



***WESTERN
MICHIGAN***
UNIVERSITY®

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

RN-BSN
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.ccnaccreditation.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 RN to 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

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 – WMU BRONSON SCHOOL OF NURSING

Director & Assoc. Professor	Brad Phillips, PhD, RN, CNE
RN-BSN Program Coordinator & Professor	Karen Schieman, PhD, RN
BSN Program Coordinator & Master Faculty Specialist	Sally Vliem, PhD, CPNP, RN, CNE
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	
2026-2027 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 Bronson School of Nursing 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 responsibilities to contribute to the development of nursing nationally and internationally.

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)

RN-BSN PROFESSIONAL NURSING PROGRAM

The RN-BSN program admits a cohort of students that begins in the fall semester. The part-time plan of study is designed to be completed in 24 months. Should a student step out of sequence (i.e. not attend every semester according to the schedule or drop courses), the time to completion of the degree will be delayed. RN-BSN courses are sequenced; and not every course is offered each semester.

Students must complete the RN-BSN program within no more than 5 years after admission. Students requesting exception to this policy must follow the "Change in Program of Study" listed in this handbook (p. 8).

At the beginning of the first nursing course (NUR 3400), the student will be asked to present the following:

- ✓ A current Registered Nurse license. Students who do not hold a Registered Nurse license must present verification of the license within 3 months of beginning the program.
- ✓ Satisfactorily complete a criminal background check

Prior to the start of NUR 4350, the student will be asked to present the following:

- ✓ 10-panel drug test
- ✓ Fingerprinting if clinical site requires
- ✓ Current American Heart Association Health Care Professional Basic Life Support Card
- ✓ Immunization records

ACADEMIC CREDIT FROM ASSOCIATE DEGREE OR DIPLOMA PROGRAMS

Graduates of community college associate degree and diploma programs will be awarded transfer credit on a course-by-course basis in accordance with University policies. An additional block of 30 credits will be awarded for successful NCLEX-RN completion.

The Nurse Transfer Pathway allows students who graduate from an accredited ADN program and successfully pass the NCLEX exam to complete 30 hours of required credits from WMU and not have to complete the Michigan Transfer Agreement prerequisite courses.

PROGRESSION AND ADVANCEMENT

1. It is the student's responsibility to meet with a designated nursing advisor before the program begins and, prior to beginning the second fall semester, to complete the graduation audit. If the student deviates from their sequence of study, the student is strongly encouraged to meet with the academic advisor.
2. Students must complete designated requirements for each course in the nursing program before progressing to the next nursing course. Any exceptions must follow the change of program of study (p. 8) procedure and be pre-approved by the Student Affairs Committee and the Director. Student records will be validated for fulfillment of required courses.
3. To progress through the RN-BSN curriculum, students must achieve a grade of "C" or better in **ALL** nursing courses. This includes nursing core courses taken at WMU before entering the RN-BSN program. It also includes any BSN completion courses taken at other colleges or universities.
4. Students must pass the didactic, practice and written 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.
5. 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.
- 6. 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.
- 7. 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.
- 8. 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.
- 9. Students who don't 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.

GRADES

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

<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 Progression and Advancement, page 6).
 - b) receives a grade less than a "W" or "C" 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) tests positive on a preclinical drug screening.
 - f) choose not to meet minimum work requirements.

Those students must:

- a) write a formal letter to the WMU BSN 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 Director or designee.
2. If a student has been inactive in the nursing program longer than one calendar year, 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.
 3. Students requesting a change in program of study will be allowed to continue in the RN-BSN program based upon clinical and didactic availability. 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.

GRADUATION

An application for graduation must be filed according to the guidelines and deadlines as stated on the [WMU Registrar's website](#). Schedule an appointment with your WMU Bronson School of Nursing Advisor to complete a graduation application. To be eligible for graduation with a Bachelor of Science in Nursing degree, the student must have completed the required 120 hours of coursework with a minimum cumulative grade point average of 2.0.

AWARDS AND PINNING CEREMONY

The Bronson School of Nursing hosts an awards and pinning ceremony for the graduating students prior to fall and spring semester graduations. RN to BSN program graduates are welcome to attend and participate.

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](#), the [National Council of State Board of Nursing \(NCSBN\) guidelines](#), 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”. 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. Bronson School of Nursing Director will review a report from Student Rights and Responsibilities (SRR) yearly and notify students with conduct concerns.

PROFESSIONAL CONDUCT

Nursing students are expected to follow professional standards outlined in the American Nursing Association Scope Standards of Practice, Code of Ethics, and the NCSBN 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, or other violations of the American Nurses’ Association 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 (Facebook, YouTube, X, TikTok, Snapchat, Be Real, etc.).

Listed below are some examples of situations that would violate privacy and confidentiality expectations for WMU nursing 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, including but not limited to, 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. 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 violations of professional conduct includes:

1. Any faculty member may file a written concern against a nursing student for unprofessional conduct.
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 BSON 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 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 notify 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".

BSON faculty takes student complaints very seriously and hope that minor differences can be resolved without recourse to filing an official complaint (link provided below). BSON 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 BSON Director. After meeting with the Director and no reasonable resolution 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 Council; and/or
2. communication with course coordinators; and/or
3. the student handbook; and/or
4. direct communication from the WMU BSON.

WMU BRONSON SCHOOL OF NURSING RN-BSN ONLINE PROGRAMS

www.wmich.edu/nursing/academics/undergrad/rn-bsn

SAMPLE RN-BSN PLAN OF STUDY: PART-TIME 2 YEAR PROGRAM

<u>Fall</u>	<u>Spring</u>	<u>Summer I & II</u>
NUR 3400 Transition to Professional Nursing 3 CR	NUR 3420 Health Assessment Throughout the Lifespan 3 CR	Stat 1600 Or Stat 2160 Data Analysis for Biosciences
HOL 3000 Practices Integrative Care 3 CR	NUR 3330 Health Informatics 3 CR	
<u>Fall</u>	<u>Spring</u>	<u>Summer I & II</u>
NUR 3430 Nursing Research - RN 3 CR	NUR 4340 Nursing Leadership and Management 3 CR	NUR 4350 Practicum 3 CR
NUR 3220 Health Care Ethics - RN 3 CR	NUR 4330 Population Based Nursing 3 CR	

SAMPLE RN-BSN PLAN OF STUDY: FULL-TIME 1 YEAR PROGRAM

<u>Fall</u>	<u>Spring</u>	<u>Summer I & II</u>
NUR 3400 Transition to Professional Nursing 3 CR	NUR 3420 Health Assessment Throughout the Lifespan 3 CR	NUR 4350 Practicum 3 CR
HOL 3000 Practices Integrative Care 3 CR	NUR 3330 Health Informatics 3 CR	
NUR 3220 Health Care Ethics - RN 3 CR	NUR 4330 Population Based Nursing 3 CR	
NUR 3430 Nursing Research – RN 3 CR	NUR 4340 Nursing Leadership and Management 3 CR	
STAT 1600 or Stat 2160		

NURSING COURSES (RN-BSN TRACK)

NUR 3400: Transition to Professional Nursing (3 hours)

This transition course introduces the associate degree or diploma nurse to professional practice. Theoretical foundations, concepts of evidence-based practice, and critical thinking are introduced and applied.

Prerequisites: Admission into the RN-BSN program and current licensure as a Registered Nurse

NUR 3420: Health Assessment throughout the Lifespan for RNs (3 hours)

NUR3420 introduces the nursing student to the concepts and skills related to health assessment. The course is designed to provide the student with overview of the knowledge and skills needed to assess the health status of the individual from infancy through old age. Emphasis is placed on the assessment of physical, developmental, psychosocial, cultural, and spiritual dimensions of the individual. Emphasis is also placed on assessing the functional abilities of an individual and distinguishing normal from abnormal findings. The practice experience will provide students the opportunity for skill acquisition in history-taking, assessment, and documentation of assessment findings, focused on the adult client. An overview of variations of skills related to the mother-to-be, newborn, child, and elderly will be discussed. The expected level of proficiency is basic competency in assessment of the healthy adult.

Prerequisites: NUR 3400 or special permission

NUR 3330: Health Informatics (3 hours)

This course is designed to familiarize the undergraduate health professional student with the present and potential impact of health care informatics on nursing and other allied health disciplines. It will also address how informatics tools and systems can assist in providing solutions to health care provider education and practice. An emphasis is placed upon the provider's role as a leader and advocate for change in this rapidly emerging field.

Prerequisites: Minimum of 42 credit hours completed with a grade of "C" or better in all courses; and (CIS 1020 or CIS 1100 or CS 1000 or FCS 2250) with a grade of "C" or better, or permission of instructor.

NUR 3220: Health Care Ethics (3 hours)

This course introduces students to ethical principles and issues in health care in both national and global contexts. Students will use ethical theories, principles, values, and moral reasoning to analyze complex ethical decisions. The course offers the learner an opportunity to develop, implement, and evaluate a variety of approaches to ethical concerns of the 21st century. This course meets the student learning outcomes in the WMU Essential Studies Level 3- Connections, Global Perspectives Course Category. This course also meets the Diversity and Inclusion student learning outcome.

Prerequisites: Minimum of 45 credit hours completed.

NUR 3430: Nursing Research - RN (3 hours)

This course is designed to provide a foundation for the use of research findings as a basis for practice. The course focuses on nursing research as it relates to the theoretical foundations of the discipline of nursing and to the development of a scientific basis for nursing practice. It prepares the learner to understand the language of science and the processes of scholarly inquiry. It also

prepares the learner to read, interpret and evaluate selected nursing studies and appropriately determine the clinical relevance of study findings and their implications for practice. The primary goals of the course are to explore the impact of research upon the profession of nursing, and to examine the research process as it relates to the practice of nursing. This course meets the baccalaureate requirements for being a writing intensive course.

Prerequisites: STAT1600, 2160 or 3660.; NUR 3400; NUR 3420; NUR 3220

NUR 4330: Population Based Nursing - RN (3 hours)

This course focuses on nursing roles and interventions for vulnerable populations emphasizing primary, secondary, and tertiary levels of prevention. Students will examine determinants of health, apply theories of health behaviors change, and evaluate outcomes of care for a vulnerable population. Health policies and health economics and their effects on the delivery of health services will be discussed from local to global perspective. Nursing practice takes place in a variety of community settings. This course satisfies WMU Essential Studies Level 3: Connections – Local and National Perspectives Category.

Prerequisites: NUR 3400 and NUR 3430

NURS 4340: Nursing Leadership and Management-RN (3 hours)

This course introduces the leadership roles and management functions expected of a professional nurse with an emphasis on patient safety and quality improvement.

Prerequisites: NUR 3400 and NUR 3430

NUR 4350 Leadership and Population Based Nursing Practicum (3 hours)

This clinical experience allows the student to apply the theoretical knowledge learned in leadership and population-based nursing courses. The student, in partnership with a nurse leader in the assigned setting, will actively engage and contribute to a project within that setting. A clinical component is required for this course.

Prerequisites: NUR 4330 and NUR 4340 with a grade of “C” or better

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 BSN advisor and be prepared for advising appointments. Appointments may take place in person, by telephone, or by video conferencing. 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 Undergraduate Catalog. Students are responsible for knowing and adhering to the policies and recommendations set forth in the current edition of the WMU Undergraduate Catalog 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.

NURSING PRACTICE - COURSE GUIDELINES

Attendance and Participation Requirements

Attendance is expected during educational interactions. In the RN to BSN program, these interactions take place asynchronously via the Brightspace learning platform. Attendance and participation requirements are outlined in the syllabus for each course. In the event of illness or crisis, students are expected to notify the faculty and to participate in planning options to make up the missed learning experience. The manner in which the time or experience is made up is between the student and the responsible faculty person. If makeup hours cannot be arranged within the time parameters of the semester, the student may request an incomplete for the course if the student has successfully completed all other requirements of the course.

Unexcused Absences from Clinical

Students who do not meet minimum work requirements cannot attend clinical experiences and the absence is considered unexcused. Failure to meet practice site requirements may delay your progress toward graduation and could deter successful graduation altogether.

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 BSN, meeting all MWR is reasonable assurance students can attend clinical sites chosen or assigned within our program of study.

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

An unexcused absence will result if a student does not meet MWR and will result in a learning contract. Missing any clinical experience may result in a lowered grade, missed opportunity for assessment to evaluate your successful completion of the clinical portion of the course.

Faculty are not obligated to provide substitute or alternative clinical experiences based on an unexcused absence. A grade for that missed clinical experience will be reflected in the course grade.

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, 2015, 3.6). 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.

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.

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 handled 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. According to Information from the [Michigan Health Professionals Recovery Program](#) (HPRP) Policy and Procedures Manual BSON is obligated to notify

the Michigan Board of Nursing regarding a positive drug test.

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:

1. Referral to and enrollment in an alcohol or drug rehabilitation program approved by the WMU BSON
2. 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.
3. Negative drug screening prior to return to the course and clinical placement.
4. Random negative alcohol or drug screening as determined by the WMU BSON director in consultation with the director of the approved alcohol treatment program.
5. 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.

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.

Student Preparation

Preparation is expected for assignments in each nursing practice course as specified in individual course objectives. A nurse must be accountable and prepared to care for clients. Preparation includes knowledge, attitude, and skills. 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.

STUDENT EMAIL

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.

STUDENT COMMUNICATION RESPONSIBILITIES

- 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 Academic Warning, an Academic Performance Contract or academic hold.

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.

COMPUTER REQUIREMENTS

WMU on-line courses require access to broadband Internet access. Please see [laptop requirements](#).

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.

1. Identification

Students must wear the WMU name pin, printed with their first and last name, during nursing practice experiences. Additional identification may be required by practice sites.

2. Shoes

Students will wear footwear which is clean, closed toe and heel, polished, and in good repair. Footwear will be appropriate for the work duties and responsibilities performed and meet the safety needs of the work environment. Students must comply with the dress code, including shoes, for their clinical site.

3. 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.

4. Nails

Nails must be clean and well groomed. In some practice sites, artificial nails are prohibited for infection control reasons.

5. 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 if required by the clinical site.

6. Tattoos

Visibility of tattoos must comply with agency policy.

TRANSPORTATION REQUIREMENTS

Students are responsible for transportation to clinical settings and home visits. Students should allow adequate time to travel to arrive at their destinations on time, especially in winter months. Students who do not have access to a car should use public transportation or make arrangements to carpool. Parking spaces are often limited at many locations.

HEALTH REQUIREMENTS/MINIMAL 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.

- 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 of program plan (page 6-7).
- 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

1. **myRecordTracker®**

The BSN 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
- Statement of Good Health
- Proof of immunizations
- TB test results
- Proof of BLS Provider certification through the American Heart Association only
- Approved facility HIPAA and OSHA documents
- Criminal background check through Certiphi
- Drug testing through approved lab only
- Current RN license

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.

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 Screening:**

Student 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. Additional doses may be required in the future.

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: <https://wmich.edu/covid-19>. 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 his/her 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 student has 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.

Suggestions for Needlestick or Other Contaminated Injuries

1. Obtain follow-up services of student's choice.
2. Practice instructor and/or facility/agency liaison will examine patient record to identify any patient conditions that require specific follow up testing or treatment.
3. If the puncture wound is not associated with known patient (i.e., item found in linen or trash) the practice faculty are to inform agency Infection Control Nurse or Department of Infection Control of the injury. Student to pursue follow-up of choice. Consider ISG 3cc.
4. If questions arise concerning the proper procedure to follow, the agency Department of Infection Control should be consulted.

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 or 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 will not be placed into the clinical/field placement of any course which requires such clinical/field placement and will be removed from any such clinical/field placement if already placed. 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 FINGERPRINTING

Western Michigan University's Bronson School of Nursing (BSON) has accepted the responsibility as a qualified entity pursuant to the National Child Protection Act of 1993 to request a criminal background check through an authorized agency of the State to determine whether a student who will be providing care in a clinical setting has been convicted of a crime that bears upon that individual's fitness to have responsibility for the safety and well-being of children, the elderly, or individuals with disabilities.

Pursuant to [Section 20173 of the Michigan Public Health Code](#) hospitals and clinical placement sites may not grant clinical privileges to providers of care (including students) if they have been convicted of a felony or certain misdemeanors. See section 333.20173a for relevant convictions. Thus, clinical placement sites **may** choose to order additional background checks such as fingerprinting as part of their student credentialing processes. Students who are placed in these agencies will be notified of the procedure for obtaining fingerprints.

Pursuant to federal statute, an individual may challenge the accuracy or completeness of any entry on his or her Criminal History Record Information response. This may be done by requesting an appointment with the Director within 3-5 days of having the response reported to them. They will be given 30 days to rectify any information questioned within their record.

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 will not be placed into the clinical placement of any course which requires such clinical/field placement and will be removed from any such clinical/field placement if already placed. Completion of all clinical placements is a graduation requirement. A degree will not be granted to any student who does not successfully complete all required clinical 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 BSON 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 BSON 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 will be reported to the Director of the WMU BSON 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. Positive drug screens will be reported to the State Licensure Agency. See protocol for encountering a chemically impaired student, page 18.

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.

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 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.

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 BSN 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 BSN 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. e 4. Ability to be a life-long learner 5. 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	• 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

	3. Computational thinking 4. Cognitive load management 5. Observe patient accurately at a distance and close at hand	phenomena during a comprehensive assessment of patients • 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 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	• 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

	healthcare professionals and team members 4. Acquire the skills necessary for promoting change for necessary quality healthcare 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. Applications must be submitted online.

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, but there are scholarships for which RN to BSN students may qualify.

RN to BSN students may also qualify for financial aid through employer tuition reimbursement programs and membership in professional nursing organizations.

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).

SIGNATURE PAGE

Academic Year 2026-2027

I have read and understand the information in the WMU BSN RN-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: _____