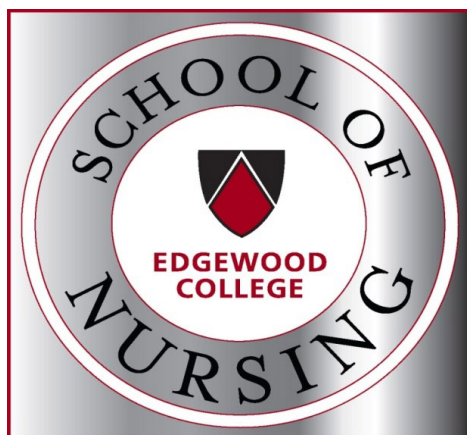


EDGEWOOD COLLEGE

**Henry Predolin
School of Nursing, Business,
Education, and Health Sciences***

BACHELOR'S OF SCIENCE IN NURSING STUDENT HANDBOOK



HENRY PREDOLIN SCHOOL OF NURSING, BUSINESS, AND HEALTH SCIENCES

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SPECIAL NOTES

Healthcare and nursing education are constantly evolving. The Henry Predolin School of Nursing (SoN) Dean and faculty reserve the right to modify the contents of this Handbook at any time to stay current with changes in healthcare and/or nursing education.

CHANGES IN POLICY/PROCEDURE

Students will be notified of any policy/procedure changes through personal or written communication, SoN website, e-mail or Edgewood College Student Nurses' Association (ECSNA).

HENRY PREDOLIN SCHOOL OF NURSING

MISSION

The Henry Predolin School of Nursing (SoN) reflects the Mission of Edgewood College by locating professional nursing education within the context of a Catholic, liberal arts setting in the Dominican tradition. Nursing is a profession built on knowledge from nursing theory, research and practice, the humanities, and the natural and behavioral sciences. Students are educated in a dynamic interactive environment to be knowledgeable, accountable, responsible, ethical and culturally sensitive graduates who will become leaders in a changing and diverse healthcare environment.

PHILOSOPHY OF THE NURSING CURRICULUM

The faculty develops, implements, and evaluates the curriculum to provide a broad and rich foundation for nursing practice. Faculty foster the professional development of students by offering learning challenges, promoting opportunities to think critically and creatively, and exhibiting collegiality in the teaching-learning environment. Teaching and learning is a dynamic and interactive process designed to integrate knowledge and research with professional nursing practice. Teaching and learning are facilitated when both students and faculty are actively engaged in the process.

ACCREDITATION

The Bachelor's of Science in Nursing degree is accredited by the Commission on Collegiate Nursing Education and approved by the Wisconsin Board of Nursing and the North Central Association of Colleges and Schools Commission on Institutions of Higher Education.

The SoN Mission, goals, and expected program outcomes of the undergraduate program reflect integration with the Essentials of Baccalaureate Education for Professional Nursing Practice [*American Association of Colleges of Nursing (AACN), 2008*]:

American Association of Collegiate Nursing Education (AACN) Commission on Collegiate Nursing Education (CCNE)

Essentials of Baccalaureate Education: Baccalaureate Program Outcomes

At the end of the program, graduates will:

AACN Essential I Liberal Education for Baccalaureate Generalist Nursing Practice

- SoN Program Goal: Integrate the liberal arts into the practice of nursing

AACN Essential II Basic Organization and Systems Leadership for Quality Care and Patient Safety

- SoN Program Goal: Apply skills in leadership, quality improvement, and patient safety to provide high quality health care in a systems environment

AACN Essential III Scholarship for Evidence-Based Practice

- SoN Program Goal: Translate current evidence into the practice of nursing

AACN Essential IV Information Management and Application of Patient Care Technology

- SoN Program Goal: Demonstrate knowledge and skills in information management and patient care technology

AACN Essential V Healthcare Policy, Finance, and Regulatory Environments

- SoN Program Goal: Integrate knowledge of healthcare policies, including financial and regulatory influences, on the healthcare system as they relate to quality care

AACN Essential VI Interprofessional Communication and Collaboration for Improving Patient Health Outcomes

- SoN Program Goal: Perform communication and collaboration skills consistent with professional standards when working in interprofessional settings to improve health services

AACN Essential VII Clinical Prevention and Population Health

- SoN Program Goal: Assimilate health promotion and disease prevention strategies at the individual and population level.

AACN Essential VIII Professionalism and Professional Values

- SoN Program Goal: Integrate professional standards of moral, ethical and legal conduct in nursing practice.
- SoN Program Goal: Formulate a personal professional practice model that addresses accountability, continuous professional engagement & lifelong learning.

AACN Essential IX Baccalaureate Generalist Nursing Practice

- SoN Program Goal: Demonstrate knowledge and skills in the care of patients, including individuals, families, groups, communities, and populations across the lifespan and across the continuum of healthcare environments.

In addition to the AACN Essentials, the American Nurses Association (ANA) *Scope and Standards of Nursing Practice* (2015) and the *Code of Ethics for Nurses* (2015) continue to inform program goals.

American Nurses' Association Standards of Professional Nurse Practice and Standards of Professional Performance

As a professional nurse, it is our obligation and duty to adhere to the *Nursing Scope and Standards of Practice (3rd edition)* (American Nurses Association [ANA], 2015), and the *Nursing Code of Ethics (ANA, 2015)*.

Standards of Practice: The Standards of Practice describe a competent level of nursing practice demonstrated by the critical thinking model known as the nursing process. Accordingly, the nursing process encompasses significant actions taken by registered nurses and forms the foundation of the nurse's decision-making.

Standard 1. Assessment: The registered nurse collects pertinent and information relative to the healthcare consumer's health or the situation.

Standard 2. Diagnosis: The registered nurse analyzes the assessment data to determine the actual or potential diagnoses, problems or issues.

Standard 3. Outcomes Identification: The registered nurse identifies expected outcomes for a plan individualized to the healthcare consumer or the situation.

Standard 4. Planning: The registered nurse develops a plan of care that prescribes strategies to attain expected, measurable outcomes.

Standard 5. Implementation: The nurse implements the identified plan.

- **Standard 5A. Coordination of Care**
- **Standard 5B. Health Teaching and Health Promotion**
- **Standard 5C. Consultation**
- **Standard 5D. Prescriptive Authority and Treatment**

Standard 6. Evaluation: The registered nurse evaluates progress toward attainment of goals and outcomes.

Standards of Professional Performance: The Standards of Professional Performance describe a competent level of behavior in the professional role, including activities related to ethics, culturally congruent practice, communication, collaboration, leadership, education, evidence-based practice and research, quality of practice, professional practice evaluation, resource utilization, and environmental health. All registered nurses are expected to engage in professional role activities, including leadership, appropriate to their education and position. Registered nurses are accountable for their professional actions to themselves, their healthcare consumers, their peers, and ultimately to society.

Standard 7. Ethics

The registered nurse practices ethically.

Standard 8. Culturally Congruent Practice

The registered nurse practices in a manner that is congruent with cultural diversity and inclusion principles.

Standard 9. Communication

The registered nurse communicates effectively in all areas of practice.

Standard 10. Collaboration

The registered nurse collaborates with healthcare consumer and other key stakeholders in the conduct of nursing practice.

Standard 11. Leadership

The registered nurse leads within the professional practice setting and the profession.

Standard 12. Education

The registered nurse seeks knowledge and competence that reflects current nursing practice and promotes futuristic thinking.

Standard 13. Evidence-based Practice and Research

The registered nurse integrates evidence and research findings into practice.

Standard 14. Quality of Practice

The registered nurse contributes to quality nursing practice.

Standard 15. Professional Practice Evaluation

The registered nurse evaluates one's own and others' nursing practice.

Standard 16. Resource Utilization

The registered nurse utilizes appropriate resources to plan, provide, and sustain evidence-based nursing services that are safe, effective, and fiscally responsible.

Standard 17. Environmental Health

The registered nurse practices in an environmentally safe and healthy manner.

Source: ANA. (2015). Nursing Scope and Standards of Practice (3rd ed. [*pp. 4-5]). Silver Spring, MD: ANA.

American Nurses Association Code of Ethics for Nurses

Provision 1. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.

Provision 2. The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.

Provision 3. The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.

Provision 4. The nurse has authority, accountability and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to provide optimal patient care.

Provision 5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.

Provision 6. The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.

Provision 7. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.

Provision 8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.

Provision 9. The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

Source: American Nurses Association (2015). *Reprinted with permission from the Wisconsin Nurses Association 2018*

BACHELOR'S OF SCIENCE NURSING PROGRAMS **AND ADMISSION POLICIES**

DEGREES OFFERED

The SoN offers two degree programs (Traditional and Post-Baccalaureate) that lead to a Bachelor's of Science in nursing. There are 120-credits required for graduation in the Traditional program, of which 54 are in the nursing major. The Post-Baccalaureate program is 53 credits. Both programs are accredited by the Commission on Collegiate Nursing Education (CCNE) and approved by the Wisconsin Board of Nursing.

TRADITIONAL PROGRAM ADMISSIONS INFORMATION

Application Process

Students are admitted to the Traditional program in both Fall and Spring semesters. Students anticipating admission to the Traditional program for the Spring semester must complete their application between August 15 and October 1. Students anticipating admission to the Traditional program for the Fall semester must complete their application between November 15 and February 1. Candidates for admission are required to submit applications through the Nursing Centralized Application Services (NursingCAS) at <http://nursingcas.org/>. Students must submit all official transcripts and reference information to NursingCAS directly.

Guaranteed Admission Program to the Nursing Major (subject to change)

A direct admission program exists for students wishing to pursue a nursing degree who enter Edgewood College directly from high school. To be eligible for this program, students must have a HS GPA of 3.75 or higher. Once admitted into the guaranteed admission program, students must maintain cumulative and math/science GPA requirements of 3.25 or higher. For further information, contact Edgewood College's Office of Admissions.

General Admission Policies to the Nursing Major (subject to change)

Admission to the Traditional program requires a minimum GPA of 2.75 in all courses that satisfy Edgewood College degree requirements and a minimum GPA of 2.75 in all required math and science courses. Required math and science courses must have been taken within 8 years of admission to the first nursing course for credit in the nursing major, unless they were part of a degree earned within the past 8 years. A grade of "C" or better is necessary in each required science and math course.

Applicants must have either completed or be in the process of completing at least 45 college credits in the semester they apply to the Traditional program.

These 45 credits must include the following courses (or their transfer equivalent):

- [ENG 110 W - College Writing](#)
- [MATH 121 M - Statistics](#)
- [PSY 101 J - General Psychology](#)
- Four of the following science courses (or their transfer equivalent):
 - [CHEM 120 S - Intro to Chemistry](#) (must be completed at the time of application)
 - [BIO 155 SU - Human Cell Biology & Genetics](#) (must be completed or in progress at the time of application for Edgewood Students)
 - [BIO 210 - Anatomy & Physiology I](#) (must be completed or in progress at the time of application)

- BIO 211 - Anatomy and Physiology II (may be completed first term of program if microbiology was completed prior to program start)
- BIO 310 S - Microbiology (may be completed first term of program if Anatomy and Physiology II was completed prior to program start)

For students transferring into nursing, BIO 155 is not a prerequisite for admission into the program if Anatomy and Physiology I, Anatomy and Physiology II, and Microbiology have been successfully completed and approved for transfer. Students who have met those specified requirements should contact their advisor to request a special arrangement waiver.

Students with Baccalaureate Degrees

Students who possess a baccalaureate degree in another field from a regionally-accredited institution are considered to have fulfilled all of Edgewood College's General Education requirements, except COR 1, COR 2, and COR 3. Post-baccalaureate students entering the Traditional program, however, must meet all SoN requirements for support courses in the major.

Admission Process

The SoN Undergraduate Admissions & Progression Committee will review all qualified applications and arrange applicant interviews. The SoN Dean is responsible for making the final decision of students eligible for admission. Students will be notified in writing of their acceptance to the nursing major by the SoN Dean. An offer of admission will be rescinded if a student fails to maintain academic eligibility prior to starting the nursing program.

Admission to the Traditional program is competitive; even students who meet the minimum requirements may not be admitted. Because of enrollment limits in the major, the School of Nursing may deny admission to qualified students.

Requirements Prior to Starting Nursing Classes

All students who are admitted to the Traditional program must have successfully completed a Certified Nursing Assistant (CNA) course, passed the certification examination, and hold a current CNA certificate before the start date of the program. Students must also hold CPR/BLS certification, first aid certification, complete a Criminal Background Check, and meet health requirements prior to beginning nursing courses. Students who fail to complete ALL of these requirements prior to starting nursing courses will have their admission to the program rescinded.

POST-BACCALAUREATE PROGRAM ADMISSIONS INFORMATION

Application Process

Students are admitted to the Post-Baccalaureate program using a rolling admissions format. Eligible applicants successfully applying by January 15 are ensured consideration for admission. Any applications received after January 15 will be considered on a space-availability basis. If space permits after the January 15 deadline, eligible applicants will be reviewed in a timely manner (typically notified of admission decision within one month of the SoN receiving the completed application). Any applications received after June 15 will be considered for the following year's program.

General Admission Policies to the Nursing Major (subject to change)

Admission to the Post-Baccalaureate program requires an earned bachelor's degree from an accredited institution as well as a cumulative GPA of at least 2.75 in all college-level coursework and at least a 2.75 in all required science and math courses. Required science and math courses must have been taken within 5 years of admission to the Post-Baccalaureate program unless they were part of a degree earned within the past 5 years. A grade of "C" or better is necessary in each required science and math course. Priority will be given to students with a 3.0 and higher GPA. All required math/science courses must have been completed within five years of admission. Courses more than 5 years old will be considered on an individual basis.

In addition to holding a bachelor's degree, applicants must have either completed or be currently enrolled in the following courses (or transfer equivalents) at the time of application:

- MATH 121 M - Statistics
- PSY 101 J - General Psychology
- PSY 345 - Lifespan Development
- The following courses (or transfer equivalent):

- 4 or more credits of college-level, lab-based Chemistry
- BIO 210 - Anatomy & Physiology I
- BIO 211 - Anatomy and Physiology II
- BIO 310 S - Microbiology

Admission Process

The SoN Undergraduate Admissions & Progression Committee will review all qualified applications. Beginning Fall 2023, applicants will be required to submit a 500-word personal statement as directed in the admission application. The SoN Dean is responsible for making the final decision of students eligible for admission. Students will be notified in writing of their acceptance to the nursing major by the SoN Dean. An offer of admission will be rescinded if a student fails to maintain academic eligibility prior to starting the nursing program.

Admission to the Post-Baccalaureate program is competitive; even students who meet the minimum requirements may not be admitted. Because of enrollment limits in the major, the School of Nursing may deny admission to qualified students.

Requirements Prior to Starting Nursing Classes

All students who are admitted to the Post-Baccalaureate program must have successfully completed a Certified Nursing Assistant (CNA) course and at one time passed the certification examination (though it is highly-encouraged, as of 2018, students in this program are not required to hold an active certification certificate to begin the program). Students must also hold CPR/AED certification, first aid certification, complete a Criminal Background Check, and meet health requirements prior to beginning nursing courses. Students who fail to complete ALL of these requirements prior to starting nursing courses will have their admission to the program rescinded.

GENERAL HENRY PREDOLIN SCHOOL **OF NURSING INFORMATION**

ACADEMIC HONESTY POLICY

The SoN enforces the Academic Honesty Policy adopted by Edgewood College (See College Catalog and/or the College student handbook).

As members of a scholarly community dedicated to healthy intellectual development, students and faculty at Edgewood College are expected to share the responsibility for maintaining high standards of honesty and integrity in their academic work.

Each student should reflect this sense of responsibility toward the community by submitting work that is a product of his or her own effort in a particular course, unless the instructor has directed otherwise. In order to clarify and emphasize its standards for academic honesty, the College has adopted this policy.

The following are examples of violations of standards for academic honesty and are subject to academic sanctions:

- Cheating on exams, submitting collaborative work as one's own, falsifying records, achievements, field or laboratory data or other coursework
- Stealing examination or course materials
- Submitting work previously submitted in any course, unless specifically approved by the present instructor
- Falsifying documents or signing as an instructor or administrator's name to a document or form.
- Plagiarism
- Or aiding another student in any of the above actions

Plagiarism, which is defined as the deliberate use of another's ideas or words as if they were one's own, can take many forms, from the egregious to the mild. Instances most commonly seen in written work by students in order from most to least serious are:

- Borrowing, buying or stealing a paper from elsewhere, lending or selling a paper for another's use as his or her own; using printed material written by someone else as one's own

- Getting so much help on a paper from someone else, including a college tutor, that the student writer can no longer legitimately claim authorship
- Intentionally using source material improperly, e.g., neither citing nor using quotation marks on borrowed material; supplying an in-text citation but failing to enclose quoted material within quotation marks; leaving paraphrased material too close to the original version; failing to append a works-cited page when sources have been used
- Unintentional misuse of borrowed through ignorance or carelessness

Sanctions recommended for academic dishonesty are an “F” on the assignment and/or an “F” in the course. Violations are reported to the Academic Dean’s Office. The Academic Dean’s Office may work with the College’s Academic Honesty Committee to revise sanctions when appropriate.

The SoN Nursing Code of Professional Conduct provides additional information related to academic violations (Appendix A).

ASSESSMENT TECHNOLOGY INSTITUTE (ATI) POLICY

The SoN utilizes the ATI assessment program. ATI compares Edgewood students’ achievements with other nursing students across the country. An additional fee for the ATI products and assessments is added to the tuition charge for each nursing theory course. The computerized examinations, completed at regular intervals throughout the program, provide benchmarks for student performance in critical thinking, nursing process, therapeutic communication, pharmacology, maternal-child, psychosocial, medical/surgical, leadership, nutrition and community health nursing. These exams aid in preparing students to take the national licensing examination after graduation. Individual course syllabi in the nursing program outline pertinent information related to ATI products and Assessments used in individual courses.

ACADEMIC ADVISEMENT

Nursing students are assigned a nursing faculty member as their advisor once admitted to the major. Frequent contact with your advisor is encouraged. Course planning for each semester is done with the advisor. Other matters students may wish to discuss with their advisor include:

- curriculum outline and overall program plan
- degree requirements
- policies and procedures
- academic progress, including Assessment Technologies Institute (ATI) test results
- adjustment to the professional role
- Edgewood and community support services
- individual interests and goals

COMMUNICATIONS

Faculty mailboxes and Edgewood email are used for communications. All nursing students are required to maintain an active Edgewood College email address. Students are required to check their Edgewood College email, and course Blackboard sites at a minimum 1-2 times per week for information about registration, course requirements, meetings and items of general interest.

Cancelling Classes

Classes may be cancelled due to faculty illness or inclement weather. In the event that theory class is cancelled, an official posting from the Academic Deans office will be posted on the classroom door. Faculty may also inform students via email when a theory class is cancelled.

In the event that a portion or the entirety of a clinical experience is cancelled, students will be contacted prior to the start of the clinical day by their clinical instructor or the Associate Dean of Undergraduate Programs

In the event that Edgewood College cancels classes due to inclement weather, nursing theory, lab and clinical courses will be cancelled until classes resume. If the clinical day already started when Edgewood College cancels classes, students will complete necessary work already in progress and be dismissed from the clinical site by the clinical instructor as soon as possible.

EDGEWOOD COLLEGE STUDENT NURSES ASSOCIATION

Edgewood College Student Nurses Association (ECSNA) is an official constituent of the Wisconsin Student Nurse Association (WSNA) and the National Student Nurses Association (NSNA). ECSNA is participating in the *All School Membership Program*. This organization

has been chartered as an official organization of the OSII (Edgewood College Organization of Student Inclusion and Involvement). Communication to the membership occurs through monthly meetings and virtual communication.

- The purpose of ECSNA is to assume responsibility for contributing to nursing education in order to provide for the highest quality of health care.
- To provide programs representative of fundamental interests and concerns to nursing students.
- To aid in the development of the whole person, including his/her professional role, his/her responsibility for health care of people in all walks of life.
- Encourage active participation at the local, state and national level of the Student Nurses Associations.

SIGMA NURSING HONOR SOCIETY

Sigma is the Honor Society of Nursing. Sigma includes more than 530 chapters and over 135,000 active members in more than 90 countries. Sigma provides students with resources and opportunities to engage with other nursing leaders and provides a way to develop professional and leadership skills (<http://www.sigmanursing.org>). The nursing program at Edgewood College is an at-large chapter, Beta Eta Chapter, with University of Wisconsin, Madison, Wisconsin. Nursing students who maintain high academic achievement including professional leadership potential have the opportunity to apply and be accepted into Sigma. To be eligible for application into the Honor Society, students must have completed at least half of the required nursing curriculum credits and achieved academic excellence. Nursing students must have a cumulative GPA of 3.0 or better and rank in the top 35% of their graduating class. All students applying must meet the expectation of academic integrity and professional leadership potential. Students will be contacted early in the fall semester of their senior year if he/she meets the criteria to apply.

PARTICIPATION IN HENRY PREDOLIN SCHOOL OF NURSING GOVERNANCE

Opportunities exist for students to participate in several SoN standing committees. Typically, only one student representative may serve on a standing committee. If more than one student is interested in serving on a specific committee, an interview process will be initiated by the chair person(s) of the specific committee. When a committee vote is necessary, student committee representatives will have one vote during the committee meeting but their vote will not be included toward constituting a quorum.

Students may serve on the following Nursing related Committees:

- Research and Grant Review Committee
- Undergraduate Assessment Committee
- Undergraduate Curriculum Committee

ACCESSIBILITY AND DISABILITY SERVICES

If you are a student with a documented disability and are interested in accommodations for your courses, the Disability & Accessibility Services Office (DeRicci 206G) can assist you. Each student shall be expected to make timely and appropriate disclosure and requests to effectively set up services. All requests for services and disabilities documentation are confidential.

If you have questions about services, accommodations, or documentation requirements, or to make an appointment, see the Disability & Accessibility Services at:

- <http://accessibility.edgewood.edu/>
- Phone: 608-663-2381
- Email: AccessDisabilityServ@edgewood.edu

The College policy on nondiscrimination is available at [Nondiscrimination on the Basis of Disability](#).

ACADEMIC PROGRESSION REQUIREMENTS **AND POLICIES**

REQUIREMENTS TO MEET THE NURSING DEGREE

	General Education Requirement	Minimum Number of Credits per course
FOUNDATIONS	EDGEWOOD COLLEGE 101 IC 101	1
	WRITTEN COMMUNICATION ENG 110	3
	ORAL COMMUNICATION COMMS 100	3
COR	COR 1	3
	COR 2	3
	COR 3	3
LIBERAL ARTS	CREATE: STUDY OF THE ARTS ART (ART) OR MUSIC (MUS) OR THEATRE (THA) COURSES	3
	REFLECT: REFLECTION ON THE HUMAN EXPERIENCE HISTORY (HIS) OR ENGLISH (ENG) <i>Not 110</i>	3
	SOLVE: PROBLEM SOLVING MATHEMATICS (MATH) OR COMPUTER SCIENCE (CS) COURSES	3
	SEARCH: SEARCH FOR TRUTH RELIGIOUS STUDY (RS) OR PHILOSOPHY (PHIL) COURSES	3
	UNDERSTAND: ENGAGED CITIZENSHIP GLOBAL STUDIES (GS), ETHNIC STUDIES (ETHS), ENVIRONMENTAL SCIENCES (ENVS), WOMEN AND GENDER STUDIES (WS), FOREIGN LANGUAGE COURSES	3
	ANALYZE: ANALYSIS OF HUMAN BEHAVIOR AND SOCIAL STRUCTURE ECONOMICS (ECON), CRIMINAL JUSTICE (CJ), PSYCHOLOGY (PSY) POLITICAL SCIENCE (PS), SOCIOLOGY (SOC), GEOGRAPHY (GEOG) COURSES	3
	EXPLORE: EXPLORATION OF THE NATURAL WORLD BIOLOGY (BIO), CHEMISTRY (CHEM), PHYSICS (PHYS), GEOSCIENCE (GEOS), NATURAL SCIENCE (NATS) COURSES	4

PROFESSIONAL MAJOR REQUIREMENTS (COURSES THAT SUPPORT THE MAJOR)

- PSY 101 General Psychology – Must be completed prior to NRS 210/211
- CHEM 120 Chemistry I – Prerequisite for NRS 210/211
- BIO 155 Human Cell Biology and Genetics – Prerequisite for NRS 210/211
- BIO 210 Anatomy and Physiology I – Prerequisite for 210/211
- BIO 211 Anatomy and Physiology II – Must be completed concurrently or prior to NRS 210/211
- BIO 310 Microbiology with Lab – Must be completed concurrently or prior to NRS 210/211
- BIO 412 Pathology OR BIO 412 Pathophysiology – Must be completed concurrently or prior to NRS 310/311
- PSY 345 Life Span Psychology – Must be completed concurrently or prior to NRS 340/341

NURSING COURSES

- ANRS 210/NRS210 Foundations of Professional Nursing
- ANRS 211/NRS 211 Caring: Nursing Assessment and Intervention
- ANRS 310/NRS 310 Professional Nursing: Adult Health
- ANRS 311/NRS 311 Caring: Adult Health Nursing

- ANRS 312/NRS 312 Pharmacology
- ANRS 315/NRS 315 Caring: Nursing Skills Lab
- ANRS 340/NRS 340 Professional Nursing: Long Term Health Issues
- ANRS 341/NRS 341 Collaborative Practice in Long Term Care
- ANRS 342/NRS 342 Professional Nursing: Older Adult
- ANRS 390/NRS 390 Research & Evidence Based Practice in Nursing
- ANRS 410/NRS 410 Professional Nursing: Families in Transition
- ANRS 411/NRS 411 Caring: Families in Transition
- NRS 612 Theoretical Foundations of Role Development for the Nurse Leader or NRS 412 Leadership within the Health Care System (post baccalaureate students take NRS 612)
- ANRS 440/NRS 440 Adult Health: Advanced Concepts in Acute Care
- ANRS 460/NRS 460 Professional Nursing: Health of Communities
- ANRS 461/NRS 461 Nursing Care with Aggregates
- NRS 470 Strategies for Success (Applies only to Traditional Students)

PROGRESSION IN THE NURSING MAJOR

Traditional Program

In order to progress while in the Traditional program, the student must have a minimum cumulative GPA of 2.5, a minimum cumulative GPA of 2.5 in nursing, and a minimum cumulative GPA of 2.5 in the required natural science and math courses. A grade of "C" or better is required to pass each nursing, math and science course. A grade of PASS in each clinical course is required for progression into the next clinical nursing course sequence or graduation. Failure to earn these requirements will result in academic action of either an **Academic Persistence** plan or **Academic Dismissal**.

Academic Persistence status occurs when a student's GPA falls within the range of 2.3 to 2.5, but all Nursing and required course for the nursing major course grades are a 'C' or higher. If a student's GPA falls in this range they may remain in the Nursing program and progress to the next semester, or can choose to repeat a course for content mastery or improved grade. *All undergraduate students on persistence plans are required to meet with the Undergraduate Associate Dean of Nursing during the first week of the semester to discuss academic support services and plan for success. Students are expected to follow the persistence plan or face dismissal from the program.* Good academic standing (GPA 2.5 or greater, no grades less than a 'C') must be achieved within one semester on 'Academic Persistence' status or 'Academic Dismissal' will result.

Academic Dismissal status will be applied for any grade less than a 'C', a semester GPA of less than 2.3 or failing a clinical course. Dismissal from the Nursing program can be appealed. The appeal policy must be followed. (see page 16)

Theory and clinical courses must be taken concurrently. If extenuating circumstances prevent a student from completing a clinical course, the clinical must be taken the following semester. If this does not occur, the SoN may require additional course work for the student. If nursing theory or clinical is interrupted for more than one semester, the SoN may require the student to enroll in a nursing Independent Study Course or additional coursework prior to progression into the next theory/clinical courses.

Coursework should be planned to ensure simultaneous completion of both general education and nursing major requirements during the semester that graduation occurs. Students who do not meet this timeline will need to present their situation to the Associate Dean of Undergraduate Programs.

Post-Baccalaureate Program

In order to progress while in the Traditional program, the student must have a minimum cumulative GPA of 2.5, a minimum cumulative GPA of 2.5 in nursing, and a minimum cumulative GPA of 2.5 in the required natural science and math courses. A grade of "C" or better is required to pass each nursing, math and science course. A grade of PASS in each clinical course is required for progression into the next clinical nursing course sequence or graduation. Failure to earn these requirements will result in academic action of either an **Academic Persistence** plan or **Academic Dismissal**.

Academic Persistence

status occurs when a student's GPA falls within the range of 2.3 to 2.5, but all Nursing and required course for the nursing major course grades are a 'C' or higher. If a student's GPA falls in this range they may remain in the Nursing program and progress to the next semester, or can choose to repeat a course for content mastery **or improved grade**. *All undergraduate students on persistence plans are required to meet with the Undergraduate Associate Dean of Nursing **during the first week of the semester** to discuss academic support services and plan for success. Students are expected to follow the persistence plan or face dismissal from the program.* Good academic standing (GPA 2.5 or greater, no grades less than a 'C') must be achieved within one semester on 'Academic Persistence' status or 'Academic Dismissal' will result.

Academic Dismissal status will be applied for any grade less than a 'C', or a semester GPA of less than 2.3. Dismissal from the Nursing program can be appealed. The appeal policy must be followed.

Students enrolled in the Post-Baccalaureate program must take companion theory and clinical courses concurrently. When satisfactory progression is not sustained students are dismissed from the program with the ability to appeal the dismissal ruling. Tuition reimbursement will be determined on an individual basis.

GRADING POLICY

Clinical courses are graded Pass/Fail.

Theory courses use the following scale:

A	95-100%
AB	90-94%
B	85-89%
BC	80-84%
C	75-79%
D	70-74%
F	0-69%

REPEATING COURSES

In accordance with College policy, a student may choose to repeat a course taken at Edgewood College to improve a poor or failing grade. A course required for the nursing major may be repeated only once for the GPA calculation in the nursing major. Most courses cannot be repeated for additional credit. Only the most recent attempt at the course will be included in the GPA calculation, even if the most recent attempt at a course results in a lower grade. In accordance with the college policy, the credits for a repeated course are earned only once, in total credits earned, provided at least one of the attempts results in a passing grade. All repeated courses and their grades will appear on the transcript in the terms they were taken and the repeated course(s) will be noted with an "R" (Indicating a Repeated course).

ATTENDANCE IN NURSING COURSES

Students enrolled in the nursing program are expected to attend all classes, laboratories, and clinical experiences in order to fulfill credit requirements for each course.

In the event of an absence from clinical, students will be required to complete additional learning experiences as directed by the clinical instructor. No on-site clinical make-up experiences will be offered. Students cannot attend a different clinical section to make up an absence from clinical. Please note, there are no excused or unexcused absences from clinical and completing additional learning experiences as required by the clinical instructor does not remove the absence from clinical evaluations. Clinical attendance guidelines will be provided in each clinical course syllabi. Students will be informed on the method for reporting absence; clinical attendance is a requirement unless a true emergency exists as defined in the SoN Code of Professional Conduct (Appendix A). If a student is ill on the clinical day, he/she is required to submit his/her prep work for the missed clinical day. In addition, clinical instructors will assign supplemental work for the student to complete.

Students will not be excused from class, lab, or clinical to meet the needs of another course; nor will students be excused for other obligations, which include but are not limited to: coursework or testing for fulfillment of CNA certification, job interviews,

orientation for employment, or orientation to another clinical site.

Failure to attend classes may result in Academic Alert submissions and dismissal from the nursing program.

The Edgewood College Academic Calendar is posted for the entire academic year before the start of fall semester. Students are expected to plan outside activities during semester breaks. Students should not schedule vacations at any other time during the academic semester. Travel arrangements for a scheduled break should not include any day in which a class or clinical is scheduled. Students will not be excused from class, practicum, or exams/quizzes prior to or immediately after a scheduled break or for any other vacation during the academic semester.

Additional attendance policies may be listed in individual course syllabi.

SUSPENSION OF STUDENTS FROM CLINICAL SETTINGS OR THEORY CLASSES

Suspensions from clinical settings or theory classes are defined as a onetime occurrence. Faculty may suspend a student from a clinical setting or theory class without warning for any violation indicated in the Nursing Student Handbook and the SoN Code of Professional Conduct (Appendix A).

Faculty may also suspend a student from a clinical setting without warning for any of the following:

- Failure to achieve or maintain health requirements, current CPR certification, or other requirements specific in contracts between the SoN and affiliating clinical sites.
- Unsafe, unethical, illegal, or unprofessional conduct.
- Evidence of inadequate preparation.
- Students receiving three (3) Academic Alert notices during a clinical rotation will be automatically suspended from clinical for the remainder of the semester and earn a **failing grade** in the course.

Faculty will notify the student of the suspension verbally and in writing (via Academic Alert) as soon as possible following the incident. The Academic Alert will be attached to the student's Clinical Evaluation Tool (CET) if the suspension is related to a clinical course situation. Faculty will notify the SoN Dean and/or the Associate Dean of Undergraduate Programs of the suspension. Further action will be determined by the SoN Dean in consultation with the Associate Dean of Undergraduate Programs, and appropriate faculty. The student will be notified in writing of the action taken by the SoN Dean. In the event a student fails a nursing course, he/she will be notified of his/her right to appeal.

WITHDRAWAL FROM A NURSING COURSE(S) OR THE NURSING PROGRAM

Students who wish to withdraw from a nursing course or the nursing program should meet with the course faculty and their academic nursing advisor. Course faculty and the student's academic nursing advisor will ensure that proper procedure is followed and documentation completed for withdrawing from a nursing course or the nursing program. (See Appendix B Titled Course/Program Withdrawal Form)

DISMISSAL/ADMINISTRATIVE WITHDRAWAL FROM THE NURSING PROGRAM

A student may be dismissed from the SoN for any of the following reasons:

- Failure to meet the academic standards.
- Behavior which is contrary to the ethical code of the nursing profession. This behavior includes any violations against current HIPPA regulations.
- Three Academic Alerts issued during a clinical rotation will result in failing the clinical rotation. Any failure in a nursing course results in dismissal from the nursing program.
- Failure to meet objectives of the Performance Improvement Plan (PIP) will result in failing the clinical course.

Reasons for administrative withdrawal are, but not limited to:

- Disruptive behavior in the classroom that interferes with the learning of other students.
- Lack of course prerequisite(s).
- Lack of instructor, advisor, or SoN approval for a course.
- Academic dishonesty.
- In addition, the SoN includes "unable to consistently meet course objectives, essentials and/or competencies".

Once registered, the student retains responsibility and financial liability for all registered courses. Tuition refunds will not be granted when students are withdrawn by the institution for cause.

Procedure for Dismissal/Administrative Withdrawal

1. A student will be notified in writing by the SoN Dean of their dismissal/administrative withdrawal from the major.
2. A student will be notified in writing of their right to initiate the SoN appeals procedure.
3. The student will be notified in writing of their right to appeal the SoN dismissal/administrative withdrawal decision to the Vice President of Academic Affairs/Academic Dean's office (See General Information Section of Edgewood College Undergraduate Catalogue).

Student Appeal Proceedings

A student may appeal dismissal decisions. Students are limited to no more than one (1) appeal during their time in the nursing program. The SoN Dean reserves the right to grant additional appeals. Appeals are limited to requests for reinstatement into the Nursing Program.

Students who are in the position of needing to request an appeal should contact the SoN Associate Dean.

UNDERGRADUATE STUDENT DISMISSAL APPEALS

The student dismissal appeals process will be managed through the Henry Predolin School of Nursing, Business and Health Sciences (HPSoNBHS) Undergraduate Admissions and Progression Committee in conjunction with the SoN Associate Dean

PROCEDURE:

1. Students will be notified of dismissal from the nursing program by the SoN Associate Dean, on behalf of the SoN Dean, via Edgewood email no later than five business days from close of semester grading period.
2. If the student chooses to appeal the dismissal, they must do so by submitting a written appeal of dismissal letter. A dismissal appeal must be filed with the SoN Dean, through the SoN Associate Dean, within 5 business days (2 business days for post baccalaureate students) of the date of the official notification of dismissal. Student may submit appeal letter via email.
3. The student's letter of appeal must include the following information:
 - a. Precise grounds on which the appeal is based
 - b. Circumstances associated with the appeal
 - c. Rationale to support the appeal, including student attempts to resolve the situation prior to requesting an appeal
 - d. Description of proposed specific remediation actions to be taken to improve the student's future academic performance.
4. The Undergraduate Admissions and Progression Committee in coordination with the Associate Dean, will determine a date/time for an appeal hearing and notify the student of the time, date, and location of the hearing. If a student requests an academic appeal hearing due to failing a clinical course, the student is required to provide copies of all their CETs to the School of Nursing Associate Dean before an appeal hearing can be scheduled.
5. The hearing:
 - The student is encouraged, although not required, to attend the hearing which will result in a recommendation from the Appeals Committee to the SoN Dean concerning their dismissal from the nursing program.
 - The committee will have received, at a minimum, a copy of the SoN Dean's letter of dismissal, the student's appeal letter, and the student's Edgewood transcript. Other information such as the student's advising file, clinical evaluations tools, performance improvement plans, early alerts, or other pertinent materials may also be provided.
 - If the student chooses to attend the hearing, they are permitted to bring one person in a role of support that is allowed to sit in the hearing. If the committee decides to ask the support person any questions, they may respond, otherwise they are non-participatory.
 - An Edgewood College Faculty member and/or personal lawyer is not allowed to be a support person or to submit a letter of support.
 - During the hearing, the student will be invited to provide additional information to the committee or to answer

specific questions from the Appeals Committee.

- Audio-taping or videotaping any portion of the meeting is not permitted.
 - Once the Appeals Committee has sought and received any needed clarification of the appeal, the hearing is over and the student and support person will be excused.
6. The Appeals Committee's recommendation for resolution of the student appeal will be forwarded in writing from the committee Chair to the SoN Dean within 2 business days of the hearing.
 7. The SoN Dean will consider the committee's recommendation in making the final decision regarding the disposition of the student appeal.
 8. The SoN Dean will notify the student of this final decision within 2 business days of receiving the committee's recommendation.
 9. If the student chooses to appeal the final decision of the SoN Dean, they are referred to the section on appeals in the Edgewood College Student Handbook.
 10. The student's appeal decision letter will be communicated to the student, student's academic advisor, and the appropriate course faculty.
 11. If the appeal is granted, the student will meet with the SoN Associate Dean for definition of expectations, responsibilities, and conditions of this readmittance to the nursing program.
 12. It is the responsibility of the student to follow through with the recommendations outlined in the appeals decision letter.

Returning/Readmission to the Nursing Program

A student's progression in the nursing program may be interrupted for various reasons including, but not limited to:

- Personal/health reasons or family personal/health reasons
- Failure to meet academic requirements
- Other academic reasons

A student whose progression in the nursing program is interrupted for any reason and withdraws from a nursing course(s) prior to the College's final course drop date for that semester, must complete SoN Course/Program Withdrawal Form (Appendix B) in conjunction with his/her academic nursing advisor.

A criminal background check is required for students whose background check was completed more than two years before re-entry into the program. Health requirements must also be current (completed no longer than two years before re-entry into the program).

EVALUATION OF COURSES/FACULTY

Students will be given the opportunity to evaluate each of their courses and professors near the end of each semester. The course instructor will request that students complete course/instructor evaluations online. Evaluations will be summarized by the Office of Institutional Research and submitted to the SoN Dean. Results will be available to faculty online after grading.

STUDENT COMPLAINTS AND RECORD REVIEW

Students have a right to voice a concern to the course instructor. A student who has a concern related specifically to his or her experience in the nursing program should consult with the course instructor in an attempt to arrive at a resolution of the issue. If the concern is not resolved at the instructor-student level, the following sequence should be followed:

1. Discuss the concern with their SoN Advisor, if not resolved at this level;
2. Discuss the concern with the SoN Undergraduate Associate Dean, if not resolved at this level;
3. Discuss the concern with the SoN Assistant Dean, if not resolved at this level;
4. Discuss the concern with the SoN Dean, if not resolved at this level, the SoN Dean instructs the student to complete a Formal complaint. The SoN Dean is responsible for disposition and documentation of all formal complaints. The SoN Dean will maintain records for a period of three years following the student's graduation or leaving the program.
5. If not resolved at the SoN level, the student may contact the office of the Vice President for Academic Affairs (VPAA).

GLOBAL EXPERIENCES DURING THE NURSING PROGRAM

Students may participate in global experiences during their program of study in the nursing program. If interested, please contact the Center for Global Studies at Edgewood College to learn more about health requirements and other information (passport requirements for example) needed for global travel. The SoN offers global experiences specific to nursing students as well.

Information related to the SoN global experiences is distributed to students throughout the semester via flyers, classroom announcements, and announcements made through the ECSNA.

CLINICAL SPECIFIC INFORMATION

GENERAL INFORMATION FOR ALL CLINICAL SETTINGS

Current CPR/First Aid certification, physical exam, health data, CNA certification (for Traditional program), and criminal background checks are required upon admission to either the Traditional or Post-Baccalaureate nursing program. The required documentation is to be submitted to Viewpoint Screening by the due date listed within the SoN admission packet. Students are required to keep all documentation up to date in Viewpoint Screening. Students are responsible for all costs associated with fulfilling these requirements, including fees associated with Viewpoint Screening.

The SoN and all clinical agencies under contract to the SoN require that every student have a criminal background check completed **BEFORE** entry into the nursing major program. Students are responsible for payment of the required fee associated with the criminal background check. The SoN Dean will notify any student in writing who may not be allowed to participate in clinical activities and may not be able to enter/complete the program if they have an infraction on one or more areas listed in the legislation as “Serious crimes, acts or offenses”. The SoN Dean may determine the need to request completion of additional background checks at any time during the nursing program. Students are responsible for all fees associated with additional background checks.

Students are responsible for notifying the SoN Associate Dean of Undergraduate Programs of any criminal charges or convictions that occur while enrolled in the program. Students convicted of certain types of offenses may not be able to participate in clinical placements and therefore will not be eligible to continue in the nursing program nor earn a degree in nursing.

It is also possible that a student may not be eligible for licensure by the State of Wisconsin or another state licensing authority if certain types of criminal offenses are identified in the background check.

CNA Certification

Students in the Traditional program must be certified as Nursing Assistants **PRIOR** to the first clinical course (NRS 211); students in the Post-Baccalaureate program must show evidence of having once been a certified nursing assistant **PRIOR** to the first clinical course (ANRS 211). Students will upload their certification to Viewpoint Screening by the due date outlined in the SoN admission packet. Documentation of successful completion of a military medic course is also acceptable. Once admitted to the nursing program, CNA certification does not need to be maintained for progression in the nursing program.

CPR Requirements

Students must be certified in CPR for the Healthcare Professional **PRIOR** to the first clinical course (NRS 211/ANRS 211) and this certification **must** be kept current throughout the nursing program. Students are responsible for making their own arrangements to enroll in a CPR course; the course must be for Health Care Providers. Students will upload CPR certification documentation to Viewpoint Screening by the due date outlined in the SoN admission packet. Certification time limit (1-2 years) is determined by the certifying agency. Students are responsible for maintaining CPR certification and uploading recertification documentation to Viewpoint Screening.

FIRST AID Requirements

Students must be certified in Basic First Aid, either through the American Red Cross or American Heart Association **PRIOR** to the first clinical course (NRS 211/ANRS 211). Students will upload First Aid certification documentation to Viewpoint Screening by the due date outlined in the SoN admission packet. First Aid certification does not need to be maintained beyond the NRS 211/ANRS 211 courses for progression in the nursing program.

HEALTH REQUIREMENTS

General Information

All health requirements are to be obtained through the student’s health care provider or the campus health clinic at their own expense. The student’s Health Record must be submitted to Viewpoint Screening by the due date outlined in the SoN admission packet.

A Student Health Requirement form and all immunization/health requirement guidelines will be sent in the admission to the School of Nursing packet that students receive upon admission to the program. Students may also request this information from the School of Nursing Clinical Coordinator. Students may also use the physical form given to them by their physician to upload to Viewpoint Screening to assist in fulfilling the Health Requirements outlined below. All mandatory (i.e certificates for CPR and First Aid) and health information will be uploaded and stored on each student's Viewpoint Screening account and will be archived after his/her graduation.

Each student admitted to the nursing program must meet the health requirements as specified below.

Health Requirements (View tracker guidelines on Viewpoint Screening.

The following health requirements must be met **PRIOR** to beginning classes in NRS 210/211/ANRS 210/211.

- Annual Physical examination
- Annual Tuberculin 1-step skin test (Mantoux). Students with documented allergy or history of positive skin tests should get a QuantiFERON Gold or TSpot Blood test. Students who have a positive blood test or have completed treatment for TB should provide a chest x-ray with health provider's note indicating no advancement of disease. They should also complete the symptom screening questionnaire prior to beginning each new clinical rotation. *Note the William S Middleton Veteran's Hospital requires a test within 90 days of starting at their clinical site which may require renewing the test earlier than the typical annual requirement. Select Specialty Hospital requires a 2-step TB skin test or blood test.
- Tdap vaccine once, and current tetanus immunization (every 10 years)
- MMR-2 doses required (titer showing immune status is accepted)
- Varicella immune status (lab results) or 2 doses of vaccine
- Hepatitis B-3 doses (If this immunization series is not completed prior to admission to NRS 211/ANRS 211, it must be in progress). If the student declines this immunization series, a SoN declination form must be completed and signed. The student must contact the SoN Clinical Coordinator to obtain the declination form.
- COVID-19 vaccines and boosters are required by all clinical agencies.

The following health requirements must be met **ANNUALLY**.

- **Annual flu vaccination** (due November 1st of each year) Documentation must be submitted to Viewpoint Screening **PRIOR** to November 1st of each year a student is in the nursing program.
- **The tuberculin test is required annually.** Documentation must be submitted to Viewpoint Screening **PRIOR** to the expiration date of the TB documentation on file in Viewpoint Screening.

If additional health requirements are specified by clinical agencies, students placed in those agencies are responsible for meeting those health requirements.

The SoN Clinical Coordinator will monitor Viewpoint Screening and verify that assigned students have met all mandatory and health requirements by the designated due date and will inform clinical faculty if students are not compliant.

Non-compliant students are not permitted to attend any clinical course activities. Clinical absences are recorded in the course evaluation tool.

Change of Health Status

If at any time during the nursing program a student experiences a significant change in his/her health status, the SoN Associate Dean of Undergraduate Programs must be notified. This is to ensure that both the student and the clients he/she cares for are safeguarded against any possible untoward events. Permission to remain in or return to clinical may be required from the student's health care provider.

Drug Testing

Some clinical agencies are requiring drug testing prior to students' clinical experiences. The clinical coordinator will notify students if this is a requirement for his/her clinical site. Costs associated with drug testing are at the student's expense.

Students may be required to submit, as requested by faculty, to random drug tests once enrolled in the nursing program at a cost to the student. Random drug checks may be done in clinical agencies throughout the duration of a student's clinical experiences. Admission/progression will be withdrawn for a student testing positive for drugs.

CLINICAL DRESS POLICY

Students are expected to maintain a professional appearance for both functional and aesthetic reason at clinical sites and are expected to comply with the clinical dress policy requirements of Edgewood College SoN. Students are responsible for all uniform costs. Some clinical sites may require a more restrictive dress code based on the site's dress code policy. The clinical dress policy may vary with selected clinical experiences and/or conferences; faculty will inform students of appropriate professional attire for these experiences.

Faculty may suspend a student from the clinical setting for non-compliance with the clinical site dress code policy (this suspension will be counted as an absence).

All Clinical Settings

- Edgewood College Name pin: must be worn on all uniform tops or the white lab coat in full view of patients/clients, hospital staff and/or other clinical site personnel.
- Shoes: must have closed toe and heel; color must be appropriate to the clinical setting.
- If a sweater is worn, it must be solid red, black, or white.
- Head Coverings: when worn need to be neat, clean and in good condition. The covering should not come into contact with the patient/client, equipment or supplies.
- Nails: artificial/acrylic nails or nail extensions are not permitted. If nail polish is worn, it must be clear in color and in good condition with no chipping. Nails must be kept short and clean.
- Jewelry: Wedding rings and engagement rings are permitted, but no other rings should be worn. Earrings must be posts or small hoops. All other piercings, including visible body piercings need to be non-offensive. For safety concerns any size ear gauging needs to be plugged with a gauging plug.
- Medical Alert Jewelry is acceptable, but no other bracelet or necklaces are permitted due to safety concerns.
- Tattoos: if visible tattoos are deemed offensive, they must be covered with clothing or bandage.
- Clinical Attire: must be free of tobacco smoking odors and perfume odors as these may be offensive or harmful to patients/clients
- Hair: must be clean, combed, and professional in appearance. Hair below collar length must be controlled (i.e., ponytail or bun) to prevent contact with the patient/client, equipment, or supplies. If a full beard or mustache is worn, it must be neatly trimmed and groomed.

Activities that require your red polo uniform:

- Red polo shirt with Edgewood College SoN logo embroidered on left front of shirt. The polo shirt must be purchased at the Edgewood College bookstore. A plain white or black crew or turtleneck may be worn under the red polo shirt.
- Plain Black Dress Pants at ankle length to wear with the red polo shirt. A black knee length or longer skirt may be worn in place of plain black dress pants. Pants or skirt must be paired with black or neutral nylons/hose or plain black socks. Capris, jeans, cords, denim, leggings, cargo, and yoga pants are not permitted.
- Plain all black shoes
- Red Polo uniform or business casual wear must be worn when reporting to the hospital for preparation activities prior to clinical. If business casual attire is worn, a white lab coat (purchased at Edgewood's Store) must be worn over the business casual wear.
- All items under "All Clinical Settings" apply.

Activities that require your white scrub top uniform:

White scrub top with Edgewood College SoN logo embroidered on left front of top. The top must be purchased at the Edgewood College bookstore; black bottoms may be purchased at any uniform store; if a skirt is worn, it must be black and knee length or longer.

- A plain white or plain black crew or turtleneck may be worn under the white scrub top.
- Under garments must provide adequate coverage and not show through clothing.
- Plain Black scrub pants or a black knee length or longer skirt may be worn. Pants or skirt must be paired with black or neutral nylons/hose or plain black socks.
- All items under "All Clinical Settings" apply.

School of Nursing Name Pin

The SoN student name pin is to be worn with the lab coat as well as with both the red polo shirt, white scrub top, white lab coat or anytime you are engaged in SoN clinical activities. The name pin must be worn on all uniform tops or the white lab coat in full view of patients/clients, hospital staff and/or other clinical site personnel. The student's first name pin will be purchased by the SoN with funds from the SoN Lab Fee that is assessed the semester traditional students take NRS 315 and at the-start of the Post baccalaureate student's program.

Students are responsible for replacing any lost name pins. Name pins should be ordered through Championship Awards. The process is as follows:

1. Student calls Championship Awards at 608-226-0440.
2. Student indicates that he/she is an Edgewood College nursing student.
3. Student chooses between a pin or magnet attaching name badge (note that there is no difference in prices; note that pin may damage the scrub tops).
4. Student provides first and first initial of the last name (students may use a shortened version of their name such as Tom for Thomas or Kathy for Katherine, other forms of nicknames are not permitted).
5. Student provides shipping address for name badge as well as phone number.

Championship Awards turnaround time is typically swift; therefore, students are expected to always have a name pin to wear during clinical activities.

TRANSPORTATION

Students are responsible for their own transportation to/from clinical experiences and classes. Use of a car is required 1-2 days per week for some clinicals. Students are responsible for any costs associated with transportation to/from clinical including but not limited to parking fees, fuel, vehicle maintenance.

CENTER FOR HEALTHCARE EDUCATION AND SIMULATION (CHES)/LAB EXPERIENCES

The CHES Simulation/lab environment is intended to simulate the healthcare environment in a safe setting. Therefore, student conduct is expected to be professional and respectful at CHES and in the nursing lab, just as it is expected in the clinical environment. Bullying or other inappropriate behaviors will not be tolerated. Confidentiality standards apply at CHES and in the Lab. There is to be no sharing of simulated patient information from CHES or the lab just as there should be no sharing of actual patients' information from the clinical setting.

INCIDENT REPORTING

The SoN is committed to the safety of students, faculty, and those served in healthcare settings. Students are expected to follow safety policies and procedures of the clinical setting. Any unexpected event, occurrence, or incident that occurs in the clinical setting must be reported immediately to faculty and to the designated staff member at the facility according to the policy of the clinical site.

In conjunction with the student's clinical instructor, the Associate Dean for Undergraduate Nursing Programs must also be notified of the incident and the SoN Incident Report Form must be completed.

If a student is injured during a clinical experience and medical treatment is necessary, the student should seek care at an appropriate facility based on the extent and severity of the injury and the specific policy of the clinical setting. Students are responsible for any costs associated with medical treatment. A student's refusal of treatment will be documented on the SoN Incident Report Form.

HEALTH AND ACCIDENTAL INJURY INSURANCE

This insurance is not provided by Edgewood College; however, students can obtain insurance coverage independently. The SoN is NOT responsible for any costs incurred due to accidents, injuries, or other health incidents that occur during clinical rotations.

LIABILITY INSURANCE

Nursing students are covered by minimal liability insurance through Edgewood College. Students must identify themselves as Edgewood College nursing students by wearing the appropriate uniform and name badge(s) when they are in clinical agencies and engaged in clinical activities.

EXPENSES

An additional tuition fee is charged to students enrolled in the clinical and lab nursing courses. These fees are necessary due to costs related to clinical facilities, lab supplies, equipment, and liability insurance. Additional fees may be required by specific clinical sites.

APPENDICES

Appendix A

Code of Professional Conduct

Introduction

Edgewood College's Henry Predolin School of Nursing offers a variety of nursing degrees from the Bachelor's of Science in Nursing to the Doctorate of Nursing Practice. Each degree/degree concentration are professional programs that expect the highest standards of ethical and professional conduct. The School of Nursing (SoN) Code of Professional Conduct is based on the American Nurses' Association (ANA) Nursing: Scope and Standards of Practice (2021) and ANA Code of Ethics (2015), and is an integral part of student development and professional performance. The SoN believes that professional behavior is an integral part of each student's nursing education and adheres to the Code of Professional Conduct throughout all educational endeavors, activities, and events sponsored by the SoN. Our duty is to maintain an environment supportive of personal growth, as well as to ensure safe, effective quality health care to the public. Students are not simply seeking a Nursing degree but to join a profession with a very specific and rigorous set of ethical and professional responsibilities.

Henry Predolin School of Nursing Standards of Conduct

NURSES ARE ACCOUNTABLE AND RESPONSIBLE FOR THEIR ACTIONS

As a professional nurse, it is our obligation and duty to adhere to the Nursing Scope and Standards of Practice (4th Edition) (American Nurses Association [ANA], 2021), and the Nursing Code of Ethics (ANA, 2015).

American Nurses' Association Scope and Standards of Practice

Standards of Practice: The Standards of Practice describe a competent level of nursing practice demonstrated by the critical thinking model known as the nursing process. Accordingly, the nursing process encompasses significant actions taken by registered nurses and forms the foundation of the nurse's decision-making.

Standard 1. Assessment: The registered nurse collects pertinent data and information relative to the healthcare consumer's health or the situation.

Standard 2. Diagnosis: The registered nurse analyzes the assessment data to determine the actual or potential diagnoses, problems or issues.

Standard 3. Outcomes Identification: The registered nurse identifies expected outcomes for a plan individualized to the healthcare consumer or the situation.

Standard 4. Planning: The registered nurse develops a collaborative plan encompassing strategy to achieve expected outcomes.

Standard 5. Implementation: The nurse implements the identified plan.

- **Standard 5A. Coordination of Care:** The registered nurse coordinates care delivery
- **Standard 5B. Health Teaching and Health Promotion:** The registered nurse employs strategies to teach and promote health and wellness.

Standard 6. Evaluation: The registered nurse evaluates progress toward attainment of goals and outcomes.

Standards of Professional Performance:

The Standards of Professional Performance describe a competent level of behavior in the professional role, including activities related to ethics, culturally congruent practice, communication, collaboration, leadership, education, evidence-based practice and research, quality of practice, professional practice evaluation, resource utilization, and environmental health. All registered nurses are expected to engage in professional role activities, including leadership, appropriate to their education and position. Registered nurses are accountable for their professional actions to themselves, their healthcare consumers, their peers, and ultimately to society.

Standard 7. Ethics

The registered nurse integrates ethics in all practices of nursing.

Standard 8. Advocacy

8/2023

The registered nurse demonstrates advocacy in all roles and settings.

Standard 9. Respectful and Equitable Practice

The registered nurse practices with cultural humility and inclusiveness.

Standard 10. Communication

The registered nurse communicates effectively in all areas of professional practice.

Standard 11. Collaboration

The registered nurse collaborates with the healthcare consumer and other key stakeholders.

Standard 12. Leadership

The registered nurse leads within the profession and practice setting.

Standard 13. Education

The registered nurse seeks knowledge and competence that reflects current nursing practice and promotes futuristic thinking.

Standard 14. Scholarly Inquiry

The registered nurse integrates scholarship, evidence, and research finding into practice.

Standard 15. Quality of Practice

The registered nurse contributes to quality nursing practice.

Standard 16. Professional Practice Evaluation

The registered nurse evaluates one's own and others' nursing practice.

Standard 17. Resource Stewardship

The registered nurse utilizes appropriate resources to plan, provide, and sustain evidence-based nursing services that are safe, effective, financially responsible, and used judiciously.

Standard 18. Environmental Health

The registered nurse practices in a manner that advances environmental safety and health.

Source: ANA. (2021). *Nursing: Scope and Standards of Practice* (4th ed.) (p. 89-107). Silver Spring, MD: ANA.

American Nurses Association Code of Ethics for Nurses

Provision 1. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.

Provision 2. The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.

Provision 3. The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.

Provision 4. The nurse has authority, accountability and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to provide optimal patient care.

Provision 5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.

Provision 6. The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.

Provision 7. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.

Provision 8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.

Provision 9. The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

American Nurses' Association Standards of Professional Nurse Practice and Standards of Professional Performance

As a professional nurse, it is our obligation and duty to adhere to the *Nursing Scope and Standards of Practice (3rd edition)* (American Nurses Association [ANA], 2015), and the *Nursing Code of Ethics (ANA, 2015)*.

Academic Accountability and Responsibility

In addition to professional accountability and responsibility, students must also assume the same standards of accountability and responsibility for their education. Part of educational responsibility and accountability addresses preparation for participation in academic advising.

Advising

Nursing students are required to meet with their academic advisor every semester. It is the student's responsibility to schedule and keep this appointment. During this time, students and faculty members will discuss the advisee's academic plan, academic progress, and plans for graduation as well as answer any questions related to future employment, internships, graduate school or preparing for the state board exam (NCLEX). It is the student's responsibility to come prepared for their advising appointment. Adequate preparation includes having a course plan developed prior to the appointment, knowing how many credits remain prior to graduation, and, if necessary, prior calculation of GPA.

As a student progresses in the nursing program, additional preparation for advising will include discussion of ATI results.

NURSES DEMONSTRATE PROFESSIONAL BEHAVIOR, RESPECT, CIVILITY

Students will fulfill professional nursing roles including client advocate, direct care provider, and educator. Students will treat peers, faculty, members of the healthcare team, and clients with respect and compassion. Clients and their families come from different cultural backgrounds and hold different values. Students will respect these differences providing professional, empathetic and holistic health care for all.

Each student is expected to display behaviors that represent Edgewood College's Dominican values (TRUTH, JUSTICE, COMPASSION, COMMUNITY, PARTNERSHIP) as well as the values and beliefs of SoN. In order to exhibit the quality and caliber of professionalism deemed appropriate for the Edgewood College student nurse, it is expected that the student will display the professional behaviors addressed in this code.

Clinical and Classroom Expectations

Students enrolled in the nursing major are expected to attend all classes, laboratories and clinical experiences in order to fulfill credit requirements for each course. In the event of an absence from clinical, students will be required to complete additional learning experiences as determined by the clinical instructor. **No on-site clinical make-up experiences will be offered.** Students cannot attend a different clinical section to make up an absence from clinical. There are no excused or unexcused absences from clinical and completing additional learning experiences as required by the clinical instructor does not remove the absence from clinical evaluations.

Students are not to miss clinical, lab, simulation, or theory class to meet the needs of another course (nursing or non-nursing). Likewise, students are not to miss clinical, lab, simulation, or theory class to meet other obligations (e.g., job interviews and/or orientation for employment, elective/non-urgent appointments). Please note that the Edgewood College Calendar is posted for the entire academic year before the start of fall semester. Therefore:

- Students are expected to plan outside activities during college breaks. Students should not schedule vacations at any other time during the academic semester.
- Travel arrangements for a scheduled break should not include any day in which a class, lab or clinical is scheduled.
- Students will not be excused from class, lab or clinical, or exams/quizzes prior to or immediately after a scheduled break or for any other vacation during the academic semester.

Additional attendance policies and expectations may be listed in individual course syllabi.

Participation at the Center for Healthcare Education and Simulation (CHES) and other activities related to being a student at Edgewood College, including Student Nurses Association events, travel experiences, and participation in other off campus experiences related to the SoN are treated as clinical activities in terms of professional behavior expectations. The student will display a caring and compassionate attitude when providing care for any patient, including simulation activities. Students must maintain confidentiality and privacy according to all HIPPA and health care policies and regulations.

Students are expected to arrive on time and be prepared for **all clinical, lab, simulation, and theory class activities.** Preparation in the nursing student context entails readiness to administer safe and appropriate nursing care. Students unprepared to safely administer safe and appropriate care due to poor preparation may be denied to participate in clinical and/or sent home and reprimanded according to SoN policy. Any student reporting to clinical or lab under the influence of any substance, whether prescribed or illicit, that may interfere with the cognitive and/or physical ability to render safe patient care will be sent home and reprimanded according to SoN policy.

All students are expected to maintain professional behavior in both the clinical and classroom settings. This professional behavior includes, but is not limited to:

- Attending all class, lab, and clinical activities.
- Taking exams as scheduled (including ATI tests).
- Arriving on time and leaving class/clinical as scheduled.
- Adhering to the SoN clinical dress code for all clinical activities.
- Accepting responsibility and accountability for one's own actions. Responsibility and accountability in the nursing student context include completing assignments on time and clinical preparation as required by the clinical rotation. Failure to complete assignments and/or clinical preparation on time can result in a course failure.
- Giving prior notification in writing, voice mail, email, or per faculty course guidelines, to the faculty when he/she is unable to meet commitments. Students are to check with course faculty as to the method of communication required for concerns or questions regarding attendance. The faculty acknowledges that life emergencies do exist and will work with the student in these situations as they arise.

NOTE: True life emergencies do NOT include:

1. Scheduling work or vacation during class/lab or clinical, or exam times (including ATI testing).
 2. Missing class in order to work; this is not an excused absence.
 3. Non-emergent doctor or dental appointments.
 4. Fatigue associated with personal choices such as work, extra-curricular activities, or social activities.
 5. Planning "special" events that interfere with class, clinical time, or exam times (e.g., wedding/vacation).
- Interacting with others (peers, faculty, and patients/clients) in a respectful, sensitive and nonjudgmental manner.
 - In the clinical setting, professional behavior must be maintained at all times including your time during patient preparation, breaks, lunch, and any other time you are at the clinical agency.
 - Respect others' space and quiet time.
 - Addressing faculty in a respectful manner by use of appropriate titles: Dean, Professor, Mr. /Mrs., and last name. Do not assume a first-name basis is acceptable until you obtain permission from the faculty member.
 - Use of professional language (no profanity and/or inappropriate gestures).
 - Approved Cell Phone Use: Cell phone use is prohibited in all nursing courses unless otherwise specifically approved by course faculty.
 - Appropriate Cell Phone Use: If cell phone use is permitted by course faculty, it may only be used as directed.
 - Constructive verbal and non-verbal behavior.
 - Care for others in an empathetic manner.
 - Honest, open, therapeutic communication.
 - Confidentiality of all patient information.
 - Teamwork and helping behavior for peers.
 - Professional and personal courtesy, honor, ethics, and integrity.
 - Maintaining professional boundaries.
 - Respecting all individuals' differences (i.e., culture, ethnicity, religion, work experience, gender, age, sexual orientation, etc.).
 - Refrain from personal conversations and comments during lectures and other class presentations.
 - Avoid using laptops for purposes other than educational or class activities as directed by course faculty.
 - Wait until it is declared appropriate by the professor to gather things for breaks and at the end of class.
 - Avoid leaving the room in the middle of a lecture or exam.
 - Attending final clinical evaluations as scheduled and submitting the necessary paperwork prior to the final evaluation.

Examples of serious violations that are subject to immediate dismissal from the nursing program include, but are not limited to:

- Illegally removing healthcare agency or patient property from the premises.
- Destruction to any healthcare agency or patient property.
- Falsifying or fabricating clinical experiences.
- Calling in sick for clinical under false pretenses.
- Documenting nursing care that was not performed. Please note, documentation in advance of nursing performance or falsifying any documentation is illegal.

Bullying or Lateral Acts of Violence

Bullying or other lateral acts of violence will not be tolerated by the SoN. Bullying is the demeaning, and downgrading of an individual through vicious words and cruel acts that undermine confidence and self-esteem. Bullying can involve both psychological and physical actions that can include, but are not limited to, social media, written, and verbal material that results in psychological or physical harm. Any student engaging in this type of behavior may be dismissed from the nursing program.

No-Gift Policy

On occasion, students may want to recognize or thank a faculty member for their work throughout the semester. This practice more commonly occurs in the clinical setting. Even though gifts are intended as a gesture of thankfulness, they can create uncomfortable feelings among students

who may not support the effort or who cannot contribute financially. As such, SoN faculty members support a **no-gift** policy for all instructors. If students want to offer a card of thanks, that would be appropriate.

Use of Social Media

People gain information, education, news, etc., through electronic media and print media. Social media is distinct from industrial or traditional media, such as newspapers, television, and film. Social media is relatively inexpensive and accessible to enable anyone to publish or access information, compared to industrial media, which generally require significant resources to publish information.

Use of social media (Facebook, Twitter, phone texts, blogs, etc.) is strictly prohibited in all capacities related to your SoN experience. Posting pictures, comments, or discussions addressing any classroom and/or clinical experiences on any of these sites could result in dismissal from the program. If you discover you have been “tagged” on a Facebook site, notify the individual responsible for the posting to remove the posting immediately. Follow-up on this request with documentation from the individual who posted the comment/picture that it has been removed.

It is a common mistaken belief that content that has been deleted from a site is no longer accessible. Any and all content posted on any social media site can be accessed if so desired.

“Nurses have been disciplined by boards, fired by employers, and criminally charged by authorities for the inappropriate or unprofessional use of social media”. (www.ncsbn.org)

Edgewood College faculty may require a student to use social media as part of the course curriculum. This use of social media is at the discretion of the faculty and will be the only exception to the use of social media at Edgewood College during clinical or classroom settings.

Use of Cell Phones and Laptop Computers in Class

Behaviors such as talking in class, surfing the internet, and use of cell phones (including text messaging during class), are distracting, disruptive, and disrespectful to individuals conducting class and your fellow classmates. These unprofessional behaviors will not be tolerated. Out of respect for your colleagues and instructors, **CELL PHONES MUST BE TURNED OFF AND STORED DURING CLASS MEETINGS.** In the case of a life crisis or for individuals who must be “on call” or “accessible for a text message” on a specific date, please inform the instructor before class begins that you need to keep your cell phone switched on and nearby.

Laptops are allowed in class. Students using laptops must plan to sit in the back row to decrease distractions for other students. If this privilege is abused (i.e. using your laptop for purposes that are not class related) it will be removed at the discretion of the professor.

NURSES MAINTAIN ACADEMIC HONESTY

The Edgewood College Academic Honesty Policy states:

“As members of a scholarly community dedicated to healthy intellectual development, students and faculty at Edgewood College are expected to share the responsibility for maintaining high standards of honesty and integrity in their academic work. Each student should reflect this sense of responsibility toward the community by submitting work that is a product of his or her own effort in a particular course unless the instructor has directed otherwise. In order to clarify and emphasize its standards for academic honesty, the College has adopted this policy”.

The following are examples of violations of standards for academic honesty and are subject to academic **sanctions**:

- Cheating on exams, submitting collaborative work as one’s own, falsifying records, achievements, field or laboratory data or other course work
- Stealing examinations or other course materials; submitting work previously submitted in another course or the same course if repeating, unless specifically approved by the present instructor
- Posting exam questions or other course materials on the internet without the instructor’s permission.
- Falsifying documents or signing an instructor’s or administrator/s name to a document or form
- Plagiarism
- Aiding another student in any of the above actions.

Plagiarism, which is defined as the deliberate use of another’s ideas or words as if they were one’s own, can take many forms, from the egregious to the mild. Instances most commonly seen in written work by students in order from most to least serious are:

- Borrowing, buying or stealing a paper from elsewhere, lending or selling a paper for another’s use as his or her own, using printed material written by someone else as one’s own.
- Getting so much help on a paper from someone else, including a college tutor, that the student writer can no longer legitimately claim authorship.

- Intentionally using source material improperly; e.g., neither citing nor using quotation marks on borrowed material; supplying an in-text citation but failing to enclose quoted material within quotation marks; leaving paraphrased material too close to the original version; failing to append a works-cited page when sources have been used.
- Unintentional misuse of borrowed sources through ignorance or carelessness.

Plagiarism---nurses or other authors do not claim the words and ideas of another as their own; they give credit where credit is due (*American Psychological Association Ethics Code Standard 8.11*)

Self-Plagiarism---nurses and other authors do not present their own previously published work as new scholarly work. An author may cite their own previous work, but they cannot submit that work as new material (*American Psychological Association, 2019*).

- Example: A student submits a paper in one nursing course and then, with a few minor edits, submits the paper for another class or resubmits the paper, with minor edits, if repeating a course.
- Example: A student submits a paper, from another class, in which he/she has augmented previous learning but fails to cite the original work.

Plagiarism and self-plagiarism are unprofessional, unethical, and are considered violations of the academic honesty code of the College and the School of Nursing. Participating in any act of plagiarism and/or self-plagiarism directly violates the Nursing Code of Ethics.

NURSES MAINTAIN A PROFESSIONAL APPEARANCE

Students are expected to maintain a professional appearance for both functional and aesthetic reasons. Students engaged in nursing clinical experiences are expected to comply with the SoN dress code requirements. The dress code may vary with selected clinical field trips or conferences; faculty will inform students of appropriate professional attire. Each student is responsible for purchasing the required uniform and Edgewood College nametag PRIOR TO beginning clinical and are responsible for all uniform costs. Faculty may suspend a student from the clinical setting for non-compliance with the Henry Predolin School of Nursing dress code (this will be counted as an absence).

SANCTIONS FOR NOT ADHERING TO THE SCHOOL OF NURSING CODE OF CONDUCT

A student may be dismissed from the SoN for any of the following reasons:

- Failure to meet the academic standards.
- Behavior which is contrary to the ethical code of the nursing profession. This behavior includes any violations against current HIPPA regulations.
- Three early alerts issued during a clinical rotation will result in failing the clinical rotation. Any failure in a nursing course results in dismissal from the nursing program.

Students whose behavior does not comply with the Code of Professional Conduct presented in this document will receive sanctions which may include, but are not limited to, the following: A lower or failed grade, reprimand, campus or community service, restitution, suspension or dismissal from the clinical/classroom or nursing program. The Dean of the School of Nursing may define further sanctions not listed in this document.

- **REPRIMAND**- official warning in writing that continuation or repetition of wrongful conduct may result in further disciplinary action (e.g. academic alert notice, documentation in clinical evaluation).
- **DISCIPLINARY PROBATION**- may be imposed for any misconduct, failure to follow the Code of Professional Conduct, or any other violations that do not warrant suspension from the nursing program, but require further consequences. Disciplinary probation is imposed for a designated period of time determined by the School of Nursing Dean. This probationary status includes the probability of further penalties if the student commits additional acts of misconduct or fails to comply in any probation contract details.
- **CAMPUS AND/OR COMMUNITY SERVICE**- requirement that services will be offered for a specified period to an appropriate nonprofit community agency and/or to the campus community.
- **RESTITUTION**- reimbursement for damage to or loss of property which occurred as a result of the misconduct.
- **SUSPENSION**- exclusion from classes, enrollment, and other privileges in the SoN.
- **EXPULSION**- permanent termination of admission and enrollment status in the SoN.

Disciplinary actions, to include expulsion and suspension, shall be included in the student's permanent academic record.

PROCEDURE FOR PROFESSIONAL DISCIPLINARY ACTION

An allegation of professional misconduct may be made by other students, faculty, staff, clients/patients, visitors, or any member of an agency that has a verbal or written agreement to provide learning experiences for students.

The allegation of misconduct should be submitted in written form to the faculty member in whose class or clinical setting the misconduct occurred and the SoN Dean. Information about the misconduct should include:

- *Date, time, location, and description of the incident.*
- *Names of all parties involved and witnesses.*
- *Supporting facts and justification for the complaint.*
- *Brief description of efforts to resolve the complaint.*
- *Date and signature of the person(s) making the allegation of misconduct.*

Students should first discuss any conduct allegations with the faculty member responsible for the clinical or classroom setting in which the infraction occurred. A faculty member who witnesses or observes a student will discuss the situation with the SoN Dean or designated faculty as directed by the Dean. The SoN Dean has the right to impose sanctions as deemed appropriate and may involve faculty members as needed. The Dean may also refer the student to the Appeal Process as described in the Student Handbook.

Students who violate any part of the Code of Professional Conduct a second time will be dismissed from the SoN.

If a student is in violation of the Code of Conduct as described in the College Student Handbook, it is the student's responsibility to notify the SoN Dean immediately upon being contacted of their violation by the Dean of Student's Office

STUDENT AGREEMENT

I understand the Henry Predolin School of Nursing at Edgewood College Code of Professional Conduct is consistent with the ethical obligations of nursing, and pledge to uphold the Code of Professional Conduct by abstaining from dishonesty, deceit, fraud, or other unprofessional behaviors as described in the Code.

I understand that my adherence to the Code of Professional Conduct is a required and appropriate requisite for enrollment and participation in this nursing program.

I accept responsibility and accountability for my professional behavior and conduct within all aspects of clinical and classroom instructional opportunities.

I understand that if I witness unprofessional conduct or behavior that I am ethically and morally obligated to report this information to appropriate faculty.

I understand that failure to comply with the Code of Professional Conduct at any time throughout the duration of the program may result in sanctions and possible expulsion from the School of Nursing.

Student Printed Name: _____

Student Signature

Date

Witness Signature (anyone 18 or older)

Date

(Updated January 2023)

Appendix B

Henry Predolin School of Nursing Edgewood College Course/Program Withdrawal Form

In order to ensure proper documentation following the withdrawal from a theory or clinical course and/or the nursing program, the student and the student's faculty advisor must complete the following form.

To be completed by student

Name _____

I am withdrawing from the following course(s):

I have read and understand the section in the SoN Student Handbook titled *Withdrawal from a Nursing Course(s) or the Nursing Program*. I also understand that if I withdraw due to academic jeopardy and/or failing a course, I must meet with the SoN Admissions and Progression Committee before re-taking a class or re-entry into the program.

Student Signature _____ Date _____

To be completed by faculty advisor (in conjunction with faculty member(s) teaching the course(s) being dropped).

Date met with student: _____

Items discussed:

- Re-entry into clinical courses is dependent on available space. A clinical space will not be held for a returning student. If a clinical space is unavailable, the student will not be able to return to clinical.
- If a student is out of clinical for more than one semester, the student may be required to repeat a previous course or be dismissed from the program.
- Students withdrawing from a course due to academic jeopardy will have to meet with the SoN Admissions and Progression Committee for a formal hearing to discuss performance improvement prior to re-taking a course or re-entry into the program.

Prior to withdrawing from the course/program, was the student in academic jeopardy?

- Yes _____ (SoN Admissions and Progression hearing **required**)
- No _____

If the student was in academic jeopardy in a **theory course**, what are his/her current exam scores (in percentages) and course grade?

For a **clinical withdrawal**: Was the student meeting the expected clinical course Essentials/Competencies at the time of withdrawal? If not, briefly describe performance concerns.

If the student was **not** in academic jeopardy, please explain the reason/circumstances for the course withdrawal.

Advisor's Signature _____ Date _____

Faculty Signature(s) _____ Date _____

To be completed by student at the conclusion of meeting with faculty advisor

By signing this form, you acknowledge that the above items have been discussed and that you understand the consequences of withdrawing from a nursing course and/or the program.

Student's Signature _____ Date _____

Plan for re-entry

- Dependent on SoN Admissions and Progression hearing
- Depending on available space
- Student plans to return _____ (Fall/Spring term & year) and will be placed in NRS
_____ (course numbers)

(Updated January 2023)

References

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