

# EDGEWOOD UNIVERSITY

**Henry Predolin  
College of Health Sciences'  
School of Nursing**

**Commented [EF1]:** Do we need the apostrophe? Not sure, but I'm not a grammar expert!

## **BACHELOR OF SCIENCE IN NURSING STUDENT HANDBOOK**



**EDGEWOOD  
UNIVERSITY**

**HENRY PREDOLIN COLLEGE OF HEALTH SCIENCES'  
SCHOOL OF NURSING**

1000 Edgewood College Drive  
Madison, WI 53711  
(608) 663 – 2292

[Online Post-Baccalaureate Accelerated Bachelor of Science in Nursing - Edgewood University](#)

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**SPECIAL NOTES**

Healthcare and nursing education are constantly evolving. The Henry Predolin College of Health Sciences Dean and School of Nursing (SoN) 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 University Student Nurses’ Association (EUSNA).

# HENRY PREDOLIN COLLEGE OF HEALTH SCIENCES' SCHOOL OF NURSING

## MISSION

The Henry Predolin College of Health Sciences' School of Nursing (HPCoHS SoN) reflects the Mission of Edgewood University 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 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), 2021*]:

## BSN Program Outcomes

### 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:

#### Domain 1: Knowledge for Nursing Practice

Descriptor: Integration, translation, and application of established and evolving disciplinary nursing knowledge and ways of knowing, as well as knowledge from other disciplines, including a foundation in liberal arts and natural and social sciences. This distinguishes the practice of professional nursing and forms the basis for clinical judgment and innovation in nursing practice.

- SoN BSN Program Outcome: Draw from the liberal arts to inform clinical judgment and nursing practice.

#### Domain 2: Person-Centered Care

Descriptor: Person-centered care focuses on the individual within multiple complicated contexts, including family and/or important others. Person-centered care is holistic, individualized, just, respectful, compassionate, coordinated, evidence-based, and developmentally appropriate. Person-centered care builds on a scientific body of knowledge that guides nursing practice regardless of specialty or functional area.

- SoN BSN Program Outcome: Demonstrate knowledge and skill in utilizing evidence-based practice to provide person-centered care across the lifespan.

#### Domain 3: Population Health

Descriptor: Population health spans the healthcare delivery continuum from public health prevention to disease management of populations and describes collaborative activities with both traditional and non-traditional partnerships from affected communities, public health, industry, academia, health care, local government entities, and others for the improvement of equitable population health outcomes.

- SoN BSN Program Outcome: Recognize the impact of political, economic, and sociocultural factors on the health of populations; exhibit ability to collaborate with diverse stakeholders to advocate for policy that promotes equitable population health outcomes.

#### Domain 4: Scholarship for Nursing Discipline

Descriptor: The generation, synthesis, translation, application, and dissemination of nursing knowledge to improve health and transform health care.

- SoN BSN Program Outcome: Evaluate, synthesize, and employ current evidence into professional nursing practice to improve healthcare outcomes of individuals and populations.

#### Domain 5: Quality and Safety

**Commented [KS3]:** Henry Predolin College of Health Sciences School of Nursing- which name are we going by now? just wondering

**Commented [QM4R3]:** Henry Predolin College of Health Sciences School of Nursing

So, what if we go with The Henry Predolin College of Health Sciences' School of Nursing

**Commented [QM5R3]:** So:

Then Henry Predolin College of Health Sciences' School of Nursing (SoN) reflects the Mission of Edgewood University by....

**Commented [QM6]:** Do these align with the ones Ruth asked me to revise and then Department Heads/UGCC revised.

Descriptor: Employment of established and emerging principles of safety and improvement science. Quality and safety, as core values of nursing practice, enhance quality and minimize risk of harm to patients and providers through both system effectiveness and individual performance.

- SoN BSN Program Outcome: Apply skills in leadership, quality improvement, and patient safety to provide high-quality healthcare in a systems environment.

#### Domain 6: Interprofessional Partnerships

Descriptor: Intentional collaboration across professions and with care team members, patients, families, communities, and other stakeholders to optimize care, enhance the healthcare experience, and strengthen outcomes.

- SoN BSN Program Outcome: Perform communication and collaboration skills consistent with professional standards when working in interprofessional settings to enhance healthcare services.

#### Domain 7: Systems-Based Practice

Descriptor: Responding to and leading within complex systems of health care. Nurses effectively and proactively coordinate resources to provide safe, quality, equitable care to diverse populations.

- SoN BSN Program Outcome: Integrate knowledge of healthcare policies, including management of financial and regulatory influences, to the healthcare system to promote safe, quality, and equitable care.

#### Domain 8: Informatics and Healthcare Technologies

Descriptor: Information and communication technologies and informatics processes are used to provide care, gather data, form information to drive decision making, and support professionals as they expand knowledge and wisdom for practice. Informatics processes and technologies are used to manage and improve the delivery of safe, high-quality, and efficient healthcare services in accordance with best practice and professional and regulatory standards.

- SoN BSN Program Outcome: Demonstrate knowledge and skills in information management and patient care technology that align with regulatory standards.

#### Domain 9: Professionalism

Descriptor: Formation and cultivation of a sustainable professional nursing identity, accountability, perspective, collaborative disposition, and comportment that reflects nursing's characteristics and values.

- SoN BSN Program Outcome: Integrate professional standards of moral, ethical, and legal conduct in nursing practice.

#### Domain 10: Personal, Professional, and Leadership Development

Descriptor: Participation in activities and self-reflection that foster personal health, resilience, and well-being, lifelong learning, and support the acquisition of nursing expertise and assertion of leadership.

- SoN BSN Program Outcome: Formulate a personal professional practice model that addresses accountability, continuous professional engagement, self-care, and lifelong learning.

## ONLINE POST-BACCALAUREATE ACCELERATED BACHELOR OF SCIENCE IN NURSING PROGRAM ADMISSION POLICIES AND ENROLLMENT INFORMATION

### DEGREE OFFERED

The SoN offers an Online Post-Baccalaureate Accelerated Bachelor of Science in Nursing (OABSN) program that leads to a Bachelor of Science in Nursing degree. In this program, 58 credits are in the nursing major. The program is accredited by the Commission on Collegiate Nursing Education (CCNE) and approved by the Wisconsin Board of Nursing.

**Commented [QM7]:** Find/Replace to OABSN?

### 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 University's General Education requirements except COR 2 and COR 3. Online ABSN students must meet all SoN requirements for support courses in their major.

**Commented [QM8]:** Think we need to change throughout. SoCHS, but also, this may be an outdated policy. It may be better to say SoN Associate Dean makes the final decision for students being eligible, the SoCHS will send the letter.

### Admission Process

The SoN Undergraduate Admissions & Progression Committee will review all qualified applications. The SoN Associate Dean 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 HPCoHS Dean. An offer of admission will be rescinded if a student fails to maintain academic eligibility prior to starting the nursing program.

**Commented [EF9R8]:** Do you mean HPCoHS Dean will send the letter (not SoCHS)?

**Commented [10R8]:** Sorry, it was late, I think I meant the HPCoHS and then HPCoHS Dean. In short: HPCoHS Dean and the SoN Associate Dean would be the right titles.

Admission to the 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.

**Commented [EF11R8]:** Sounds good. I'll go through and update SoN Dean to HPCoHS Dean throughout.

## ONLINE POST-BACCALAUREATE ABSN PROGRAM ADMISSIONS INFORMATION

### Application Process

The Online Post-Baccalaureate ABSN program operates on a rolling admissions basis. After each application deadline, eligible applicants are reviewed, and if slots remain open, the School of Nursing will continue to evaluate applications until all cohort openings are filled. Students who are not admitted into the current cohort will have the opportunity to apply for the next available cohort. Students are admitted to the program in the Fall, Spring, and Summer semesters. Those anticipating admission for the Fall semester should submit their application by the priority deadline of February 1st, for the Spring semester by June 1st, and for the Summer semester by **[insert date]**. Candidates for admission are required to submit applications through the Nursing Centralized Application Services (NursingCAS) at <http://nursingcas.org/>. All official transcripts and reference information must be submitted directly to NursingCAS.

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

Admission to the post-baccalaureate programs require 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 or a 2.75 in all college-level coursework taken in the most recent 60 credits and at least a 2.75 in all required science and math courses. 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 8 years of the program start date.

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:

- Statistics or College Algebra (or higher), 3 credits
- General Psychology, 3 credits
- Lifespan Development Psychology, 3 credits
- General Chemistry I (with lab), 4 credits
- Anatomy & Physiology I (with lab), 4 credits
- Anatomy & Physiology II (with lab), 4 credits
- General Microbiology (with lab), 4 credits
- Pathophysiology (may be completed in first session of program), 3 credits

### Requirements Prior to Starting Nursing Classes

All students who are admitted to the Online ABSN program must hold CPR/BLS certification, complete a Criminal Background Check, and meet health requirements prior to beginning nursing courses. Students who fail to complete ALL these requirements prior to starting nursing courses will have their admission to the program rescinded.

### Degree Requirements – Online Post-Baccalaureate Accelerated Bachelor of Science in Nursing Program

NURS 300	-Nursing Science: Adult Health Care I
NURS 308	-Therapeutic Practice: Adult Health 1
NURS 309	Clinical Integration: Care Foundations
NURS 311	Nursing Science: Therapeutic Principles and Skills in a Diverse World
NURS 320a	Nursing Science: Pharmacology and Therapeutics
NURS 320b	Nursing Science: Pharmacology and Therapeutics
NURS 350	Nursing Science: Adult Health Care II
NURS 355	Nursing Science: Psychosocial Integrity and Wellness
NURS 358	Therapeutic Practice: Adult Health II
NURS 359	Clinical Integration: Caring and Coordination
NURS 361	Nursing Science: Evidence Based Practice and Informatics
NURS 400	Nursing Science: Pediatric Nursing
NURS 401	Nursing Science: Perinatal Nursing
NURS 408	-Therapeutic Practice: Family Centered Care
NURS 409	Clinical Integration: Care Across the Lifespan
NURS 440	Nursing Science: Leadership and Healthcare Organizations and Systems
NURS 450	Nursing Science: Adult Health Care III
NURS 455	Nursing Science: Health of Community and Populations
NURS 458a	Therapeutic Practice: Population Health and Community
NURS 490	Nursing Science: Transitions in Professional Nursing
NURS 498	Therapeutic Practice: Role Immersion

## COURSE DESCRIPTIONS

### **NURS 300 Nursing Science: Adult Health Care I**

Nursing content addressing the regenerative and restorative management of acute and chronic conditions in adults within a complex acute care setting is discussed within a framework of holistic nursing care. Integration of pathophysiology, pharmacology, and knowledge gained from the biological and behavioral science is emphasized.

### **NURS 308 Therapeutic Practice: Adult Health I**

Students focus on developing clinical competencies in caring for adults in an acute care setting. Nursing practice within the chronic disease management and regenerative/restorative spheres of care is emphasized.

### **NURS 309 Clinical Integration: Care Foundations**

Students apply communication strategies, theoretical knowledge, critical thinking skills, psychomotor skills and nursing science to clinical practice in a simulation setting. Acute and chronic disease concepts, and wellness concepts are integrated throughout.

### **NURS 311 Nursing Science: Therapeutic Principles and Skills in a Diverse World**

This comprehensive course introduces students to essential concepts and practices in professional nursing, with a primary focus on physical assessment and fundamental nursing skills. Students will study client-centered care, family and community health, and global health within the context of diverse cultural perspectives. Emphasis is placed on developing theoretical knowledge and practical skills for conducting physical assessments and performing basic nursing procedures. The course also includes exploring health promotion, social justice, and the impact of personal beliefs on nursing practice. Students will engage in self-care activities to support their wellness. Integration of Dominican values provides a foundation for ethical and effective nursing practice.

### **NURS 320a Nursing Science: Pharmacology and Therapeutics**

This foundational course is the first in a two-part series on pharmacology, designed to provide nursing students with a comprehensive understanding of drug classifications and their applications. Students will explore the physiological and pathophysiological underpinnings of drug indications, mechanisms of action, dosing considerations, and potential adverse effects. Emphasis will be placed on developing the scientific knowledge and skills necessary for the safe and effective monitoring of medications and therapies. The course will also address the nursing role in supporting individuals and families through pharmacological management and health maintenance. Prerequisite: Admission to the nursing major.

### **NURS 320b Nursing Science: Pharmacology and Therapeutics**

This course is the second in a two-part series on pharmacology, building on foundational knowledge acquired in the first course. It delves deeper into the major classes of drugs, focusing on advanced topics such as drug interactions, polypharmacy, and complex therapeutic regimens. Students will gain an in-depth understanding of the physiological and pathophysiological rationale for drug indications, mechanisms of action, dosing implications, and management of adverse drug events. The course will further develop the skills necessary for safe and effective medication monitoring and therapeutic intervention. Additionally, it will enhance the student's ability to support individuals and families in managing pharmacological treatments for various health conditions.

### **NURS 350 Nursing Science: Adult Health Care II**

Nursing content addressing the management of acute and chronic conditions in adults is discussed within the chronic disease management and regenerative/restorative spheres of care. Integration of pathophysiology, and pharmacology into nursing care is emphasized along with concepts related to wellness and health promotion.

### **NURS 355 Nursing Science: Psychosocial Integrity and Wellness**

Nursing content addressing the management of mental health conditions is discussed within spheres of chronic disease management and regenerative/restorative care. Integration of pathophysiology, and pharmacology into nursing care is emphasized along with concepts of wellness and health promotion.

### **NURS 358 Therapeutic Practice: Adult Health II**

Students build on expertise gained from Adult Health I to engage in interdisciplinary collaborative practice in a variety of adult care settings. Students also focus on developing clinical competencies in caring for individuals experiencing alterations in mental health and their families. Relationship building and the continuum of care are emphasized.

### **NURS 359 Clinical Integration: Caring and Coordination**

Students apply theoretical knowledge, critical thinking skills, and nursing science to clinical practice in a simulation setting. Behavioral health and wellness concepts are integrated throughout.

### **NURS 361 Evidence Based Practice and Informatics**

This integrated course combines the principles of evidence-based nursing practice with contemporary health informatics. Students will engage in scholarly inquiry and critique health research, focusing on both quantitative and qualitative methodologies while exploring ethical considerations in nursing research. Additionally, the course covers the management of information and the professional and ethical use of information and communication technology tools to enhance care delivery across various health settings.

### **NURS 400 Nursing Science: Pediatric Nursing**

Person and Family Centered Care in Child and Adolescent Health engages students in a family-centered approach to health and health alterations in infants, toddlers, preadolescent children, adolescents and families.

### **NURS 401 Nursing Science: Perinatal Nursing**

Person and Family Centered Care in Maternal and Infant Health engages students in a family-centered approach to health and health alterations in childbearing women, newborns, and families.

**NURS 408 Therapeutic Practice: Family Centered Care**

Clinical course addressing the nursing process in the care of childbearing women, children, adolescents and their families across the continuum of care.

**NURS 409 Clinical Integration: Care Across the Lifespan**

Students advance clinical reasoning and judgment in the simulated health care environment across inpatient, outpatient, home, and community settings. Person centered care and diverse family populations are examined and explored.

**NURS 440 Nursing Science: Leadership and Healthcare Organizations and Systems**

This course blends U.S. healthcare system fundamentals with key leadership and management principles for nursing. Students will explore healthcare institutions, including professionals, hospitals, outpatient care, and insurance, while addressing cost, access, and quality challenges. The course covers policies, ethics, health inequities, and alternative healthcare systems in developed countries. It also focuses on leadership concepts such as safety cultures, quality improvement, communication, delegation, and team leadership, emphasizing legal and ethical issues, advocacy, and leadership in complex environments.

**NURS 450 Nursing Science: Adult Health Care III**

This course addresses regenerative/restorative nursing care within a complex acute care setting. Integration and application of pathophysiology, pharmacology, and hemodynamics are emphasized. Nutritional concepts across the lifespan are reviewed.

**NURS 455 Nursing Science: Health of Community and Populations**

Students analyze and evaluate environmental health, epidemiology, health inequities, emergency preparedness, infectious disease, and public health policy utilizing system-thinking to create holistic nursing interventions that focus on population health.

**NURS 458a Therapeutic Practice: Population Health and Community**

Clinical course addressing the nursing care of culturally diverse families, aggregates, and communities. Nursing skills in health assessment, education, and health promotion are extended to include groups in communities. Developing and maintaining community partnerships is emphasized.

**NURS 490 Nursing Science: Transitions in Professional Nursing**

Integrative nursing content review prepares students to launch their nursing career synthesizing their knowledge and skills to promote success for first time state board licensure examinees. Principles of personal and professional development are addressed such as resilience, well-being and lifelong learning.

**NURS 498 Therapeutic Practice: Role Immersion**

Immersion experience within the professional nurse role. Integration and application of evidence-based practice, leadership, and professional practice within a diverse population across the continuum of care.

## PROGRESSION IN THE NURSING MAJOR

In order to progress while in the Post-Baccalaureate Nursing program, the student must have a minimum cumulative GPA of 2.5 and a minimum cumulative GPA of 2.5 in nursing. A grade of "C" or better is required to pass each nursing 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**.

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.

## GRADING POLICY

Nursing Theory (Nursing Science) courses are graded utilizing the following scale:

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

In calculating final grades, the letter grade will be determined by rounding to the nearest whole number (i.e., a 94.5% would round up to 95% and the student will earn an A for the course; a 94.49% would not round up and the student will earn an AB for the course).

Clinical (Therapeutic Practice) and Simulation (Clinical Integration) courses are graded Pass/Fail.

08/2025

**Commented [EF12]:** Aren't all of their classes nursing classes? Would they ever take a non-nursing class?

**Commented [QM13R12]:** Would pathology ever be an exception? If not, agreed.

**Commented [KP14R12]:** I would maybe leave it? Just for Patho....

## 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.

ATI exams are worth 5% of the total grade within a course. The ATI non-proctored exams should have points associated with it as part of the assignment points. Remember, these exams focus on the remediation and learning that occurs after the exam. Therefore, students are not graded based upon their performance; instead, they must complete their remediation hours to receive any points. ATI proctored exams can be given outside of class time with the date and time posted in the syllabus on the first day of class.

## REPEATING COURSES

In accordance with University policy, a student may choose to repeat a course taken at Edgewood University 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 University 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, simulations, and clinical experiences in order to fulfill credit requirements for each course.

Students in the Online ABSN program are required to attend three separate in-person sessions on the Edgewood University Madison campus for lab, skills, and simulation activities. These sessions are mandatory and cannot be skipped or rescheduled. Attendance is critical for successful program progression; failure to attend these sessions as scheduled will prevent you from advancing in the program.

Students will not be excused from class, lab, simulation, 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 Early Alert submissions and dismissal from the nursing program.

Students in the Online ABSN program will primarily work one-on-one with a preceptor for all clinical experiences. While there may be rare occasions where students are assigned to a small group, the typical arrangement will be individual clinical supervision. Edgewood University will secure preceptors for all students. It is the student's responsibility to work closely with both their Clinical Faculty at Edgewood University and their assigned preceptor to coordinate and determine their clinical schedule.

In the Online ABSN program, students must confirm their clinical schedule with their preceptor and clinical faculty, and once established, adherence is expected. There are no excused absences from clinical; any missed time must be made up as soon as possible with preceptor coordination and clinical faculty approval. All absences are reported to clinical faculty, and an early alert will be issued. Students are required to complete all assigned preparation for clinical and submit weekly clinical assignments as directed by faculty. Failure to submit required assignments will result in a grade of "0" and an academic early alert. Adhering to these policies is essential for successful program progression.

In the event of an absence, the clinical instructor will inform the respective Department Chair to ensure that clinical absences are properly monitored. Students who miss two clinical sessions and/or receive two early alerts for any reason will be referred to the Online ABSN Program Director and the Associate Dean for the School of Nursing. A personalized performance improvement plan (PIP) will be developed by the clinical instructor and Department Chair, and failure to meet the expectations outlined in the PIP may result in dismissal from the program or a delay in progression to the next clinical level.

Students are responsible for communicating directly with their assigned preceptors and ensuring that all required documentation is completed in a timely manner. Clinical experiences cannot be scheduled during the synchronous theory days of the program. It is essential that students collaborate with their preceptor and Clinical Faculty at Edgewood University to ensure their clinical schedule aligns with these constraints and does not conflict with required class meetings.

**Commented [QM15]:** I would be more specific in this sentence because it minimizes the messages of the first two paragraphs. Early alerts for mandatory Tuesday meeting times? Early alerts for going late to clinical as reported by preceptor (would want a form here). Etc.

**Commented [QM16R15]:** Also, there are some contradictions (longstanding contradictions/redundancies that should be rectified) in this section.

**Commented [QM17]:** Associate Dean?

By signing the School of Nursing Handbook, the student acknowledges an understanding that an early alert will be issued for all absences and that it is their responsibility to inform the instructor of an absence prior to the start of the clinical day.

**The Edgewood University Academic Calendar is posted for the entire academic year before the start of the 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~~the individual course syllabi.

### LATE WORK POLICY

All assignments are to be submitted by the posted due date and time on Canvas. In extenuating circumstances, students must contact the instructor prior to assignment due dates to request an extension. A 30% deduction will result for any late work submitted without prior approval from the instructor. If the assignment is not submitted within 3 days of the due date, the student will not receive any points for the assignment. All late assignments will result in an early alert.

### ACADEMIC HONESTY POLICY

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

As members of a scholarly community dedicated to healthy intellectual development, students and faculty at Edgewood University are expected to share the responsibility for maintaining high standards of honesty and integrity in their academic work. [Edgewood University utilizes ATI Remote Proctoring called Proctorio for testing security.](#)

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 University 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 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 University 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 University'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).

### SUSPENSION OF STUDENTS FROM CLINICAL SETTINGS OR THEORY CLASSES

~~Suspensions~~Suspension from clinical settings or theory classes are defined as a one-time 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).

08/2025

**Commented [KS18]:** Do we need to add anything regarding proctorio here?

**Commented [KP19R18]:** I would add it!

**Commented [KS20R18]:** I added

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) Early 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 Early Alert) as soon as possible following the incident. The Early 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 HPCoHS Dean of the suspension. Further action will be determined by the HPCoHS Dean in consultation with appropriate faculty and staff. The student will be notified in writing of the action taken by the HPCoHS Dean. In the event a student fails a nursing course, they will be notified of their 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 their Course Faculty and Program Advisor. The Director of Academic Operations will ensure that proper procedure is followed, and documentation completed for withdrawing from a nursing course or the nursing program- (See Appendix C Titled Course/Program Withdrawal Form).

### ACADEMIC PERSISTENCE

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 Assistant Dean for the School 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. One semester of Academic Persistence is allowed within the nursing program.

### 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 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.**
- Failure to meet objectives of a Performance Improvement Plan (if instituted) 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 HPCoHS 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, as stated in the Appeals section of the Nursing Student Handbook.
3. The HPCoHS Dean will notify the student 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 University Undergraduate Catalogue).

#### Returning/Readmission to the Nursing Program

08/2025

**Commented [KS21]:** do we still have the 3 strikes and you're out piece?

**Commented [QM22R21]:** That's a good question, I believe we made some language changes.

**Commented [KP23R21]:** I think we instill the PIP after 2, we try not to get to 3 without documentation.

**Commented [QM24]:** Need to edit this policy. Quite a few (little) changes/considerations given structural changes.

**Commented [KP25R24]:** I agree, and we should talk through when students are dismissed from their preceptor due to issues at clinical.

**Commented [QM26]:** Yes, or change to Program Director?

**Commented [QM27R26]:** This does need to change to Program Director.

**Commented [KS28]:** it is probably on the form but we would add about whether they are withdrawing from program in good academic or clinical standing? I can see this happen in the Online ABSN program considering there are 3 start times.

**Commented [QM29]:** Do not have this position anymore. I think this is Program Director again.

**Commented [KS30]:** same concern as above

**Commented [QM31R30]:** Agreed. Needs to be verified.

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 University's final course drop date for that semester, must complete SoN Course/Program Withdrawal Form (Appendix C) in conjunction with the Director of Academic Operations.

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).

#### 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 HPCoHS 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 Director of Academic Operations.

**Commented [KS32]:** students in the past ( as seen from being on the appeal committee) have interpreted the wording " a student may appeal dismissal decisions" as if we will reverse their F ( for example) in a course or clinical.

**Commented [KP33]:** What will the process be? Will we allow students to come back?

### 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 Vice President for Academic Affairs/Provost Office and submitted to the HPCoHS 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 Program Advisor, if not resolved at this level;
2. Discuss the concern with the Online ABSN Program Director, if not resolved at this level;
3. Discuss the concern with the SoN Associate Dean, if not resolved at this level;
4. Discuss the concern with the HPCoHS Dean, if not resolved at this level, the HPCoHS Dean instructs the student to complete a formal complaint. The HPCoHS Dean is responsible for disposition and documentation of all formal complaints. The HPCoHS 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 Affairs/Provost Office.

### COMMUNICATIONS

Faculty mailboxes and Edgewood email are used for communications. All nursing students are required to maintain an active Edgewood University email address. Students are required to check their Edgewood University email and course Canvas sites daily 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. If a theory class is cancelled, an official posting from the Academic Deans office will be posted in the online classroom. Faculty may also inform students via email when a theory class is cancelled.

If 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 a spokesperson for the HPCoHS Dean.

If Edgewood University cancels classes due to inclement weather; these weather-related cancellations would only apply during on-campus immersion sessions. In that situation, students will be notified via email and the online classroom. If a student's specific clinical site is closed due to weather, or their preceptor is unable to attend due to weather conditions students must immediately inform their clinical faculty of the schedule change.

**Commented [KP34]:** Is this going to happen? Since we are online?

**Commented [QM35R34]:** No, this should be removed.

## ACADEMIC/STUDENT SERVICE RESOURCES

### ACADEMIC MENTORSHIP AND ADVISEMENT

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

**Commented [EF36]:** Will students still get a faculty mentor?

**Commented [QM37R36]:** Good question

- 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

### 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 will 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](mailto:AccessDisabilityServ@edgewood.edu)

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

## STUDENT INVOLVEMENT

### EDGEWOOD UNIVERSITY STUDENT NURSES ASSOCIATION

Edgewood University Student Nurses Association (EUSNA) is an official constituent of the Wisconsin Student Nurse Association (WSNA) and the National Student Nurses Association (NSNA). EUSNA is participating in the *All School Membership Program*. This organization has been chartered as an official organization of the OSII (Edgewood University Organization of Student Inclusion and Involvement). Communication to the membership occurs through monthly meetings and virtual communication.

- The purpose of EUSNA 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.

### GLOBAL EXPERIENCES

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 University 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.

### 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 University 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 they meet 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 chairperson(s) of the specific committee. When a committee vote is necessary, student committee representatives will have one vote during the 08/2025

**Commented [EF38]:** Are there any learning support resources that the online students have access to? I saw that there are course coaches through the learning lab. Do you know if there are any for nursing?

**Commented [QM39R38]:** We currently do not have anything in place, but for accreditation purposes, we will need to build it in.

**Commented [QM40]:** So, this area is super important. You're going to need to have a student committee with regular meetings because accreditors dig into this for online programs. They always ask for ways students communicate/participate in program evaluation in ways other than surveys/teaching evaluations.

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

## **CLINICAL SPECIFIC INFORMATION**

### **GENERAL INFORMATION FOR ALL CLINICAL SETTINGS**

Current CPR certification, physical exam, health data, and criminal background checks are required upon admission to the Nursing Program. The required documentation is to be submitted to EXXAT APPROVE by the due date listed within the SoN admission packet. Students are required to keep all documentation up to date in EXXAT APPROVE. Students are responsible for all costs associated with fulfilling these requirements, including fees associated with the Universal Background check.

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 program. Students are responsible for payment of the required fee associated with the criminal background check. The HPCoHS 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 HPCoHS 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 their assigned advisor 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.

### **CPR Requirements**

Students must be certified in CPR for the Healthcare Professional **PRIOR** to the first clinical course (NURS 308) 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 **CPR for Health Care Providers**. Students will upload CPR certification documentation to EXXAT APPROVE 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 Universal Background and EXXAT APPROVE.

### **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 Universal Background and EXXAT APPROVE 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 SoN packet that students receive upon admission to the program. Students may also request this information from the SoN Clinical Coordinator. Students may also use the physical form given to them by their physician to upload to EXXAT APPROVE to assist in fulfilling the Health Requirements outlined below. All mandatory (i.e. certificate for CPR) and health information will be uploaded and stored on each student's EXXAT APPROVE account and will be archived after his/her graduation.

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

**Health Requirements (View tracker guidelines on and upload to EXXAT APPROVE)**

The following health requirements must be met **PRIOR** to beginning first semester classes.

- Physical examination within 12 months of starting NURS 311
- 2-Step Tuberculin Skin test (2nd reading must be 1-3 weeks apart) OR TB blood test (QuantIFERON Gold or T-Spot) that will be valid throughout the program. Students must include a TB symptom screening form with each test.
- Full TDap in lifetime, with current tetanus booster (within 10 years)
- MMR-2 doses required (immune status is accepted, but requires lab results for all 3 diseases)
- Varicella -2 doses of vaccine (titer is acceptable, documented illness is not sufficient)
- Hepatitis B-Complete series (Student must schedule a booster if they have an incomplete series)
- Completed 1 or 2-dose covid series OR completed medical or religious appeal\*
  - Any appeal requires a signed personal statement and letter of support. A letter of support for a religious exemption must affirm the decision to not be vaccinated and the student's attendance and good standing in the congregation.

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

- Annual flu vaccination (due November 1st of each year) Documentation must be submitted to EXXAT APPROVE 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 EXXAT APPROVE prior to the expiration date of the TB documentation on file in EXXAT APPROVE. A 1-step TB test is acceptable after the initial 2-step test at the start of the program.

Commented [NA41]: October 1st?

If additional health requirements are specified by clinical agencies, students placed in those agencies are responsible for meeting those health requirements. The SoN cannot grant exceptions to site policy; students are bound to their clinical site requirements. There is no guarantee that a student will be given placement outside of their original assignment.

The SoN Clinical Coordinator will monitor EXXAT APPROVE 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. Should a student not meet the mandatory health requirements of the first day of each semester, an Early Alert will be issued via the student's clinical instructor.

**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 advisor must be notified. This is to ensure that both the student and the clients they care 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**

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 SoN clinical dress policy requirements. 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.

Commented [QM42]: How do you know, how will you enforce?

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).

**Universal Dress Requirements for all Clinical Settings:**

- Edgewood University 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.

- **Sweaters/pullovers:** If allowed by the clinical site, all sweaters or pullovers must be Edgewood University SoN attire or be solid red, black, or white. Edgewood University name pin must be visible on students' outermost clothing.
- **Head coverings:** If worn, all head coverings must 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. Due to safety concerns, any size ear gauging needs to be plugged with a gauging plug.
- **Medical Alert jewelry:** 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:** Clinical attire must be free of tobacco smoking odors and perfume odors as these may be offensive or harmful to patients/clients.
- **Grooming:** 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 the Red Polo Uniform:

A 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 allowed, an Edgewood SoN white lab coat *may be required* to be worn over the business casual wear.

Students are routinely required to wear the red polo uniform. The red polo shirt itself is standard with the Edgewood University SoN logo embroidered on its left front.

When the red polo shirt uniform is required, the following attire should accompany:

- A plain white or black crew or turtleneck may be worn under the red polo shirt.
- Students must wear 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.
- Students must wear all black shoes.
- All items under the previous heading of "Universal Dress Requirements for all Clinical Settings" apply when students are expected to wear their red polo uniform.

### Activities that Require the White Scrub Top Uniform:

In hospital-based and other direct-patient care settings, a white scrub top with Edgewood University SoN logo embroidered on left front of top is required.

When the white scrub top uniform is required, the following attire should accompany:

- A plain white or plain black crew or turtleneck may be worn under the white scrub top.
- Undergarments 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 the previous heading of "Universal Dress Requirements for all Clinical Settings" apply when students are expected to wear their white scrub top uniform.

### School of Nursing Name Pin

The SoN student name pin is to be worn with both the red polo shirt or white scrub top uniforms (or white lab coat if worn) as well as 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.

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 they are an Edgewood University 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)

**Commented [QM43]:** What are your uniform requirements going to be? How do they get them?

**Commented [EF44R43]:** We mirrored our uniform requirements to the IP ABSN program in our welcome packet. Students will purchase through the bookstore.

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 required to attend three on-campus visits in Madison, WI, for in-person lab and simulation experiences. All expenses related to these visits, including hotel accommodations, transportation, food, and any other costs, are the student's responsibility.

For clinical experiences in the student's local region, they are responsible for their own transportation to and from clinical sites. This includes any associated costs such as fuel, parking fees, and vehicle maintenance. The use of a car may be required 1–2 days per week for some clinical placements.

## Madison, WI Immersion Simulation, Lab, and Skills

The simulation and lab environment is intended to simulate the healthcare environment in a safe setting. Therefore, student conduct is expected to be professional and respectful in simulation 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 in simulation and lab settings. There is to be no sharing of simulated patient information from the simulation center or 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 of the School of Nursing 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 University; 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 University. Students must identify themselves as Edgewood University 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.

**Commented [EF45]:** @Tracy Towne @Nicole Anderson, you asked me to look for this language in the handbook. It seems to be clear that students are responsible for medical costs they might incur during clinicals.

**Commented [EF46]:** I thought clinical fees were included in the tuition price?

**Commented [QM47R46]:** They are.



## APPENDICES

### Appendix A

#### Code of Professional Conduct

##### Introduction

Edgewood University'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*

08/2025

**Commented [QM48]:** Review for accuracy.

**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**

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 program advisor every semester. It is the student's responsibility to schedule and keep this appointment. During this time, the student and program advisor 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 University'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 University 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 University Calendar is posted for the entire academic year before the start of fall semester. Therefore:

- Students are expected to plan outside activities during University 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 in activities related to being a student at Edgewood University, 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 HIPAA 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 they are 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 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](http://www.ncsbn.org))*

Edgewood University 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 University 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.

#### **NURSES MAINTAIN ACADEMIC HONESTY**

The Edgewood University Academic Honesty Policy states:

*“As members of a scholarly community dedicated to healthy intellectual development, students and faculty at Edgewood University 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 University 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 University 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 to NURS 300 and then with a few minor edit changes 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 they have 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 University 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 University nametag PRIOR TO beginning clinical and are responsible for all uniform costs. Faculty or Preceptors 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).

08/2025

### 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. early 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 with 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 HPCoHS 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 HPCoHS Dean or designated faculty as directed by the Dean. The HPCoHS 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 NURSING 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 University Student Handbook, it is the student's responsibility to notify the HPCoHS 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 University 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 as noted in the document 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

Semester (Fall/Spring)/Year (i.e. Fall 2025): \_\_\_\_\_

Academic Nursing Advisor: \_\_\_\_\_

**Appendix B**

**Clinical, Practicum, and Residency Preceptor Form** – Traditional and Accelerated Post-Baccalaureate  
Madison Campus  
Henry Predolin School of Nursing  
Edgewood University  
1000 Edgewood College Drive  
Madison, WI 53711

**Program** (i.e. BSN, FNP, AGCNS, DNP) \_\_\_\_\_  
**Course** (i.e. NRS 712) \_\_\_\_\_  
**Date:** \_\_\_\_\_

**Student Name:** \_\_\_\_\_

**Student Contact Information:** \_\_\_\_\_  
Phone Email

**Student Current Employer:** \_\_\_\_\_

**Student Position Held** (include unit, dept, or floor): \_\_\_\_\_

**Preceptor Name and Credentials:** \_\_\_\_\_

**Preceptor Contact Information:** \_\_\_\_\_  
Phone Email

**Clinical Site** (Include unit, dept, or floor): \_\_\_\_\_

**Clinical Site Coordinator:** \_\_\_\_\_  
Name

**Contact:** \_\_\_\_\_  
Phone Email

**Hours Requested:** \_\_\_\_\_

**Clinical Site Address:** \_\_\_\_\_  
\_\_\_\_\_

**Daily Patient Population Description:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*Students must obtain and attach a copy of each preceptor’s CV/Resume for approval. APRN forms should be provided at least 180 days prior to the start date. A new form is required for each preceptor or course.

**Required Program Hours:** \_\_\_\_\_

BSN – 120 (Immersion)  
MSN Comp – 180  
FNP – 750  
AGPCNP – 500

CNS – 500  
AGCNS – 500  
PMHNP – 750  
DNP – 1000

**Commented [EF49]:** Is it 600 hrs for ABSN? Should I add that?



## **PLACEMENT SERVICES ACKNOWLEDGEMENT FORM**

### **Accelerated Post-Baccalaureate ONLINE Program Only**

We are excited for you to begin your journey in our ONLINE ABSN Program. One of the most critical areas of learning will be experienced during your clinical rotations. To ensure you are aware of the process and prepared for clinicals, please review and acknowledge (initial) each line below.

#### **Clinical Rotations & Campus Immersions**

\_\_\_\_\_ The ABSN program has five clinical placement rotations that will require your dedicated participation. Each rotation builds your competency in different specialty areas of practice to ensure you are well rounded and prepared to independently provide care in each area upon graduation. In addition, there are 3 required campus immersions. Students are responsible for any travel/expenses incurred from clinical placements and immersions.

#### **Relocation During Placement**

\_\_\_\_\_ Clinicals span multiple semesters, each experience building on the other in order to prepare you in this field. If you relocate while clinical rotations are underway, there may be a significant delay in your rotation, which may affect your ability to progress through the program with your original cohort. You are expected to notify your school administrators as soon as you are aware of an impending move.

#### **Professionalism**

\_\_\_\_\_ Participation and presentation promote professionalism. While in clinicals, you are expected to participate by communicating clearly with the patients, preceptor, clinic staff and clinical faculty. Your clinical hours and grade are dependent on your active hands-on participation at the site. Inappropriate participation behavior includes speaking over others, failure to document patient encounters, bringing children and pets to class or clinicals and reoccurring tardiness. We also expect students to adhere to the dress code and a required tools list to ensure they are presentable and prepared for each patient encounter.

Please read and initial the following information regarding the expectation and action steps you are responsible for in the placement process:

\_\_\_\_\_ I understand I am required to complete all clinical clearances prior to starting clinical rotations and will immediately disclose to the Program Director or school administrator any special circumstance that may impact the selection of my placement. Examples include lack of transportation, limited flexibility in hours of availability for placement rotations, misdemeanor or felony convictions, etc. I acknowledge that the nature of the special circumstances may impede or reduce rotation options available in my community which could affect my ability to complete the program and graduate.

\_\_\_\_\_ I understand that I am required to attend a webinar/orientation with the Admissions advisor and/or faculty.

\_\_\_\_\_ Clinical rotations may require extensive travel on a regular basis. While we aim to place students within 120 miles from their home, there may be circumstances where students are expected to travel further. Edgewood University is not responsible, nor do we pay for, travel expenses incurred by commuting to site. Should I need special accommodations, I am expected to discuss those requests with my Program Director.

\_\_\_\_\_ I understand that I should expect to allocate minimum 17-19 hours per week to complete my clinical hours.

\_\_\_\_\_ I understand that if I refuse a placement site or am excused from a rotation by the facility it may delay my rotation start and graduation date.

\_\_\_\_\_ I understand that this information is provided to inform, in advance, of the clinical rotation responsibilities that I will assume in the ABSN program. Successful completion of the program and graduation depend upon my understanding and timely action in addressing and progressing these requirements.

I have read and I fully understand the above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

**Appendix C**

**Henry Predolin School of Nursing  
Edgewood University  
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 director of academic operations 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 SoN Student Handbook section: *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 director of academic operations (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.

Director of Academic Operations Signature \_\_\_\_\_ Date \_\_\_\_\_

Faculty Signature(s) \_\_\_\_\_ Date \_\_\_\_\_

---

**To be completed by student at the conclusion of meeting with the director of Academic Operations**

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)

## Appendix D

Henry Predolin School of Nursing  
Edgewood University

### Artifact Placement

#### **(CCNE) Essentials of Baccalaureate Education: Baccalaureate Program Outcomes**

At the end of the program, graduates will:

##### **Domain 1: Knowledge for Nursing Practice (NURS-311)**

Descriptor: Integration, translation, and application of established and evolving disciplinary nursing knowledge and ways of knowing, as well as knowledge from other disciplines, including a foundation in liberal arts and natural and social sciences. This distinguishes the practice of professional nursing and forms the basis for clinical judgment and innovation in nursing practice.

##### **Domain 2: Person-Centered Care (NURS-309 and NURS-359)**

Descriptor: Person-centered care focuses on the individual within multiple complicated contexts, including family and/or important others. Person-centered care is holistic, individualized, just, respectful, compassionate, coordinated, evidence-based, and developmentally appropriate. Person-centered care builds on a scientific body of knowledge that guides nursing practice regardless of specialty or functional area.

##### **Domain 3: Population Health (NURS-455)**

Descriptor: Population health spans the healthcare delivery continuum from public health prevention to disease management of populations and describes collaborative activities with both traditional and non-traditional partnerships from affected communities, public health, industry, academia, health care, local government entities, and others for the improvement of equitable population health outcomes.

##### **Domain 4: Scholarship for Nursing Discipline (NURS-370)**

Descriptor: The generation, synthesis, translation, application, and dissemination of nursing knowledge to improve health and transform health care.

##### **Domain 5: Quality and Safety (NURS-435)**

Descriptor: Employment of established and emerging principles of safety and improvement science. Quality and safety, as core values of nursing practice, enhance quality and minimize risk of harm to patients and providers through both system effectiveness and individual performance.

##### **Domain 6: Interprofessional Partnerships (NURS 435)**

Descriptor: Intentional collaboration across professions and with care team members, patients, families, communities, and other stakeholders to optimize care, enhance the healthcare experience, and strengthen outcomes.

##### **Domain 7: Systems-Based Practice (NURS-435)**

Descriptor: Responding to and leading within complex systems of health care. Nurses effectively and proactively coordinate resources to provide safe, quality, equitable care to diverse populations.

##### **Domain 8: Informatics and Healthcare Technologies (NURS 370)**

Descriptor: Information and communication technologies and informatics processes are used to provide care, gather data, form information to drive decision making, and support professionals as they expand knowledge and wisdom for practice. Informatics processes and technologies are used to manage and improve the delivery of safe, high-quality, and efficient healthcare services in accordance with best practice and professional and regulatory standards.

##### **Domain 9: Professionalism (NURS 490)**

Descriptor: Formation and cultivation of a sustainable professional nursing identity, accountability, perspective, collaborative disposition, and comportment that reflects nursing's characteristics and values.

**Domain 10: Personal, Professional, and Leadership Development (NURS-490)**

Descriptor: Participation in activities and self-reflection that foster personal health, resilience, and well-being, lifelong learning, and support the acquisition of nursing expertise and assertion of leadership.