EDGEWOOD UNIVERSITY

Henry Predolin
College of Health Sciences
School of Nursing

BACHELOR OF SCIENCE IN NURSING
STUDENT HANDBOOK

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

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.

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.

Admission Process

The SoN Undergraduate Admissions & Progression Committee will review all qualified applications. The HPCoHS 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.

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.

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 deadline of June 1st, for the Spring semester by November 1st, and for the Summer semester by March 1st. 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

If pathology is taken during the semester immediately prior to the start of the nursing program and the student does not earn a grade of C or better and/or the cumulative GPA falls below the required 2.75, the student will be required to retake pathology before being admitted to the School of Nursing.

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 305	Nursing Science: Professional Nursing in a Diverse World
NURS 306	Therapeutic Principals: Physical Assessment
NURS 307a	Therapeutic Principals for Nursing Practice
NURS 307b	Therapeutic Principals for Nursing Practice - Lab
NURS 308	Therapeutic Practice: Adult Health 1
NURS 309	Clinical Integration: Care Foundations
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 370	Nursing Science: Scholarship & Evidence Based Practice
NURS 375	Health 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 430	Nursing Science: Healthcare & Organizational Systems
NURS 435	Nursing Science: Leadership & Management
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 305 Nursing Science: Professional Nursing in a Diverse World

Introductory course that examines concepts of client-centered care, family, community, populations, health promotion, global health, social justice and diversity. Students will examine the transitions of care within and across the environments in which care is provided along with developing an understanding of how health is defined across different cultures and populations. Students will reflect on their personal beliefs and how this may impact their nursing care and describe the relationship between personal health and a culture of health. Dominican values will also be examined as a foundation to professional nursing practice. Students will be expected to engage in wellness activities to promote self-care.

NURS 306 Therapeutic Principals: Physical Assessment

Principles for Nursing Practice engages students in applying evidence-based practice knowledge, clinical judgment skills, and nursing science to physical assessment and psychomotor skill development that is unique to professional nursing practice.

NURS 307a Therapeutic Principals for Nursing Practice

Physical assessment and nursing skills are introduced in the classroom environment.

NURS 307b Therapeutic Principals for Nursing Practice - Lab

Physical assessment and nursing skills are introduced in the laboratory environment prior to application in the acute care setting. Communication is stressed as a critical component for effective nursing skill performance along with patient safety. Principles of patient and caregiver teaching is introduced.

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 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 370 Nursing Science: Scholarship & Evidence Based Practice

Students engage in scholarship for the nursing discipline through meaningful and creative inquiry, critiquing health research, and examination of quantitative and qualitative research methodologies utilized in health research. Ethical principles within the conduct of nursing research are explored.

NURS 375 Health Informatics

The course will explore contemporary issues in informatics and the ways in which a nurse can manage the information to optimize the delivery of care to clients, communities, and populations. This course will also examine professional and ethical use of information and communication technology tools in various health care 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 430 Nursing Science: Healthcare & Organizational Systems

To address the challenges within a healthcare system, a deep understanding of how the system works is required. This course explores the fundamentals of the U.S. health care system and introduces the principal participants and institutions; explaining what they do, how they interact, and underlying ethical issues. This course will cover the roles of various health professionals, hospitals, outpatient care, insurance and financing arrangements, and health policy. The challenges of cost management, access to care, and quality of care for individuals and populations; while highlighting causes of health and healthcare inequities will be explored. While the course focuses on the U.S. healthcare system, alternative healthcare systems in developed countries will be referenced.

NURS 435 Nursing Science: Leadership & Management

Students explore concepts of leadership in healthcare systems for entry-level professional nursing practice addressing building cultures of safety, quality, quality improvement processes and advocacy in complex health care delivery systems. Management theories and concepts including interprofessional communication, teamwork, delegation, and supervision are addressed. Students learn principles of leadership development including legal and ethical considerations, leading high performing teams, delegation and outcome evaluation.

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.

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.

Active participation in scheduled program activities such as class sessions, clinical experiences, required meetings, and On Campus Immersion is expected. There are no excused absences from scheduled synchronous clinical sessions or On Campus Immersion activities. A no call/no show will result in a Performance Improvement Plan (PIP), an Early Alert, and potential program dismissal. A PIP may also be initiated at any time if concerns about attendance or professional responsibility arise.

Examples of situations that may result in an Early Alert include missing required Tuesday program meeting times, tardiness to clinical as reported by the preceptor (with documentation collected using a standard form), or unexcused absences from class, lab, or clinical experiences.

Consistent attendance is a critical professional expectation and contributes to your success in the program as well as to safe, high-quality patient care.

Students in the Online ABSN program will complete clinical experiences either one-on-one with an assigned preceptor or, at times, in a small group with a clinical instructor. The same expectations apply in either situation. 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 follow the clinical schedule. Students must be available to match the hours determined by their assigned preceptor or attend scheduled group clinical sessions as required.

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 Nursing for any reason will be referred to the Online ABSN Program Director and the Assistant Dean for the College of Health Sciences 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.

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 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 as well as Respondus LockDown Browser 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).

AI USE POLICY
This outlines acceptable and unacceptable use of AI tools for nursing coursework and case studies. The goal is to support your learning, uphold academic integrity, and prepare you for real-world clinical reasoning.

Appropriate AI Use (Allowed)

You may use AI to:

- Generate study questions
- Practice NCLEX-style questions
- Brainstorm ideas before writing your answer
- Support your learning by relying on your own critical thinking and clinical judgment. AI should not replace your original ideas or add information to your academic or written work, but can improve grammar or clarity in your own writing (proof with your original draft, before grammar changes)

Not Allowed (Academic Misconduct):

You may NOT use AI to:

- Write or rewrite case study answers
- Write or rewrite discussion board posts or responses.
- Generate care plans, Protected Health Information, rationales, compile medication information, or clinical decisions for submission
- Copy and paste your instructor's content into an AI platform
- Copy and paste AI-generated content into your assignment
- Construct a final submission using AI-generated phrasing
- All submitted work must reflect your clinical reasoning, nursing knowledge, and your own writing style

Professional Expectations:

In nursing practice, you must be prepared to:

- Explain your clinical decisions verbally
- Provide rationales for interventions
- Apply critical thinking in real time
- Case studies are structured to help you develop and demonstrate these essential skills
- Verify Authorship

If your writing appears significantly different from your usual style or includes content beyond course expectations, you may be asked to:

- Explain your answers verbally
- Re-write a portion in real-time
- Demonstrate your understanding of the submitted work
- Provide proof of work, which may include notes, outlines, and/or rough drafts

Requests for these or other items are a professional competency check to ensure academic integrity and clinical preparedness.

Student Accountability and Consequences

By submitting work for this course, you affirm that all reasoning and writing are your own. Failure to adhere to these guidelines constitutes academic misconduct.

Violations or severe misuse of AI may result in formal disciplinary action, up to and including dismissal from the School of Nursing.

Student Affirmation

By submitting work in this course, I affirm the following:

- I used AI only for allowed purposes
- All clinical reasoning and writing are my own
- I can explain my work verbally and produce drafts if asked
- I understand that AI use which replaces my thinking is academic misconduct
- I understand that failure to follow these guidelines may result in disciplinary action, including potential dismissal from the School of Nursing

ACADEMIC INTEGRITY & EXAM CONDUCT POLICY

The Online ABSN Program at Edgewood University upholds the highest standards of academic integrity, which are essential to the nursing profession and preparation for licensure. This policy outlines expectations for online exam conduct and the procedures for addressing suspected or confirmed academic dishonesty during proctored exams.

Expectations During Online Exams

Students must:

- Complete all exams independently, without unauthorized assistance.
- Remain on camera and in full view at all times.
- Unless explicitly directed, refrain from accessing or using notes, textbooks, phones, smartwatches, external monitors, or assistance from others.

- Maintain a quiet, private environment, free from distractions or interruptions.
- Follow all technical and behavioral guidelines provided by ATI Proctorio, Respondus, and course faculty.

Failure to meet these expectations may result in a violation of Edgewood University's Academic Integrity Policy.

Examples of Prohibited Behavior

These include, but are not limited to:

- Repeatedly looking off-screen or away from the device
- Using a phone, smartwatch, tablet, or second screen
- Having another person present or entering the room
- Leaving the camera view or walking away from the testing space
- Speaking aloud or mouthing words during the exam
- Accessing unapproved notes, books, or online resource

Initial Response to Suspected Misconduct

If a student is flagged for suspicious behavior by ATI Proctorio, Respondus LockDown Browser, or is observed by course faculty:

1. The course faculty will conduct an initial review of the exam footage and all related documentation.
2. If concerns persist, the issue will be referred to the Department Head and Program Director for further evaluation.
3. The student will be notified and asked to submit a written explanation within five (5) business days of notification.
4. If necessary, the concern will be escalated to the Associate Dean of the School of Nursing.

In cases of repeated or serious violations, the student will be dismissed from the School of Nursing and will follow the dismissal protocol.

Suspicious Behavior (Without Clear Evidence of Cheating)

If student behavior during an exam is questionable but not conclusively determined to be cheating, the following warning and action structure will be applied to maintain fairness and uphold professional expectations:

Occurrence	Action
1st	Documented warning; required meeting with course faculty; written reflection submitted. Early Alert submitted to Program Advisor and notification sent to Department Head.
2nd	Formal review with Department Head and Program Director; written reflection required. Early Alert submitted and notifications sent to Department Head, Program Director, and Associate Dean of the School of Nursing. A required meeting with the Associate Dean occurs. Result: Grade reduction on the exam.
3rd	Student will be dismissed from the School of Nursing and will enter the appeal process found in the School of Nursing Handbook. Result: Automatic grade of zero (0) and potential dismissal from the program.

Additional Expectations and Notes

- For every occurrence, the student will (at minimum) be required to submit a written reflection that includes:
  - A description of what occurred
  - An explanation of why it occurred
  - A plan to correct behavior and prevent future issues
- Students may also be required to complete academic integrity remediation activities as determined by faculty or administration.
- The program reserves the right to escalate directly to higher levels of action or referral based on the severity or pattern of behavior.

Student Right to Appeal

Students have the right to appeal any decision made by the School of Nursing related to academic integrity, exam conduct, or disciplinary action. Appeals must be submitted in accordance with the procedures outlined in the Edgewood University Online ABSN Handbook. Students are encouraged to review the handbook for detailed information on timelines, documentation, and steps required to initiate the appeal process.

SUSPENSION OF STUDENTS FROM CLINICAL SETTINGS OR THEORY CLASSES

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).

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 who demonstrate concerns in clinical performance, attendance, or professional behavior may receive an Early Alert. A Performance Improvement Plan (PIP) can be enacted at any time based on the seriousness of the concern. Failure to meet the expectations outlined in the PIP may result in suspension from clinical for the remainder of the semester and a failing grade in the course. A single significant issue such as a no call/no show, unsafe clinical practice, or unprofessional conduct may result in immediate suspension or dismissal from the program.

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 Program Director, Associate Dean, and HPCoHS Dean of the suspension. Further action will be determined by the Program Director, Associate Dean, and 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.

Students may be dismissed from their clinical placement by the preceptor for reasons including, but not limited to, a no call/no show, unsafe behavior, or lack of professional conduct. If a dismissal occurs, the clinical faculty will notify the Program Director immediately. The Program Director will review the circumstances of the dismissal and notify the Associate Dean and the Dean of Health Sciences. Together, leadership will determine the appropriate course of action, which may include a Performance Improvement Plan, suspension from clinical, failure of the course, or dismissal from the program.

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 the Chair of Admissions and Progression. The Chair of Admissions and Progressions will ensure that proper procedure is followed, and documentation completed for withdrawing from a nursing course or the nursing program. (See Appendix K 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 Program Director for the OABSN Program **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.
- Students who demonstrate concerns in clinical performance, attendance, or professional behavior may receive an Early Alert. A Performance Improvement Plan (PIP) can be enacted at any time based on the seriousness of the concern. Failure to meet the expectations outlined in the PIP may result in suspension from clinical for the remainder of the semester and a failing grade in the course.
- 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 SoN Associate 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 SoN Associate 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
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 K) in conjunction with their advisor.

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

Student Dismissal from Program Appeal Proceedings
If a student is dismissed from the program, they are allowed one opportunity to appeal that dismissal. The appeal does not include the ability to challenge the course grade or the decision to be dismissed. The Program Director will refer the student to the Admissions and Appeals Committee for review to determine whether the student will be granted an opportunity to return to the program. If permitted to return, the student must resume the program at the point of dismissal. The timing of re-entry will depend on cohort placement and clinical site availability.

Voluntary Withdrawal or Leave of Absence
A student who voluntarily withdraws from the program or takes a leave of absence must meet with the Admissions and Appeals Committee to request re-entry. To be considered for return, the student must be in academic good standing at the time of withdrawal or leave. Re-entry is not guaranteed and will depend on space within the cohort and the availability of clinical placements. If approved, the student will re-enter the program at the point where they left off.

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 Assistant Dean, if not resolved at this level;
4. Discuss the concern with the SoN Associate Dean, if not resolved at this level;
5. 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.
6. 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
Although rare in an online program, classes may occasionally be cancelled due to unforeseen circumstances such as faculty illness or system-wide disruptions. If a theory class is cancelled, an official announcement from the Academic Dean's Office will be posted in the online classroom. Faculty may also notify students directly through email regarding the cancellation.

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.

ACADEMIC/STUDENT SERVICE RESOURCES

ACADEMIC MENTORSHIP AND ADVISEMENT
Nursing students are assigned a nursing program advisor once admitted to the program. Frequent contact with your advisor is encouraged. Course planning for each semester is done with the advisor. Other matters students may wish to discuss include:
* curriculum outline and overall program plan
* degree requirements
* policies and procedures
* academic progress, including Assessment Technologies Institute (ATI) test results
* adjustment to the professional role
* Edgewood and community support services
* individual interests and goals

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
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 COLLEGE OF HEALTH SCIENCES 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 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 308
- 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 October 1st of each year) Documentation must be submitted to EXXAT APPROVE PRIOR to October 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.

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 reasons at clinical sites and must comply with the School of Nursing (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 policy. The clinical dress policy may also vary with selected clinical experiences and conferences, and faculty will inform students of the appropriate professional attire for these situations. Clinical faculty and preceptors are responsible for enforcing dress code requirements. Failure to comply with the clinical dress policy may result in the student being asked to leave the clinical site, issuance of an Early Alert, and the initiation of a Performance Improvement Plan (PIP).

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 to 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 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
Some additional clinical fees may be required depending on clinical placement site (ex. Drug screen, additional background check, etc).

APPENDICES

Appendix A

Code of Professional Conduct

Introduction

Edgewood University's Henry Predolin College of Health Science, 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 College of Health Sciences, School of Nursing Standards of Conduct

NURSES ARE ACCOUNTABLE AND RESPONSIBLE FOR THEIR ACTIONS

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

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

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

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

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

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

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

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

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

Standards of Professional Performance:
The Standards of Professional Performance describe a competent level of behavior in the professional role, including activities related to ethics, culturally congruent practice, communication, collaboration, leadership, education, evidence-based practice and research, quality of practice, professional practice evaluation, resource utilization, and environmental health. All registered nurses are expected to engage in professional role

activities, including leadership, appropriate to their education and position. Registered nurses are accountable for their professional actions to themselves, their healthcare consumers, their peers, and ultimately to society.

Standard 7. Ethics
The registered nurse integrates ethics in all practices of nursing.

Standard 8. Advocacy
The registered nurse demonstrates advocacy in all roles and settings.

Standard 9. Respectful and Equitable Practice
The registered nurse practices with cultural humility and inclusiveness.

Standard 10. Communication
The registered nurse communicates effectively in all areas of professional practice.

Standard 11. Collaboration
The registered nurse collaborates with the healthcare consumer and other key stakeholders.

Standard 12. Leadership
The registered nurse leads within the profession and practice setting.

Standard 13. Education
The registered nurse seeks knowledge and competence that reflects current nursing practice and promotes futuristic thinking.

Standard 14. Scholarly Inquiry
The registered nurse integrates scholarship, evidence, and research finding into practice.

Standard 15. Quality of Practice
The registered nurse contributes to quality nursing practice.

Standard 16. Professional Practice Evaluation
The registered nurse evaluates one's own and others' nursing practice.

Standard 17. Resource Stewardship
The registered nurse utilizes appropriate resources to plan, provide, and sustain evidence-based nursing services that are safe, effective, financially responsible, and used judiciously.

Standard 18. Environmental Health

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

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

American Nurses Association Code of Ethics for Nurses

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

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

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

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

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

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

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

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

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

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

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

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

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

NURSES DEMONSTRATE PROFESSIONAL BEHAVIOR, RESPECT, CIVILITY

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

Each student is expected to display behaviors that represent Edgewood 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 at the Center for Healthcare Education and Simulation (CHES) and other 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 HIPPA and health care policies and regulations.

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

All students are expected to maintain professional behavior in both the clinical and classroom settings. This professional behavior includes, but is not limited to:
- Attending all class, lab, and clinical activities.
- Taking exams as scheduled (including ATI tests).
- Arriving on time and leaving class/clinical as scheduled.
- Adhering to the SoN clinical dress code for all clinical activities.
- Accepting responsibility and accountability for one's own actions. Responsibility and accountability in the nursing student context include completing assignments on time and clinical preparation as required by the clinical rotation. Failure to complete assignments and/or clinical preparation on time can result in a course failure.
- Giving prior notification in writing, voice mail, email, or per faculty course guidelines, to the faculty when he/she is unable to meet commitments. Students are to check with course faculty as to the method of communication required for concerns or questions regarding attendance. The faculty acknowledges that life emergencies do exist and will work with the student in these situations as they arise.
  NOTE: True life emergencies do NOT include:
  1. Scheduling work or vacation during class/lab or clinical, or exam times (including ATI testing).
  2. Missing class in order to work; this is not an excused absence.
  3. Non-emergent doctor or dental appointments.
  4. Fatigue associated with personal choices such as work, extra-curricular activities, or social activities.
  5. Planning "special" events that interfere with class, clinical time, or exam times (e.g., wedding/vacation).
- Interacting with others (peers, faculty, and patients/clients) in a respectful, sensitive and nonjudgmental manner.
- In the clinical setting, professional behavior must be maintained at all times including your time during patient preparation, breaks, lunch, and any other time you are at the clinical agency.
- Respect others' space and quiet time.
- Addressing faculty in a respectful manner by use of appropriate titles: Dean, Professor, Mr. /Mrs., and last name. Do not assume a first-name basis is acceptable until you obtain permission from the faculty member.
- Use of professional language (no profanity and/or inappropriate gestures).
- Approved Cell Phone Use: Cell phone use is prohibited in all nursing courses unless otherwise specifically approved by course faculty.
- Appropriate Cell Phone Use: If cell phone use is permitted by course faculty, it may only be used as directed.
- Constructive verbal and non-verbal behavior.
- Care for others in an empathetic manner.
- Honest, open, therapeutic communication.
- Confidentiality of all patient information.
- Teamwork and helping behavior for peers.
- Professional and personal courtesy, honor, ethics, and integrity.
- Maintaining professional boundaries.
- Respecting all individuals' differences (i.e., culture, ethnicity, religion, work experience, gender, age, sexual orientation, etc.).
- Refrain from personal conversations and comments during lectures and other class presentations.
- Avoid using laptops for purposes other than educational or class activities as directed by course faculty.
- Wait until it is declared appropriate by the professor to gather things for breaks and at the end of class.
- Avoid leaving the room in the middle of a lecture or exam.
- Attending final clinical evaluations as scheduled and submitting the necessary paperwork prior to the final evaluation.

Examples of serious violations that are subject to immediate dismissal from the 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 misconception 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)](www.ncsbn.org)

Edgewood Univeristy 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 Univeristy during clinical or classroom settings.

Use of Cell Phones and Laptop Computers in Class

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

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

<div align="center">

NURSES MAINTAIN ACADEMIC HONESTY

</div>

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

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

Self- Plagiarism---nurses and other authors do not present their own previously published work as new scholarly work. An author may cite their own previous work, but they cannot submit that work as new material (*American Psychological Association, 2019*).
- Example: A student submits a paper to CNURS 305 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 he/she has augmented previous learning but fails to cite the original work.

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

This outlines acceptable and unacceptable use of AI tools for nursing coursework and case studies. The goal is to support your learning, uphold academic integrity, and prepare you for real-world clinical reasoning.

Appropriate AI Use (Allowed)
You may use AI to:
- Generate study questions
- Practice NCLEX-style questions
- Brainstorm ideas before writing your answer
- Support your learning by relying on your own critical thinking and clinical judgment. AI should not replace your original ideas or add information to your academic or written work, but can improve grammar or clarity in your own writing (proof with your original draft, before grammar changes)

Not Allowed (Academic Misconduct):
You may NOT use AI to:
- Write or rewrite case study answers
- Write or rewrite discussion board posts or responses.
- Generate care plans, Protected Health Information, rationales, compile medication information, or clinical decisions for submission
- Copy and paste your instructor's content into an AI platform
- Copy and paste AI-generated content into your assignment
- Construct a final submission using AI-generated phrasing
- All submitted work must reflect your clinical reasoning, nursing knowledge, and your own writing style

Professional Expectations:
In nursing practice, you must be prepared to:
- Explain your clinical decisions verbally
- Provide rationales for interventions
- Apply critical thinking in real time
- Case studies are structured to help you develop and demonstrate these essential skills

- Verify Authorship

If your writing appears significantly different from your usual style or includes content beyond course expectations, you may be asked to:

- Explain your answers verbally
- Re-write a portion in real-time
- Demonstrate your understanding of the submitted work
- Provide proof of work, which may include notes, outlines, and/or rough drafts

Requests for these or other items are a professional competency check to ensure academic integrity and clinical preparedness.

Student Accountability and Consequences

By submitting work for this course, you affirm that all reasoning and writing are your own. Failure to adhere to these guidelines constitutes academic misconduct.

Violations or severe misuse of AI may result in formal disciplinary action, up to and including dismissal from the School of Nursing.

Student Affirmation

By submitting work in this course, I affirm the following:

- I used AI only for allowed purposes
- All clinical reasoning and writing are my own
- I can explain my work verbally and produce drafts if asked
- I understand that AI use which replaces my thinking is academic misconduct
- I understand that failure to follow these guidelines may result in disciplinary action, including potential dismissal from the School of Nursing

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 may suspend a student from the clinical setting for non-compliance with the Henry Predolin College of Health Sceinces, School of Nursing dress code (this will be counted as an absence).

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

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

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

Students whose behavior does not comply with the Code of Professional Conduct presented in this document will receive sanctions which may include, but are not limited to, the following: A lower or failed grade, reprimand, campus or community service, restitution, suspension or dismissal from the clinical/classroom or nursing program. The Dean of the College of Health Sciences 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 College of Health Sciences Dean. This probationary status includes the probability of further penalties if the student commits additional acts of misconduct or fails to comply in any probation contract details.
- *CAMPUS AND/OR COMMUNITY SERVICE*- requirement that services will be offered for a specified period to an appropriate nonprofit community agency and/or to the campus community.
- *RESTITUTION*- reimbursement for damage to or loss of property which occurred as a result of the misconduct.
- *SUSPENSION*- exclusion from classes, enrollment, and other privileges in the SoN.
- *EXPULSION*- permanent termination of admission and enrollment status in the SoN.

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

PROCEDURE FOR PROFESSIONAL DISCIPLINARY ACTION

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

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

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

Students should first discuss any conduct allegations with the faculty member responsible for the clinical or classroom setting in which the infraction occurred. A faculty member who witnesses or observes a student will discuss the situation with the SoN Dean or designated faculty as directed by the Dean. The College of Health Sceinces 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 College of Health Sciences Dean immediately upon being contacted of their violation by the Dean of Student's Office.

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STUDENT AGREEMENT

I understand the Henry Predolin College of Health Sciences, 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.

I have read and understand all aspects of the student handbook including but not limited to academic integrity, professional expectations, assumptions of risk, photo/video release forms, and eligibility for licensure.

Student Printed Name: _____

_____
Student Signature   **Date**

_____
Witness Signature (anyone 18 or older)   **Date**

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

APPENDIX B - Clinical, Practicum, and Residency Preceptor Form
Traditional, Accelerated, and Online Accelerated Post-Baccalaureate Madison Campus
Henry Predolin College of Health Sciences 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), Online ABSN – 600	CNS – 500
MSN Comp – 180	AGCNS – 500
FNP – 750	PMHNP – 750
AGPCNP – 500	DNP – 1000

APPENDIX C

Preceptor Memorandum of Understanding
Henry Predolin College of Health Sciences
Edgewood University
1000 Edgewood College Drive
Madison, WI 53711

Thank you for your willingness to provide an educational experience for students in the Edgewood University Bachelor of Science in Nursing (BSN), Master of Science in Nursing (MSN), or Doctor of Nursing Practice (DNP) programs. The following information is provided to assist you in the process.

Mission of Edgewood University
Edgewood University, rooted in the Dominican tradition, engages students within a community of learners committed to building a just and compassionate world. The university educates students for meaningful personal and professional lives of ethical leadership, service and a lifelong search for truth.

Course Background
BSN students engage in 'Immersion' with nursing professionals. 'Practicum' and 'Advanced Practice Clinical' experiences are provided for MSN students. 'Residency' experiences are provided for DNP students. The combined seminar and practicum, advanced practice clinical, or residency is intended to bridge theory and research with actual practice. Students will collaborate with the course professor and preceptors to design these experiences that further their professional development as expert practitioners, leaders, and educators in practice settings.

Immersion, Practicum, Advanced Practice Clinical, or Residency Experience
The immersion, practicum, advanced practice clinical, or residency experiences and instruction that students receive is a critical educational component of the Nursing Programs at Edgewood University. It is viewed as a mutual sharing of responsibility between the graduate student, site preceptor, and course professor.

The immersion clinical provides BSN students a space for the integration and application of evidence-based practice, leadership, and professional practice within a diverse population across the continuum of care. Under the guidance of a BSN-prepared preceptor, the immersion clinical is a minimum of 120 hours working toward mastery of the AACN competencies.

The practicum experience is a minimum of 180 hours over one semester (this hour requirement can be split between two or more sites/preceptors as the student's contract outlines). MSN Comprehensive students must acquire 180 total practice hours through both advanced clinical-focused (e.g., practice setting includes activities where the student engages in complex care such as advanced wound care; care of ventilator-dependent patients) and advanced role-specific experiences (e.g., leadership/management; nurse education/staff development). The division of 180 hours is to be determined by the Student and Instructor of Record. For the advanced clinical component of the practicum experience, students should identify a specific population with whom they would like to develop further expertise caring for in practice; it is beneficial for the student to select a population with whom they have limited experience in order to maximize the potential for new clinical learning. The clinical preceptor should specialize in this clinical area. The advanced-role component of the practicum experience should align with the student's area of focus (e.g., leadership/management; nurse education/staff development). The advanced role preceptor should specialize or have significant experience working in the student's chosen focus area of nursing education. Note that qualified individuals can serve simultaneously as both the clinical and advanced-role preceptor. However, if an MSN Comprehensive student is precepted by an individual teaching undergraduate students in a clinical setting, practicum hours spent in this setting are categorized as "Nurse Education" and not "Clinical."

Advanced practice clinical experiences are a minimum of 167 hours over a 16-week period for CNS and AGCNP students; 250 hours for FNP and PMHNP students. This hour requirement can be split between two or more sites/preceptors as the student's contract outlines. Experiences are related to the direct care/leadership activities that support the learning goals of the advanced practice nursing student, incorporate the identified course Essentials (respective AACN Essentials of Master's Education in Nursing), fulfill the requirements needed to sit for the intended licensing exam (respective of the American Nurses Credentialing Center [ANCC] guidelines), and are mutually agreed upon with the preceptor and course professor.

Residency experience hour requirements are variable but can reach up to 500 hours over a 16-week period (this hour requirement can be split between two or more sites/preceptors as the student's contract outlines). Experiences are related to leadership/management and/or educational activities that support the learning goals of the student, incorporate the

identified course Essentials (respective AACN Essentials of Doctor of Nursing Practice), and are mutually agreed upon with the preceptor and course professor.

<u>**Responsibilities of Each Party**</u>

Course Professor (Instructor of Record) will:

- **Provide the academic requirements for successful completion of the experience (student contract with preceptor).**
- **Assist student in selecting a qualified preceptor to meet student's learning objectives.**
- **Direct students to provide agency required information (RN license [direct care experiences], health information, criminal background check, required training, etc.) and communicate with students that they cannot start an experience until all the required documentation is complete.**
- **In consultation with the preceptor and student, provide approval of the student contract and verification that the student has met the required performance standards during the placement period.**
- **Serve as the educational supervisor of the student and consultant to preceptors to assure there are opportunities for enriched learning experiences for the student.**
- **Provide evaluation forms for student to share with preceptors at the mid-point and end of the experience. Collect, aggregate and share information to determine areas of improvement regarding student learning outcomes.**
- **As needed or requested, provide consultation to the student and preceptor in order to resolve conflict or mediate differences.**
- **Consult with the appropriate School of Nursing Assistant Dean, the preceptor and student when changes or termination of placement are deemed appropriate.**
- **Follow agreements in contractual agreement with agency.**
- **Grade all student work.**
- **Keep all records and reports on students' practicum experience placement experiences and record the final grade with the Office of the Registrar.**

Course Preceptor will:

- **Assist the student in establishing a plan that will meet both the course and personal objectives. Review and approve the student's proposal to assure expected activities are available. Negotiate with student for alternative experience if necessary.**
- **Provide access to necessary materials needed to complete the experience (examples include: library, procedure manuals, client records if applicable).**
- **Facilitate and supervise the student's experience by arranging specific opportunities and contacts with other institutional personnel as needed or arises.**
- **Meet with the student on a regular basis to review the progress of the experience and to offer appropriate direction, coordination and availability for consultation sessions designed to enhance the student's learning and performance.**
- **Complete a written mid-term and final evaluation of the student, review with the student, and submit to the course professor within required timeframe.**
- **Notify the course professor of any difficulties encountered in the experience in which consultation with the course professor might be helpful.**
- **Withdraw from the placement a student whose health or conduct, in the judgment of the experienced preceptor, poses a threat to clients, employees, the public or property. If the Instructor of Record is not immediately available for consultation, the preceptor shall remove the student until she/he can consult with either an Assistant Dean, Associate Dean, or Instructor of Record. If reinstatement of the student becomes a question, it shall be addressed through a conference between the preceptor and the Instructor of Record, and, when appropriate, the student. In all cases the decision of the preceptor or institutional director shall be final.**
- **Make available emergency health service access if needed to students who become ill or injured while on duty at the experience; costs of such care to be incurred by the student.**

Student will:

- **Identify learning objectives to address both course objectives and personal learning goals.**
- **Select preceptor in coordination with Instructor of Record.**
- **In consultation with the preceptor, develop an implementation plan to meet the course/personal objectives.**
- **Meet with the preceptor to review and approve (sign) the experience proposal.**
- **Comply with the course and institutional requirements prior to beginning the experience.**
- **In consultation with the preceptor, establish days and times for precepted experiences.**

- Seek advice and call upon the expertise of the preceptor throughout the experience to enhance educational opportunities.
- In consultation with the preceptor, assure completion of a written mid-term and final evaluation of the student within the required timeframe.
- Notify the course professor of any difficulties encountered in the experience in which consultation with the course professor might be helpful.
- Present a final summary of the experience (and presentation or project if appropriate) to the Agency staff.

Preceptor Qualifications
Primary preceptors overseeing BS in Nursing student experiences must have at least a Bachelor's Degree in nursing. Primary preceptors overseeing MS in Nursing student experiences must have at least a Master's Degree in nursing (Advanced Practice Clinical preceptors must also hold specific nursing credentials). Primary preceptors overseeing DNP residency student experiences ideally have a DNP or PhD in nursing. However, additional individuals who augment the student's experience and learning activities may have degrees outside of nursing, such as accounting, business or administration, or medicine.

Preceptor Verification for Advanced Practice Clinical Placement
National Task Force (NTF) on Quality Nurse Practitioner Education requires that preceptors verify they have received appropriate orientation. The School of Nursing provides each preceptor a Preceptor Manual and Typhon training opportunities. If preceptors need further guidance or training, the course Instructor of Record and the Clinical Coordinator are available to provide needed assistance.

Institutional Agreement
The School of Nursing has a signed institutional agreement with your facility that stipulates the responsibilities of the agent and the affiliating agency.

Termination Stipulation
Any problem related to the operation and administration of the experience placement, not provided for in this agreement or any question relative to an interpretation of this agreement can be discussed by the preceptor and School of Nursing course professor. If further clarification or resolution is needed, the problem or issue should be referred to the Dean of the School of Nursing or designee for final action. Either party may terminate this agreement with 45 days written notice.

Contact Reviewed and Accepted:

_____   _____
Preceptor (please print)   Agency

_____   _____
Preceptor (please sign)   Date

_____   _____
Preceptor's Certification(s) & Renewal Date   Preceptor's Program/School Where Degree was Earned

_____   _____
Course Professor   Date

_____   _____
Student (please sign)   Date

_____   _____
Program (Include track)   Course (NRS#)

APPENDIX D

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On-Boarding & Compliance Requirements
Henry Predolin School of Nursing
Edgewood University
1000 Edgewood College Drive
Madison, WI 53711

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The following documents must be on file with the School of Nursing prior to beginning your Practicum, Residency, or Advanced Practice Clinical experience (this process should begin at least 60 days in advance of the start-date). Compliance requirements must be uploaded to the compliance tracker Exxat (Exxat - Login). Universal Background through Exxat costs $86 for the background check.

A list of acceptable uploads, expirations, and relevant forms can be found in the Compliance section of Exxat.

All documents must be completed before beginning clinical experiences or data collection activities.

Compliance Requirements

1. Copy of RN license (For MSN/DNP students)
2. Completed criminal background check (via Universal Background in Exxat)
3. Documentation of current 2-step TB skin test or QuantiFERON Gold blood test (within one year). Continuing students may renew their 2-step skin test with a 1-step test. All new tests must include the TB Questionnaire Form that can be found in the Compliance section of Exxat.
4. Documentation of current American Heart Association BLS CPR
5. Immunization Documentation for MMR, HepB, Influenza (Due October 1st), Varicella, Tdap (current tetanus), and Covid-19.

Preceptor Requirements

6. Preceptor Resume (sent to placement coordinator for approval)
7. Signed Memorandum of Understanding (Appendix C)
8. All requests for clinical placement should be entered into our survey: **https://forms.office.com/r/TRipS5kRV8**

For Edgewood On-Boarding:
The School of Nursing needs to be compliant with all our clinical agencies regarding documents noted above and any additional required forms. Note that student requirements are governed by our affiliation agreements and not necessarily the same as employee health requirements. Many local sites including UW, Meriter, Aurora, Prohealth, and more require a MyClinicalExchange account which costs $20/6 months. Other sites may have other accounts or ask that requirements such TB tests or background checks to be renewed earlier than the typical expiration. Sites such as SSM, Froedtert, and UW Rehab require a 10-panel drug screen ordered through Viewpoint for $45, while others require additional background checks through their preferred vendor.

Site Contracts: If you would like to complete your clinical experience at a specific site—or at your current workplace—please contact Edgewood's Clinical Coordinator as soon as possible to confirm that we have a valid affiliation agreement in place. While we are continually adding new clinical sites, please note that approval from major health systems can take several months. We recommend planning ahead to avoid delays.

APPENDIX E

**Clinical Experiences
Assumption of Risk**

Clinical experiences (practicum, clinical rotations, supervised practice, or observations) are a required component of academic programs in the Henry Predolin College of Health Sciences. These experiences allow students to practice skills and techniques learned in didactic and lab courses as well as develop critical thinking skills that are important for health care providers. Clinical experiences occur in hospitals, clinics, schools, community organizations and other appropriate settings where students can interact with patients, clients and families.

Sites selected for students' clinical experiences are required to take reasonable and appropriate measures to protect students' health and safety in the clinical setting. Use of PPE in the clinical setting is based on CDC guidelines as well as the clinical setting-specific policy. Students will have access to appropriate PPE during their clinical experiences. Students have the responsibility to report any potential exposures to their clinical instructor.

However, even with such measures in place, there are risks inherent to clinical experiences. Potential risks associated with working in healthcare include, but are not limited to:

- **Exposure to infectious diseases through blood or other bodily fluids via skin, mucus membranes or parenteral contact**
- **Exposure to infectious diseases through droplet or air-borne transmission · Hazardous chemical exposure**
- **Environmental hazards, including slippery floors and electrical hazards**
- **Physical injuries including back injuries**
- **Psychosocial hazards**
- **Offensive, inappropriate, or dangerous conduct by patients or clients, including violence, harassment, and sexual harassment These risks have potential complications including trauma or bodily injury.**

SPECIAL NOTICE REGARDING COVID-19

COVID-19, the disease caused by the coronavirus, is a contagious disease that causes symptoms that can range from mild (or no) symptoms to severe illness. In some cases, COVID- 19 can lead to death. Anyone is at risk of COVID-19 and currently, there is no immediate cure available.

Although anyone who contracts COVID-19 may experience complications, the CDC has found that individuals with certain underlying health conditions are at higher risk of developing more severe complications from COVID-19. These underlying medical conditions include: chronic lung disease, asthma, conditions that cause a person to be immunocompromised, obesity, diabetes, chronic kidney disease and liver disease.

Participating in clinical experiences, even when wearing recommended PPE, may not eliminate the risk of contracting COVID-19. However, students will not be assigned patients or clients with known COVID-19 or individuals experiencing respiratory symptoms that could later be diagnosed as COVID-19.

ACKNOWLEDGEMENT OF RISK

I certify that I have carefully read and understand this document. I acknowledge and understand that, as explained in this document, my degree program requires the participation in clinical experiences, and that such participation carries risks that cannot be eliminated. I fully understand these risks.

I understand that it is my responsibility to follow all instructor and supervisor instructions and take all available precautions so that the risk of exposure is minimized. I will follow all program specific information as well as clinical site recommendations relating to prevention of diseases.

Knowing these risks, I certify that I desire to pursue my chosen degree program, including the participation in clinical experiences. I expressly agree and promise to accept and assume all risks associated with doing so. I am voluntarily agreeing to be bound by this document's terms by signing the Henry Predolin College of Health Sciences Code of Conduct Form.

Student Printed Name: _____

_____
Student Signature   **Date**

_____
Witness Signature (anyone 18 or older)   **Date**

APPENDIX F

Formal Complaint Form
Henry Predolin College of Health Sciences
Edgewood University
1000 Edgewood College Drive
Madison, WI 53711

Policy for Filing a Formal Student Complaint
A formal complaint is a written report from a student or other constituent that expresses a serious concern about the quality of the nursing programs or the conduct of a faculty member or student in the Henry Predolin College of Health Sciences at Edgewood University. A formal complaint should be initiated when all other appropriate SoN channels have failed to produce a satisfactory resolution from the point of view of the complainant.

Process for Filing:
1. The first step in any disagreement or conflict is to directly discuss it with the person/s involved.
2. If there has not been satisfactory resolution, the complainant may utilize the appropriate process outlined in the Edgewood University College of Health Sciences Student Handbook: *Student Complaints and Review and Maintenance of Records.*

Formal Complaint Form:

Date: _____

Name of Person Filing Complaint: _____

Program (if student): _____

If you are not a student, what is the nature of your relationship to the School of Nursing:

_____

Email Address: _____Phone: _____

Please provide a description of the issue giving rise to your complaint in as much detail as possible. If appropriate, include any and all dates and/or times where an issue occurred that relates to this formal complaint. Attach additional sheets if required, as well as copies of any relevant documents.

What have you done so far to resolve this complaint directly with persons involved or through established Edgewood University School of Nursing procedures?

Please describe as clearly as you can what measures would resolve this issue in a satisfactory manner, in your opinion. Attach additional sheets if required.

Complaints can be submitted via email, fax or mailed to:
Email: QMullikin@edgewood.edu
Fax: 608 663-3444
Mail: 1000 Edgewood College Drive, Madison WI 53711

APPENDIX G

EDGEWOOD
UNIVERSITY

Photo and Video Release Policy

This form covers photographs, video and audio used by Edgewood University for communications purposes, such as in newsletters, viewbooks, magazines, promotional pieces, social media, and advertising for the University and its programs, or on the University website.

I give my permission to Edgewood University to use my likeness in photograph or video in any and all media produced and controlled by Edgewood University. I make no monetary or other claim against Edgewood University for the use of the photograph(s) or video(s).

I further affirm that I am legally able to grant my consent to Edgewood University for use of my likeness in photograph or video in any and all media produced and controlled by Edgewood University.

I will upload the code of conduct signature page (Appendix A) to indicate I have read and agree to the policy.

APPENDIX H

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APPENDIX I

Simulation and Skills Lab Guidelines

For simulation labs and skills labs located at:

Edgewood University, DeRicci Hall, 1000 Edgewood College Dr., Madison, WI 53711
Center for Healthcare Education and Simulation (CHES), 3001 W. Beltline Hwy, Madison, WI 53713
Center for Health Sciences, 1255 Deming Way, Madison WI, 53717
Mercyhealth Medical Science Hub, UW-W Rock County, 2909 Kellog Ave., Janesville, WI 53546
Beloit College, Sanger Center for the Sciences, 801 Pleasant St., Beloit, WI 53511

During their education, Edgewood University students may be given the opportunity to engage in learning in simulation at a simulation lab and/or skills in a nursing lab. Edgewood's simulation and skills lab sites offer a safe learning environment where participants learn through active participation in an environment where errors are integral to learning and enable a safe place where patients cannot be harmed. State of the art technology such as manikins that look, feel, and respond to your actions as a manikin like a real human being are utilized to advance your learning and progression. You will be able to perform an assessment, administer medications, perform nursing skills and integrate theory into a patient care environment. It is expected that participants will follow ground rules listed below.

1. As a participant, you are expected to conduct yourself in a professional, responsible, and ethical. This conduct includes, but is not limited to, the following areas:

• You must dress in proper attire that would be acceptable while treating a patient in a healthcare setting.

• You must treat the manikin in the same professional manner that a patient would be treated.

• Absolutely no unprofessional conduct will be tolerated with regard to the manikins, simulation staff or Edgewood faculty including, but not limited to:

- Inappropriate comments
- Inappropriate giggling, laughing or distracting others.
- Ignoring simulation staff or Edgewood faculty instruction

- Failure to be adequately prepared for simulation
- Cell phone or computer usage in the simulation center
- Any behavior that simulation staff or Edgewood Faculty view as unprofessional.

• No conversations or engaging in other activities not related to observations of the simulation experience are permitted.

• The simulation staff and/or Edgewood faculty reserve the right to remove you from the premise if perceived to be behaving unprofessionally.

• If you are asked to leave the simulation center or lab, your action may result in a failed course. Your conduct will be reported to Edgewood University, College of Health Sciences administration for possible disciplinary action.

2. As a participant you are responsible for fully preparing yourself prior to visiting as well as actively participating in all aspects of the simulation experience.

• Arrive the day of simulation with your written preparation completed and reflecting your own work, not reflective of anyone else's work. All preparation materials should be carefully read, and any concerns or questions should be handled, by the clinical instructor, **prior** to the day of the visit.

• It will be understood that during the simulation experience that you may be asked to be an observer and give constructive criticism to fellow students in the process of learning. This needs to be done in a respectful manner.

• Anything that was observed during your simulation experience must be kept confidential. This includes your observations of your fellow students and of the scenario that was presented by your clinical instructor. HIPAA confidentiality rules and guidelines apply to both components. Failure to comply with these rules/guidelines would be considered a breach in confidentiality and would be treated as such regarding academic consequences.

3. As a participant, you acknowledge and understand that your participation at the simulation lab authorizes the video taping of your lab experience and that this videotaping may be viewed and used for educational purposes beyond the day of the visit. Videotaping is essential to the simulation learning experience and will be used to critique, evaluate and learn from the experience.

4. As a participant, you acknowledge that the facility and equipment at the simulation lab and skills lab must be properly maintained by all visitors. In this effort you are asked to:

• Limit food and beverages to authorized conference rooms only.

• Honor the **no cell phone and computer use policy**. Cell phones and computers are prohibited from personal use. Only authorized use of such devices for learning purposes will be granted by simulation staff or your clinical instructor.

• Honor the **no pens, markers or ink-based writing utensils in the simulation room policy**.

The ink cannot be removed from the manikins. Pencils may be provided if you do not have one on the day of the visit.

5. As a visitor, you acknowledge that you are to park in designated parking spots as applicable to each simulation location. For the CHES location, only park in non-designated spots or CHES-designated spots located at the far West end of the parking lot. Do not park in the CHES Management spot

****I agree to the above conditions when participating in simulation at the simulation sites for the duration of my nursing program(s). I understand that failure to comply with any of the above guidelines may result in my removal from simulation, result in a report to the school of nursing administration and may result in a potential failing grade in the clinical course. I assume full responsibility for my actions and professional behavior. I attest that I have read and agree to these terms by signing the Edgewood University code of conduct.**

Student Signature:

Date:

APPENDIX J

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Henry Predolin College of Health Sciences School of Nursing
Edgewood University

Artifact Placement

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

At the end of the program, graduates will:

Domain 1: Knowledge for Nursing Practice (NURS-305)
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.

APPENDIX K

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

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

To be completed by student

Name _____

I am withdrawing from the following course(s):

I have read and understand the 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 the student's advisor (in conjunction with faculty member(s) teaching the course(s) being dropped).

Date met with student: _____

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

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

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

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

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

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

Advisor's Signature _____   Date _____

Faculty Signature(s)_____   Date _____

To be completed by student at the conclusion of meeting with 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 L

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