student for preparing individuals to meet the needs of society.

The teaching/learning process incorporates multi-cultural ideas and experiences of both the student and the faculty to promote a climate that fosters learning by free exchange of ideas, opinions, expressions of creativity, and enhancement of social bonds. The interchanges that occur during the teaching/learning process require active participation and personal investment in learning.

Nursing education integrates principles from liberal arts, the biological, physical, social, behavioral sciences, the spiritual domain, and nursing. Nursing education fosters leadership, professional accountability, critical thinking, creativity, and the synthesis of scientific knowledge. A broad knowledge base enables the development of undergraduate nursing competencies necessary to function as a nurse generalist in various health care settings. Graduate nursing competencies utilize scientific foundations and theoretical frameworks to implement essential knowledge and skills in advanced nursing practice.

William Carey's nursing faculty believes that the baccalaureate degree in nursing is the foundation that will stimulate practitioners to continue life-long learning in Christian service to individuals, families, groups, communities, and society. The master's degree in nursing advances professional nursing practice, education, and health care delivery by building on the existing foundation of baccalaureate nursing education.

PREVENTING THE TRANSMISSION OF HUMAN IMMUNODEFICIENCY VIRUS AND HEPATITIS B VIRUS

Background

The Occupational Safety and Health Administration (OSHA) has developed a set of regulations which address duties to protect both faculty and students in schools of nursing from exposure to blood borne pathogens (effective March 6, 1994). Because clinical sites are the primary location where possible exposure to infectious diseases may occur, William Carey University has adopted the following policy to address this issue for all students and faculty involved in the care of patients in the clinical setting. Those personnel specifically addressed in this policy include those who have potential contact with blood or other potentially infectious materials in the performance of duties necessary to fulfill course objectives in the School of Nursing at William Carey University. This policy has been developed to fulfill compliance with guidelines set forth by the Centers for Disease Control and recommendations set forth by the American Association of Colleges of Nursing, the National League for Nursing, and OSHA.

Definitions

For purposes of clarification for this policy, the following definitions shall apply:

1. Blood: human blood, human blood components, and products made from human blood.
2. Blood-borne pathogens: pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).
3. Contaminated: the presence or the reasonably anticipated presence of blood or other potentially infectious material on an item or surface.
4. Exposure incident: a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of duties in the role of a student in the William Carey University School of Nursing.
5. Occupational exposure: reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result

- from the performance of duties in the role of students in the William Carey University School of Nursing.
6. Personal protective equipment: specialized clothing or equipment worn by a student for protection against hazard. General work clothes (e.g. uniform, pants, skirts, or blouses) not intended to function as protection against a hazard are not considered to be personal protective equipment.
 7. Source individual: any individual, living or dead, whose blood or other potentially infectious material may be a source of occupational exposure to the student-faculty. Examples include, but are not limited to, hospital and clinic patients; clients in institutions for developmentally disabled; trauma victims; clients of drug and alcohol treatment centers; residents of hospices and nursing homes; human remains.
 8. Standard precautions: an approach to infection control. According to the concept of standard precautions, all human blood and certain body fluids are treated as if known to be infectious of HIV, HBV, and other blood borne pathogens.

Policy Statement

In order to comply with the guidelines previously addressed in this document, William Carey University School of Nursing has the following responsibility to the students enrolled in nursing:

1. William Carey University School of Nursing faculty will provide education in the execution of standard precautions, specifically the selection and use of appropriate protective equipment, prior to the student's first clinical experience.
2. William Carey University School of Nursing faculty will ascertain the student's understanding of standard precautions prior to the first clinical experience.
3. The student shall comply with the standard precautions guidelines in the care of all patients in the clinical setting.
4. All students engaged in clinical practice must present proof of having received the hepatitis B vaccine to the Program Head on their home campus or have signed and submitted to their program head a declination statement.

5. All students will sign a written statement that indicates their receipt of education and/or performance practicum competency of the same, and compliance with the requirement for the hepatitis B vaccination or declination.
6. Any student who is HIV positive or becomes HIV positive during enrollment is responsible for notifying the program head.

Post exposure evaluation and follow-up

1. A student has an ethical duty to report to the faculty member, Program Head, or Dean any incident during which an exposure or potential exposure has occurred which places him/her at risk for transmission of a blood borne disease.
2. Following an accidental exposure or potential exposure to HBV, HCV, or HIV, CDC guidelines should be followed immediately. The exposed area should be washed thoroughly with soap and water. If mucous membrane exposure has occurred, the area should be flushed with copious amounts of water and/or saline.
3. CDC guidelines as outlined in the *Updated U.S. Public Health Service Guideline for the Management of Occupational Exposure to HBV, HCV and HIV and Recommendations for Post exposure Prophylaxis* (CDC, MMWR, Recommendations and Reports, 2001) should be followed to determine risk factors for developing HBV, HVC, or HIV. A copy of this document will be housed in the office of the Program Head.
4. Following exposure or accidental exposure, the student should be immediately HIV tested to establish sero-negativity. The CDC guidelines should be used to determine the need for follow-up testing for HBV, HCV or HIV.
5. If an exposure or potential exposure occurs, the student should contact their personal health care provider immediately to determine if treatment is recommended. Do not procrastinate.
6. Students are responsible for the cost of post exposure testing and follow-up testing or treatment.
7. Any other requirements of the health care agency in which the exposure occurs must be met.

**STATEMENT OF UNDERSTANDING
UNIVERSAL PRECAUTIONS AND HEPATITIS B**

William Carey University School of Nursing has provided information regarding blood borne pathogens (meaning pathogenic micro-organisms that are present in human blood and cause disease in humans, and the risk of occupational exposure in the clinical setting).

Occupational exposure means reasonable anticipated skin, eye, mucous membranes, or parenteral contact with blood or other potentially infectious materials that may result from clinical performance. These pathogens include but are not limited to Hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

Education has been provided in:

1. Standard precautions (meaning an approach to infection control). According to the concept of standard precautions, all human blood and certain body fluids are treated as pathogenic.
2. The work practice control (meaning controls that reduce the likelihood of exposure by altering the manner in which a task is performed; e.g. prohibiting recapping of needles by a 2-handed technique).
3. The engineering controls (e.g. sharps disposal).
4. The exposure control plan in place for the clinical agency.

Information has been provided the student regarding the hepatitis B vaccine. This information indicates that due to exposure to blood or other potentially infectious materials in the clinical aspect of the educational program there is risk of acquiring hepatitis B virus (HBV) infection.

The clinical education program is part of the student's prescribed course of study at William Carey University School of Nursing. The student recognizes and agrees that he/she is not considered an employee of the agency for any purpose whatsoever and the student shall assume responsibility for professional and personal liability and vaccinations for risk exposure.

**HEPATITIS B (HBV) VACCINATION
DECLINATION FORM**

(This IS your copy—you will sign an additional copy and turn it in for School of Nursing files). All students enrolled in clinical courses at William Carey University School of Nursing will either take the hepatitis B (HBV) vaccination or sign the following declination statement before attending any of the clinical practice in the program.

I understand that during my course of study as a nursing student at William Carey University School of Nursing, I may be exposed to blood and/or other potentially infectious materials. Therefore, I may be at risk of acquiring a hepatitis B (HBV) infection. I understand that the Occupational Safety and Health Administration (OSHA) and the Center for Disease Control (CDC) have set forth recommendations that include vaccination against the HBV. I also understand that, as a student at William Carey University, I am responsible for the expense of the vaccination and all of my health care needs in the event of exposure. However, I decline the HBV vaccination at this time. I understand that by declining this vaccination, I continue to be at risk for acquiring hepatitis B, a serious disease. I understand that I cannot request special consideration in patient assignments because of this risk.

<hr/>		
Student Signature	SSN	Date
<hr/>		
Witness		Date

PROGRAM ACCREDITATION

The School of Nursing is accredited by the Commission on Collegiate Nursing Education (CCNE), One Dupont Circle NW, Washington, DC 20036-1120, (202)887-6791 (BSN & MSN) and the Mississippi Institutions of Higher Learning 3825 Ridgewood Road Jackson, Mississippi 39211-6453 (BSN & MSN). The New Orleans campus is accredited by the Louisiana State Board of Nursing, 17373 Perkins Road, Baton Rouge, Louisiana

PROGRESSION AND RETENTION

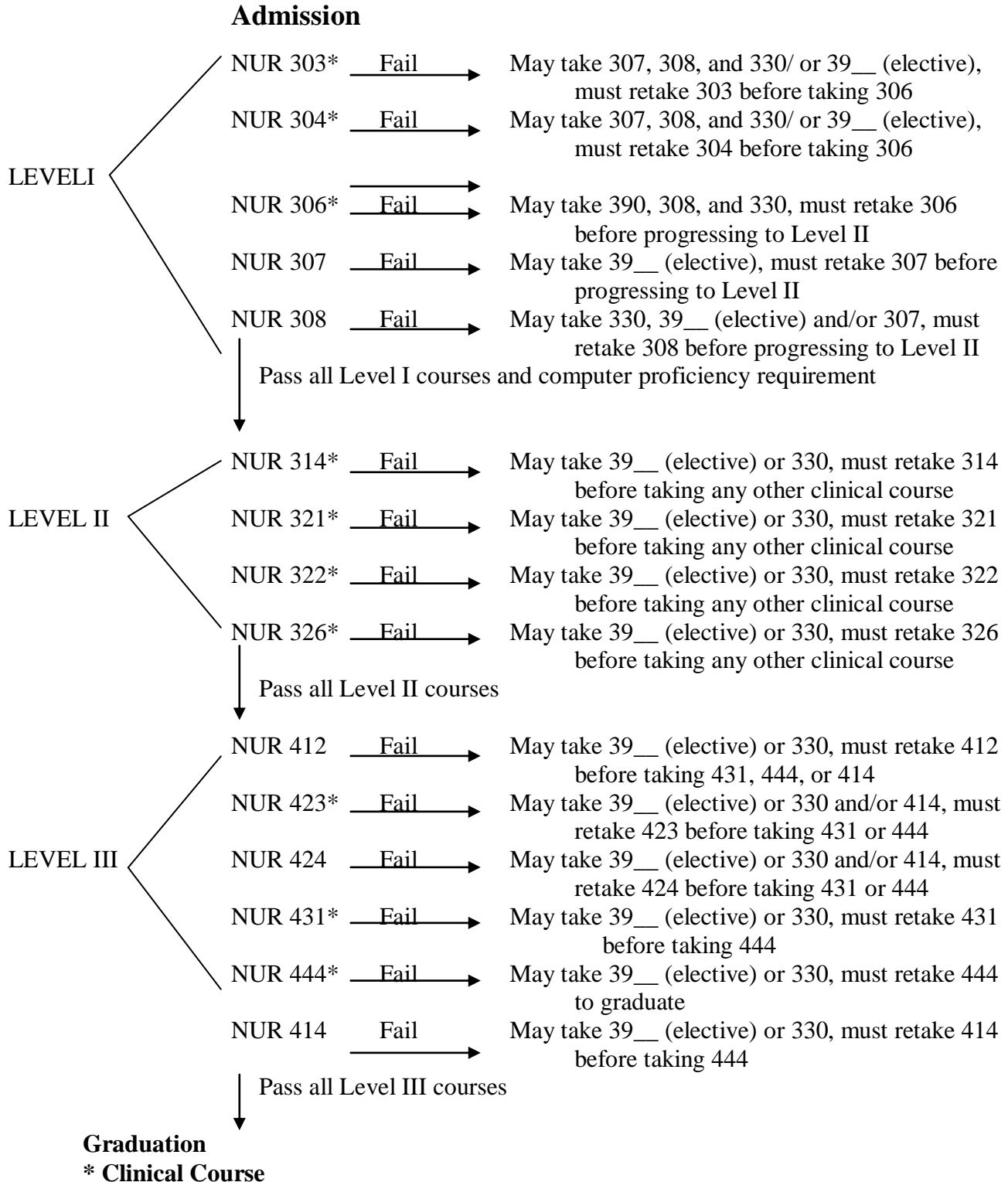
Successful completion of NUR 305 or NUR 101 (beginning Spring 2012 admission) is required for admission to the School of Nursing.

Students must complete all nursing courses with a grade of C or better. In the event a student is unsuccessful (D or F) in any combination of clinical courses (the same course twice or two different clinical courses) the student is ineligible to continue in nursing. Should a student fail (D or F) any one required nonclinical nursing course two times, the student is ineligible to continue in nursing. After three or more years from the last failure earned, an appeal to reapply may be presented to the Nursing Admission, Progression, and Graduation Committee.

Students must meet the prerequisite requirements for each course. No student may progress through clinical courses without successfully completing with a grade of C or better the clinical course(s) previously attempted. Students must meet the requirements for ATI exit testing. Progression through the courses in the nursing major is in three levels. Level I courses must be completed before progressing to Level II. No student may progress to courses in Level III without successfully completing, with a grade of C or better, all required courses in Level II. (See Flow Chart.)

FLOW CHART SCHOOL OF NURSING PROGRESSION

Successful Completion of NUR 305 → Admission to the School of Nursing



Courses at Each Level

<u>Level I</u>	<u>Level II</u>	<u>Level III</u>
NUR 303	NUR 314	NUR 412
NUR 304	NUR 321	NUR 414
	NUR 322	NUR 423
NUR 306	NUR 326	NUR 424
NUR 307	NUR 39__*(elective)	NUR 431
NUR 308	NUR 330*	NUR 444

***Can be taken at any level**

CAMPUS
Request for Transfer Credit Evaluation

First Name	MI	Last Name	()	Primary Phone Number	()	Alternate Phone Number
Street Address	City	State	Zip	Social Security Number		

- I am a *currently enrolled* in the **School of Nursing** as of: Term _____ Year _____
- I *have applied* for admission to the **School of Nursing** for: Term _____ Year _____
- I *plan to apply* for admission to the **School of Nursing** in: Term _____ Year _____

This is to request transfer course credit for:

(Prefix/Number)	Course Name	Credit Hrs	Grade	Term/Year	Institution
<i>in lieu</i> of William Carey College's: _____					
(Prefix/Number)	Course Name	Credit Hrs			

The following supporting documents are attached (note: insufficient supporting documentation may result in a delay or decline):

- Catalog Course Description (from term/year course taken*)
- Course Syllabus (from term/year course taken*)
- Unofficial Transcript

Signature _____
Date

Program Head

Comments: _____

Signature _____
Date

Office of the Registrar (Review of NON-NURSING Course)

Comments: _____

Approved Denied

Signature _____
Date

Office of the Dean (Review of NURSING Course)

Comments: _____

Approved Denied

Signature _____
Date

Procedure

An official transcript evaluation is conducted soon after the student has officially enrolled at William Carey University. If transfer credit is not awarded at the time of the initial transcript evaluation, *or* if for any reason a course is not reviewed at the time of initial enrollment, the student may initiate a *Request for Transfer Credit Evaluation*.

1. The ***Request for Transfer Credit Evaluation*** should be initiated by the student who is seeking transfer credit for a course completed at another institution. The currently enrolled student seeking permission to enroll in a course at another institution should initiate the *Request for a Letter of Good Standing* instead.
2. For currently enrolled students, the ***Request for Transfer Credit Evaluation*** should be initiated only after the official transcript evaluation has been completed by the Hattiesburg Registrar.
3. *If ***supporting documentation*** is *inadequate* or *missing*, the request may be *delayed* or *declined*.
To validate the ***catalog course description*** for the term/year the course was taken, include a copy of the catalog cover or obtain written documentation from the institution. To validate the ***syllabus*** for the term/year the course was taken, include written documentation from the institution.
4. A *separate* request should be initiated for *each* course the student wishes to have reviewed.
5. After review of the request and attached supporting documents, the Program Head writes relevant comments, signs and dates the form, and submits the request to the Registrar *or* the Dean of Nursing as appropriate.
 - 1) The Registrar requests evaluation of a ***non-nursing, core*** course by the appropriate department. The request with departmental decision is returned to the Registrar who notifies the Dean of Nursing and the respective campus Program Head. The Program Head then notifies the student. The original request is placed in the student's file in the Registrar's office in Hattiesburg.
 - 2) The Dean of Nursing reviews and evaluates any request for transfer credit for a ***nursing*** course. If the course is approved, the Dean of Nursing documents this decision on the request and forwards the original request to the Registrar for placement in the student's file in Hattiesburg. A copy of the request is sent to the respective Director who then notifies the student.
6. The routing process concludes when a copy of the request is placed in the student's local campus file.
7. If the student has not been admitted to William Carey University, the request is placed in the local campus "Prospects" file.

6/21/04; 8/2/04; 9/2006/lf

STUDENT RECORDS

Official student records are kept in the Registrar's Office in Hattiesburg. Partial student records containing admission, progression, and advisement information are kept in the School of Nursing on the campus that the student is attending.

Transcripts of student's grades are released by the Registrar's Office (Hattiesburg Campus). Students desiring copies of their transcripts from the college must submit a written request to the Registrar's Office, Hattiesburg Campus. The Registrar will not issue transcripts unless accounts are clear with the Business Office.

Technology

William Carey University provides a number of technological resources to enhance the student's learning and learning environment.

Indigo Portal account allows access to Indigo portal (transcripts, registration, grades, etc); library database resources; CareyAir wireless network.

Student Email Account- this is the primary means by which WCU communicates with students.

Desire2Learn (D2L) - the web platform WCU uses for online enrichment of courses. D2L allows students quick access to course content, assignments, etc. MSN students are required to utilize D2L in variety of ways; therefore, it is imperative to have a functioning account.

The Technology Department provides a Student Technology User Guide to assist students with the setup and troubleshooting of these resources. The user guide can be accessed at the WCU homepage (www.wmcarey.edu) under Technology.

TESTING

REGULATIONS

1. The instructor is to write the time that the exam will end on the board.
2. During test administration, desks will be cleared and all books, etc. (except for answer sheet, test book and pencils) will be placed at the front/back of the room.
3. Cell phones are to be turned off and placed with books in designated area. Failure to turn off the cell phone may result in test being picked up by the instructor and student being asked to leave the class room.

4. Tests are administered at the time scheduled, and no extra time will be given if students arrive late.
5. Students are to raise hands and speak quietly if they have questions. Questions about the content of the test question should not be allowed unless the question itself is the issue. Then, all students should receive the benefit of any comments that need to be made.
6. Students are to leave test area quietly after completing their test and are not to come back into the room until the appropriate time.
7. Make-up examinations will be given at a time mutually agreed upon by the student, faculty member, and the Program Head. Make-up exams are different from the original and may not necessarily be given in the same format as the original examination.
8. All examinations are the property of the School of Nursing and the instructor. No examinations are to be taken from the classroom for any reason. Examinations are numbered and the corresponding number is to be written on the answer sheet. After each exam and review, both are to be returned to the instructor. If either examination or answer sheet is missing, a grade of “zero” will be assigned.
9. The instructor should move about the room to observe the students during the administration of the test.
10. Faculty may choose to assign seating for the testing period.
11. Students who have completed the exam must leave the testing area.
12. Testing for on-line courses may be on-line proctored or on-line open book. This will be described in the course syllabus. All tests should be completed by the individual student unless it is indicated that group work is acceptable.
13. Testing for blended course may be given during class time, on-line proctored, or on-line open book. All tests should be completed by the individual student unless it is indicated that group work is acceptable.

5/03 Revised 7/06, 6/08, 8/11

TEST REVIEW

1. Graded answer sheets for tests will be made available for student review. At least one review per test shall be held, and this review can be held outside of class time.
2. All faculty members having content on the test should be present.
3. All books, papers, pencils, pens, cell phones, tape recorders, etc. will be placed in the front/back of the classroom.
4. A copy of the Scantron shall be made prior to test review. Faculty will return the original Scantron and the test booklet for the student to review. Only the answers recorded on the Scantron by the student will be considered for grading purposes. The test booklets should be destroyed after the test review.
5. After the grades are returned, students have one week to review the test one time on an individual basis. Final examinations may be reviewed by arrangement with the instructor through the second week of the following term.
6. Questions that are challenged will be dealt with on an individual basis outside of the review with the content instructor. After all due consideration of test questions, final decisions related to test items and grades rest with the instructor and Program Head.

GRADING METHODS

The method of determining grades as related to rounding is as follows:

1. Grades during the term will be written down to the second decimal point.
2. The final grade can be rounded with $>$ or $= 76.50$ rounding to 77 and $<$ or $= 76.49$ rounding to 76.
3. This will affect our continuing policy that test grades **must** average 76.5 before the grades from any written paperwork or alternate assignments can be added in all clinical courses. (This is stated in each course syllabus.)

2/93 Revised 4/98; 5/03; 7/06; 8/10; 8/11

UPSILON THETA OF SIGMA THETA TAU INTERNATIONAL (STTI)

MISSION

The Honor Society of Nursing, Sigma Theta Tau International (STTI) provides leadership and scholarship in practice, education and research to enhance the health of all people. We support the learning and professional development of our members who strive to improve nursing care worldwide.

MEMBERSHIP

Membership is by invitation only to baccalaureate and graduate nursing students who demonstrate excellence in scholarship, and to nurse leaders exhibiting exceptional achievements in nursing.

PRODUCTS AND SERVICES

From its inception, STTI has recognized the value of scholarship and excellence in nursing practice. In 1936 the honor society became the first U.S. organization to fund nursing research. Today, the honor society supports these values through its numerous professional development products and services that focus on the core areas of education, leadership, career development, evidence-based nursing, research and scholarship. These products and services advance the learning and professional development of members and all nurses who strive to improve the health of the world's people:

Reference: Sigma Theta Tau International at www.nursingsociety.org.

UPSILON THETA CHAPTER

On July 21, 2007, Upsilon Theta was chartered as an official chapter of STTI. This prestigious achievement affirms the School of Nursing's commitment to academic excellence. Students in the graduate and undergraduate nursing programs, as well as community nursing leaders, are invited annually to join Upsilon Theta of STTI, the honor society of professional nursing.