



**WESTERN
MICHIGAN
UNIVERSITY®**

Western Michigan University
College of Health and Human Service
Bronson School of Nursing

**Prelicensure
Bachelor of
Science in Nursing
Student Handbook**

2026-2027

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INTRODUCTION

STATE BOARD APPROVAL AND ACCREDITATIONS

The Michigan Board of Nursing is the regulatory body that grants provisional and full approval of nursing education programs in the State of Michigan. Full approval of the Western Michigan University (WMU) Bronson School of Nursing (BSON) Bachelor of Science in Nursing (BSN) program was granted in July 2002.

The baccalaureate degree program in nursing at Western Michigan University is accredited by the Commission on Collegiate Nursing Education (<http://www.ccneaccreditation.org>).

The WMU BSON BSN program has received endorsement from the American Holistic Nursing Certification Corporation (AHNCC) which is the credentialing body for holistic nursing. This endorsement enables graduates of the program to be exempt from prerequisites should they choose to sit for the National Certification Examination in Holistic Nursing.

The BSN Program and Curriculum are guided by the following professional nursing standards and guidelines:

1. American Association of Colleges of Nursing (AACN) *Essentials* (2026)
 - a. Domains, Concepts, Competencies, Sub-competencies (Level 1), and Spheres of Care
2. National Council of State Boards of Nursing (NCBSN) NCLEX-RN Test Plan (2026)
3. American Nurses Association (ANA) Code of Ethics (2025)
4. International Nursing Association for Clinical Simulation and Learning (INACSL)
5. American Holistic Nursing Certification Corporation (AHNCC)
6. Michigan Board of Nursing General Rules

WESTERN MICHIGAN UNIVERSITY DISCRIMINATION POLICY

It is the policy and commitment of Western Michigan University not to discriminate on the basis of race, gender, age, color, national origin, height, weight, marital status, sexual orientation, religion, handicap or Veteran status in its educational programs, activities, admissions, or employment practices in accordance with Title VII of the Civil Rights Act of 1964, Title IX of the 1972 Education Amendments, Executive Order 11246 as amended, Section 504 of the Rehabilitation Act of 1973, and all other pertinent State and Federal regulations.

DISCLAIMER

To maintain the quality and integrity of the nursing program, the WMU BSON reserves the right to update and/or revise school policies.

ADMINISTRATION, FACULTY, AND STAFF

Director & Assoc. Professor	Brad Phillips, PhD, RN, CNE
BSN Program Coordinator & Master Faculty Specialist	Sally Vliem, PhD, CPNP, RN, CNE
Professor	Karen Schieman, PhD, RN
Associate Professors	Elissa Allen, PhD, RN, CNE Angela Groves, PhD, RN-BC, CNE Lisa Singleterry, PhD, RN, CNE Pamela Wadsworth, PhD, RN, WHNP-BC, AHN-BC, CNE
Associate Professor Emeriti	Yvonne Ford, PhD, RN
Master Faculty Specialists	Kristi Block, MSN, RN, PMH-BC Susan Houtrouw, MNSc, RN, CNS, AHN-BC, CNEcl Wendy Kershner, MSN, RN, CPNP, AHN-BC Jaime Neary, MSN, RN-BC, CNEcl Dawn Smith, PhD, RN, AHN-BC
Faculty Specialist II	Samantha Collet, MSN, RN Meredith Corr, MSN, RN, CPAN, CAPA Kimberly DeVito, MSN, RN Sarah Durham, MSN, RN, C-EFM Katharine Gross, DNP, RN, AG-ACNP, SCRNP Natalie Kuhn, MSN, RN Alisha McKay, DNP, RN, AGCNS-BC Robin Schoenheit, MSN, PMHNP-BC Lori Van Zoeren, MSN, RN, HNB-BC Leeann Vogt, MSN, RN
Senior Academic Advisor	Tracy Corstange, BA
Lab Coordinator	Katie Cooper, BSN, RN
Clinical Compliance Coordinator	Kristen Catalano
Administrative Assistant Senior	Holly Mathews
Administrative Assistant II	Heather Smith



WESTERN MICHIGAN UNIVERSITY

2026-2027 UNIVERSITY CALENDAR

FALL SEMESTER 2026		
August 31 – Sept. 1		Advising Days
September 2	Wednesday	Classes begin at 8 a.m.
September 7	Monday	Labor Day recess
October 21-23		Fall break
November 25	Wednesday	Thanksgiving recess (noon)
November 30	Monday	Classes resume
December 14-17		Final examination week
December 19	Saturday	Semester ends – commencement
December 22	Tuesday	Fall grades due before noon
SPRING SEMESTER 2027		
January 7-8		Advising days
January 11	Monday	Classes begin at 8 a.m.
January 18	Monday	Dr. Martin Luther King Jr. Day recess, convocation, & activities
March 5	Friday	Spirit day
March 8-12		Spring break
March 15	Monday	Classes resume
April 26-29		Final examination week
April 30 & May 1		Semester ends – commencement
May 4	Tuesday	Spring grades due before noon
SUMMER I SESSION 2027		
May 10	Monday	Classes begin at 8 a.m.
May 31	Monday	Memorial Day recess
June 30	Wednesday	Session ends
June 26	Saturday	Commencement
July 6	Wednesday	Summer I grades due before noon
SUMMER II SESSION 2027		
July 1	Thursday	Classes begin at 8 a.m.
July 5	Monday	Independence Day (observed) recess
August 20	Friday	Session ends
August 24	Tuesday	Summer II grades due before noon

2025 – 2026 DAYS CLASSES MEET			
Fall 2026	Spring 2027	Summer I 2027	Summer II 2027
Mon – 14	Mon – 14	Mon – 7	Mon – 6
Tues – 15	Tues – 15	Tues – 8	Tues – 7
Wed – 15	Wed – 15	Wed – 8	Wed – 7
Thurs – 14	Thurs – 15	Thurs – 7	Thurs – 8
Fri – 14	Fri – 14	Fri – 7	Fri – 8
72	73	37	36
Sat – 14	Sat – 14	Sat – 7	Sat – 7

WMU BRONSON SCHOOL OF NURSING (BSON)

The WMU BSON opened in 1994 – the result of several years of planning and collaboration by university and community leaders. The school was founded based on the need for baccalaureate prepared nursing professionals as articulated by local and national nursing leaders.

The WMU BSON, located within WMU's College of Health and Human Services (CHHS), offers a BSN degree through two pathways: the prelicensure BSN or RN-BSN track. The prelicensure BSN track provides the nursing degree for individuals who are entering the nursing profession, while the RN-BSN track offers an avenue to the BSN degree for the licensed professional nurse who graduated from a diploma or associate degree program in nursing.

The WMU BSON curricula are designed to prepare nurse generalists who comprehend the discipline and the profession of nursing and who are competent to provide, coordinate, and evaluate patient care in the multiple social contexts in which health care is delivered. The graduates of the BSN program will deliver nursing care to individuals, groups, and communities.

The WMU BSON seeks to prepare thoughtful, professional nurses who possess the skills, knowledge, and values necessary to deliver quality health care in this century. The faculty believe that the long-standing social contract between nursing and society conveys an understanding that community needs direct nursing services, that nurses develop partnerships with clients and other health care providers to promote holistic health care, and that caring is intrinsic to nursing. The curriculum integrates knowledge from liberal arts, sciences, and the discipline of nursing. The program emphasizes the development of skills, knowledge, and competencies essential for the scope of clinical judgment that distinguishes the practice of a professional nurse. Concepts of patterning, holism, caring, service to vulnerable groups, and partnership are emphasized.

THE MISSION

The WMU BSON is dedicated to meeting the holistic care needs of diverse populations at local, state, national and global levels, through teaching, scholarly inquiry and service. We are committed to educating professional nurses who provide competent, equitable, and inclusive person-centered care. Our graduates participate in evidence-based practice and engage in leadership roles in evolving health care contexts.

THE VISION

A vibrant nursing educational community that nurtures students in the promotion of holistic, innovative and exceptional nursing practice encompassing a diverse, global perspective.

PROGRAM AND FACULTY GOALS

The WMU BSN accepts its responsibility to make higher education in nursing accessible to a diverse student body of both prospective and practicing nurses.

The faculty of the WMU BSN accepts its responsibility to expand and disseminate nursing's body of knowledge through ongoing research, clinical practice, and educational programs.

The faculty of the WMU BSN accepts its responsibility to contribute to the development of nursing nationally and internationally.

PROFESSIONAL NURSING PRACTICE

PROGRESSION AND ADVANCEMENT IN BSN CURRICULUM

Course Sequencing

1. Students are required to follow the prescribed sequence of courses. Students must take each prerequisite and corequisite for each course as described in the program of study. Students must complete designated requirements for each course in the nursing program before progressing to the next nursing course. The sequence of courses and prerequisite courses may not be altered except in extenuating circumstances. Any exceptions must follow the change of program procedure and be pre-approved by the Student Affairs Committee and the Director. Student records will be validated for fulfillment of required courses.

GPA

2. Students whose cumulative grade point average falls below 2.0 will not be allowed to progress in the nursing program until the grade point average is raised to 2.0 or above. A change in Program of Study will need to be completed.

Required Course Grades

3. To progress through the BSN curriculum, students must achieve a grade of "C" or better in **ALL** nursing courses, support courses, and program requirements. This includes nursing core courses taken at WMU before entering the professional program. It also includes any nursing core courses taken at other colleges or universities.
4. ***Course Repeats***
If a student receives a "W" or fails to receive a grade of "C" or better in one nursing course, the student may request reenrollment in that failed course. See "Change in Program of Study" for procedure to request reenrollment in a course.
 - a) The first failure of a course in the nursing program may be repeated.
 - b) Should a student fail to satisfactorily pass a nursing course at the end of a second enrollment, this student will be dismissed from the program.
 - c) A second failure of a course in the nursing program will result in dismissal from the program.

Students who repeat a course will be required to follow an academic performance contract. This contract will be developed by the student and the faculty with whom the student retakes

the course. Students may be enrolled in the Meader Scholar Program.

The WMU Bronson School of Nursing reserves the right to move students to another section of a nursing course to ensure that all students enrolled can be accommodated.

GRADING POLICY

Students must pass the didactic, written, and practice portions of ALL nursing courses to receive a passing grade. All methods of evaluation including practice, examinations and written work must be passed at an average of 75% or higher to pass the course. Students receiving less than a 75% average on examinations, less than a 75% average on writing assignments or unsatisfactory practice evaluations will receive a DC in the course as a final grade. Students receiving less than a 75% average on examinations, less than a 75% average on writing assignments or unsatisfactory practice evaluations at midterm, a midterm grade of E will be entered.

The following grading schema will be used in the WMU BSON:

<u>Percentage</u>	<u>Grade</u>	<u>Honor Points</u>
95-100	A	4.0
90-94	BA	3.5
85-89	B	3.0
80-84	CB	2.5
75-79	C	2.0
70-74	DC	1.5
65-69	D	1.0
below 64	E	0

CHANGE IN PROGRAM OF STUDY

The following students must submit a Change of Program Request.

1. A student who:
 - a) wishes to request an alteration in the prescribed timeline for nursing courses. The sequence of courses and prerequisite courses may not be altered except in extenuating circumstances (see Professional Nursing Practice: Progression and Advancement in BSN Curriculum, pages 5-6).
 - b) receives a grade less than a "C" or a "W" in a nursing, support course, or program requirement.
 - c) fails to complete a corequisite course.
 - d) withdraws from a nursing course in good standing.
 - e) fails to meet minimum work requirements

If a-d of the above applies to you, you must do the following within 24 hours of that semester's grade being posted.

- a) write a formal letter to the WMU BSON Student Affairs Committee and director requesting

a program alteration. At minimum, this letter will include a request for permission to alter the program of study, the reason the student is requesting a program alteration, and a brief statement outlining the student's plan for future success. For example, if a student withdrew from a course because of family hardship, a brief explanation should be provided. If a student fails a course, the student will provide a brief statement of responsibility for the failure and a brief plan to guide success.

- b) receive written approval from the WMU Bronson School of Nursing Student Affairs Committee and Director or designee.
2. If a student has been inactive in the nursing program (more than one semester), the Student Affairs Committee, in consultation with relevant faculty, will evaluate the student's readiness to return and proceed. The student may be required to perform remediation as recommended by faculty. This may be didactic and/or skill review. Students inactive more than one (1) year should re-apply to the program.
3. Students requesting a change in program of study will be allowed to continue in the professional nursing program based upon seat availability in clinical and didactic courses. This will be a competitive process based upon cumulative grade point average, grades in nursing courses, documented deficits in performance patterns in nursing classes and the student's written plan for success. Students who apply to repeat a first-semester course will have their original application score reconsidered alongside new applicants, and continuation in the program is not guaranteed if their score does not rank within the top forty-five.
4. Students who retake a course, clinical and/or lab will be placed in the appropriate section in consultation with the WMU BSN Program Coordinator and the Director. This decision will take into consideration both the learning needs of the student and the most efficient and effective use of faculty.

GRADUATION

An application for graduation must be filed according to the guidelines and deadlines printed in the current WMU Schedule of Classes. Candidates [must apply for graduation](#) in the WMU BSN. To be eligible for graduation with a Bachelor of Science in Nursing degree, the student must have completed the required 122 hours of coursework with a minimum cumulative grade point average of 2.0. Note: For students in the Fall 2026 catalog year, to be eligible for graduation, the required 120 hour of coursework with a minimum cumulative grade point average of 2.0 must be achieved.

In addition, BSN students must plan their progression through the program of studies such that they are eligible for graduation the same semester that the student will complete NUR 4310 and NUR 4320.

STUDENT CONDUCT

1. Nursing Students' conduct must meet the standards set forth by the [WMU Office of Student Conduct](#), the [WMU Undergraduate Catalog](#), the [WMU School of Nursing Handbooks](#), and the [ANA Code of Ethics \(2025\)](#)
2. Proscribed conduct rules and regulations regarding the following behaviors are delineated in the student code: alcohol use, credit card misuse, dishonesty, disruptive behavior, drug possession, failure to comply, failure to provide identification, fire equipment misuse, hazing,

identification misuse, obscene communication, physical or verbal abuse, sexual misconduct, telecommunication misuse, theft, unauthorized entry, key possession, unauthorized posting, violation of the law, violation of university policies and weapon possession or use. Initiation of charges against any nursing student regarding misconduct in these behaviors will follow the Office of Student Conduct protocol.

3. Proscribed policies and procedures regarding academic honesty and conduct are delineated in the WMU Undergraduate Catalog under “Students Rights and Responsibilities” (SRR) ([WMU Student Rights and Responsibilities](#)). Violations of academic honesty include but are not limited to: cheating, fabrication, falsification and forgery, multiple submission, plagiarism, complicity, and computer misuse. In addition, the process of charging a student with a violation, as well as the steps of due process, are delineated in the catalog. Nursing students are subject to these policies and procedures.
4. The BSON Director will review a conduct report from SRR yearly and notify students with misconduct concerns.

PROFESSIONAL CONDUCT

Nursing students are expected to follow professional standards outlined in the American Nurses’ Association (ANA) Scope and Standards of Practice and the Code of Ethics and any applicable National Council of State Board of Nursing (NCBSN) guidelines.

Nursing students who violate professional standards may jeopardize their progression through the program and graduation. These behaviors may include breach of patient confidentiality, chronic tardiness to nursing practice sites, unprofessional behavior, dismissal from clinical sites, or other violations of the ANA Code of Ethics.

Breach of confidentiality occurs when private information is shared without the person’s consent. Patient information or clinical situations should never be discussed on social media sites (e.g., Facebook, YouTube, X, TikTok, Snapchat, Be Real).

Listed below are some examples of situations that would violate privacy and confidentiality expectations for WMU BSON students engaged in any clinical course. The following list may not be exhaustive:

- Creating images of patients, clients, or their family members including but not limited to screen shots, still shots, and video recordings for any purpose.
- Creating any image of medical records, report sheets or other patient/client information including but not limited to screen shots, still shots, and video recordings for any purpose.
- Creating audio files with voices of patients, clients, or their family members for any purpose.
- Clinical site/agency or health care provider’s name.
- Leaving the premises with any protected identifiable health information.
- Posting any information related to the care of patients, clients, or their family members in any form of social media (e.g., X, TikTok, Snapchat, Be Real).
- Using the phone, text, or email functions of a personal communication device in patient/client rooms or treatment areas, except for the purpose of retrieving data from electronic medical reference applications for use in that patient/client’s care. In order to fall within this exception, the use of the personal communication device must be done in a manner consistent with agency policy and only after advising the patient, client, and their family member what is being

done and how it contributes to the care being provided.

- Engaging in personal emailing, texting, phone calls, social media use, or any other personal communication with any current or former patient or their family member
- Communication (personal or electronic) with other individuals not immediately involved in the care of a patient or client about information gained from documents provided by or about a patient, client, or their family member while providing care. The only exception to this rule is the inclusion of de-identified information in assigned course activities and shared with faculty or other students involved in that specific learning activity.

Chronic tardiness occurs when someone is late to class or clinical on multiple occasions disrupting the learning of others.

Unprofessional behaviors include but are not limited to: communicating with faculty, peers, patients, families, and other members of the healthcare team in a rude or demeaning manner; contributing to a negative work environment; arriving late; not completing assignments needed for the clinical experience or not turning in post clinical assignments; not completing minimum work requirements.

References:

American Nurses Association (ANA). (2011). *ANA's Principles for Social Networking and the Nurse*. Silver Spring, Maryland. Retrieved from <https://www.nursingworld.org/globalassets/docs/ana/ethics/social-networking.pdf>

National Student Nurses' Association, Inc. (2023) Recommendations For: Social Media Usage and Maintaining Privacy, Confidentiality and Professionalism. Retrieved from https://www.ncsbn.org/public-files/NSNA_Social_Media_Recommendations.pdf

The process for professional misconduct includes:

1. Any faculty member may file a written concern against a nursing student for professional misconduct.
2. Within five University business days of submission of the concern the faculty member will meet with the student, the course coordinator, and the program coordinator to attempt negotiation and resolution.
3. If resolution is not reached, the Program coordinator will refer the matter to the Student Affairs Committee for decision/resolution. A written recommendation will be made regarding the matter to the student and the faculty member.
4. If the recommendation/resolution is still not satisfactory to the student and faculty member, a copy of the written recommendation and the initial concern will be presented to the Director. Within ten University business days of receipt of the report, the Director will meet with the student and the faculty member who filed the concern. A recommendation will be made regarding the matter to the faculty.
5. Faculty will make the final recommendation, and the Director will notify the student.
6. Student conduct concerns may result in dismissal from the program at the Director's discretion.

APPEALS

1. A student who chooses to appeal a decision such as a grade that has been recorded by the Registrar on the student's academic record or wants to appeal a decision to dismiss the student from the academic program must follow the WMU process. Students should go to the [WMU Students Rights and Responsibilities](#) for further information.
2. A student who believes that a WMU BSN incident/policy/decision has not been administered fairly may appeal the decision in the following manner.
 - a) Within five University business days of the date of the incident/policy/decision in question, the student must submit a written report to the faculty member involved in the incident.
 - b) Within five additional University business days, the faculty member and BSN Program Coordinator will meet with the student to attempt to negotiate a resolution.
 - c) If the problem is not resolved, the Student Affairs Committee Chair will be notified by the student in writing of the incident/policy in question. The Chair will meet with the faculty member and the student involved in the incident and present the data/information to the Student Affairs Committee.
 - d) The Student Affairs Committee will make a recommendation in writing to the Director and notifying the student of the recommendation.
 - e) If the problem is still not resolved satisfactorily, the student must notify the Director in writing within five University business days of receiving the Student Affairs Committee decision. The Director collects information from the parties involved. The Director informs the student of the final decision.

University resources regarding student complaints and appeal concerns:

Student Complaints

WMU's official definition of a complaint is "Any concern that WMU has violated a law, policy or incorrectly applied an established practice. Complaints may be academic or non-academic in nature. Complaints do not supersede or replace misconduct or grievance procedures already in place".

BSN faculty takes student complaints very seriously and hope that minor differences can be resolved without recourse to filing an official complaint (link provided below). BSN students, faculty and staff are encouraged to demonstrate appropriate, effective, and respectful interpersonal communication. If issues occur, the parties involved should make a genuine effort to resolve them. It is recommended that the student initially meets with the individual directly involved, and if a resolution is not reached, the next step would be for the student to meet with the BSN Director. After meeting with the Director and no reasonable resolution is reached, then the student is advised to proceed to initiate a formal complaint.

[Formal Student Complaint Form](#)

Appeals and Hardship Withdrawal

If there is a concern regarding an appeal or what constitutes a hardship withdrawal, the following links will provide the information that you need.

Ombuds

The office of the Ombuds can help students navigate a variety of circumstances including hardship withdrawal and non-attendance withdrawal appeals, formal complaints, and course grade and program dismissal appeals. Additional information about the office of the Ombuds can be found at [Ombuds WMU](#).

Hardship Withdrawal

A hardship withdrawal may be initiated when a student experiences a hardship beyond their control that negatively impacts their ability to succeed in their coursework. Additional information and the form required may be found here [Hardship Withdrawal](#).

POLICY CHANGES

Approved policy changes will be made available to currently enrolled students through:

1. student representation on WMU BSON committees and Student representatives for each cohort; and/or
2. communication with course coordinators; and/or
3. the student handbook; and/or
4. direct communication from the WMU BSON.

WMU STUDENT SUCCESS SERVICES

WMU has academic support programs and resources to help achieve your goals. The services provided can be found at [Student Success Services](#).

NURSING STUDENTS' RESPONSIBILITIES AND RIGHTS

ADVISING

It is the students' responsibility to ensure that they have successfully completed all requirements for graduation by the prescribed semester. Academic advising is provided to assist in this process and is a partnership, shared by the faculty, the student, and the academic advisor. The student must schedule appointments with the WMU BSON advisor and be prepared for advising appointments. The advisor guides the students regarding sequence and program requirements. The student is also assigned to a faculty advisor who contributes to the overall advising process. Students can monitor their progress toward degree completion in [Degree Works](#).

STUDENT POLICIES

Students' rights are published in the [WMU Student Code](#). Students are responsible for knowing and adhering to the policies and recommendations set forth in the current edition regarding the following matters:

1. Academic honesty
2. Conduct in research

3. Academic conduct violation: consequences and appeal
4. The Family Educational Rights and Privacy Act
5. Sexual harassment and sexism
6. Discrimination: complaints and grievance
7. Academic grade appeals / program dismissal
8. President's statement on racial and ethnic harmony

In addition, the Student Code of WMU further elaborates and sets boundaries on behaviors related to the health, safety, or property of others. The Student Code also describes due process and judicial hearing procedures governing other illicit student behaviors such as illegal drug use, unauthorized entry, assault, disorderly conduct, etc.

GRADES AND TRANSCRIPTS

Your transcript is the official, permanent record of all the courses you have enrolled at Western Michigan University. Classes you have attended at other institutions do not show on your WMU transcript. Western Michigan University has authorized [Parchment Exchange](#) to manage the ordering, processing, and secure delivery of student transcripts. Students will be required to open a “one time” account for this service. Complete directions and fees for this service can be found on the Registrar’s web page under the *Transcripts* tab. Grade reports are available to students through the online course site. The system of grades and honor points, policies on incomplete grades, and grade changes are described on the Registrar’s web site, in the Undergraduate Catalog and the Student Handbook. Enrolled students who wish access to academic files may do so by making a request of the program.

SAFE NURSING PRACTICE

Clinical nursing practice is a vital dimension of nursing education. No student can successfully complete a nursing course without a “pass” in clinical practice. At all times it is expected that nursing students will practice in a safe manner characterized by the integration of previous and newly learned knowledge and skills into clinical care and by seeking help appropriately from an instructor, mentor, or other licensed professional when the care required is beyond the knowledge or experience base of the student. Safe practice may also include supervision as directed by the instructor or mentor. Unsafe nursing practice may result in failure of the course or immediate dismissal from the program, depending on faculty review and the severity of the incident. Examples of unsafe nursing practice include, but are not limited to, any incident, activity, or behavior performed by the student in the clinical setting that 1) creates a life threatening situation, 2) leads to patient harm or neglect, 3) breaches the ethical standards of integrity and privacy, 4) breaches the legal standards of practice, 5) is not in keeping with institutional policies, 6) results from impaired judgment or performance (drug or alcohol, sleep deprivation), or 7) fails to report omission or error in treatment or medications.

The faculty recognize that as learning progresses, errors may occur. The faculty is committed to working with students to diminish errors in practice and, when they occur, to work with the student on necessary reporting in a timely manner to the appropriate agency personnel and conducting required procedures to remedy the situation. Remediation and use of performance contracts will be implemented, depending on the severity of the error, to diminish such errors in the future.

Students are required to attend yearly program orientation. During this orientation students will be

appraised of new WMU BSN events, policy and procedure as well as discuss the prelicensure handbook, student council, Student Nurses Association, and receive information about ATI testing. Students will also meet faculty, academic advisor, and support staff. Information regarding minimal work requirements (MWR) such as mandatory drug screening, HIPPA/OSHA testing, and fit mask testing will be communicated to students so these can be completed prior to the beginning of clinical experiences.

NURSING PRACTICE – COURSE GUIDELINES

1. Attendance

Attendance is a requisite for therapeutic presence and participation when learning to be in healing relationships and environment. Nurses and nursing students must be accountable to self, clients, peers, and the community by demonstrating their caring presence. It is an expectation that students will be physically present at all nursing experiences including lectures, laboratory experiences, and clinical experiences to advance in the program. Pre-planned vacations, weddings, or appointments should be scheduled outside of course and clinical time.

In the event of illness or crisis, students are expected to notify the faculty and negotiate a resolution regarding the learning/time ratio deficit. Notification to the course and/or clinical faculty should occur at least 24 hours in advance when possible and communicated via WMU email.

Make-up options are at the discretion of the faculty. Personal travel is not typically accommodated. Missed in class/ virtual lecture and laboratory experiences will not be made up on a one-on-one basis during office hours.

With faculty approval, students may make up missed practice hours if clinical placement or simulation can be arranged. If clinical hours cannot be made up, the student may be required to take an incomplete (I) for the course and then complete the clinical hours when the next available class placement allows. The decision of whether the student is allowed to take an incomplete or is required to repeat the course will be determined by whether the student has successfully completed all other requirements of the course and varies with clinical site availability. (See page Change of Program of Study on pages 6-7)

Faculty are not obligated to provide substitute or alternative clinical experiences based on an absence. A grade for that missed clinical experience will be reflected on the clinical evaluation tool under Professionalism: Completes and maintains the necessary requirements for clinical practice.

Any variations to this policy that are course specific will be in the course syllabus and are at the discretion of the course/clinical coordinator.

2. Student Preparation

To provide optimal patient care, students are expected to be prepared to practice in the clinical setting. Preparation includes level/course dependent knowledge, attitude, and skills that involve, but are not limited to pre-clinical assignments, skill validation, arrival time, and meeting minimal work requirements (MWR). Lack of preparation consequences may include, but are not

limited to program dismissal, removal from the clinical setting (this absence is considered unexcused), or needs support within the clinical evaluation tool, an Encounter Form, and/or a performance contract with remediation strategies.

For example, pre-clinical assignments are related to clinical preparation. Pre-clinical assignments are due prior to the clinical experience to provide optimal safe care. Pre-clinical assignments not completed by the deadline are evaluated on the clinical evaluation tool under Professionalism: 4c Arrives to clinical on time, prepared for the responsibilities of the day (e.g., supplies, pre-work, mindset) and would earn a needs support. Further consequences and remediation strategies for students who are not prepared to deliver safe care will be determined by the faculty member. Consistent absences and poor preparation may constitute grounds for failure of a nursing practice course.

Faculty reserve the right to prohibit continuance or readmission of the student to the clinical setting in cases where, in the professional judgment of the faculty, student or client welfare is in jeopardy.

3. Attendance at Practice Site while Chemically Impaired (Alcohol or Drug)

The ANA Code of Ethics states “Nurses must protect the patient, the public and the profession from potential harm when practice appears to be impaired” ([ANA, 2025, 3.5](#)). In addition, the faculty abides by the ANA Scope and Standards of Practice, 4th ed. which states that “Registered nurses are accountable for their professional actions to themselves, healthcare consumers, peers, and ultimately to society.” (ANA (2021). *Nursing, Scope and Standards of Practice*, Silver Spring, Maryland, p. 4-5).

Due to the nature and seriousness of nursing practice, it is essential that all nursing students in the didactic or clinical environment always be unimpaired. Impairments can be drug or alcohol induced in nature. Any student in a clinical or laboratory site suspected of being drug or alcohol impaired will be confronted by an instructor/supervisor to ascertain the degree of impairment. Signs and symptoms of possible substance-related impairment include, but are not limited to, odor of alcohol or cannabis (marijuana) on the student, slurred or incoherent speech.

4. Protocol for Encountering a Chemically Impaired Student

If, in the judgment of the instructor or supervisor, a student is deemed to be substance impaired, the student will be immediately removed from patient contact. Agency policy is then followed. If the agency policy does not include drug testing, it is the policy of WMU BSON that the student undergoes testing for the presence of drugs and/or alcohol. The clinical faculty is responsible for completing an agency incident report and the appropriate reporting form for WMU BSON. **Students who are impaired at the clinical agency will not be able to drive and will incur the cost of a taxi or ride share or have someone pick them up.**

Testing may be performed at the agency or at the Sindecuse Student Health Center or requested of an Emergency Department. Testing will be at the student's expense. Failure to agree to the test is defined as an admission of substance abuse and is managed according to WMU, BSON, and Michigan Board of Nursing policies. Testing must be completed within one hour of the student being deemed impaired. If this does not occur, it may be presumed that the student has refused to be tested.

Any nursing student whose blood alcohol level or drug level is reported as positive to the Director of the WMU BSON or who declines to be tested will not be able to continue in clinical placement for the remainder of the semester and must immediately withdraw from all clinical nursing courses for the remainder of the semester.

The student will be entitled to all rights and responsibilities as outlined in the [WMU Office of Student Conduct](#).

Permission to re-enroll in the course must be requested by sending a letter to the Student Affairs Committee asking for reinstatement. The letter must include the student's plan for return with rationale for that return. Permission will be dependent on the conditions specified below as well as space available in the class.

Reinstatement within the nursing course must include the following conditions:

- a) Referral to and enrollment in an alcohol or drug rehabilitation program approved by the WMU BSON
- b) Disclosure from student's alcohol or drug treatment program documenting successful progress and prognosis for long-term recovery with the health care professional's recommendation that the student may re-enter the nursing course.
- c) Negative drug screening prior to return to the course and clinical placement.
- d) Random negative alcohol or drug screening as determined by the WMU BSON director in consultation with the director of the approved alcohol treatment program.
- e) For the continuation of the student's undergraduate career in the WMU nursing program, the student will be subject to random drug testing at the discretion of the Director of the WMU BSON.

A subsequent positive alcohol or drug screen will result in immediate expulsion from the nursing program, with no option of returning. Any student may be asked to submit to a test for blood alcohol or to a breathalyzer test at any time. If the policies of a clinical site are more restrictive than those outlined above, they will take precedence.

5. Attendance at Practice Site Sleep Deprived/Fatigue Impaired

Research related to sleep deprivation and fatigue clearly demonstrates that attending clinical learning immediately following a work shift decreases students' ability to learn new material and increases the potential for patient care errors. ANA position statement: [Code of Ethics 5.1](#)

Students are expected to arrange their work, study, and social activities so that the student attends clinic in the best state possible to be a safe and successful learner.

6. Medication Administration Safety Plan

- a) Medication calculation validation will occur within designated cs courses during the following semesters:
 - Semester I NUR 2210 *Nursing Therapeutics I*
 - Semester II NUR 2355 *Pharmacotherapeutics I*
 - Semester IV NUR 3300 *Nursing Therapeutics II*

- Semester V NUR 4255 *Pharmacotherapeutics II*
- Semester V NUR 4210 *Patients with Complex Conditions*
- Semester VI NUR 4410 *Care of Patients with Complex Conditions*

NOTE: Medication calculation validation may be done every semester for formative evaluation purposes at the discretion of the course coordinator and faculty assigned to the course, however, the required validations will be done during the designated semesters specified above. Validations should take place early in the semester. The student must achieve a passing score before passing medications in the clinical setting.

- b) Students must achieve a **95%** or better grade to pass each medication calculation validation.
- c) Students will have up to three opportunities to achieve a passing score.
- d) If a student does not pass by the third attempt, the student will be dropped from the course with a failing grade for the course.

Students who experience a program change and are repeating a clinical course at the 2300, 3300, or 4200 level must complete a medication calculation validation and achieve a 95% or higher prior to attending clinical.

7. Student Communication Responsibility

The official WMU issued student email is the only email address that may be used for academic purposes. This email address typically takes the form firstname.middleinitial.lastname@wmich.edu or firstname.lastname@wmich.edu. All communication between students and faculty/staff of the university will come from this address.

Faculty and staff will communicate important information via email. The below information provides guidance on attending to university email.

- Attend to university email and e-learning site daily when in session.
- Attend to University email weekly when not in session
- Respond to program and faculty emails promptly within 48 hours.
- Students with repeated non-response to program/faculty emails may jeopardize clinical placement(s) in the desired semester which may mean they are not able to take a course.
- Students that do not respond to emails may warrant an Encounter Form, Academic Warning, Academic Performance Contract or academic hold.

8. Course Syllabi

It is recommended that students keep course syllabi. If an extenuating circumstance occurs and a student needs to transfer to another school, having a complete syllabus will help another program determine which courses may need to be taken.

9. Computer requirements

WMU on-line courses require access to broadband Internet access. COMPONENT

REQUIREMENTS can be found using the following link: [Laptop Recommendations](#)

Note: Students should be able to perform basic computing tasks, such as performing internet searches, uploading, and downloading documents and using email. Students should also have a basic level of proficiency using Microsoft Word, PowerPoint, and Excel.

DRESS CODE GUIDELINES

Personal appearance must comply with clinical facility policy.

General guidelines to consider when entering the clinical environment.

- Will my personal presentation support positive rapport with my clients/patients?
- Will anything on my person communicate disrespect for a historically marginalized population?
- Will anything in my bodily presentation distract me or my clients/patients from working effectively?
- Have you considered potential allergies or sensitivities that might be present in persons with respiratory and/or sensory compromise (such as scented lotions, perfume, cologne)?

For the health and wellbeing of others, refrain from wearing any scented products while in a clinical/professional environment.

School uniform and patient safety considerations

1. Identification

Students must wear the WMU name pin during nursing practice experiences. Additional identification may be required by practice sites.

2. Uniform

Nursing students will be required to have an approved uniform(s) in the hospital and community setting with the designated WMU BSON logo:

- Students entering the professional nursing program will receive: hospital (scrub) uniform; warm-up jacket; and black short-sleeved polo shirt (community clinical)
- The first set of uniforms (scrub; polo shirt; warm-up jacket) are part of student program fees and will be purchased by the Bronson School of Nursing for students entering the program.
- Uniform replacements/additions will be the financial responsibility of the student.
- A cardigan/coat will be offered to all students at their expense.
- Students may choose to wear a black long-sleeved shirt under their scrub top if allowed by the unit/facility (i.e., OB clinical sites do not allow long sleeve shirts on the units).

3. Shoes

Students will wear footwear which is clean, closed toe and heel, and in good repair. Footwear will be appropriate for the work duties and responsibilities performed and meet the safety needs of the work environment. We recommend students assigned to inpatient care areas wear white shoes or black shoes without excessive logos (e.g., neon, glitter), while students in outpatient practice sites will conform to the practice site requirements. Shoes can be a vector for organism transmission; it is recommended that students purchase one pair of shoes to be

dedicated and used exclusively for inpatient clinical experiences (not worn to and from clinical as “street shoes”).

4. Hair

Hair must be combed, clean and neat. Students who work in patient care areas or with machines must have their hair pinned off their shoulders and secured away from their face to promote safety for self and patients. Facial hair must be clean and trimmed, and beard must be of an appropriate length to promote safety for self and patients.

5. Nails

Nails must be clean and well groomed. Long or artificial nails can harbor microorganisms and [have been associated with healthcare-associated infection outbreaks](#). Artificial nail enhancements including acrylics, gels, shellac or gel polish, wraps, dip power, and related products are not permitted at the clinical sites. Natural nails should not extend past the fingertip.

6. Jewelry

The wearing of jewelry must be consistent with the safety of patients and professional work environment. No jewelry which poses a safety or health risk to students or patients will be allowed. Students may wear post earrings or small hoops. Body piercing(s), including but not limited to eyebrow, nose, lip and multiple ear piercings, must be appropriately concealed or removed in accordance with clinical site policy.

7. Tattoos

Visibility of tattoos must comply with agency policy.

If at any time your agency and/or clinical faculty have questions or concerns regarding your appearance, these questions will be used to facilitate a discussion to ensure the safety and comfort of yourself, the agency, your clinical faculty, peers, and clients/patients.

TRANSPORTATION REQUIREMENTS

Attendance at off-campus clinical sites for practice experiences is a requirement for the BSN degree completion.

Students are responsible for making all travel arrangements necessary to complete degree requirements. This includes expenses, travel arrangements, and transportation to and from clinical agencies. Parking provisions vary from agency to agency. Students are required to follow agency policies regarding parking. Some of the clinical locations may be at a distance such as those that require one-hour travel time. Students should allow adequate time to travel to and arrive at their clinical site destinations on time.

CLINICAL SKILLS LABORATORY

The Clinical Skills Laboratories are located on the third floor of the CHHS building. The labs provide space and equipment for students to practice psychomotor skills and clinical simulations in preparation for patient care. The goal for learning in a simulated environment is to encourage safety, participation and self-direction, and critical thinking, giving purpose to learning. A

combination of nursing practice simulations and instructional materials integrates theory with practice.

Clinical simulations promote self-evaluation and self-awareness of strengths and weaknesses in a supportive environment. Simulation actively involves the learner, which fosters accountability and self-responsibility. Open practice times are scheduled by the BSON Lab Coordinator. Additional lab times may also be arranged. Equipment and supplies for practice can be arranged with the BSON Lab Coordinator. The student is expected to come to the lab classes prepared with a basic knowledge and understanding of specific content areas from assigned readings or videos.

The clinical skills lab may be used as a referral site for students with clinical skills or critical thinking deficits. Equipment and supplies are to be returned to their original site in good condition after use. No food or drink is allowed in the Clinical Skills Labs.

HEALTH REQUIREMENTS/MINIMUM WORK REQUIREMENTS

Minimal Work Requirements (MWR) are determined by our practice partners and are a baseline minimum needed to attend any clinical site where we have an affiliation agreement. Although some sites may require less than the MWR outlined by BSON, meeting all MWR is reasonable assurance students can attend clinical sites chosen or assigned within our program of study. Minimum work requirements may change at any time, including the addition of further immunizations, finger printing, or other work-related requirements.

- Students who do not meet MWR by the designated deadline will be dropped from NUR courses.
- Students who choose not to meet MWR should complete a change in program of study (pages 6-7).
- Students who have a positive drug screen
- Students who do not meet MWR cannot attend clinical experiences (this absence is considered unexcused).
- Failure to meet MWR may delay your progress toward graduation and could deter successful graduation altogether.

Clinical experiences include, but are not limited to:

- Practice sites, such as hospitals, schools, and community organizations
- Virtual simulated case studies, discussion, or debriefing
- In-person lab-based simulations
- Interprofessional education (IPE) experiences

1. myRecordTracker®

The BSON Clinical Compliance Coordinator will set up each student's myRecordTracker® account with Certiphi. Once this account is established, students will receive an emailed invitation from myRecordTracker® to complete their identifying information and then can immediately start uploading all required documents. *It is the student's responsibility to keep all documents updated.* The following are the required documents:

- Student Information Release Authorization (on admission)
- Statement of Good Health (on admission)
- Fit mask test/PAPR (annually)

- Proof of immunizations (on admission and annually)
- TB test results (on admission)
- Proof of Cardiopulmonary Resuscitation for Provider or BLS by the American Heart Association (prior to clinical and every 2 years)
- Approved facility HIPAA and OSHA documents (annually)
- Criminal background check through Certiphi (on admission)
- Drug testing (annually)
- Handbook acknowledgment (upon admission and annually)

2. Student Information Release Authorization

A Student Information Release Authorization document is located in the myRecordTracker®. “Documents” section. Students will print, sign, and upload the required document.

3. Immunizations

Undergraduate nursing students entering a health facility for their clinical experience must adhere to the requirements of that facility. It is expected that all students have or will receive the immunizations required by our practice partners to attend clinical. Approval of religious or medical vaccine exemptions is based on the specific requirements and policies of the clinical site.

Students who do not meet the Minimum Work Requirements for clinical attendance by the designated deadline specified by the clinical compliance coordinator will be dropped from their nursing courses and should complete a Change in Program of Study.

The following documentation must be uploaded into myRecordTracker®, which is required of all students who will be enrolling in courses with a clinical component:

• Tuberculosis Screen

Students must provide documentation that they are free of tuberculosis. A negative two-step PPD (two TB skin tests) or one negative TB IGRA blood test, or a positive screen with a negative chest x-ray, or a history of a positive TB screen with a negative chest x-ray and treatment with appropriate anti-tubercular drugs is required. Chest x-rays are considered valid for 5 years and must be accompanied by the WMU TB Questionnaire available on myRecordTracker® in the “Documents” section. Annual TB testing will not be required unless specifically requested by the student's clinical site. If renewal is required, a one-step PPD (skin test) or IGRA blood test is required. If a student should convert to positive, then appropriate evaluation and treatment must be sought before the student can return to the program.

• Influenza

Students are required to receive the Influenza vaccine on a yearly basis. Students must receive a flu shot that is available after August 1st through October 15th of each year. The Influenza requirement is due in myRecordTracker® no later than October 15th of each calendar year. Note: Clinical sites may have an earlier deadline.

• MMR – Mumps, Rubeola (American Measles), Rubella (German Measles)

Please provide a record of two doses of the MMR vaccine or positive titer results for Mumps, Rubeola (American Measles), and Rubella (German Measles). If only negative titers are provided, then documentation of the initial 2 MMR shots must be provided. Proof of 2 shots of MMR is sufficient for approval regardless of negative titer.

• TDAP

Tetanus, Diphtheria and Pertussis vaccine within the last 10 years.

- **Hepatitis B Series**

Students must have received 3 doses of the Hepatitis B vaccine or 2 doses of the newer (since 11/9/17) Heplisav-B vaccine or been tested for the presence of Hep B surface antibodies or be in the process of completing the vaccine series. If you undergo this immunization series now, you must also provide serologic testing (anti-HBs (HBsAb) titer) that is done 1-2 months after the final dose (negative serologic results will require the Hepatitis B series to be repeated).

- **Varicella**

Students must have had 2 doses of the Varicella vaccine or positive Varicella serologic testing (titer). Physician verification of confirmed case of Chicken Pox is also acceptable. If only negative titer is provided, then documentation of initial 2 Varicella shots must be provided. Proof of 2 Varicella shots is sufficient for approval regardless of negative titer.

- **COVID-19 Vaccine**

Students must provide documentation of initial COVID-19 vaccination (2 doses of Pfizer or Moderna, or 1 dose of Johnson & Johnson/Janssen) or a single dose of the current year's bivalent vaccine.

4. Certified Cardiopulmonary Resuscitation for Health Professionals (BLS)

All students enrolled in nursing practice courses must have valid BLS for the HealthCare Provider certification specifically from the American Heart Association.

5. Standard Precautions and Health Insurance Portability and Accountability Act

Students are required to provide written verification of understanding of Standard Precautions and Health Insurance Portability and Accountability Act annually. Approved facility HIPAA and OSHA documents can be uploaded to myRecordTracker® for approval.

6. COVID

COVID guidelines and requirements may change throughout the semester. Students will follow the [guidelines outlined by WMU](#). Students will follow the clinical agency's COVID-19 procedures while at the clinical agency.

7. Body Fluid Exposure Policy

Students and faculty members are expected to respond immediately to incidents of exposure to blood or other body fluids through puncture, cut, splatter or aerosolization. If practice agency policy and WMU BSON policy are in conflict, WMU BSON policy takes precedence.

In the event of an exposure to a puncture wound or bodily fluid, the student will:

- a) **For breaks in skin:** Needle stick, puncture wound, laceration, bites, scratches, dermatitis, abrasions,
 - i. wash the exposed area immediately with soap and water
- b) **For splash exposure to mucus membranes:**
 - i. for exposure to eyes:
 - For droplet exposure flush eyes with 30-50 mL of water, lactated ringers, or saline
 - For grossly bloody contamination to mucus membranes, rinse for 10-15 minutes with water, lactated ringers, or normal saline.
- c) **For exposure to mouth**
 - i. rinse with water and spit until the substance is removed. Mouthwash or diluted hydrogen peroxide (1:4) are also acceptable as mouth rinse

- d) Report incident immediately to the faculty member and facility/agency liaison.
- e) Complete any required agency forms (incident report).
- f) Within 24 hours complete the WMU-BSON Body Fluid Exposure form (obtain from practice instructor).
- g) Obtain follow-up services of the student's choice, at student's expense. The exposed person, student or faculty, will report all exposures to Sindecuse Student Health Center. The exposed person may be followed up for the exposure with the Sindecuse triage nurse.

In the event of an exposure to a puncture wound or exposure to bodily fluid of a student under clinical supervision, the Clinical Instructor will:

1. Report incident immediately to the Director of WMU BSON.
2. Assist student in completing any required agency forms and/or WMU BSON Body Fluid Exposure form and validate that students have notified facility/agency liaison.
3. Within 24 hours obtain WMU BSON Body Fluid Exposure form from student and document the student's decision as per follow-up option. Have student sign form.
4. File copy of WMU BSON Body Fluid Exposure in the student's file.

POLICY ON CRIMINAL BACKGROUND CHECK

Pursuant to [Section 20173 of the Michigan Public Health Code](#) and the requirements of clinical/field placement partners, a criminal background check is required for all professional students accepted into WMU BSON programs as a part of the process for placement in clinical practice sites. The criminal background check is conducted to verify that the individual has had no criminal convictions. These would include:

- any felony, provider sanctions, or an attempt or conspiracy to commit a felony within 15 years immediately preceding the date of clinical privileges,
- a misdemeanor that involved abuse, neglect, assault, battery or criminal sexual conduct against anyone or fraud against a vulnerable adult or a state or federal crime that is substantially similar to such a misdemeanor, within the 10 years immediately preceding the date of clinical privileges.

The criminal background check will be conducted for all students. Students must go online to order their background check. Instructions on how to order the background check will be distributed to the appropriate students at the beginning of each semester.

If a student is arrested for or convicted of any of the criminal offenses covered by the Michigan Public Health Code Section 20173 after being admitted into WMU BSON and after completion of the initial criminal background check, the student is required to immediately inform the Director of WMU BSON.

Any student who has been convicted of a crime as indicated above or who is subsequently convicted of criminal offenses covered by Michigan Public Health Code 20173 may not be able to attend clinical experiences. Completion of all clinical/field placements is a graduation requirement. A degree will not be granted to any student who does not successfully complete all required clinical/field placements.

POLICY ON DRUG SCREENING

Sites for student clinical placements are now requiring that a drug screen be completed annually as a prerequisite to placement. All drug screening will be performed by the approved WMU BSN contracted drug testing center. You will **not** be allowed to have the drug test performed at any other health care facility. Records of drug screening will be kept in an electronic file at the designated testing center.

The instructions and forms for drug screening will be distributed prior to the beginning of each semester. The drug screen must be completed before the student's first day of clinical/field placement or the student must withdraw from the course. If a student's drug screening is unacceptable to the placement site, they will not be placed into the clinical/field placement of any course which requires such placement. Further action may need to be taken regarding continuation in the WMU BSN as well.

Policy in the event of a positive drug screen

Any nursing student whose drug screening is positive for, but not limited to, amphetamines, cocaine, marijuana, opiates, PCP, barbiturates, benzodiazepines, methadone, propoxyphene or methaqualones is reported to the director and will not be able to continue in a clinical placement and must immediately withdraw from the clinical site and the corresponding course or courses for that semester. **Students who believe a positive test is in error may elect to repeat the test within 48 hours of the positive result, at their expense.**

See the Protocol for Encountering a Chemically Impaired Student on page 15.

Under the Michigan Medical Marijuana Act (MMMA, 2008) nurses are not prohibited from receiving a registry identification card for the medical use of marijuana simply by virtue of their profession, however cannabis remains a federally illegal Schedule 1 controlled substance. WMU is subject to the Federal Drug-Free workplace Act of 1988 and the Federal Drug-Free Schools and Communities Act amendment of 1989, both of which prohibit controlled substances on campus, including marijuana. Therefore, pursuant to federal law, the use or possession of any marijuana, medicinal or recreational, is not permitted anywhere on WMU's campus. Similarly, affiliated clinical agencies strictly enforce drug-free workplace policies, including the use of medical marijuana. **As a result, positive drug screens, regardless of registration status, will be sanctioned as outlined in this policy.**

LICENSURE

Graduates of the program must successfully complete the national licensure exam (NCLEX-RN) in order to practice as a Registered Nurse after graduation. Students are advised that some legal convictions may render the student ineligible for licensure. Licensure as a registered nurse is based upon an examination (NCLEX- RN) administered by the National Council of State Boards of Nursing (NCSBN). After a student has graduated with a BSN the graduate can sit for the examination. Completion of the BSN and licensure are separate. Achievement of the academic BSN degree is the jurisdiction of the university; whereas professional licensure is regulated by the states. Visit the [Michigan licensing site](#). If you are applying to another state, you will have to search for that state's Board of Nursing for instructions.

MICHIGAN LICENSURE

The State of Michigan asks the following questions about Good Moral Character:

1. Have you ever been convicted of a felony?
2. Have you ever been convicted of a misdemeanor punishable by imprisonment for a maximum term of 2 years or a misdemeanor involving the illegal delivery, possession, or use of alcohol or a controlled substance?

If the answer is yes to either of the above questions, you will be required to provide a detailed explanation with copies of all available official and/or court documents related to your explanation along with your application. If you do not provide the explanation, your application will be deemed incomplete and processing will be delayed. Questions about eligibility to take the NCLEX-RN exam related to any of the above situations must be addressed to the [Michigan Department of Licensing and Regulatory Affairs \(LARA\)](#).

WMU Bronson School of Nursing's BSN program meets the [state educational requirements](#) for BSN licensure (required for employment) in all 50 states.

IMPLICIT BIAS AND HUMAN TRAFFICKING

One-time training in identifying victims of human trafficking that meet the standards established by [administrative rule 338.10105](#).

The Michigan Board of Nursing is requiring implicit bias training for all those seeking licensure beginning June 1, 2022. An individual applying for licensure or registration under article 15 of the code, MCL 333.16101 to 333.18838, except those seeking to be licensed under part 188 of the code, MCL 333.18801 to 333.18838, shall have completed a minimum of 2 hours of implicit bias training within the 5 years immediately preceding issuance of the license or registration. [Implicit Bias FAQs](#)

While there are training opportunities through BSON coursework, it is the student's responsibility to ensure completion of and record keeping for these requirements.

WMU UPSILON EPSILON CHAPTER OF SIGMA THETA TAU INTERNATIONAL HONOR SOCIETY (SIGMA)

The WMU Upsilon Epsilon Chapter of Sigma Theta Tau International Honor Society of Nursing (Sigma) is comprised of WMU BSON graduates, senior level undergraduate and graduate students, members of Sigma, and community nurse leaders who have met set criteria for membership. Society membership is a rewarding connection with nurses at the local, regional, national, and international levels who share the need to make a difference.

The mission of the WMU Upsilon Epsilon Chapter is aligned with that of Sigma which is to provide leadership and scholarship in practice, education and research to enhance the health of all people. Sigma supports the learning and professional development of our members who strive to improve nursing care worldwide.

One can become a member in one of two ways:

1. Academic
 - *Current student* meeting the following criteria:
 - ✓ upper 1/3 of class
 - ✓ GPA $\geq$ 3.0
2. Professional
 - *Community members* who have demonstrated achievement in the areas of nursing education, practice, research, administration or publication. Requirements also include current RN licensure, and completion of a baccalaureate degree or higher in nursing or another field.
 - *Current Sigma member*: Can be a member of multiple chapters or honor societies.

The tradition of honor societies is that individuals who qualify and who demonstrate leadership potential are recommended by current society members for an invitation to join. An invitation should be received with pride.

STUDENT NURSES' ASSOCIATION

The WMU BSON faculty members support and encourage membership and active participation in professional organizations such as the Student Nurses' Association (SNA). It is at the discretion of the individual faculty member as to whether participation in SNA activities may meet certain course requirements.

If a student wishes to have participation in SNA considered as a method of meeting course objectives, the student must make a request in writing to the course faculty member of note, documenting how activity involvement will meet the course objective(s).

STUDENT REPRESENTATION ON BSON COMMITTEES

Each NUR 2200 class will elect two members to serve as student representatives to the Student Affairs Committee which meets monthly during the fall and spring semester. Students can apply or be nominated by faculty to serve on the following BSON committees: Curriculum, Evaluation and Assessment, and Scholarship and Holistic. The representatives will serve for the duration of their program. The representatives will maintain a communication link between BSON and their nursing cohorts by bringing concerns and ideas that establish and maintain professionalism within the nursing student body.

LIABILITY INSURANCE

Students are covered by WMU's group liability insurance policy. Students may wish to carry an additional liability policy.

THE AMERICANS WITH DISABILITIES ACT (ADA), 1990

The Americans with Disabilities Act (ADA), 1990, was promulgated by the United States Congress to prohibit discrimination against qualified individuals with disabilities. Disability is defined in the Act as a person with a) physical or mental impairment that substantially limits one or more of the major life activities of such individuals; b) a record of such impairment; or c) being regarded as having such an impairment. A "qualified individual with a disability" is one, with or without reasonable accommodation or modification, meets the essential eligibility requirements for participation in the program.

Amendments to the Americans with Disabilities Act (ADA) signed into law on September 25, 2008, clarify and reiterate who is covered by the law's civil rights protections. The "ADA Amendments Act of 2008" revises the definition of "disability" to more broadly encompass impairments that substantially limit a major life activity. The amended language also states that mitigating measures, including assistive devices, auxiliary aids, accommodations, medical therapies and supplies (other than eyeglasses and contact lenses) have no bearing in determining whether a disability qualifies under the law. Changes also clarify coverage of impairments that are episodic or in remission that substantially limit a major life activity when active, such as epilepsy or post-traumatic stress disorder. The amendments took effect January 1, 2009.

Any student with a documented disability (e.g., physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact [Disability Services](#) at 269-387-2116 at the beginning of the semester. A disability determination must be made by this office before any accommodations are provided by the instructor.

Recording Instructional Sessions

Recording notice: synchronous instructional sessions facilitated through web conferencing applications may be recorded for future playback. Sessions may be recorded for student reference after a class session or to provide an alternative format for students requiring accommodations. If you do not wish to consent to being recorded or if you have any questions or concerns, please visit the [Center for Teaching, Learning, and Development](#).

Online assessments using monitoring software and "environmental checks" will record examination and quiz sessions to maintain academic integrity. Alternative assessment options are available should you choose not to be recorded.

TECHNICAL STANDARDS

Language for this document is from the AACN White Paper on Inclusion of Students with Disabilities in Nursing Educational Programs for the California Committee on Employment of People with Disabilities (CCEPD) Marks & Alley, 2017

The WMU BSON has a responsibility to educate competent nurses to care for their patients (persons, families and/or communities) with critical judgment, broadly based knowledge, and well-

honed technical skills. The BSON has academic as well as technical standards that must be met by students in order to successfully progress in and graduate from its programs.

Technical Standards: The WMU BSON provides the following description/examples of technical standards to inform prospective and enrolled students of a sampling of technical standards required in completing their nursing science curriculum.

These technical standards reflect a sample of the performance abilities and characteristics that are necessary to successfully complete the requirements of the BSON. The standards are not requirements of admission into the programs, and the examples are not all-inclusive.

Individuals interested in applying for admission to the programs should review these standards to develop a better understanding of the skills, abilities and behavioral characteristics required to successfully complete the program.

Key areas for technical standards in nursing include having abilities and skills in the areas of:

1. acquiring fundamental knowledge.
2. developing communication skills,
3. interpreting data,
4. integrating knowledge to establish clinical judgment, and
5. incorporating appropriate professional attitudes and behaviors into nursing practice capabilities.

The WMU BSON wishes to ensure that access to its facilities, programs and services is available to all students, including students with disabilities (as defined by Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990 and the ADA Amendments Act of 2008), and all students can study and practice nursing with or without reasonable accommodation. The BSON provides reasonable accommodations to all students on a nondiscriminatory basis consistent with legal requirements as outlined in the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990 and the ADA Amendments Act of 2008. A reasonable accommodation is a modification or adjustment to an instructional activity, equipment, facility, program, or service that enables a qualified student with a disability to have an equal opportunity to fulfill the requirements necessary for graduation from the nursing program. To be eligible for accommodations, a student must have a documented disability: (a) a physical or mental impairment that substantially limits one or more major life activities of such individual; (b) a record of such impairment; or (c) be regarded as having such a condition.

Reasonable accommodation for persons with documented disabilities will be considered on an individual basis, but a candidate must be able to perform in an independent manner with or without reasonable accommodation. The university offers an interactive process through which a student may request an accommodation for their disability; the process begins when a student contacts Disability Services for Students at (269) 387-2116, [Disability Services for Students](#), or by coming to Seibert Administration Building, Room 2080.

Should a current or prospective enrollee have or develop a condition or disability (1) the effects of which cannot be remediated with or without a reasonable accommodation, and (2) that poses a significant risk to the health and/or safety of patients, the enrollee, or others, or that would

jeopardize the enrollee's ability to complete the BSN program or successfully pursue licensure, that person may be denied admission to or removed from the BSN program.

1 Schools are not being asked to write technical standards for nurses/students with disabilities (Jones, 2012). Technical standards are written so that students with disabilities do not experience discrimination.

2 Technical standard is what's used to determine whether or not someone is qualified, with or without a disability; and, the student with the disability should be afforded the opportunity to work toward meeting those standards with or without an accommodation (Jones, 2012). The educational programs need to understand what an accommodation is, how to analyze the limitation against what the standard is and how an accommodation may be utilized to meet that standard. Working with the school's office of disability services is essential.

Requirements	Standards	Examples
Acquiring fundamental knowledge	1. Ability to learn in classroom and educational settings 2. Ability to find sources of knowledge and acquire the knowledge 3. Ability to be a life-long learner 4. Novel and adaptive thinking	• Acquire, conceptualize and use evidence-based information from demonstrations and experiences in the basic and applied sciences, including but not limited to information conveyed through online coursework, lecture, group seminar, small group activities and physical demonstrations • Develop health care solutions and responses beyond that which is rote or rule-based
Developing communication skills	1. Communication abilities for sensitive and effective interactions with patients (person, families, and/or communities) 2. Communication abilities for effective interaction with the healthcare team (patients, their support, other professional and non-professional team members) 3. Sense-making of information gathered from communication 4. Social intelligence	• Accurately elicit or interpret information: medical history and other info to adequately and effectively evaluate a client or patient's condition • Accurately convey information and interpretation of information using one or more means of communication (verbal, written, assisted (such as TTY), and/or electronic) to patients and the healthcare team • Effectively communicate in teams • Determine a deeper meaning or significance in what is being expressed • Connect with others to sense and stimulate reactions and desired interactions • Communication includes not only speech but reading and writing
Interpreting data	1. Ability to observe patient conditions and responses to health and illness 2. Ability to assess and monitor health needs 3. Computational thinking	• Obtain and interpret information from assessment maneuvers such as assessing respiratory and cardiac function, blood pressure, blood sugar, neurological status, etc. • Obtain and interpret information from diagnostic representations of physiologic phenomena during a comprehensive assessment of patients

	4. Cognitive load management 5. Observe patient accurately at a distance and close at hand	• Obtain and interpret information from assessment of patient's environment and responses to health across the continuum • Obtain and interpret for evaluation information about responses to nursing action • Translate data into abstract concepts and to understand data-based reasoning • Observation requires the use of common sense, as well as the functional use of the senses of vision, audition, olfaction, and palpation
Integrating knowledge to establish clinical judgment	1. Critical thinking, problem-solving and decision-making ability needed to care for persons, families, and/or communities across the health continuum and within (or managing or improving) their environments-in one or more environments of care 2. Intellectual and conceptual abilities to accomplish the essential of the nursing program (for example, baccalaureate essentials) 3. New-media literacy 4. Transdisciplinarity 5. Design mindset	• Accomplish, direct, or interpret assessment of person, families, and/or communities and develop, implement and evaluation of plans of care or direct the development, implementation and evaluation of care • Critically assess and develop content that uses new media forms and to leverage these media for persuasive communication • Literacy in and ability to understand concepts across disciplines • Represent and develop tasks and work processes for desired outcomes
Incorporating appropriate professional attitudes and behaviors into nursing practice	1. Concern for others, integrity, ethical conduct, accountability, interest and motivation 2. Acquire interpersonal skills for professional interactions with a diverse population of individuals, families, and communities 3. Acquire interpersonal skills for professional interactions with members of the healthcare team including patients, their support, other healthcare professionals and team members 4. Acquire the skills necessary for promoting change for necessary quality healthcare	• Maintain effective, mature, and sensitive relationships with clients/patients, students, faculty, staff and other professionals under all circumstances • Make proper judgments regarding safe and quality care • Function effectively under stress and adapt to changing environments inherent in clinical practice • Demonstrate professional role in interactions with patients, intra and inter professional teams • Operate in different cultural settings (including disability culture) • Work productively, drive engagement, and demonstrate presence as a member of a virtual team

	5. Cross-cultural competency 6. Virtual collaboration	
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FINANCIAL ASSISTANCE AND SCHOLARSHIPS

All scholarship applications are due February 1 for the following academic year.

The WMU BSN is fortunate to have a number of scholarships available for students. Most of these scholarships provide awards from \$500 to \$4,000 per year to eligible students. Most years, over \$180,000 is awarded in scholarships to BSN students. The majority of support goes to BSN students. Information on scholarships is available to students on the [BSN webpage](#) and through the University Financial Aid Office.

CAREER SERVICES

Assistance with career questions and job search preparation is offered free of charge by the [Office of Career & Student Employment Services](#). This website offers services including career fairs, resume critiquing, individual advising sessions, and workshops on resume writing, job search strategies, and interviewing. A career resource library, workshops, employer visits, and advising by appointment take place in the main office on the first floor of Ellsworth Hall (269) 387-2745.

APPENDIX A: CURRENT CURRICULUM FOR COHORTS 12/26, 04/27, AND 12/27

BSN PROGRAM OUTCOMES

At the end of the WMU BSN BSN program, the learner will be able to:

1. Provide holistic, caring, and culturally sensitive nursing care for communities, groups, and individuals.
2. Develop community health partnerships with clients and other health providers in order to shape health policy, promote health, and prevent disease.
3. Analyze and apply nursing research and scholarly inquiry to inform professional practice.
4. Accept responsibility and accountability for behavior consistent with the profession's code of ethics and standards of professional practice.
5. Employ critical thinking to guide professional practice.
6. Utilize effective human and technological communication in professional practice in order to enhance the health and wellbeing of diverse individuals, families, and communities.

SAMPLE BSN PROGRAM PROGRESSION PLAN (122 CREDITS)

See [Course Catalog](#) for course descriptions, prerequisites, and corequisites.

Semester 1	Credit Hours	Semester 2	Credit Hours
Chem 1510, 1520: Chemistry for Health Professionals I	4	CHEM 1530, 1540: Chemistry for Health Professionals II	4
Bios 1910: Intro to Human Biology and Anatomy	4	BIOS 2400: Human Physiology	4
HSV 2250: Lifespan Development (WES LIIE)	3	PSY 1000: General Psychology (WES LIIST)	3
Soc 2000: Principles of Sociology (WES LIISC)	3	ENGL 1050: Foundations in Written Communication (WES LIWR)	3
Artistic Theory and Practice	3	World Languages and Culture	3
Total Credits	17	Total Credits	17
Semester 3		Semester 4	
NUR 2200: Foundations of Nursing & Critical Thinking (WES LIODC)	3	NUR 2300: Concepts of Health & Wellness in Nursing Practice (WES LIIPW)	4
NUR 2210: Nursing Therapeutics I	5	NUR 2310: Nursing Care for the Older Adult	4
NUR 2220: Holistic Health Assessment	3	NUR 3350: Pharmacotherapeutics in Nursing	3
NUR 2320: Microbiology	4	Societies and Cultures	3
		Elective	1
Total Credits	15	Total Credits	15
Semester 5		Semester 6	
NUR 3200: Nursing Care of the Childbearing Family	5	NUR 3220: Healthcare Ethics (WES LIIIGP)	3
NUR 3210: Nursing Care of Children and Families	5	NUR 3300: Nursing Therapeutics II	2
STAT 1600 Discovery and Data (WES LIQL)	3	NUR 3310: Care of Adults with Alterations in Health Status	6
Elective	2	NUR 3320: Nursing Research for Evidence Based Practice	3
Total Credits	15	Total Credits	14
Semester 7		Semester 8	
NUR 4200: Psychiatric Mental Health Nursing	5	NUR 4310: Population Based Nursing (WES LIIILNP)	6
NUR 4210: Care of Patients with Complex Conditions	6	NUR 4320: Nursing Leadership and Management	6
WUR courses can be used for WES requirement	3	Elective	3
Total Credits	14	Total Credits	15

BSN PROGRAM OUTCOMES

At the end of the WMU BSN BSN program, the learner will be able to:

1. Apply clinical judgment to deliver a person-centered plan of care (Domain 2)
2. Apply knowledge of nursing and related arts and sciences to guide professional practice (Domains 1, 4, 9)
3. Participate in activities that promote well-being (Domains 3, 10)
4. Demonstrate effective communication to enhance health of diverse populations (Domains 3, 6, 8)
5. Demonstrate advocacy strategies for equitable health outcomes (Domains 3, 9)
6. Incorporate systems-based knowledge into professional nursing practice (Domains 7, 9)
7. Demonstrate leadership in professional nursing practice using principles of quality and safety (Domains 5, 7, 9)

SAMPLE BSN PROGRAM PROGRESSION PLAN (120 CREDITS)

See [Course Catalog](#) for course descriptions, prerequisites, and corequisites.

Semester 1	Credit Hours	Semester 2	Credit Hours
Chem 1510, 1520: Chemistry (WES L2LS)	4	CHEM 1530, 1540: Chemistry	4
Bios 1910: Intro to Human Biology and Anatomy	4	BIOS 2400: Human Physiology	4
HSV 2250: Lifespan Development (WES LIIE)	3	PSY 1000: General Psychology (WES LIIST)	3
Soc 2100: Modern Social Problems (WES LIISC)	3	ENGL 1050: Foundations in Written Communication (WES LIWR)	3
		MDSC 2010: Medical Terminology	1
Total Credits	14	Total Credits	15
Semester 3		Semester 4	
NUR 2200: Foundations of Nursing Practice (WES LIODC)	3	NUR 2300: Nursing for Health and Wellness (WES LIIPW)	2
NUR 2210: Nursing Therapeutics I	3	NUR 2355: Pharmacotherapeutics I	2
NUR 2220: Holistic Health Assessment	3	NUR 2310: Nursing Care for the Older Adult	5
NUR 2320: Microbiology	4	FCS: Personal Nutrition (WES LIIPW)	3
Elective	2	Art Theory and Practice (WES LIATP)	3
Total Credits	15	Total Credits	15
Semester 5		Semester 6	
NUR 3200: Childbearing, Reproductive, & Sexual Health	5	NUR 3300: Nursing Therapeutics II	3
NUR 3210: Nursing Care of Children and Families	5	NUR 3310: Care of Adults with Alterations in Health Status	6
NUR 3220: Healthcare Ethics (WES LIIIGP)	3	NUR 3320: Nursing Research for Evidence Based Practice	3
STAT 1600 (WES LIQL) or STAT 3660: Data Analysis	3	World Language and Culture Course (WES LLII WLC)	3
Total Credits	16	Total Credits	15
Semester 7		Semester 8	
NUR 4200: Psychiatric Mental Health Nursing	5	NUR 4320: Nursing Leadership and Management	6
NUR 4255: Pharmacotherapeutics II	3	NUR 4400: Transition to Practice	2
NUR 4310: Population Based Nursing (WES LIIILNP)	5	NUR 4410: Care of Patients with Complex Conditions	6
Elective	3		
Total Credits	16	Total Credits	14

Approved by Bronson School of Nursing on 3/13/2024

Revised 4/15/2026 to meet 120 credit requirements

SIGNATURE PAGE

Academic Year 2026-2027

I have read and understand the information in the WMU BSN BSN Student Handbook. I understand I will not be permitted to participate in clinical experiences unless I have read and signed this form.

Student Printed Name: _____

Student Signature: _____

Date: _____