



UNIVERSITY of WISCONSIN  

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GREEN BAY

**College of Health, Education and Social  
Welfare**

Nursing & Health Studies

**RN-BSN Handbook**

(BSN@Home, 1-2-1)

**2024-2025**

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## Overview - Nursing & Health Studies Unit

### Mission of the Nursing & Health Studies Unit

The University of Wisconsin-Green Bay Nursing & Health Studies programs offer innovative, evidence-based, and student-centered education across nursing and healthcare professions, including baccalaureate and graduate programs. We prepare students for career success by inspiring critical thinking and addressing complex issues in a diverse and evolving world. We are dedicated to providing an inclusive and diverse environment for our student body and faculty. Our core offerings include liberal studies, pre-professional curricula, and the promotion of scholarly activities. We emphasize teaching excellence in a supportive environment that meets the educational, professional and personal needs of students. Our core values—diversity, inclusion, social justice, community engagement, and environmental sustainability—are reflected in our community-based partnerships and collaborative faculty scholarship. Our programs aim to transform communities by improving health and healthcare delivery.

Approved by NHSU 11/22/24;

### Vision of the Nursing & Health Studies Unit

Nursing's vision is identical to the vision of the UW-Green Bay College of Health Education & Social Welfare, which is: *Together we will inspire students and transform communities.*

Approved by NHSU 5/5/14; reviewed 3/2/2020

## Values of the Nursing & Health Studies Unit

The following values guide the pursuits of the Nursing & Health Studies faculty and staff and align with the UWGB select mission.

- Health
  - Self-Care
  - Person-Centered
  - Population
- Caring
  - Human Dignity
  - Autonomy
  - Altruism
  - Social Justice
- Collaboration
  - Interprofessional
  - Faculty and Student Scholarly Activities

- Inclusivity & Diversity
  - Thought
  - Gender/Sex
  - Age
  - Race
  - Socioeconomic
  - Mental Health
- Community Engagement
  - Civic Engagement
  - Conscious of Sustainability
- Innovation
  - Excellence in Teaching & Scholarly Activities

Approved of by NHSU 3/2/2020

## NHS Unit Goals

The Program Goals are to:

1. Offer baccalaureate degrees that serves as a foundation for the provision of quality healthcare, career advancement, and graduate education.
2. Offer graduate degrees to enable nurses to lead and manage health care systems across multiple settings.
3. Maintain an environment conducive to adult learning.
4. Maximize program accessibility by utilizing various course delivery methods, including on-line and face-to-face.
5. Collaborate with the community of interest in advancing the education of nurses and health professionals.

Revised and approved of by NHSU 3/11/2019

## Nursing & Health Studies Organizational Framework

Figure 1 depicts the organizational framework and the nursing program's position in the College of Health, Education and Social Welfare (CHESW). The budgetary chairperson of the Nursing & Health Studies Unit reports to the Dean of the College of Health, Education and Social Welfare.

As designated in the Administrative Code, the Nursing & Health Studies Unit has an active Executive Committee consisting of tenured faculty members. The Chairperson of the Nursing & Health Studies unit chairs the Executive Committee. Decisions on personnel, budget, and curriculum require Executive Committee input. The Chairperson of the Nursing & Health Studies Unit also supervises the Nursing & Health Studies Unit faculty and staff.

The BSN@HOME Steering Committee, made up of representatives from the six collaborating UW-System Nursing Programs, is responsible for directing policy for the BSN@HOME program. The Chairperson of the Nursing & Health Studies Program serves as the representative

on the BSN@HOME Steering Committee and is the direct communication link between the BSN@HOME Steering Committee and faculty.

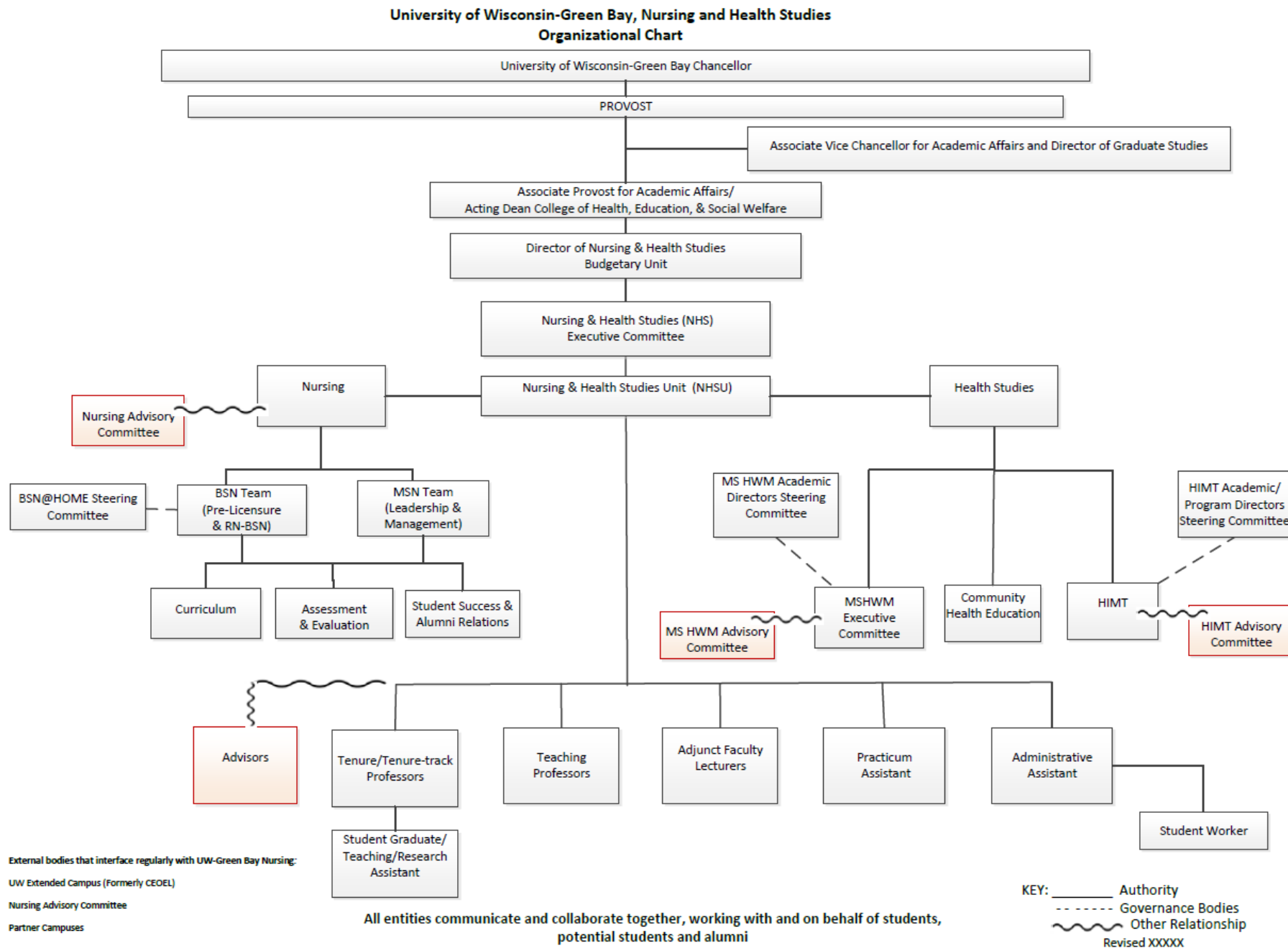
The **BSN Nursing Advisory Committee** is made up of representatives of the community of interest to the Nursing Programs. The Advisory Committee communicates with the Nursing & Health Studies Unit Chairperson and faculty about how the program can best serve the needs of the community of interest.

Nursing faculty and staff comprise the Nursing & Health Studies Unit (NHSU), the main decision-making body of the Unit, which is chaired by the unit Chairperson. NHSU is responsible for: (1) approving recommendations of **NHSU standing committees (BSN & MSN Team)**, (2) recommending policy/procedure to the Nursing & Health Studies Unit Executive Committee on matters with budgetary and/or personnel implications, (3) identifying staffing needs and making recommendations to the Executive Committee, and (4) assuring implementation of approved policies/procedures/unit activities. NHSU Bylaws are congruent with the Mission Statement of the Nursing & Health Studies Program and the policies and procedures on faculty organization as outlined in the UW-Green Bay Faculty Handbook (Chapter 53.13).

NHSU functions as an approval body for decisions made by the BSN & MSN teams who are responsible for curriculum/teaching learning process oversight), program evaluation (via student, graduate, alumni, and employer input), and ensuring adequate student services and policies related to prospective and current students.

Student input is solicited in a number of ways including but not limited to meetings during a regularly scheduled class, surveys, participation in virtual meetings, teleconferences, and email. The faculty, BSN and MSN teams, and advisors work directly with students to provide access to the program, assist with admission and progression in the major, facilitate learning, achievement of expected program outcomes, and eventual graduation, and assure accountability of the program to the community of interest.

Figure 1: Nursing & Health Studies Organizational Chart



## Undergraduate Nursing Program Descriptions

### RN-BSN COMPLETION FOR REGISTERED NURSES

#### Overview of the RN-BSN Program

The online RN-BSN program (BSN@Home) at the University of Wisconsin Green Bay (UW-Green Bay) provides an opportunity for Registered Nurses (RNs) holding an Associate Degree in Nursing to earn a Bachelor of Science Degree in Nursing (BSN). This accredited, high-quality program is designed to be nurse friendly. It is a flexible program designed to meet the needs of adult learners and working registered nurses.

The program is built upon the foundation of the Associate Degree in Nursing and includes general education courses, courses supportive of Nursing, and the upper-level Nursing Major. The program consists of 120 credits for the BSN degree. The RN typically transfers 60 credits through articulation agreements. Additional credits completed at other universities, colleges, or community colleges may also transfer. The remaining UW-Green Bay requirements for graduation include 30 credits of general education and support courses for the Nursing Major, a college level chemistry course (if chemistry was not taken as part of the Associate Degree or Diploma in Nursing) and 30 credits of upper-level Nursing courses.

Based upon professional practice standards and what employers say they value most, the Nursing curriculum targets:

- Professional nursing roles and nursing science development
- Practice based on nursing research, standards, and theory
- Strong communication, critical thinking, and leadership skills
- Autonomous nursing interventions
- Culturally congruent and ethically sound nursing care
- Understanding of healthcare policy and finance
- Responsibility for being a change agent and for lifelong learning

#### BSN@Home Online RN to BSN Program

RN-BSN students take online courses offered by the *BSN@HOME program*. *BSN@HOME courses* are available through the combined resources of the Nursing programs at the UW campuses in Green Bay, Eau Claire, Madison, Milwaukee, Oshkosh, and Stevens Point. Only one course, N 455 Community Health Nursing Practicum, requires completion of practicum and involves scheduling practicum hours at an agency near the student's home.

The BSN is awarded by the home institution, in this case UW-Green Bay. All general education and support courses are offered both in person and online through UW-Green Bay, [UW Wisconsin Online](#), or other accredited colleges or universities. BSN@HOME students are



welcome to take courses on campus

## **NURSE 1-2-1 Nursing Track**

The NURSE 1-2-1 Nursing Track is a collaboration between UW-Green Bay and Northeast Wisconsin Technical College (NWTC). This variation of the RN-BSN program is designed to provide qualified students an opportunity to earn a four-year nursing degree (Bachelor of Science in Nursing) through the combined resources of both institutions. The NURSE 1-2-1 program involves an intensive curriculum including nursing, science, and clinical courses at healthcare facilities.

Students complete year 1 (Science and Liberal Arts) and 4 (RN-BSN upper-level nursing) at UW-Green Bay and years 2 and 3 (Associate Degree in Nursing) at NWTC. The program brings together the region's best nursing educators and healthcare technologies to create a single, cost-effective nursing program to meet growing healthcare demands, both in the numbers entering the profession and the depth of their nursing education.

## **BSN Accelerated Leadership Option**

Any RN to BSN student currently employed in a leadership position, or with experience in nursing leadership and/or management, or interested in future nursing leader roles and earning a graduate degree has the option of enrolling in the BSN Accelerated Leadership Option. This option allows undergraduate students to enroll in three (3) graduate level courses for undergraduate tuition and credit, while still pursuing the undergraduate degree. The graduate courses address related concepts to the required undergraduate courses, with more advanced content. Qualified students have access to basic course content remedial modules as a refresher or reference as needed.

The table below shows the MSN courses that may substitute for the required RN-BSN course:

<b>UNDERGRADUATE COURSE</b>	<b>GRADUATE COURSE</b>	<b>GRADUATE COURSE PERIODICITY</b>
NUR 447 Leadership and Management	NUR 737 Leadership in Complex Systems	Spring 2024, 2026, etc.
NUR 446 Research and Evidence-Based Practice	NUR 734 Evaluation and Evidence-Based Practice	Fall 2025, 2027, etc.
NUR 453 Information Management and Healthcare Technology	NUR 760 Informatics for Nursing Leaders	Spring 2025, 2027, etc.

**Once successfully completed**, the graduate course is substituted for the related required undergraduate course.

Upon completion of the BSN degree, students having completed up to nine credits (three identified courses) in the BSN Accelerated Leadership Option apply for acceptance to the UW Green Bay Masters of Science in Nursing (MSN), Leadership and Management degree.

Admitted MSN students will need to complete the remaining credits and courses to earn the MSN degree. For more information, contact the Nursing and Health Studies MSN advisor or MSN Program Chair.

RN to BSN student applications for the BSN Accelerated Leadership Option are reviewed by the MSN Admissions Committee. Once accepted, students are given permission to enroll in up to three graduate courses.

Eligibility requirements for the BSN Accelerated Leadership Option include:

- Unencumbered RN License to practice in any US state or territory
- Full admission to the RN-BSN Completion Program
- Completion of six RN-BSN nursing course credits at UW-Green Bay
- A grade of a “C” or better in a college level statistics course within the past 5 years.
- Cumulative GPA of 3.5 or higher in UW Green Bay nursing courses
- A 200-300 word written statement describing academic interest in leadership & management, reasons for pursuing the MSN degree, nursing strengths and capabilities, knowledge of online technology (computer use, online course work, etc.), and description of where you see yourself in five years.
- A letter of recommendation from one BSN course nursing faculty
- Resume or Curriculum Vita indicating leadership/management and nursing experience.


Approved May, 2018

## Accreditation and Approval

UW-Green Bay's BSN program is part of the highly respected University of Wisconsin System. The University of Wisconsin-Green Bay is regionally accredited by the **North Central Association of Colleges and Schools – Commission on Institutions of Higher Education**, 30 North LaSalle Street, Suite 2400, Chicago, IL 60602.

### Nationally accredited by the Commission on Collegiate Nursing Education (CCNE)

The baccalaureate degree program in nursing at the UW-Green Bay is accredited by the Commission on Collegiate Nursing Education, 655 K Street NW, Suite 750, Washington,

DC 20001, 202-887-6791. 

The BSN Program is in compliance with the **Wisconsin Department of Safety & Professional**

**Services Board of Nursing**, PO Box 8366, Madison, WI 53708-8366. Tel 608- 267-2357; TTY #-608-267-2416 (hearing or speech impaired only).

## **RN-BSN Expected Program Outcomes**

The Baccalaureate program prepares the graduate to:

1. Use knowledge from liberal and interdisciplinary problem focused education as a basis for nursing practice.
2. Use knowledge and skills in leadership, quality improvement and patient safety to provide high quality healthcare.
3. Engage in a systematic process of evaluation, translation, and application of scientific evidence to inform nursing practice.
4. Recognize the role of information management and patient care technologies to improve patient care outcomes.
5. Examine how healthcare policies, including financial and regulatory, influence healthcare systems and nursing practices.
6. Integrate interprofessional communication and collaborative skills to optimize holistic patient care.
7. Apply health promotion, disease and injury prevention strategies to improve population health.
8. Promote professionalism and model the values of altruism, autonomy, caring, human dignity, integrity and social justice in nursing practice.
9. Synthesize previous and newly acquired knowledge, theory, skills, and attitudes to address health care needs of culturally diverse individuals and populations across the continuum of healthcare environments.

Revised and approved of by NUFO 2/1/10

## **Program Requirements**

<b>General Education</b>	<b>Credits</b>
Fine Arts	3
Humanities	9
Social Sciences	*
Natural Sciences	*
Biological Sciences	*
Global Culture	3
Ethnic Studies	3
Quantitative Literacy#	3
Sustainability Perspective	3
<b>Nursing Support</b>	
Speech	*
Written Communication	3
Electives	6
Statistics	3
Critical Thinking Elective	**
Chemistry	***

**Lower-Level Nursing** \***Upper-Level Nursing**

407 Foundations of Professional Nursing Practice	3
441 Chronic Care Management	3
446 Research and Evidence-Based Practice	3
447 Leadership and Management	3
453 Information Management & Healthcare Technology	3
454 Community Health Nursing	3
455 Community Health Nursing Practicum	3
490 Synthesis for Nursing Practice	3
492 Nursing Special Topics	6

\*Satisfied by articulation agreements/transfer credits

\*\*Critical thinking elective can be satisfied by certain humanities courses such as philosophy, or taken as a separate course.

\*\*\*For students matriculating September 2007 or after, a college level chemistry course is required if not previously taken. High school chemistry does not fulfill the program requirement.

# Satisfied by Statistics

**Upper-Level Nursing Course Descriptions**

The following are upper-level nursing courses in the Campus or BSN@HOME.

**NURSING 407**

**Foundations of Professional Nursing Practice** (rev. 5/18) Philosophical perspectives, theories, and standards are applied to the practice of professional nursing. Factors influencing nursing/health care delivery are analyzed. Professional communication and critical thinking skills are enhanced. This is a writing emphasis course. P: Nursing major and RN license.

**3 credits**

**NURSING 441****Chronic Care Management**

Exploration of interaction of biological, psychological, social, and environmental factors important to understanding management of chronic conditions at the individual, family, community, and societal levels. P: Nursing major and RN license

**3 credits**

**NURSING 446****Research and Evidence-Based Practice**

This course introduces the importance of research to improve clinical practice, strategies to evaluate the quality of research and evidence, and increase integration of research into practice. P: Nursing major and RN license, Math 260, Comm Sci 205 or Bus Admin 216 or concurrent enrollment.

**3 credits**

**NURSING 447****Leadership and Management**

Examines nursing leadership and management using relevant theories and concepts. Analyze decision-making in relation to communication, delegation, supervision and group process. P: Nursing major and RN license.

**3 credits**

**NURSING 453****Information Management and Healthcare Technology**

Utilize computer and information/decision science to support quality and safety in health care. Explore informatics issues and examine nursing's role in healthcare technology. Opportunities to use and master various healthcare technologies and healthcare data will be giving. P: Nursing major and RN license.

**3 credits**

**NURSING 454****Community Health Nursing**

Nursing care of populations and communities to facilitate optimal health outcomes. P: Nursing major and RN license.

**3 credits**

**NURSING 455****Community Health Nursing Practicum**

This course complements the theory, models, and concepts learned in Community Health Nursing. It is a practice component that brings community health nursing into reality. The focus is on disease prevention and health promotion for individuals, families, aggregates, and communities. P: Nursing major, and RN license; and Nursing 454 or concurrent enrollment. **3 credits, Field experience required**

**NURSING 490****Synthesis for Nursing Practice**

Course focus is synthesis of professional nursing roles introduced in previous courses. In addition, nursing theories are analyzed in light of their value to practice. Nursing's societal involvement is emphasized. P: Nursing major, and RN license; and completion of Nursing 407, 441, 446, 447, 453, 454, 455, and 492 or concurrent enrollment.

**3 credits**

**NURSING 492****Special Topics in Nursing**

Course topics vary. Typical topics include Aging & Health, Pharmacology, Pathophysiology, Global Health: Ethics & Human Rights, Cross-Cultural Health, Nursing Care at the End-of-Life, Care of Children with special healthcare needs, School Nursing in the Context of Community Health., Mental Health Nursing Across the Continuum of Care P: major in NURSING and R.N. license. Six credits of special topics required, repeatable to 12 cr. 3 credits

## **Suggested Nursing Support Categories**

Nursing support courses emphasize the concepts of communication, critical thinking, and electives to support nursing interventions. The non-nursing elective courses are offered outside of the Nursing Department. Students also have the option to take additional Special Topics in Nursing courses that support nursing practice and career goals. The concepts of communication, critical thinking, and nursing interventions are also emphasized in the upper-level nursing courses.

### **Communication**

Communication is a dynamic interactive process which occurs between individuals and/or groups to formulate, convey, and assimilate thoughts, perceptions, and ideas.

Communication is one of the most important skills that nurses employ. Effective communication is the very fiber of nursing practice. To facilitate competence in oral presentation and technical writing skills, six credits in communication are required. Of these, three credits of speech are transferred as per articulation agreement. The additional communication requirement is satisfied by a three-credit writing course. The writing course needs to be of an advanced level beyond Introduction to College Writing, and is normally satisfied by an English Composition II course or equivalent.

### **Critical Thinking**

Critical thinking is the intellectually disciplined process of active and skillful conceptualizing, applying, analyzing, and/or evaluating information. As a guide to belief and action, information is gathered from or generated by observation, experience, reflection, reasoning, or communication.

Nurses must be able to think critically and problem solve effectively. To support the development of critical thinking six credits are required. Of these required elective credits, students must take one course in Statistics. Any college level statistics course is acceptable. The other 3 credits are satisfied by a course that studies thinking (meta-thinking). Classroom topics that are typically covered are critical thinking processes, reflective thinking, decision-making, problem solving, critical debate, etc. Courses that can be used to satisfy this requirement include Introduction to Philosophy, Elementary Logic, Development of Creative- Critical Thinking, Professional Ethics and Problem Solving and others. See suggested list of nursing support courses below.

### **Electives**

Six elective credits are required to enhance competence in delivery of nursing care. A variety of courses can satisfy this requirement. Courses in this category support the RN's career goal and advance thinking and competence in nursing practice. Courses that could be used to satisfy this requirement include Introduction to Management; Abnormal Behavior; Human Nutrition; Dying, Death and Loss; Leadership in Organizations; Sociology of the Family; Counseling Across the Lifespan, and many others. See suggested list of nursing support courses below.

## Suggested Nursing Support Courses

### Chemistry

For students matriculating September 2007 or later, a college level chemistry course is required if not previously taken.

CHEM 108	Survey of General, Organic and Biochemistry
CHEM 211	Principles of Chemistry I
CHEM 212	Principles of Chemistry II

### Communication

#### *Speech:*

The speech requirement is satisfied based on coursework transferred per articulation agreement.

#### *Written Communication:*

Writing Foundations (WF) 105      Research & Rhetoric

### Critical Thinking

#### *Statistics, choose one:*

BUSAN 220	Introduction to Business Statistics
COMM SCI 205	Social Science Statistics
MATH 260	Introductory Statistics

#### *Critical Thinking Elective, choose one:*

*(Other courses with proper rationale and approval of advisor can be substituted)*

BUS ADM 206	Law & the Individual
INFO SCI 210	Information Problems
ECON 203	Micro Economic Analysis
ECON 202	Macro Economic Analysis
HUM BIO 205	Biotechnology and Human Values
HUMSTUD213	Ethnic Diversity and Human Values
FNS 385	First Nations Intellectual Traditions
PHILOS 101	Introduction to Philosophy
PHILOS 102	Contemporary Ethical Issues
PHILOS 105	Is Morality for Sale?
PHILOS 208	Biomedical Ethics
PHILOS 212	Philosophy, Religion, and Science
PHILOS 213	Ancient Philosophy
PHILOS 214	Early Modern Philosophy
PHILOS 217	Introduction to the Philosophy of Religion
PUB ADM 202	Introduction to Public Policy

### Electives

#### *Electives choose two:*

*(Other courses with proper rationale and approval of advisor can be substituted)*

ACCTG 201	Principles of Financial Accounting
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ANTHRO 100	Varieties of World Culture
ANTHRO 304	Family, Kin & Community
BUS ADM 202	Introduction to Business
COMM 335	Organizational Communication
ECON 203	Micro Economic Analysis
ECON 202	Macro Economic Analysis
ENV SCI 102	Introduction to Environmental Science
PSYCH 401	Psychology of Women and Gender
NUT SCI 300	Human Nutrition
NUT SCI 242	Food and Nutritional Health
PSYCH 330	Social Psychology
PSYCH 331	Infancy and Early Childhood Development
PSYCH 332	Middle Childhood and Adolescent Development
PSYCH 343	Adult Development and Aging
PSYCH 344	Dying, Death, and Loss
PSYCH 350	Cultural Psychology
PSYCH 429	Theories of Personality
PSYCH 435	Psychopathology
SOCIOL 308	Sociology of the Family
SPANISH 101	Introduction to Spanish Language I

## Nursing Program Policies

### Academic Integrity

Students who engage in academic misconduct are subject to disciplinary penalties, including the possibility of failure in the course and dismissal from the university. Academic misconduct includes but is not limited to cheating, plagiarism, collusion, and submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such act.

University of Wisconsin System Code (UWS Ch. 14-14.03 (2) provides specific examples of academic misconduct and reads in part: "Examples of academic misconduct include, but are not limited to:

- ✓ cheating on an exam;
- ✓ collaborating with others in work presented, contrary to the stated rules of the course;
- ✓ submitting a paper or assignment as one's work when a part or all of the paper or assignment is the work of another;
- ✓ submitting a paper or assignment that contains ideas or research of others without appropriately identifying the source of those ideas ...
- ✓ knowingly and intentionally assisting another student in any of the above ..."

The code is available at the [University of Wisconsin System Student Academic Disciplinary](#)



[Procedures](#). University of Wisconsin campuses have specific procedures to investigate and deal with academic misconduct.

## APA Writing Style Policy

**NOTE: New 2019 APA 7<sup>th</sup> edition book and format are required.**

The Nursing and Health Studies unit requires adherence to guidelines published in the latest edition of the Publication Manual of the American Psychological Association for formal writing assignments. Complete APA format may be required for all formal papers.

Consult with your course faculty for specific requirements. APA format specifies the format for the title page, running head with pagination, abstract, levels of headings, in-text citations, and reference list. Typically, online discussions do not require APA format unless you are citing information from a reference source (your textbook, other books, journal articles, etc.), in which case you must properly use APA format for in-text citations and references. All documents must be submitted in Word (.doc or .docx) or Rich Text Format (.rtf).

For assistance with APA formatting, please refer to the [UW Green Bay Cofrin Library APA resources \(Links to an external site.\)](#) or request a free, online appointment with the [UW Green Bay Learning Center](#).

## Admission to Major Policy \*

\* This policy does not apply to NURSE 1-2-1 students.

Students must meet the following requirements to be admitted to the UW-Green Bay Nursing Major:

1. Graduation from an Associate Degree in Nursing program or from a three-year diploma program in Nursing;
2. Grade point average of 2.5 on a 4.0 scale (or equivalent) on post-secondary coursework;
3. Current, unencumbered RN license in any state

It is recommended that applicants consult with a Nursing advisor.

Approved NUFO 3-23-15

## ADN and Other Students Enrolled in RN-BSN Courses

Dependent on home campus policy, students currently enrolled in ADN programs in Wisconsin may request permission to take the BSN@Home nursing courses (core and electives) after completing their first year in their ADN program. All general education courses required for the degree must have been completed with an overall GPA of at least 2.5 and a 3.0 GPA in nursing courses.

Approved by BSN@Home Steering Committee 2023

## Advising Policy

All students are assigned a Nursing Program advisor who helps the student interpret institutional requirements, provides advice about courses, and helps the student interpret progress toward the degree. Students have the responsibility of contacting the Nursing Program advisor at least once a year for academic progress planning. Students should monitor their academic plans to ensure they satisfy all graduation requirements. Consult with your Academic Adviser for support in reviewing and understanding your degree requirements.

### **To get the most out of your advising sessions:**

#### 1. Know your responsibilities:

- Schedule regular appointments or make regular contact with your adviser throughout the semester. Be on time and prepared for appointments. Be considerate by calling ahead to cancel or reschedule appointments, when needed.
- Prepare for your advising appointments with thoughtful questions. Participate actively in the session.
- **Check your UWGB email daily** for important notices and communications. Respond to emails professionally and in a timely manner.
- Understand your academic requirements as shown in your [Stellic Degree Planner](#), keep track of your progress and make revisions as needed.
- Be empowered to take responsibility for your educational goals.

### **Articulation and Transfer Policy**

Graduates from Associate Degree and Diploma programs in Nursing receive 60 college transfer credits to their Bachelor of Science in Nursing degree for lower-level coursework. Students matriculating fall 2007 or later who have not completed a college level chemistry course need to take chemistry as a non-nursing support course. This policy is consistent with the System-to-System Program Articulation Agreement (University of Wisconsin System and Wisconsin Technical College System, 2001).

### **Confidentiality Related to Coursework Policy**

When communicating information in online or face to face courses based on personal or work-related experiences, keep in mind that the University of Wisconsin-Green Bay adheres to rules and policies of Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act of 1996 (HIPAA). It is expected that

students will judiciously protect the privacy of patients, peers, family, or agency/institution by not disclosing confidential information outside of courses. To maintain anonymity, methods such as alias or initials should be used.

For more information on these laws, please refer to the following websites:

- [FERPA](#)
- [HIPAA](#)

### **Course Sequencing Policy**

The upper-level Nursing courses can be taken in any order with the exception of 455 Community Health Nursing Practicum and 490 Synthesis for Nursing Practice. Exceptions to this policy require prior approval by the Director of NHSU (talk to your advisor).

- **Statistics** must be taken prior to or concurrent with the 446 Research and Evidence-

Based Practice course.

- **454 Community Health Nursing** must be taken before or concurrent with 455 Community Health Nursing Practicum
- **490 Synthesis for Nursing Practice** should be taken concurrent with or after completion of final nursing course(s). Taking Synthesis for Nursing Practice in your last semester before graduation provides opportunity to synthesize learning from all coursework including general education courses, nursing support courses, and upper-level nursing courses.

General recommendations to consider in planning your courses:

- It is highly recommended that the **advanced written communication course** (e.g., WF 105 Research & Rhetoric) be taken early in the program.
- Students planning to pursue graduate education should make themselves aware of admission requirements to graduate programs.

## Student Accessibility Services Policy

In concordance with UW-Green Bay policy, students with a disability should contact the [Student Accessibility Services](https://www.uwgb.edu/student-accessibility-services/) at UW-Green Bay 920-465-2841 or <https://www.uwgb.edu/student-accessibility-services/>) to request accommodations. Requests should be made early because accommodations can take 4 to 8 weeks to arrange.

Students with disabilities may need to coordinate with other institutions about accommodations. The Director of Student Accessibilities Services can help inform those institutions.

### Students with Disabilities

Students who have concerns about physical accommodations or violations of the Americans with Disabilities Act should contact the ADA Coordinator at (920) 465-2841. If you need to arrange for academic accommodations, contact Student Accessibility Services at <https://www.uwgb.edu/student-accessibility-services/> or (920) 465-2841 to discuss what resources are available to assist in your academic success.

## Grading Policy

Grade point averages indicate academic and class standing and are a means of measuring the quality of a student's academic work. Grade point averages are computed on a 4.0 scale. See chart for letter grade point values.

Since grading standards differ from institution to institution, transfer grades are not used in computing grade point averages. Transfer grades are used to compute eligibility for admission to the nursing major.

Nursing faculty adhere to the grading policies of UW-Green Bay, in the awarding of letter grades A, AB, B, BC, C, D, and F.

The range of accumulated points needed to receive specific grades is determined by the course instructor, although the following grading scale is frequently used:

A	=	94-100 Points
AB	=	90-93 Points
B	=	85-89 Points
BC	=	80-84 Points
C	=	75-79 Points
CD	=	71-74 Points
D	=	65-70 Points
F	=	<65 Points

“I” or incomplete grades may be requested from an instructor by a student who, due to extenuating and unusual circumstances, is unable to complete course work. The instructor has the prerogative to grant an “I” or incomplete grade. If an “I” is granted, the instructor will set a due date for all remaining work (no later than the last day of the next semester). The “I” or incomplete grade will be changed to the earned grade upon completion of the work or at the due date. If a student does not submit work by the due date, the “I” or incomplete grade will

automatically convert to an “F” or failure in the course.

Reference <https://catalog.uwgb.edu/graduate/general-information/academic-rules-regulations/incompletes/> for information regarding incomplete grades (I grade)

## **Grievance Policy**

The Nursing Program follows the UW-Green Bay Policies and Procedures for student formal complaints. These policies can be found on the Dean of Students Website <https://www.uwgb.edu/dean-of-students/policies-procedures/students/#complaints-grievances> .

### **Academic Grievance & Non-Academic Grievance**

#### **Student Complaints**

Students have the right to seek resolution when they believe they received unfair or improper treatment from a UW-Green Bay faculty or staff member, department or office. Students are encouraged to resolve the matter informally before initiating the formal complaint process. Complaints only need to be reported if the two parties are unable to resolve the matter and the student opts to go the next step, involving a third party with authority over the matter (i.e. Chair, Dean, Director, HR). UWGB Provost Website outlines the [student complaint procedure](#) below:

#### **Student Complaint Procedure**

1. Attempt to resolve the matter informally, by talking directly with the instructor about the concern.
2. If the matter remains unresolved, the student should contact the chairperson of the relevant academic unit. Access a [listing of program chairs](#).
3. If the matter remains unresolved after speaking with the chair, the student should file this [Academic Dispute Form](#). The form will be routed to the relevant Associate Dean. Once the request for review is received, the Associate Dean will investigate the matter and may:
  - a. Attempt to mediate the dispute.
  - b. Determine that the nature of the request is outside the scope of this review and refer the request to the appropriate process.
  - c. Collect information regarding the dispute and refer to the Dean for determination.
  - d. Request assistance from other support units, e.g. Dean of Students, Office of Student Accessibility Services, etc. to facilitate resolution.

The Associate Dean will attempt to resolve the matter, but is not compelled to do so. In the event that a resolution is not found, the instructor’s initial determination shall be applied. The Associate Dean shall indicate to both parties that the review is completed, and the student shall be advised of the right to request review by the Provost.

1. If the dispute is not resolved, the student may submit in writing (via email) a request for review to the Provost within (10) business days of receiving notice from the Associate Dean. The request shall indicate the facts of the dispute; the steps taken to resolve the dispute both formally and informally; and the requested outcome of the appeal. The Provost has fifteen (15) business days to decide and report the decision, in writing, to both parties. The Provost may:
  - a. Solicit additional information from the parties, including but not limited to interviewing both parties, requesting additional information from either party, reviewing the matter with the Associate Dean and/or Dean.
  - b. Refer the matter to a different Office or process for resolution.
  - c. Make a determination based on the information received.

**The decision of the Provost shall be final.**

Pursuant to the *United States Department of Education Program Integrity Rule*, the University of Wisconsin-Green Bay is required to provide all prospective and current students with the following information: If you are a student residing in a state other than Wisconsin and have a complaint regarding a distance education course/program or regarding the University of Wisconsin-Green Bay, please [click here](#) for information related to how to resolve a complaint as well as a list of contacts from each state in which a student may file a complaint.

**Civility & Inclusivity**

**UWGB [CIVILITY AND INCLUSIVITY STATEMENT](#)**

The University of Wisconsin-Green Bay (UWGB) is an institution of higher learning where the safety of its multifaceted community of people is expected and enforced. Campus activities, programs, classes, lectures, and everyday interactions are enriched by our inclusion of one another as we strive to learn from each other in an atmosphere of positive engagement and mutual respect.

As campus community members, we are responsible for our behaviors and are fully accountable for our actions. We must each take responsibility for our awareness of discrimination and its many forms (i.e. racism, sexism, ageism, xenophobia, transphobia, homophobia, etc.). The concept of campus civility and inclusiveness can be demonstrated in hallways, classrooms, student housing, and the workplace environment.

Bigotry will be addressed on this campus. Discriminatory, harassing, or intimidating behaviors will be subject to the University's disciplinary processes. As a campus community we will not engage in harassment or discrimination against another human being on the basis of race, color, religion, sex, sexual orientation, gender and/or gender identity or expression, marital or parental status, genetic information, national origin, ethnicity, citizenship status, veteran or military status (including disabled veteran, recently separated veteran, other protected veteran, or Armed Forces service medal veteran status), age, or disability. Verbal or written abuse, threats, harassment, intimidation, or violence against persons or property will not be tolerated. In this context, alcohol or substance abuse will not be accepted as a defense for such abuse, harassment, intimidation, or

violence. Absence of malice, intent or “it is just a joke” is also not a defense for such behaviors. As a campus community we expect that all members engage in the resources provided to better understand all aspects of discriminations and harassment.

Nothing in this document is intended to stifle academic freedom (as defined in the UWGB Faculty Handbook) or free speech rights. Instructors and students retain the right to use words and make critical arguments that some may find offensive but that do not rise to the level of or exhibit the same quality of action as discrimination or harassment, which are serious offenses that should be identified based on objective criteria consistent with established law and policy. UWGB values the free exchange of ideas and perspectives critical to the learning and development of our students, faculty, and staff.

All who work, live, study, teach, and visit the UWGB community are here by choice and as part of that choice should be committed to these principles of civility and inclusivity which are an integral part of UWGB’s Strategic Mission and the Harassment and Discrimination Policy.

If you have experienced or witnessed an event or behavior that violates this statement, you can report in a number of ways:

- **Complete a [Bias Incident Report](#)**
- Follow procedures indicated in the [Harassment and Discrimination Policy](#).
- File a Complaint or Grievance.
- Report in person to one of the following: Vice Chancellor for Student Affairs and Campus Climate, Director of Inclusive Excellence and Pride Center, Title IX Coordinator, Director of Human Resources, Affirmative Action Officer, or University Police.

## **Student/Intern HIPAA Violation Policy**

**POLICY:**

Student/Interns in University of Wisconsin-Green Bay programs are required to learn about and abide by the health information privacy requirements of the Federal Health Insurance Portability and Accountability Act (HIPAA) privacy rule. Students/Interns are informed of the requirements of HIPAA through required training they undergo when admitted to the respective program. Reminders of these requirements may also occur at placement agencies that may require additional HIPAA training.

**Procedure:**

1. Students/Interns will complete HIPAA training required by the agency he or she is placed at.
2. Violations of HIPAA will follow agency guidelines.
3. In addition, student and/or agency will contact practicum/internship course instructor and report the violation.
4. Violations of the HIPAA are subject to the corrective actions in *Table 1: Corrective Actions for HIPAA Violations*.
5. A Letter of Misconduct describing the violation and corrective actions will be placed in the student/intern's student file.



Table 1: Corrective Actions for HIPAA Violations.

<b>Level of Violation</b>	<b>Type of Violation</b>	<b>Process</b>	<b>Corrective Action</b>	<b>Notification</b>
Level 1	Inadvertent or accidental breaches of confidentiality that may or may not result in the actual disclosure of patient information. For example, sending/faxing information to an incorrect address.	Discussion between instructor and student/intern.	Re-education and/or process improvement.	Written communication between instructor and student/intern and Letter of Misconduct filed in student file.
Level 2	Failure to follow existing policies/procedures governing patient confidentiality. For example, talking about patients in areas where others might hear, or failure to obtain appropriate consent to release information, or failure to fulfill training requirements.	Discussion between instructor and student/intern.	Re-education and/or process improvement.	Written communication between instructor and student/intern and Letter of Misconduct filed in student file.
Level 3	Repeat offense of Level 1 or 2 Violation.	Discussion between instructor and student/intern.	Range from: Re-education and process improvement; to disciplinary sanctions as: Reprimand; removal from clinical site; or probation or other disciplinary action.	Written communication between instructor and student/intern and Letter of Misconduct filed in student file. Copy of letter sent to the Office of the Dean of Students.

Level 4	Inappropriately accessing a patient's record without a need to know. For example, accessing the record of a friend or family member out of curiosity without a legitimate need to know the information.	Range from discussion between instructor and student/intern to program chair, Associate Dean, Dean, or Risk Management Officer convening a committee to address action.	Range from: Re-education and process improvement; to disciplinary sanctions as: Reprimand; removal from clinical site; or probation or other disciplinary action up to expulsion.	Written report and copy of Letter of Misconduct filed in student file and copy sent to UW-Green Bay Privacy Officer, Office of the Dean of Students
Level 5	Accessing and using patient information for personal use or gain or to harm another individual.	Notification to program chair, Associate Dean, Dean, and Risk Management Officer. Dean convenes committee to address action.	Range from: Removal from program; to disciplinary sanctions as: Probation; suspension; expulsion	Written report to and copy of letter of Misconduct filed in student file and UWGB Privacy Officer, Office of the Dean of Students
NOTE: Each UWGB program's Grievance Policy and Procedure is found in the program Handbook and is available to students/interns who believe they have been treated inequitably.				

Approved by NUFO 12/1/18

## Netiquette Policy

All members of the class are expected to follow the rules of common courtesy with all online and social communications. Be careful of the tone and content of online communication. Without facial expressions and voice inflections, misunderstandings can occur and the comments can be deemed as inappropriate or offensive.

Unacceptable online conduct includes, but is not limited to, postings that are racist, derogatory, inflammatory, condescending, rude, or in any way offensive. Persistent abuse of online etiquette may result in disciplinary action.

Visit [The Core Rules of Netiquette](#) for more information.

## Plagiarism Policy

Using someone's words without quoting the person is plagiarism. Using someone's ideas, even though the person's words are different from your words, without citing the source is plagiarism.

UW-System has subscribed to software that helps detect instances of plagiarism. Plagiarism will result in a failing grade. Reports of plagiarism are also made to university administration. Use in-text citations to cite your sources. For example, if you use the ideas cited in an article, place the author and publication year (e.g. Smith, 2010) at the end of the sentence. [The Cofrin Library Plagiarism Guide](#), is a good resource. Click on the tabs at the top of that website for an introduction to the concept of plagiarism, strategies for avoiding plagiarism, UW-Green Bay policy on plagiarism, and information on citing sources.

## Program Assessment/Evaluation Policy

The Nursing Program evaluates all aspects of the program according to the Quality Improvement Plan (QIP) for the Nursing Program. Recommended changes are implemented based on the evaluation findings.

Approved NUFO 5/19/14

## Progression/Graduation Policy

To graduate, students in the nursing major **must receive a grade of C or better in all upper-level nursing courses**. For clarification, receiving a grade of CD or C-minus necessitates retaking the course and receiving a grade of C or better.

Approved NUFO 3/09/09

## RN License Policy \*

\*This policy does not apply to NURSE 1-2-1 students entering year 1.

Because this is an RN-BSN Program, all students must be Registered Nurses with a current unencumbered U.S. RN license\*. Students are required to provide a copy of their current RN license at the time of application to the RN-BSN program. Restrictions, limits or other encumbrances on the license may be grounds for denial to the program or result in further review to determine whether the restrictions will interfere with the student's ability to successfully complete the program.

RN License Status Changes after admission to the Nursing major (Progression): Admitted students are required to notify the program of any license status changes including licensure in another state, license lapses, or license encumbrances (such as a RN license with stipulations or restrictions).

**All students remain under an obligation to maintain a current unencumbered license throughout the program.** If a student experiences an encumbrance (such as a RN license with stipulations or restrictions) at any time during their program of study, he/she must notify the Chairperson of the Nursing and Health Studies Unit immediately.

### Students with an encumbered license:

- must provide the chairperson with a copy of the agreed upon order(s).
- may be allowed to take non-practicum courses.
- are not allowed to take courses that include field experiences (e.g., community health nursing practicum, travel courses).
- will notify the Chairperson of the Nursing and Health Studies Unit when his/her

license becomes unencumbered and provide a copy of the Board of Nursing's notification letter.

Failure to notify the Chairperson of the Nursing and Health Studies Unit of an encumbered RN license will be considered academic misconduct and will be subject to the University of Wisconsin policy on academic misconduct.

### **Practicum Course \***

\* This policy does not apply to NURSE 1-2-1 students

Since the program requires successful completion of a practicum course, students are required to provide a copy of their current, unencumbered U.S. RN license (in the state in which they complete their practicum) prior to course registration. Any incidents, limitations or encumbrances on the license may prevent successful completion of practicum and subsequently, their ability to graduate.

### **Research Policy**

Student, faculty, and staff research in nursing is permitted and encouraged. All UW- Green Bay research policies must be followed. Undergraduate nursing students who carry out research usually do so in conjunction with a Senior Honors or Independent Study course. In order to undertake research, students must have approval of: (1) a nursing faculty member for the research project; and (2) the UW-Green Bay Institutional Review Board (<https://www.uwgb.edu/institutional-review-board/>)

The UW-Green Bay Institutional Review Board must approve the research prior to data collection. Collaborating agencies or organizations, including those where research subjects will be recruited, must approve the research project prior to data collection. Informed consent to participate in the study must be secured from each participant prior to data collection.

Researchers using humans as subjects must undergo CITI training concerning the responsible conduct of research. <https://www.uwgb.edu/research/citi-training/>

### **Social Media Coursework Related Policy**

To be consistent with UW-Green Bay [social media guidelines](https://www.uwgb.edu/univcomm/policies/social-media-policy.asp) (<https://www.uwgb.edu/univcomm/policies/social-media-policy.asp>) and the American Nurses Association (ANA) principles for social media, keep content appropriate and confidential matters private. Whatever is posted on a social media site (e.g., Facebook, Twitter, YouTube, LinkedIn, Flickr, etc.) instantly becomes available to the public. Regardless of the privacy settings, content can easily be made available to those outside of the user's preference settings. Be aware that all University and legal guidelines, such as Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act of 1996 (HIPAA), also apply in social media sites.

The following is adapted from the American Nurses Association (ANA) Principles for Social Networking:

1. Nurses must not transmit or place online individually identifiable patient information.
2. Nurses must observe ethically prescribed professional patient-nurse boundaries.
3. Nurses should understand that patients, colleagues, institutions, and employers may view postings.
4. Nurses should take advantage of privacy settings and seek to separate personal and

professional information online.

5. Nurses should bring content that could harm a patient's privacy, rights, or welfare to the attention of appropriate authorities.

For more information, [click here](#).

## **Stop Out Policy**

A student who is not taking a UW-Green Bay course during a semester for any reason is considered 'stopped out.' This occurs when the student is taking a course at another institution but not at UW-Green Bay or not taking courses at all during a semester for personal or professional reasons. Because the program recognizes that students often take courses toward their degree at other institutions, the nursing program maintains student files and provides advising during stop out periods of up to two years.

Students who are 'stopped out' have responsibility for: contacting their advisor each semester that they are stopped out, continuing to read e-mail in their UW-Green Bay e-mail accounts, reactivating admission status, and having official transcripts from courses completed outside UW-Green Bay sent directly to the Registrar's Office.

## **Style Manual Policy for Written Papers**

The Nursing and Health Studies unit requires adherence to guidelines published in the latest edition of the Publication Manual of the American Psychological Association for formal writing assignments in upper-level nursing courses. Students are required to purchase the manual.

## **Using Special Topics in Nursing Courses as Electives Policy**

Two (492) Special Topics in Nursing courses and two electives are required of every nursing student. Given that both the Special Topics in Nursing courses and the electives support nursing practice and career goals, students can substitute additional nursing Special Topics (492) course(s) for one or two of the required electives.

Substitution is only allowed for students who have already completed the required two Special Topics in Nursing courses and desire to enroll in and complete a third or fourth Special Topics in Nursing course.

## **Waiver and Substitution Procedures**

The Nursing and Health Studies programs follow the University Substitution and Waiver procedures whereby students can seek approval to substitute a course for another course; waive a pre-requisite; seek registration for a closed course; or seek approval to not attend a course while otherwise completing the course requirements when there are course time conflicts.

To request a waiver/substitution, students should submit the appropriate form found on the [registrar's](https://www.uwgb.edu/registrar/forms/) website. <https://www.uwgb.edu/registrar/forms/> .

## **Nursing Practicum/Field Experience Policies**

### **Agency Fees**

Some practicum agencies charge a fee for placement. If this is the case, faculty will discuss this with the student prior to assignment to the agency. When possible, students will be assigned to an alternative agency however, this may delay practicum completion. Students agreeing to pay the agency fee will have the associated charges added to their SIS account that must be paid by the semester tuition due date.

## **Background Checks**

Background checks are required prior to registering for practicum experiences and should occur no more than four years before the practicum experience begins. This policy is in accord with the Wisconsin Division of Quality Assurance (DQA) [four-year rule](#), accreditation standards, and practicum agency requirements. Occasionally practicum agencies require an additional agency-specific background check. Students whose assigned agency requires an additional background check are responsible for providing the necessary information and any associated costs.

The UW-Green Bay Nursing and Health Studies program utilizes a third-party vendor, View Point, for background checks. Through an online interface with the vendor, students request a background check, pay the necessary fee, and receive access to background check results. The Nursing and Health Studies programs also have access to the background check results. The Director of Nursing and Health Studies Unit or his/her designee will conduct a case-by-case analysis of any situation involving criminal or questionable behavior discovered by the background check. The practicum agency will be notified of background check issues prior to assignment and may decline placement.

Students need to pass a criminal background check in order for placement in some practicum agencies. Students who refuse to submit to a background check or whose background check is not favorable may be ineligible to participate in clinical or practicum experiences and may be unable to complete degree requirements.

## **Guidelines for Community Health Nursing Practicum**

A three-credit community health nursing practicum is required for CHN 455. Faculty arrange practicum experiences in public/community health agencies (e.g., official public health department, correctional facilities, faith-based health centers, school/campus health).

University guidelines require that for every one-credit of practicum or “lab” the student is responsible for three hours of “lab” time/week. For a three-credit practicum, students are required to complete 115.5 clock hours across the practicum semester, which is 126 (55 minute) hours per semester.

Permission is required prior to beginning the practicum experience. Before permission is granted, students must submit evidence of immunizations, titers, licenses, top three choices for public health agency placement sites, and other information. This information must be submitted to the UW-Green Bay practicum coordinator by **March 1** for the fall semester, **October 1** for the spring semester, and **February 1** for the summer semester. Many agencies require affiliation agreements that can take months to secure. Students are expected to carry their own health insurance, and some agencies require that students show proof of professional liability insurance.

## **Student Health Policy**

Student health requirements are implemented when students are enrolled in practicum courses that might involve client contact such as the Community Health Nursing Practicum. The Student Health Policy procedure consists of the following four components: 1) Required RN License/CPR/Immunizations, 2) Where to Get Immunizations and Titers, 3) Clinical Agency Requirements, and 4) Additional Health-Related Responsibilities.

### **Required Practicum Documentation:**

#### **A. RN License Policy**

As noted under RN license policy, students are required to provide a copy of their current, unencumbered U.S. RN license (in the state in which they complete their practicum) prior to registration. Any incidents, limitations or encumbrances on the license may prevent successful completion of practicum and subsequently, their ability to graduate.

#### **B. CPR Certification**

A copy of a current CPR certification card must be submitted. The course must be the American Heart Association Basic Life Support (BLS) for Healthcare Providers classroom course, completed within the last two years. Copy must be front and back of the card & card must be signed. E-cards are also acceptable. Note: Heartsaver and online-only classes without a classroom skills component are not acceptable for health professionals.

#### **C. Immunizations**

The nursing program requires students to comply with the [immunization/health requirements](#) from the Greater Green Bay Healthcare Alliance. Prior to beginning practicum/clinical experience, students are required to submit documentation of immunizations or immunity. If an immunization is contraindicated for medical reasons, students are required to file documentation of medical contraindication, and the practicum assistant or faculty will contact the practicum agency to request a waiver of the required immunization. If you have any medical concerns regarding receiving any of the required vaccines, please contact the Practicum Assistant, Kaitlin Williams at [williamk@uwgb.edu](mailto:williamk@uwgb.edu).

### **Where to Get Immunizations and Check Titers**

Immunizations and titer checks are available through primary care offices (physicians and nurse practitioners), clinics, and some public health departments. Some health insurance plans do not cover adult immunizations, so it is recommended that students check with their plans before making appointments.

## **Clinical Agency Requirements**

Some agencies have other health requirements in addition to those of the Nursing Program. Students are advised of these requirements by the practicum coordinator or faculty so that they can be completed before the practicum experience begins. Such requirements may include physical examination, drug screening, health insurance, finger printing, an agency specific background check, agency fee, etc. The cost of such requirements is the responsibility of the individual student.

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## **Practicum Student Leave of Absence Policy**

In the event that a student who is participating in a UWGB clinical/practicum (BSN, Nurse 1-2-1, or MSN) requires leave from the practicum course, the following guidelines shall be implemented:

### **Leave of Absence**

Prior to being granted a leave of absence (LOA), the student must complete the [Practicum Leave of Absence Request form](#) (found in Student Resources on the program website). The **completed form should be submitted via email to the Nursing & Health Studies Chairperson/Director of Nursing** as soon as possible but **not less than one week prior to the planned leave**. The LOA is not official until approved.

- The request will be evaluated on necessity, time involved, and instructor availability and practicum/clinical agency ability to accommodate the change in schedule.
- LOAs in excess of two weeks may result in removal from the practicum/clinical course. Students needing **clinical makeup** may have to pay the associated cost of instruction (i.e., faculty time).
- A copy of the signed LOA agreement, including documentation of the revised student's practicum schedule (if known) will be provided to the student.

## **Death in the Family/Bereavement**

Students must notify the Practicum course instructor and the practicum agency representative of a death in the family. Upon notification and arrangements made with the Practicum course instructor and practicum agency representative, and subject to the rules governing the practicum agency, a student will be allowed a maximum of one week's absence for the death of a family member. [Student Bereavement Policy](#)

In the event that the practicum agency's standard bereavement policy is inconsistent with the University policy, the policy of the practicum agency shall govern. The student must make up any shifts, rotations or projects that are required under the practicum placement prior to the end of the placement.



## **Student Pregnancy**

Pregnancy is a state of health that may render the expectant mother susceptible to environmental conditions during their educational/clinical experiences. The practicum agency shall determine such exposure and, with the practicum faculty, determine the ability of the student to continue in practicum. In the event that the pregnancy requires medical leave, the section governing Emergency Medical Leave shall apply. The University does not assume responsibility or liability for complications that may occur as a result of the pregnancy.

## **Emergency Medical Leave**

If ill, injured, or underwent surgery which will prevent full participation in the practicum or a lengthy absence, the student must inform his/her Practicum course instructor and the practicum agency. The student must provide a report from his or her health care provider documenting any restrictions. In consultation with the practicum agency, the Practicum course instructor, with consultation with the program chair, will determine if such limitations will limit the student's continued participation in the practicum. Students must immediately report any contagious diseases to both the Practicum course instructor and practicum agency.

In the event that the student medical condition prevents the student from fully participating in the practicum, as determined at the discretion of the Practicum course instructor and practicum agency, the placement shall be suspended until such time as the student produces satisfactory medical clearance to both the Practicum course instructor and practicum agency. **Regardless of the length of the medical leave, all practicum requirements must be completed within the enrolled semester.** Any accommodations required to complete the practicum after medical leave shall be the responsibility of the student, with permission from the placement agency. Nonetheless, the Practicum course instructor retains the sole right to determine whether the proposed accommodation satisfies the academic requirements of the practicum, and may reject the proposed accommodation.

## **Withdrawal**

The student shall have the right to petition the Appeal Committee for medical or bereavement withdrawal. The late withdrawal petition form can be found at the bottom of this web page: <https://www.uwgb.edu/registrar/forms/#petition>

### **Refund of Course fees**

Regular semester add and drop deadlines apply to these learning experiences. Students should review the add drop dates every semester found on the student billing resources site <https://www.uwgb.edu/student-billing/dates/>.

### **Refund of Program fees**

If the student is unable to return to the practicum placement and complete the program as intended, no refunds of program fees will be provided. Program fees that have already been paid are non-refundable, per the existing refund policy and due to the difficulty of filling a vacant intern/student position after the start date of the program.

## **Students Performing Nursing Interventions Policy**

Students participating in practicum or field experiences must comply with the following:

Students participating in nursing intervention(s) must be licensed in the state where the intervention occurs\*, adhere to the nurse practice act of the state where the intervention occurs,

follow all applicable agency policies, and have requisite knowledge and skills.

\*Students with current, unencumbered multi-state licensure will be allowed to participate in practicum or field experiences in another compact state. For information on multistate licensure, go to <https://www.ncsbn.org/compacts.htm>. Frequently asked questions can be found [here](#).

### **Additional Health Related Responsibilities**

**Universal Precautions:** During practicum, students receive instruction regarding universal (blood borne pathogens) precautions in accordance with Occupational Safety and Health Administration (OSHA) guidelines for self- exposure to blood borne pathogens. Students are expected to adhere to the protocol for blood borne pathogens post-exposure follow-up.

**Health Insurance:** Students are responsible for any costs associated with immunization and titers as well as treatment and follow-up of injuries incurred during the clinical practicum. Personal health insurance coverage is highly recommended. Some agencies require students to provide proof of health insurance.

**Injuries:** Students should immediately report any practicum-related injury or incident, involving the student or clients, to the course instructor and to the agency director.

#### References:

Centers for Disease Control and Prevention. (2001, June 29). Updated US Public Health Service guidelines for the management of occupational exposures to HBV, HCV, and HIV and recommendations for post-exposure prophylaxis. *Morbidity and Mortality Weekly Report (MMWR)*, 50 (RR11), 1-42. Retrieved from [www.cdc.gov/mmwr/preview/mmwrhtml/rr5011a1.htm](http://www.cdc.gov/mmwr/preview/mmwrhtml/rr5011a1.htm)

Centers for Disease Control and Prevention, National Center for HIV/AIDS, Viral Hepatitis, STD and TB Prevention, Division of Tuberculosis Elimination. (2013). *Core curriculum on tuberculosis* (6th ed.). Retrieved from <https://www.cdc.gov/tb/education/corecurr/index.htm>

Centers for Disease Control and Prevention. (2014). Recommended Vaccines for Healthcare Workers. Retrieved from <https://www.cdc.gov/vaccines/hcp/index.html>

## Students' Rights and Responsibilities

Student Rights	Student Responsibilities
To receive accurate information about the Nursing Program, policies, requirements.	To familiarize him or herself with information provided and make informed choices.
To timely and accurate advising about general education, support courses, nursing curriculum and courses.	To periodically seek the consultation of a nursing program advisor and make informed decisions based on the advice given. Ultimately, the student maintains
To be provided with information about the periodicity of course offerings and to enroll in courses to provide reasonable opportunity to complete the nursing major in a timely manner.	To take advantage of course enrollment opportunities.
To be informed about university rules governing academic dishonesty.	To comply with those rules.
To receive a course syllabus at the beginning of each course that states course description, objectives, learning activities and evaluation methods.	To use syllabus to prepare for each class (3 hours/credit /week outside study time/work is the standard expectation).
To reasonable accommodation of religious beliefs.	To inform course instructor of religious accommodation needs in a timely manner.
To receive timely, fair and constructive feedback on classroom performance.	To respond to the instructor feedback to maintain or improve performance.
To be able to access course instructor outside of class time via regular office hours and/or appointments.	To make and keep scheduled appointments with instructor during office hours.
To help make and review policies concerning the University and Nursing Program.	To participate on student government and on appointed All-University Committees. To attend and provide in-put on Nursing Unit
To be able to communicate concerns/complaints about courses, instructors and program of study to persons who will listen, who are non-judgmental, respect confidentially and will assist in the appropriate resolution of the problem.	To respect the chain of command in voicing concerns/complaints. First to the individual instructor involved, then to the Nursing Program Chairperson, then to the Dean of Health, Education and Social Welfare for course related or to the Dean of Students for non-course-related issues.
To be treated in an ethical and professional manner by the nursing faculty or staff in the classroom and in advising.	To report any perceived unethical or non-professional behavior of the nursing faculty or staff through the appropriate chain of command. In addition, students will treat faculty and staff with respect and in

## Independent Study

Students may arrange to take an independent study on a topic intended to expand the nursing curriculum but cannot duplicate a regular UW-Green Bay course. Under the advisement of a regular member of the nursing faculty, independent studies can be taken for 1 – 4 credits. For further information, see the undergraduate catalog at

<https://catalog.uwgb.edu/undergraduate/general-information/academic-rules-regulations/independent-study/>

## Honors in the Major

Students with senior standing and with a GPA of 3.75 for all upper-level nursing courses may complete an **Honors in the Major** project under the advisement of a regular member of the nursing faculty. Honors in the major are different than all-university honors and recognize students at graduation with excellence in the major. For further information, see the undergraduate catalog at

<https://catalog.uwgb.edu/undergraduate/general-information/academic-rules-regulations/honors-in-the-major/>

## All University (Latin) Honors

Students receiving **All University (Latin) Honors** are recognized with honor cords at the commencement ceremony. To receive an all-university honor of cum laude, summa cum laude, or magna cum laude, the student must complete specified GPA requirements and must complete **30 regularly graded credits taken in residence at UW-Green Bay**. This policy is strictly enforced by the University. For further information, see the undergraduate catalog at [Academic Honors](#)

Approved Dec. 2024 Faculty Senate

## Sigma Theta Tau International/Kappa Pi Chapter at-Large

### Sigma Theta Tau International Society of Nursing Kappa Pi Chapter-at-Large Membership

#### Philosophy of Membership Eligibility

Sigma Theta Tau International Society membership is by invitation to baccalaureate and graduate nursing students who demonstrate excellence in scholarship and to nurse leaders exhibiting exceptional achievements in nursing. Sigma Theta Tau encompasses more than 150 chapters located at colleges and universities throughout the world.

UW-Green Bay co-sponsors the Kappa Pi Chapter at Large with Bellin College.

#### Purpose of Sigma Theta Tau International

- Recognize superior achievement and scholarship
- Recognize the development of leadership qualities
- Foster high professional standards
- Encourage creative work
- Strengthen commitment to the ideals and purposes of the profession

**Membership Invitation**

Invitations are extended to all BSN students who meet the Sigma Theta Tau International's membership criteria, which include *portion of the nursing curriculum completed, cumulative GPA and rank in class*. An induction ceremony is held each year for all new members.

**Phi Kappa Phi**

The honor Society of Phi Kappa Phi is the oldest and most selective academic honor society dedicated to the recognition and promotion of academic excellence in all fields of higher education. More than one million members have been inducted since its founding in 1897. The UW-Green Bay Chapter of Phi Kappa Phi normally inducts new members once a year, usually in the late fall or early winter. Membership is granted by invitation only. Potential new student members are seniors who have completed at least two full-time semesters at UW-Green Bay (24 credits) and who are ranked in the top 10% of their academic major according to their cumulative Grade Point Average based on all college work. Students invited to join must have a cumulative G.P.A. of at least 3.5. In practice, for most majors the top 10% of students usually have a G.P.A. of 3.7 or higher. Before invitations are sent, the faculty in each major reviews their list of potential Phi Kappa Phi students and makes recommendations. The recommendations are then reviewed and approved by the faculty, staff and community members of the local chapter, and invitations are sent to the students.