

College of Nursing

Student Handbook



The Undergraduate programs at the University of Wisconsin Oshkosh College of Nursing are accredited by the Commission on Collegiate Nursing Education (CCNE), One DuPont Circle, NW, Suite 530, Washington, DC 20036, (202)887-6791. The CON has the maximum accreditation, 10 years (2010-2020).

STUDENT HANDBOOK—UNDERGRADUATE PROGRAM

The following College of Nursing Student Handbook was written by students and faculty to provide general information about the College of Nursing and specific policies related to students. It is intended to supplement the University Bulletin and University Student Handbook.

The student has the responsibility to know the current University and College Policies.

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COLLEGE OF NURSING
GENERAL INFORMATION

COLLEGE OF NURSING MISSION

The mission of the College of Nursing, consistent with the mission of the University of Wisconsin System and the University of Wisconsin Oshkosh, is to assist students, faculty and staff to:

- Acquire and disseminate the knowledge and abilities essential for assuming nursing responsibilities in a variety of settings.
- Foster an inclusive learning environment that prepares our graduates to meet the challenges of an increasingly global society
- Develop advanced knowledge and skill for higher education to provide excellence in evidence-based practice, research, and scholarship.
- Develop strategic partnerships to enhance learning and improve health in the state of Wisconsin and beyond, through discovery, synthesis, preservation and dissemination of knowledge.

Draft 8/06
Updated 9/08
Revised 5/09
Approved 05/18/09
Approved 2/18/11

UNIVERSITY OF WISCONSIN OSHKOSH
College of Nursing

Vision Statement

The College of Nursing will build upon its tradition of developing caring and scholarly leaders who positively impact contemporary and future health care

Values Statement

The College of Nursing supports the Professional Values adapted by the American Association of Colleges of Nursing (2008) and we hold ourselves accountable for facilitating the development of these values in our students and ourselves.

We believe that these values in action will set an example to all with whom we interact and help us accomplish our personal, professional, and organizational goals.

VALUE	DEFINITION	VALUES IN ACTION: AS FACULTY, WE STRIVE TO:	VALUES IN ACTION: AS PROFESSIONAL NURSES:
ALTRUISM	<i>A concern for the welfare and well being of others</i>	<i>Demonstrate an unselfish interest in others through caring, compassion, sensitivity and an openness to engage in helping relationships.</i>	<i>Altruism is reflected by the nurse's concern for the welfare of patients, other nurses, and health care providers.</i>
AUTONOMY	<i>The right to self-determination</i>	<i>Provide information and options to explore that require individuals to look deep within themselves to find the answers to manage their problems effectively.</i>	<i>Professional practice reflects autonomy when the nurse respects patients' rights to make decisions about their health care.</i>
HUMAN DIGNITY	<i>Respect for the inherent worth and uniqueness of individuals and populations</i>	<i>Interact with others in a respectful, efficient, courteous, and prompt manner with the assurance of complete confidentiality.</i>	<i>Human dignity is reflected when the nurse values and respects all patients and colleagues.</i>
INTEGRITY	<i>Acting in accordance with an appropriate code of ethics and accepted standard of practice</i>	<i>Build trust by being approachable, honest, and accountable for our words and actions.</i>	<i>Integrity is reflected in professional practice when the nurse is honest and provides care based on an ethical framework that is accepted within the profession.</i>
SOCIAL JUSTICE	<i>Acting in accordance with fair treatment regardless of economic status, race, ethnicity, age, citizenship, disability, or sexual orientation</i>	<i>Create relationships, structures, and resources for the equality of optimal access to needed information and services along with meaningful participation in decision making.</i>	<i>Social justice is reflected when the nurse works to assure equal treatment under the law and equal access to quality health care and supports fairness and non-discrimination in care delivery.</i>

Approved by Faculty 6/3/09

UNIVERSITY OF WISCONSIN OSHKOSH COLLEGE OF NURSING

Philosophy

The College of Nursing is an integral part of the University of Wisconsin Oshkosh, deriving its purpose from the mission and goals of the University. Faculty and staff of the College of Nursing support the mission of the University by striving toward excellence in teaching, fostering and participating in research and scholarly activities, providing service to the community, and helping shape the health care delivery system by engaging people and ideas for the common good. The vision of the College of Nursing is to build upon the tradition of developing caring and scholarly leaders who positively impact contemporary and future health care. The College of Nursing faculty and staff believe:

Each person has inherent worth and uniqueness, the capacity to change, and the autonomy to make decisions at every stage of life. The person is part of a larger group (family, community or society), is unique, and has the right to be involved in decisions. Learning, health behaviors, and the health status of persons and populations are influenced by interconnections with others, perceptions of life experiences, adaptations during life processes, and effects of the environment. Each person has the right to information so that knowledgeable choices about health can be made. Therefore, an important function of professional nurses is to provide health care information and culturally competent care in order to promote, maintain, or restore health or assist with a peaceful death. The nurse uses the American Association of Colleges of Nursing (AACN) professional values of altruism, autonomy, human dignity, integrity and social justice to provide safe, humanistic health care to all persons.

Health is a dynamic and holistic process, whereby individuals find meaning in wellness, illness, disease, and dying. Individuals strive for harmony, balance, energy, and well-being while adapting to the ever-changing environment. Health is a function of the client, the culture, the health care system, and the providers of care. Health is a holistic composite of physical, psychological, social and spiritual aspects. A basic concept of health concerns an expression of the life process of wholeness.

Environment refers to dynamic internal and external factors within which clients develop, interact, and maintain their identities. The environment is multidimensional and has physical, biological, ecological, technical, psychological, spiritual, social and cultural patterns. The health care system is also an integral part of the environment and influences the health status and health-seeking behaviors of persons, groups, and communities. Health care services, resources, legislation, research data, information technology, ethical issues and diverse values influence the environment. Therefore, nurses interact with all elements of the environment to assist individuals and groups to optimize their health status.

Nursing is a discipline and a profession. As a discipline, nursing supports the belief that there is a dynamic interrelationship between the person, health, and the environment. As a profession, nursing is committed to assisting persons and communities to perform activities that contribute to and potentiate health. Nurses provide care to enhance compassionate, sensitive, and appropriate means to enable persons and communities to gain independence and participate in planning health care. Nurses use the nursing process that reflects professional values, core competencies and core knowledge.

Education is a reciprocal process between teachers and students to acquire knowledge, skills, and self-awareness. Learning occurs in a variety of ways, at different rates, at different times, and in different settings. Education and divergent life experiences provide persons with the

knowledge necessary to achieve their potential. Nursing faculty provide a learning environment which acknowledges individual needs, learning styles, abilities, and talents. The learning environment promotes the self-esteem and confidence necessary for transition to professional nursing roles. Students are encouraged to engage in critical thinking, consider alternate viewpoints, appreciate the diversity of a multicultural, dynamic society, and demonstrate professional commitment.

Nursing education builds on a firm foundation in the liberal arts and sciences. Graduates of the program use critical thinking, problem solving methods, and analytical reasoning to practice nursing at the baccalaureate and graduate levels.

At the baccalaureate level, graduates are prepared to: provide nursing care in diverse settings; share accountability for health with clients and other members of the health care team; utilize nursing research; and make independent and collaborative nursing decisions. The baccalaureate program prepares students for professional nursing practice and provides a foundation for graduate study.

Graduate nursing education at the master's level includes scholarly inquiry into advanced preparation, practice, and provision of nursing service to society. Emphasis is on the acquisition and application of advanced knowledge of nursing and health care through collaborative practice in various settings. The education process builds upon baccalaureate nursing preparation and facilitates advanced professional role development, identification of researchable nursing issues, and the use of scholarly inquiry. The graduate program prepares nurses for advanced nursing roles and provides a foundation for doctoral study.

Lifelong learning and evaluation are mutual responsibilities of faculty and students. Lifelong learning is an integral part of professional activity, and is valued in the education process. Self-initiated activities related to enhancing the depth and breadth of nursing practice and further role development are characteristics of professional nurses.

Faculty approved 02/26/07

UNIVERSITY OF WISCONSIN OSHKOSH
COLLEGE OF NURSING

Conceptual Framework—Bachelors and Masters

The College of Nursing (CON) conceptual framework is developed from the concepts of person, environment, health and nursing. The focus, depth and breadth of these concepts increase in complexity as students progress through the nursing program. The curriculum in the baccalaureate nursing program is built on a foundation of pre-nursing courses, humanities, and natural and social sciences. The baccalaureate program prepares professional nurses with the knowledge, skills, and values, which enable them to assume beginning practice roles in a variety of settings. The Master of Science in Nursing Program curriculum is built upon the foundation of baccalaureate nursing education and prepares nurses for advanced roles in healthcare.

PERSON

The person is part of a larger group (family, community, or society). The person: (a) is unique and has the right to be involved in decisions, (b) interacts with the environment which influences both life experiences and behaviors, and (c) grows and develops and has the ability to adapt to change throughout the lifespan.

At the undergraduate level, the concept of person has a strong developmental focus, influenced by culture, genetics, environment, events, and other people. Students apply the concept of person throughout the curriculum developing themselves as caregivers, teachers, advocates, leaders, and managers within the professional nursing role.

At the graduate level, students advance application of the concept of person by increasing scope of practice, collaboration, and leadership for each of the role emphases. Advanced nursing roles are characterized by independence, self-actualization, advanced knowledge, and decision-making leadership within the health care team.

ENVIRONMENT

The concept of environment refers to dynamic internal and external factors within which persons develop, interact, and maintain their identities. The environment is multidimensional and has physical, biological, ecological, technical, psychological, spiritual, social, and cultural patterns. Health care services, resources, legislation, research findings, ethical issues, and diverse values influence the environment.

At the undergraduate level, students focus on the knowledge that specific environments provide opportunities and limitations that influence well-being. Students learn that the health care system, as an integral part of the environment, influences the health status and health-seeking behaviors of people, groups, and communities.

In the graduate program, students focus on health promotion, disease prevention, illness care, and health maintenance. Nurses in advanced roles deliver care in a variety of settings. The focus of environment is on students' abilities to synthesize advanced knowledge of the social, political, ethical, technical and economic factors influencing the health care system and role development.

HEALTH

Health, a dynamic and holistic process, is a blend of values, whereby persons make meaning from wellness, illness, disease, and death. People strive for harmony, balance, energy, and well-being while adapting to the ever-changing environment. Health is influenced by multiple factors including the environment, providers of care, and the health care system.

In the undergraduate program, students interact with people in varying states of health throughout the curriculum. Students learn to value the role of the professional nurse in optimizing health in a variety of acute and community based settings.

In the graduate program the focus is advanced nursing care and is oriented toward promotion and maintenance of health, prevention of disease, and advanced care of the person with acute and chronic health problems. Health is managed in the home, in community settings, and in health care facilities. Primary health care provides the usual point of entry into the health care system and provides for routine follow-up, while secondary and tertiary care provide points of care for more complex issues. Ideal health care is characterized by universal accessibility, comprehensiveness, continuity, competence and caring. Health care requires active participation in and acceptability of shared goals between consumers and providers.

NURSING

Nursing is a discipline and a profession. The concept of nursing is developed according to *The Essentials of Baccalaureate Education for Professional Nursing Practice*; *The Essentials of Master's Education for Advanced Practice Nursing*; 2002 *Criteria for Evaluation of Nurse Practitioner Programs* from the National Task Force on Quality Nurse Practitioner Education; *Nurse Practitioner Primary Care Competencies in Specialty Areas*; *Core Competencies of Nurse Educators with Task Statements*; *Fundamental Aspects of the Clinical Nurse Leader Role*; and *Clinical Nurse Leader (CNL) Curriculum Framework*.

In the undergraduate program the major nursing roles are: provider of care, coordinator of care, and member of the profession as a beginning practitioner. Inherent within these three major roles is a commitment to caring. Students use the nursing process to guide clinical decision-making within the framework of the independent and collaborative roles of the nurse. Undergraduate students identify health and educational needs, develop strategies, and implement and evaluate actions within the realm of beginning nursing practice. Students use nursing research to guide clinical practice.

The graduate program builds on the three major roles and the commitment to caring. Advanced nursing involves increased scope of practice, collaboration, and leadership. Students incorporate advanced application of the nursing process in the level and sophistication of data collection, analysis and synthesis. Graduate students identify health and educational needs, develop strategies, and implement and evaluate actions within the realm of advanced nursing practice. In the graduate program, students use research for advanced systematic inquiry to conduct scientific investigation of relevant health care and educational issues. Nursing theory provides a framework for developing nursing knowledge and incorporating knowledge from other disciplines.

Approved by faculty 2/16/07

College of Nursing Undergraduate Program Objectives

The College of Nursing will build upon its tradition of developing caring and scholarly leaders who positively impact contemporary and future health care.

The College of Nursing upholds the 2008 AACN Essentials of Baccalaureate Education for Professional Nursing Practice throughout the undergraduate curriculum. For additional information, visit - <http://www.aacn.nche.edu/education/essentials.htm>

At the completion of the Undergraduate Nursing Program at the University of Wisconsin Oshkosh, graduates will:

1. Apply knowledge of human cultures and the physical and natural world to generalist nursing practice.
2. Demonstrate competence in skills related to patient care technology and information management.
3. Formulate individual and population health promotion and disease prevention strategies.
4. Communicate and collaborate with the health care team to improve healthcare outcomes when designing, providing, managing, and coordinating care.
5. Manage care for individuals and groups applying health care policy and regulatory and professional standards.
6. Integrate scientific evidence into nursing practice.
7. Demonstrate caring in generalist nursing practice.
8. Integrate professional values into generalist nursing practice.
9. Synthesize knowledge necessary to begin generalist nursing practice.
10. Support quality and safety as integral components to care giving.
11. Value individual responsibility for lifelong learning, leadership, ethics, sustainability, and engagement as a member of the community and the profession.

UNIVERSITY OF WISCONSIN OSHKOSH
COLLEGE OF NURSING
SAMPLE COURSE PLAN FOR TRADITIONAL BACHELOR OF SCIENCE IN NURSING – FALL 2011 (Pending Approval)

Revised October 2010

YEAR I						YEAR II					
FR I	COURSE	CR	FR II	COURSE	CR	SOPH I	COURSE	CR	SOPH II	COURSE	CR
Eng	Writing-Based Inquiry Seminar (WB15)	3	Nsg 200	Growth & Development	3	Nsg 105	Intro to Prof Nsg	1	Nsg 204	Caring and Foundations of Nursing	3
Psy 101	Psychology	3	Chem 102 or 106	Biochemistry	4	Bio 212	Human Physiology	4	Nsg 205	Clinical: Aging	2
Chem 101 Or 105	Chemistry *	4	Bio 211	Human Anatomy	3	Bio 233 or 309	Microbial Survey	4	Nsg 206	Health Assessment	2
Bio 105	Bio Concepts	4		Social Science	3	Nsg 215	Health Practices with Diverse Population	2 or 3	Nsg 212	Lab: Application of Assessment & Foundation Skills	1
Phy Ed 105	Active Lifestyles	2		Humanities	3		Humanities	3	Nsg 213	Therapeutic Nutrition (7wks)	1
						Comm 111	Speech	3	Nsg 214	Aging	2
									Nsg 217	Informatics (7wks)	1
										Social Science	3
										Non-Western Culture	3
		16			16			17-18			18

YEAR III						YEAR IV					
JR I	COURSE	CR	JR II	COURSE	CR	SR I	COURSE	CR	SR II ***	COURSE	CR
Nsg 311	Lab: Adulth Health I	1	Nsg 314	Nsg: Adult Health II	3	Nsg 404	Legal and Ethical Nursing Care Practice	2	Nsg 419	Clinical Synthesis Seminar	4
Nsg 312	Nsg: Adult Health I	3	Nsg 315	Clinical: Adult Health II	3	Nsg 412	Nsg: Childbearing Families	2	Nsg 426	Nursing: Mental Health	2
Nsg 313	Clinical: Adult Health I	2	Nsg 319	Lab: Adult Health II	1	Nsg 416	Nsg: Communities	3	Nsg 427	Clinical: Advanced Concepts (1st 10 wks)	3
Nsg 328	Evidence Based Practice	2	Nsg 346	Pharmacology II	2	Nsg 418	Clinical: Family and Community Nursing	3	Nsg 429	Advanced Concepts	2
Nsg 336	Pharmacology I	2	Nsg 358	Pathophysiology II	3	Nsg 424	Nsg: Children and Adolescents	2	Nsg 437	Leadership and Management in Nursing	2
Nsg 348	Pathophysiology	3		Humanities	3		Math**	3			
Eng 316 or 318	Advanced Comp	3		Nursing Elective	2						
		16			17			15			13

Bolded courses include prenursing requirements and core curriculum. Lighter type denotes University general education requirements needed to graduate.

*Please note that Math 103 or higher is prerequisite for Chemistry 101 (as of Fall 2005)

**While more than one course meets the University requirement for Ethnic studies, it is recommended that students take Nursing 340 Health Care of Ethnic Groups. This may be taken for 2 or 3 credits. If taken for 2 credits it will fulfill the 3-credit Ethnic Study general education requirement for graduation provided the student completes the BSN at UW Oshkosh. It can also be used to meet nursing elective requirement.

***Math Gen Ed—3 cr. Recommended that students consider PBIS 189 (Statistics) later in curriculum so that it can be used for graduate school. Other courses include PBIS 187 or PBIS 188.

****It is required that students complete general education requirements PRIOR to this semester to avoid possible delay of graduation and NCLEX-RN examination.

Please note: Following admission into the clinical nursing major you may wish to consider summer course offerings and/or externship opportunities at health care agencies (generally not eligible until after JRI and/or JR II). For more information contact Becki Cleveland at cleveland@uwosh.edu.

TRANSFER INFORMATION WEBSITE: www.uwsa.edu/tis Use course wizard to evaluate off-campus courses taken.

GENERAL INFORMATION

CURRENT ADDRESS AND NAME CHANGE

Students are required to list their current address in appropriate places. If you change your last name, we need to be informed. Keep your address, phone number, and name up to date in the Registrar's office, Dempsey Hall 130, and in the College of Nursing Undergraduate office. Also update your address and phone number with the office of the Assistant Director, Student Academic Affairs, NE20, so your health record is current

NURSING/EDUCATION BUILDING

The majority of nursing courses are held in the Nursing/Education Building on campus. Faculty offices are on the 3rd, 4th, and 5th floors. Administrative offices are on the first floor in room N/E 148. Coordinator of Academic Affairs office is N/E 20.

Computer Lab and Student Lounge

The computer lab and student lounge is located in N/E 229 on the second floor of the College of Nursing. The area is available during posted hours and may be used for studying, relaxing, and meeting with other nursing students.

The Learning Laboratories for Nurses

The Learning Laboratories are on the lower level of the College of Nursing (N/E 40). The laboratories provide simulated settings to apply nursing knowledge and practice nursing skills. The laboratories are open Monday through Friday and selected other times to meet program needs. Hours are posted on the College bulletin board outside the lab. The laboratory is staffed by registered nurses to guide your learning.

Information (Bulletin Boards)

The official bulletin board for nursing majors is located on the first floor of the College of Nursing outside of N/E 151. Check regularly for notices of meetings, lists of available scholarships and other information. Student organization bulletin boards are also located in this area.

Smoking

Smoking and all forms of smokeless tobacco are highly discouraged. Smoking is not permitted in the College of Nursing building. Outside the building smoking is prohibited within 25 feet of any entrance. You are expected to be free of any tobacco / smoke odor when attending clinical.

Guidelines Regarding Food and Fluid in Classrooms

The following guidelines are suggested as considerations to be made by faculty and students in maintaining a suitable environment for learning in College of Nursing classrooms.

1. The physical environment of the classroom is to be maintained (i.e., cleanliness, safety).
2. Eating and drinking in the classroom is at the discretion of the instructor(s) of the course.
3. Guidelines regarding eating and drinking should be presented to students at the beginning of each semester in the individual courses.
4. Students are to discard cans, cups, wrappers, etc. in the proper manner. If this condition is not maintained, course faculty are to enforce a no food or drink in classroom approach.
5. Thoughtful recycling is expected.

SCHOLARSHIPS, FINANCIAL AID, AND EMERGENCY AID

Financial assistance is available to qualified students by applying to the Financial Aids Office in Dempsey Hall. In addition, several scholarships are available to students in nursing. The majority of scholarships specific for nursing require admission to the professional component of the program and **completion of FAFSA**.

Information regarding some nursing scholarships will be distributed by email. There may be qualifying factors for eligibility. A complete listing of all scholarships and applications is available on the College of Nursing website. Assistance may be obtained through the Assistant Director, Student Academic Affairs, N/E 20.

Scholarships listed through the University Financial Aid Office website:

http://www.uwosh.edu/fin_aid/types-of-financial-aid/scholarships

American Association of Colleges of Nursing Scholarship information website:

<http://www.aacn.nche.edu/Education/financialaid.htm>

Emergency aid for student nurses is available in special circumstances. Please contact Becki Cleveland, Assistant Director, Student Academic Affairs for further information at cleveland@uwosh.edu or 424-2127.

SPECIAL EQUIPMENT/EXPENSES

TRAVEL

Numerous health care agencies located throughout the region are used for student learning experiences beginning in the first semester of the clinical major. Since the majority of facilities are outside the Oshkosh area, it is essential for the student to have the use of a personal vehicle for transportation to and from clinical experiences. Car-pooling with classmates, although encouraged, is not always possible. Students living in UW Oshkosh dorms should consult Residence Life regarding parking.

TIME COMMITMENT

The nursing curriculum is challenging, labor intensive, and requires commitment and more time than most other courses of study. There are multiple courses each semester, including clinical courses which require a minimum of 3 hours of direct clinical experience per credit hour. This does not include time required for travel, or preparation/study prior to and after the clinical day. Clinical hours may be scheduled days, evenings, nights, and weekends. Course requirements may include testing during non-scheduled class hours. Students in the College of Nursing are therefore strongly advised to limit their hours of work and/or other non-student commitments during the academic year.

COSTS

Nursing is a professional discipline, and students enrolled in the nursing program must anticipate additional costs that are directly related to the nursing program. These include official CON uniform purchased through the CON, nametag, laboratory supplies, nursing textbooks, standardized tests, criminal background check and associated record costs if court documents are needed, CPR, health requirements, transportation associated with clinical experience. In addition to the costs indicated above, students are expected to have a watch with seconds indicated, nametag, pen, pocket scissors and stethoscope. Appropriate electronic media, texts and/or other resources are expected of the professional nursing student. All students admitted into the Traditional Undergraduate Program are required to have a laptop computer and hand held computer device for use in classroom,

clinical, and laboratory setting. See University website for available student discounts and computer specifications.

SUPPORTIVE SERVICES FOR STUDENTS

See the University website for available services to help students. A few of the services that students in nursing have found especially helpful are listed on the next page. If you need to consult someone about resources on campus or in the area, please contact your Level Facilitator or Assistant Director, Student Academic Affairs.

COORDINATOR STUDENT ACADEMIC AFFAIRS

The Assistant Director, Undergraduate Student Academic Affairs serves as the Master Advisor working collaboratively with Level Facilitators, Academic Resources Center, Registrar, and Career Services. In consultation with the UG Program Director, the Assistant Director, Student Academic Affairs implements recruitment activities and manages the admission process for traditional undergraduate students, advises students with special needs, coordinates diversity initiatives, and oversees the management of student records related to health, CPR, and background checks.

LEVEL FACILITATOR

The Level Facilitator (LF) assigned to each level of the UG nursing program provides leadership within the level. The LF collaborates with the UG Program Director, level faculty, and students to coordinate the work of the level and implement the level courses. This includes such activities as curriculum development, implementation, and evaluation; faculty / staff / student support and communication; group process and problem solving; and teaching.

READING/STUDY CENTER

The Reading/Study Center offers courses designed to increase reading efficiency, techniques on how to study, how to prepare for and take tests, and how to take more effective notes. Personalized attention is given, and each program is tailored to fit a student's immediate or long range goals and needs. For more information check with the College of Education, Room 201, or the Undergraduate Academic Resource Center (UARC).

TUTORING OPTIONS

- The College of Nursing tutors will conduct study sessions at no cost to students. The meeting times for tutoring will be announced at the beginning of each semester.
- The Center for Academic Resources (CAR) is located in Dempsey 317. CAR is generally open Monday, Thursday, & Friday from 8:00 a.m. to 4:00 p.m. and Tuesday and Wednesday from 9:00 a.m. to 6:00 p.m. For more information, please contact Jan Norton, CAR Director, by phone (920-424-3419) or email: nortonj@uwosh.edu.

WRITING LABORATORY

A Writing Laboratory is available through the English Department to assist students who need to improve their writing skills. Students from all levels of experience may use the laboratory, whether they want help in organizing a paper or in writing more coherently. A professional staff member, with help from upper class or graduate students, assists in the writing laboratory. Individual instruction is given so that each student's specific need is met. A computerized grammatical assistance program is also available for student use. For more information check with Radford Hall, Room 11. All student papers are to be developed using the American Psychological Association Guidelines (APA). *Concise Guide for APA Style*, a course guide for APA format, is available at the University Bookstore.

CAREER PLANNING AND PLACEMENT

Career Services is the University of Wisconsin Oshkosh's provider of career information, advice and occupational guidance. Counselors assist with developing the skill set and tools needed for successful externship, graduate school, part-time & full-time position searches in Wisconsin or beyond. The College of Nursing Career Services Advisor may be contacted at 424-2181. It is never too early to start planning your career.

Career Services
Student Success Center
Algoma Blvd.
Oshkosh, WI 54901
920-424-2181
Fax: 920-424-1000
www.uwosh.edu/career

TITAN JOBS

Welcome to the job bank and on-campus recruitment database of Career Services. Whether you are seeking full-time employment or a part-time, summer or semester internship position, the system allows Career Services to give your resume maximum exposure to employers. Additionally, employers can do job searches based on certain criteria.

Titan Jobs has a place to upload resumes and cover letters which are used when applying for jobs posted on the network by employers. There is also a section where you can apply for jobs or view job listings and it has a section for applying for on-campus interviews. Use Titan Jobs to sign up for Career Services events.

<https://www.myinterfase.com/uwosh/student/home.aspx>

MOCK INTERVIEWS

The goal of mock interviews is to help strengthen interviewing skills and provide feedback on resume writing. Representatives of health care organizations participate in these interviews by meeting one-on-one with a student for approximately 30 minutes. Each session starts with a mock interview followed by the employer feedback on your resume and individual interview presentation.

ADVISEMENT/REGISTRATION

COLLEGE OF NURSING ADVISEMENT

Each student is responsible for the completion of degree requirements. Once admitted into the professional component of nursing, advising is provided by each Level Facilitator. The Level Facilitator and Assistant Director of Academic Affairs can help you plan course work that fits your academic needs. These persons can be of help to you in selecting courses, explaining electives, clarifying regulations and procedures, and helping you fulfill the University requirements for a degree. Additionally, they can assist with dropping/adding courses, late withdrawal, and curriculum modifications (see *University Bulletin*), and questions specific to the nursing profession.

COMMON PROBLEMS ENCOUNTERED BY NURSING STUDENTS

These and other types of problems can be discussed with the Level Facilitator or faculty:

- inadequate study habits, academic difficulty, need for tutor
- working too many hours in relation to course load
- change in career plans
- illness or crisis which interferes with completion of course work
- delay of CON registration/clinical schedule interfering with ability to schedule outside work, child care, etc.
- unresolved “hold” on record, preventing registration

SOURCES OF INFORMATION

The following publications provide information you will need at some time during your studies at UW Oshkosh:

1. *UW Oshkosh Bulletin*
2. *UW Oshkosh Student Handbook*
3. *College of Nursing Student Handbook*
4. The semester class schedule emailed by the Undergraduate Program Office and *Timetable* on website (uwosh.edu)

STUDENT EMAIL

All official CON communication is through **University e-mail only**. When you are communicating with the Undergraduate Program Office, please include your full name and student identification number with all messages. For complete information on University email system (Titan Mail) see instructions linked to UW Oshkosh home page under Academic Computing or www.acs.uwosh.edu/vsm/stumail.shtml.

REGISTRATION

Information regarding registration, specific courses and times/days will be emailed to all students as soon as the information is available. This will be after you are eligible to register according to you designated University registration date. Please do not contact the Undergraduate Program Office regarding registration. Once the registration information is released, you have a limited amount of time to secure your placement after which courses are closed. **Remaining places are then available to those waiting for “space available” registration. It is your responsibility to resolve any “holds” on your record prior to attempting registration.**

***COLLEGE OF NURSING
POLICIES AND PROCEDURES***

PROFESSIONAL MAJOR ADMISSION/PROGRESSION POLICY

PROFESSIONAL MAJOR ADMISSION POLICY

Admission into the professional component of the program is selective, based on University, College, and agency resources, and College of Nursing admission criteria. Please note that admission to UW Oshkosh as a nursing major does not guarantee acceptance into the professional component of the nursing curriculum. Based on space availability, educational facilities, resources of the College of Nursing and clinical learning opportunities, it is possible that some qualified students may not be admitted. ***(If the admission class is not filled in any given semester, the Academic Standing Committee will provide notice via the CON website of a second admission cycle.)***

Please note the deadlines below and ensure that the application is the current edition for the admission cycle. Applications are generally made available by early July and early December. Students unsuccessful being admitted in a given semester must submit a new written application in subsequent semesters to be considered for admission.

Deadlines (by noon): **August 30**
 January 30

Current University of Wisconsin Oshkosh Students:

Students eligible to apply to the clinical major (see criteria below) must submit the College of Nursing Professional Major Admission Application obtained online at www.uwosh.edu/con. Transcripts are not necessary for current UW Oshkosh students unless courses were taken elsewhere while still progressing at UW Oshkosh.

Prospective University of Wisconsin Oshkosh Students:

Transfer students seeking admission directly into the clinical major must complete two applications:

1. Undergraduate Admission Application for UW Oshkosh with transcripts. Application is available online at www.apply.wisconsin.edu or at the UW Oshkosh Admission office in Dempsey 135. Please allow a minimum of 2 weeks for this application to be processed once submitted and fee paid.
2. College of Nursing Professional Major Admission Application according to deadlines above. The College of Nursing application is available online at www.uwosh.edu/con.

Students applying for BOTH the traditional and accelerated nursing options:

Students applying and accepted for the Traditional option and the Accelerated Nursing Option must choose ONLY one option at a minimum of 1 week prior to the start of the regular 14 week University semester. Failure to comply with this request will result in the student's name being removed from the list of accepted students for BOTH options.

QUALIFICATIONS FOR ADMISSION TO PROFESSIONAL NURSING MAJOR

REQUIRED CRITERIA:

- Admission to the University of Wisconsin Oshkosh
- Sophomore standing (30 credits completed)
- Minimum of 2.75 GPA on the completed pre-nursing requirements (see courses listed below)
- All of the required courses and a total of 45 credits must be completed with a minimum "C" grade by the end of the semester in which you are applying. (CD or C- are **not** acceptable grades.)
- Standardized nursing entrance test (cost assumed by student)
- Written statement demonstrating values appropriate for professional nursing (see application)
- **NEW CRITERION REGARDING NURSING ASSISTANT REQUIREMENT**
Applicants for Fall 2011 and beyond: Required completion of nursing assistant course with clinical component AND CURRENT CNA certification.

PREFERRED CRITERIA:

- Nursing GPA of 3.0 or above
- Certified Nursing Assistant work experience or other relevant health care experience
- Activities reflecting a service orientation (i.e. community or health care volunteer work, student athlete, etc.)
- Experience with diverse populations (i.e. varying age groups, developmentally disabled, ethnic groups, individuals with special needs, etc.)

APPLICANTS PLEASE NOTE:

- FACULTY TYPICALLY REQUEST AN INTERVIEW IN ADDITION TO THE APPLICATION AND ADDITIONAL CRITERIA ABOVE. **TOPIC, FORMAT, AND EVALUATION METHODS TO BE DETERMINED BY ACADEMIC STANDING COMMITTEE, FORMS ON WEBSITE.**
- **ALL STUDENTS HAVE THE RESPONSIBILITY FOR KNOWING UNIVERSITY AND COLLEGE ACADEMIC POLICIES AS THEY AFFECT HIS/HER STATUS.**

REQUIRED COURSEWORK:

Please note all courses must be completed with a minimum "C" grade (CD or C- are **not** acceptable grades).

- **Pre-Nursing Coursework:**

(These courses must be included in Nursing GPA for application.)

4 out of the 6 required science courses (all include lecture **and** laboratory):

Biological Concepts	Bio-105 OR 230
Anatomy	Bio-211
Physiology	Bio-212 OR 319
Microbial Survey	Bio-233 OR 309
Chemistry	Chem-101 OR 105
Biochemistry	Chem-102 OR 106

College English I	WBIS 188 OR ENG 101 OR 110 OR 202
Growth and Development	Nursing 200 OR Psych 391 (formerly known as Psych 291) OR Ed Foundation 377
Psychology	Psych-101
General Education	6 credits

Courses selected may be in any General Education area (HU, ES, SS, NW, PE, MA, GE, NS, EN or any Nursing elective), but must NOT include the pre-requisite courses listed above.

- **Pre-Nursing GPA:**

A student's admission GPA will be calculated on the above courses (2.75 minimum). If more than 4 science courses are completed, the GPA will be calculated on the best 4 grades. The GPA is calculated to three decimal points.

- **Additional Pre-Nursing courses:**

(These courses must be completed prior to starting in the clinical major.)

Speech	Com-111
Introduction to Professional Nursing	Nsg-105 (UW Oshkosh course ONLY)
Health Practices with Diverse Population	Nsg-215
Remaining 2 science courses (see required list above)	

OTHER REQUIREMENTS

COMPUTER COMPETENCIES

Health agencies have been employing increasingly sophisticated computer systems. It is imperative that nursing students be prepared to use computers in their practice. In the nursing major, you will find computer concepts and skills integrated in your courses. Prior to enrolling in Caring and the Foundations of Nursing, you will be expected to have some experience with a word processing program to aid in completing written work. An orientation to computer-assisted library research and applications of databases will be provided in Caring and the Foundations of Nursing. There are computers available to students on the second floor of the Nursing/Education building, Clow computer lab, Swart computer lab, and Halsey Science computer lab. If you are not familiar with applications of computer programs before admission to the clinical major, you will need to learn them during the first semester of the professional component. Students must purchase a hand-held computer device and laptop for use in the clinical major. You may check the UWO Hardware/Software standards online at: <http://www.acs/uwosh.edu>

HEALTH, CPR, AND CRIMINAL BACKGROUND CHECK REQUIREMENTS

1. IMMUNIZATIONS

Upon acceptance into the clinical nursing major, you will receive a copy of the health form and health policy. Dates of your last tetanus-diphtheria and or Tdap (must be within the last 9 years) must be indicated on the form. Documentation from a health care provider must be supplied as evidence of immunity in addition to the dates written on the form for (a) 2 measles, mumps and rubella immunizations or titers which prove immunity, (b) 2 varicella immunizations or titer (chicken pox), and (c) at least one hepatitis B immunization (or signed waiver which documents your refusal of the hepatitis B series. A minimum of 2 hepatitis B immunizations are needed by the Sophomore II level with completion of the three shot series completed by the start of Junior I semester.

All mandatory requirements must be met prior to beginning the Sophomore II courses and must be received by the College of Nursing office by the stated deadline. The College of Nursing is not responsible for any delays by the postal service, health agencies, or any other person, organization, or company that may be delivering or providing the health information or its documentation. If the health form and documentation are not received by the deadline, the student will be removed from the admission cycle. Immunizations and titers may be obtained through the UW Oshkosh Student Health Center (424-2424). Acceptable documentation of immunizations/immunity includes providing a copy of: the clinic health record with agency name/address and student name clearly identified (health professional's signature also preferred), a clinic or health professional's letterhead with immunizations recorded and signature, the lab report of titer results. A copy of the Wisconsin Immunization Registry (<https://www.dhfs.wisconsin.gov/immunization>) is also accepted.

2. TB/CPR

TB skin testing and CPR certification are mandatory and will be scheduled through the College of Nursing. Students accepted for admission will be notified regarding dates scheduled for TB testing and CPR certification. CPR certification through any other source is not acceptable. This will ensure that the requirements are complete for the maximum duration of clinical course work.

All health and CPR requirements are mandatory for eligibility to attend clinical courses. You may call Becki Cleveland (424-2127) or Sue Robl (424-1024) with questions regarding health requirements and documentation. Each admitted student will have a one-on-one appointment either in person or by phone to hand in and review health information requirements. Fees for immunizations, titers, TB tests and CPR class must be paid by the student.

3. CRIMINAL BACKGROUND CHECK

In compliance with the State of Wisconsin Caregiver Law, each applicant must complete and submit, along with the application, a criminal history disclosure form and sign a release form authorizing the University to conduct a criminal background check on the applicant. The cost of criminal background checks must be paid for by the applicant. The results of the criminal background check will not constitute an automatic bar to admission; rather, the results, in conjunction with the other information contained in the application, will assist admissions personnel in determining the applicants who will best be able to participate in and fulfill the requirements of the program. In determining the effect the results of a criminal background check will have on an applicant's qualification for the program, admissions personnel will be guided in part by the provisions of the Wisconsin Caregiver Law. This law applies to licensed health care facilities and identifies certain criminal violations that may prohibit individuals from working in these facilities. Information about crimes that constitute a bar to employment under the Wisconsin Caregiver Law and the effect of criminal history on licensure requirements is available through the College of Nursing. See also, the College of Nursing Policy on Criminal History Search. This policy is subject to revision without prior notice. This requirement is mandatory for eligibility to attend clinical courses.

4. DRUG AND ALCOHOL TESTING

Random drug screening of students may be required by some clinical agencies or the College of Nursing. If required, the cost of the test is the student's responsibility.

TIME COMMITMENT

The nursing curriculum is challenging, labor intensive, and requires commitment and more time than most other courses of study. The curriculum is a full-time course of study. There are multiple courses each semester, including clinical courses which require a minimum of 3 hours of direct clinical experience per credit hour. This does not include time required for travel, preclinical visits to the clinical agency, or preparation/study prior to and after the clinical day. Clinical hours may be scheduled days, evenings, nights, and weekends. Course requirements may include testing during non-scheduled class hours. Students in the College of Nursing are therefore strongly advised to limit their hours of work and/or other non-student commitments during the academic year.

COSTS

Nursing is a professional discipline, and students enrolled in the nursing program must anticipate some additional costs that are directly related to the nursing program. These include uniforms, laboratory supplies, nursing textbooks and nursing resource software, standardized tests, criminal background check and associated record costs if court documents are needed, CPR, health requirements, and transportation associated with clinical experience. In addition to the costs indicated above, students are expected to have a watch with seconds indicated, nametag, pen, pocket scissors, stethoscope, hand-held computer device, and laptop computer.

Students in the professional nursing program must provide their own transportation to and from clinical experiences. Many clinical experiences will require travel to communities outside the city of Oshkosh.

Some of the above requirements may change. For more information, please contact the College of Nursing Undergraduate Program Office, UW Oshkosh, 800 Algoma Boulevard, Oshkosh, WI 54901, (920) 424-1028.

Approved spring 2005
Revised 10/07
Revised 12/08
Faculty Senate approved 2/24/09
APC approved 2/12/09

Revised 3/19/09
Revised 2/19/10
Revised 1/11
APC approval pending

PROGRESSION POLICY FOR STUDENT NURSES

The standards for retention/progression in the College of Nursing are consistent with the University Standards. In addition, the College of Nursing has the following policies. A student must achieve satisfactorily in all aspects of a nursing course to receive a satisfactory grade, i.e., both classroom and clinical. A grade of "C" or better must be obtained in each course in the major field of study in order for the student to continue in the nursing program. It is also required that students earn a "C" or better in all required non-nursing courses.

Five year limit for completion of CON curriculum

After admission into the professional major, students must complete all degree requirements within a 5-year time period. Failure to do so may result in being dropped from the program or remediation.

Clinical nursing major courses

A student earning a "CD," "D" or "F" grade in any course of the **clinical** major cannot progress to subsequent courses in the curriculum. In order to repeat the course, an appeal must be made to the Undergraduate Academic Standing Committee of the College of Nursing (refer to the College of Nursing Appeal Policy and Procedure). The committee will decide whether or not the appeal merits approval. **Upon a successful appeal, a student may repeat a failed course based upon the space available. The student must request registration through the Undergraduate Program Assistant.**

Progression based upon space available

A student whose curriculum progression has been interrupted **for any reason** (failure, drop/withdraw, illness, etc.) will **only be allowed to continue in each level of the curriculum** (following the Academic Standing Committee's decision) **if there is space available**. Priority will be given to students who progress without interruption. Students' placement in course/clinical sections will be the decision of the Undergraduate Program Director.

Pre-nursing courses

Students cannot repeat more than two of the required pre-nursing courses with a maximum of one repeat of any required science course. Students cannot repeat the course more than once. Students exceeding these limits will be removed from the nursing major.

Appeal

- The student who has been advised he/she may not continue in the College of Nursing and who believes circumstances warrant an appeal, may do so in writing to the Undergraduate Academic Standing Committee. Refer to the College of Nursing Appeal Policy and Appeal Form.
- Faculty will submit their recommendation to the Undergraduate Academic Standing Committee at the time semester grades are submitted.

Approved spring 2005
Revised with approval 12/07
Approved spring 2005
Revised with approval 12/07
Proposed 05/09
Approved 1/11
APC approval pending

Essential Abilities Policy

University of Wisconsin–Oshkosh College of Nursing Policy on the essential abilities of prospective and current nursing students in undergraduate and graduate clinical programs

The University of Wisconsin–Oshkosh (UW Oshkosh) College of Nursing educates individuals with a BSN or higher degree to competently practice nursing in varied healthcare settings and to apply for RN licensure or certification [graduate degrees] in the State of Wisconsin. The UW Oshkosh College of Nursing's programs leading to licensure or advanced practice in nursing require students to engage in a variety of complex and specific experiences. The successful completion of these experiences is necessary for the nursing student to demonstrate the integration and application of a broad body of knowledge and skills necessary to deliver safe and effective professional nursing practice across the spectrum of health and illness experienced by patients.

To this end, nursing requires a combination of physical abilities and motor skills, sensory abilities, affective, interpersonal, and communicative skills, cognitive abilities, behavioral and emotional sensitivity, and professionalism in order to satisfactorily practice. These abilities and skills are essential not only to deliver safe and effective professional nursing to patients, but also to ensure the health, safety, and well-being of the nursing student, fellow nursing students, faculty, other healthcare providers, and the community. Therefore nursing students must possess the following essential abilities, which are necessary to demonstrate competence in professional nursing, in order to be admitted to, continue, and successfully complete clinical programs at the UW Oshkosh College of Nursing:

Physical Abilities and Motor Skills

Nursing students should have sufficient physical abilities and motor function so that they are able to effectively and efficiently execute movements required to provide general care and treatment to patients in all health care settings. For example: For the safety and protection of individuals, the nursing student must be able to perform basic life support, including CPR, and function physically in an emergency situation. The nursing student must have the ability, within reasonable limits, to safely assist an individual in moving, for example, from a chair to a bed, or from a wheelchair to a commode, using appropriate bioengineering equipment consistent with national guidelines (e.g., the National Institute of Occupational Safety and Health) and to hold or otherwise care for infants and small children to meet their healthcare, emotional, and developmental needs. Fine motor skills and other psychomotor skills, including the use of one or both upper extremities, hands, and fingers, are needed for some essential tasks. Students are responsible to demonstrate essential skills and abilities safely and within an appropriate time frame in the laboratory, simulated experiences, community, and clinical agency settings.

Sensory Abilities

The nursing student must have sufficient: visual acuity to see details near and at a distance, as well as be able to discriminate colors accurately; auditory acuity to hear conversation and other sounds in order to assess and protect the health and safety of individual patients and others in the vicinity; and intact tactile sensation to assess (e.g., hot/cold; rough/smooth) and perform appropriate professional nursing functions. Sight and hearing are also necessary to communicate accurately and effectively. Auditory-visual-tactile perception and integration are needed to perform most essential nursing functions.

Situation-Appropriate Affect, Communication, and Interpersonal Skills

A nursing student must be able to communicate effectively with others, and effective communication requires consistency of message, integration of information, and synchrony with circumstances and other data. Situation-appropriate affect is necessary to convey emotions appropriate for the circumstances, and at the same time, to engage in interpersonal communication effectively and sensitively with others. The nursing student must express his or her ideas clearly and appropriately. (See also Behavioral/Emotional section below.) A nursing student must be able to convey or exchange information to conduct an appropriate health history; identify problems presented; explain alternative solutions; and give directions during treatment and post-treatment. The nursing student must be able to communicate effectively in oral and written forms and interpret non-verbal communication. He or she must be able to process and communicate information on the patient's status with accuracy in a timely manner to other members of the healthcare team.

Cognitive

A nursing student must have sufficient cognitive abilities to be able to measure, calculate, reason, analyze, integrate, and synthesize in the classroom and a variety of nursing practicum settings. The nursing student must be able to quickly read and comprehend extensive written material, as well as comprehend oral communication. He or she must also be able to effectively gather information to assess and evaluate individuals, families, groups, and community/environmental situations, and act in a timely fashion using critical thinking. Likewise, the nursing student must be able to select from a plethora of existing information to assess and evaluate the same and take action that shows evidence of integrative functions and critical thinking. Clinical judgment requires the integration of information that results in rational, timely, and informed action, and the anticipation of consequences associated with those actions (or inactions). The nursing student must be able to engage in critical self-evaluation, including demonstrating a willingness and ability to give and receive feedback and to make a correct judgment in seeking supervision and consultation in a timely manner.

Behavioral/Emotional Sensitivity

A nursing student must have the emotional ability required to fully use his or her cognitive abilities, employ good judgment and carry out all responsibilities in a timely matter with respect to his/her professional nursing functions. In addition, the nursing student must be able to develop and maintain professional, sensitive, and effective relationships with individual patients, families, students, and others with whom he or she has professional contact, regardless of the circumstances, which frequently can be stressful. The nursing student must be able to control impulsive behaviors and act in a socially responsible way regarding his/her own behavior and recognize the same in others and take appropriate action as warranted. The nursing student must have the emotional stability to function effectively under stress and to adapt to the environment, which can change rapidly and unpredictably. The nursing student must be able to experience empathy for the situations and circumstances of others and effectively communicate that empathy. The nursing student must be cognizant of his or her values, attitudes, beliefs, affect, and experiences and how these things may influence his/her own perceptions, behaviors, and relationships with others. The nursing student must be able and willing to examine and change his or her behavior when it interferes with relationships with others so that he or she can function effectively and collaboratively in diverse academic and work environments.

Professional Conduct

The nursing student must be able to practice nursing in an ethical and professional manner adhering to the professional code of ethics and professional standards. S/he must possess characteristics including integrity, honesty, compassion, empathy, altruism, responsibility, and acceptance of differences. Nursing students must be able to engage in healthcare delivery in all settings and be able to deliver care to all client populations including but not limited to children, adolescents, adults of all ages, developmentally disabled persons, medically compromised individuals, individuals from all socioeconomic strata, and other vulnerable populations. Professional conduct is expected in both the academic and clinical/community environments. A nursing student must meet UW Oshkosh College of Nursing attendance requirements in all didactic courses and clinical activities.

Reasonable Accommodation for Disabilities

UW Oshkosh provides reasonable accommodation to qualified students with a disability. Upon admission, a nursing student who discloses a disability and requests accommodation may be asked to provide documentation of his or her disability for the purpose of determining appropriate accommodations, including modification to the program. The UW Oshkosh College of Nursing will provide reasonable accommodations, but is not required to make modifications that would substantially alter the nature or requirements of the program or provide auxiliary aids that present an undue burden. To matriculate or continue in the curriculum, the nursing student must be able to perform all the essential functions either with or without accommodation. Requests for accommodation should be directed to:

Disability Services
Dempsey Hall Room 125
University of Wisconsin Oshkosh
800 Algoma Blvd.
Oshkosh WI, 54901
Phone: 920-424-3100

Acknowledgements and References

The aforementioned policy has been significantly modified from Katz, J.R., Woods, S. L., Cameron, C.A., & Millam, S. (2004). Essential qualifications for nursing students. *Nursing Outlook*, 52, 277-288, as well as informed by these other key sources:

- American Association of Colleges of Nursing (1998). *The essentials of baccalaureate education for professional nursing practice*. Washington, D.C.: Author
- Hablutzel, N., & McMahon, B. (1992). *The Americans with Disabilities Act access and accommodations: Guidelines for human resources, rehabilitation, and legal professionals*. Orlando, FL: Paul M. Deutsch Press.
- Wilkerson, D.J., Watson, J.E., & Hutchens, S.H. (2005). *Medical students with disabilities: A generation of practice*. Washington, DC: Association of American Medical Colleges.
- **University of Wisconsin-Milwaukee College of Nursing Policy on Essential Abilities**

STUDENT LEADER GUIDELINES

The College of Nursing will build upon its tradition of developing caring and scholarly nurse leaders who positively impact contemporary and future healthcare.

Purpose:

Student representatives meet with the Level Facilitator to improve the curriculum and the flow of communication for the level. Each student participant has a leadership role and assumes responsibility for the success of the level with the Faculty Level Facilitator. Student leaders are representatives of the students in their level. The meeting schedule will be established by the Level Facilitator.

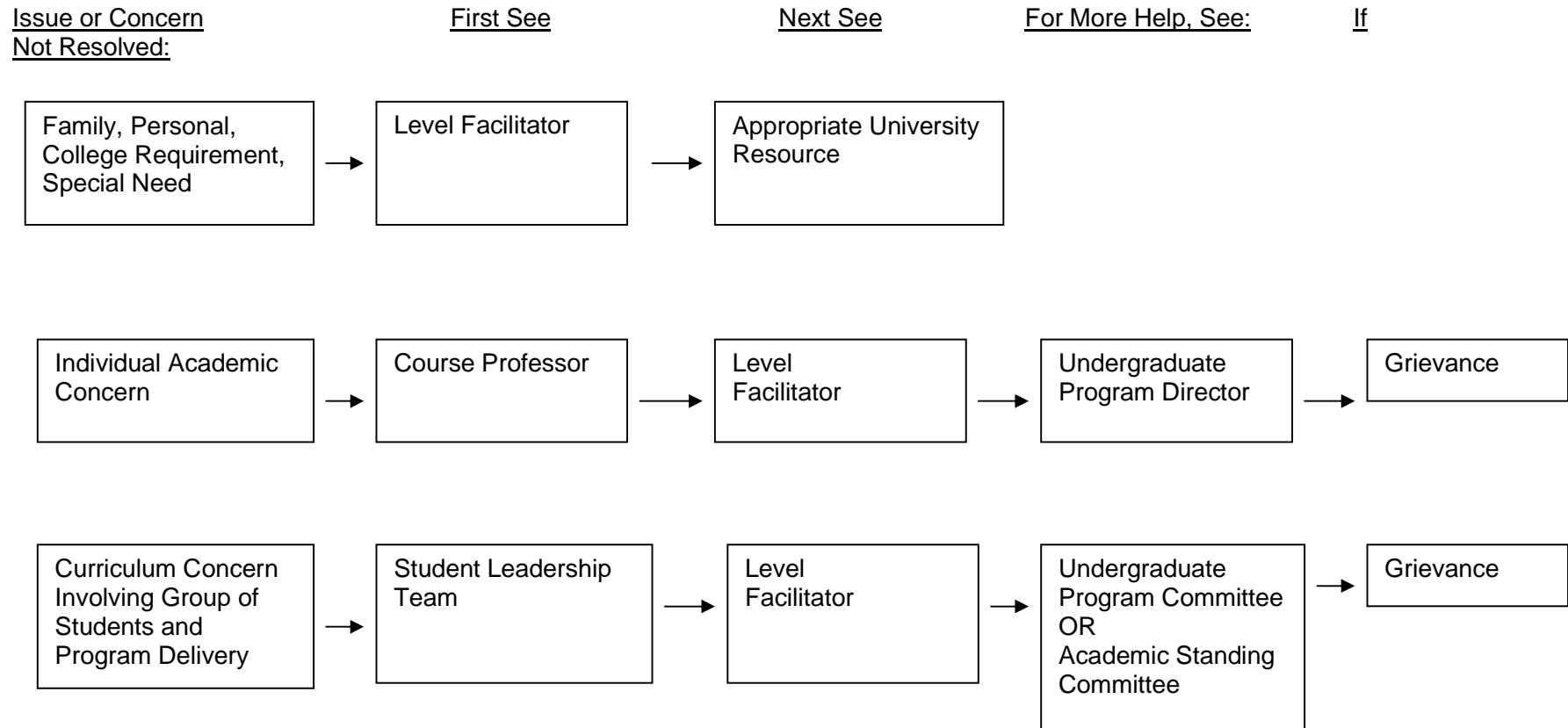
Student Role:

- Treat each other with respect.
- Maintain positive and professional interactions.
- Bring information about what is going well.
- Bring issues and concerns WITH possible solutions, constructive feedback, and suggestions.
- Bring issues that come from the group versus personal agendas from individuals.
- Follow chain of command personally and encourage fellow students to do so.
- Ask the student bringing an issue what actions they have taken to resolve it, including discussing it with the involved faculty person.
- Explain results of Student Leader meetings to the group objectively.

Level Facilitator Role:

- Explore options and possible solutions with the student leaders.
- Strategize approaches with students to deal with difficult situations.
- Change something that isn't working, if possible.
- Give explanations when something cannot be changed.
- Share results of meetings with faculty objectively.

CHAIN OF COMMUNICATION FOR STUDENTS



Approved 3/27/98
 Revised 8/05
 Revised 07/08

PART-TIME STUDY POLICY

(Requires prior approval)

The undergraduate traditional curriculum is designed as a full-time course of study. For optimal learning in the nursing major, students are advised to maintain full-time status. A part-time option is available **only** in select circumstances. Part-time enrollment numbers will be calculated within the College admission and progression targets. The part-time option is based on space available in each level and shall not cause the designated numbers for admission and progression to exceed available clinical sites. Students are required to submit a request for part-time status in writing to the Undergraduate Program office and are encouraged to do so as early as possible. If you are granted part-time status, you must do the following:

- A. Follow the part-time curriculum as provided by the Undergraduate Program office.
- B. Write a letter to the Director of the Traditional Undergraduate Program by the end of each semester to secure part-time status for the upcoming semester.

The Undergraduate Program Director will inform the student if approval is granted. If at any time, the part-time student would like to begin full-time course work, the student must submit a letter requesting full-time status to the Undergraduate Program Office.

After admission into the professional major, students must complete all degree requirements within a 5-year time period. Failure to do so may result in being dropped from the program or remedial work being required. Students admitted to the University Spring 2003 or later are required to complete 2 credits of nursing electives.

Sophomore II Courses

Semester I

Nsg-204 Caring & Foundations of Nursing (3)
Nsg-213 Therapeutic Nutrition (1)
Nsg-214 Aging (2)

Semester II

Nsg-205 Clinical: Aging Client (2)
Nsg-206 Health Assessment (2)
Nsg-212 Application of Assessment & Foundation Skills (1)
Nsg-217 Information Management & Health Care Technology (1)

Junior I Courses

Semester I

Nsg-336 Pharmacology I (3)
Nsg-348 Pathophysiology I (3)
Nsg-328 Research (2)

Semester II

Nsg-312 Nursing: Adult Health I (3)
Nsg-313 Clinical: Adult Health I (2)
Nsg-311 Lab: Adult Health I (1)

Junior II Courses

Semester I

Nsg-346 Pharmacology II (2)
Nsg-358 Pathophysiology II (3)

Semester II

Nsg-314 Nursing: Adult Health II (3)
Nsg-315 Clinical: Adult Health II (3)
Nsg-319 Lab: Adult Health II (1)

Senior I Courses

Semester I

Nsg-404 Legal & Ethical Nursing Care Practice (2)
Nsg-412 Nsg: Childbearing Families (2)
Nsg-424 Nsg: Children & Adolescents (2)

Semester II

Nsg-416 Nsg: Communities (3)
Nsg-418 Clinical: Family & Community Nursing (3)

Senior II Courses

Semester I

Nsg-426 Nursing: Mental Health (3)
Nsg-437 Leadership & Management in Nursing (2)

Semester II

Nsg-419 Clinical Synthesis Seminar (3)
Nsg-427 Clinical: Advanced Concepts (3)
Nsg-429 Advanced Concepts in Care (2)

Spring 2011

ADMISSION WITH ADVANCED STANDING POLICY

Students anticipating transfer to the University for their nursing major should consult with the University Academic Advisement Center as early as possible. Refer to Admission Policy for requirements and submit application by January 30 at noon to the Undergraduate Program office NE148H. A student must also submit documentation of relevant course work (syllabi and any other relevant material). All material requested by the UW Oshkosh College of Nursing will be reviewed before a decision of acceptance is made.

In addition to satisfactory academic standing, acceptance is contingent upon articulation of courses between the two programs and availability of space in the UW Oshkosh program. Please note, due to lack of space in the CON, students appealing for advanced standing are rarely approved.

Health and CPR Policy

The CON and our associated clinical agencies have health and CPR requirements that apply to all students in the professional component of the major. All requirements must be met by the deadlines and are at the students' expense. No health or CPR requirement is permitted to expire during the clinical semester.

It is the student's responsibility to submit accurate and timely health information along with the necessary documentation to maintain currency throughout the curriculum. Reminder notices will be sent annually to groups of students needing to renew the TB skin test. It is expected that students fully cooperate and complete the requirement within the designated time frame.

If a student is part time for any reason or has an interruption in the clinical semesters, it is their responsibility to ensure all requirements are met by the end of the 14 week semester to attend clinical in the following semester. Failure to comply with student health or CPR requirements will result in the cancellation of a student's clinical course.

All health and CPR records are confidential and maintained in NE 20. It is expected that students maintain copies of all personal records. These student records will be destroyed 7 years after graduation. Please see attached materials regarding the details of the health and CPR requirements.

Health Immunization Flowchart Revised November April 2011

IMPORTANT PLEASE READ: The following chart was designed to help guide you in providing the appropriate documentation

**double star items require supporting documents * single star items mean dates only can be accepted

You will need to provide **ONE of the options for EACH item needed**. A brief 10-15 minute meeting will be available to each student. Carefully read ALL information provided.

Item Needed:	Option 1	Option 2	Option 3	Option 4
<p>MMR Vaccine/Titers **</p> <p>WARNING: MMR immunizations will interfere with TB skin test if given less than 6 weeks before TB testing. Immunization can be obtained immediately after 2nd TB test is given. This does not pertain to TITERS.</p>	<p>2 MMRs</p> <p>OR</p> <p>Mumps titer – Positive Rubella titer – Positive Rubeola titer – Positive Please see option 2 if any of your titers are negative (non-immune)</p>	<p>If any of the titers come up Negative (non-immune) you will be required to have a MMR booster with a follow-up titer showing immunity.</p> <p>OR</p> <p>2 MMR vaccines (Please consult w/physician when making your decision.)</p>		
<p>Varicella Vaccine/Titer** (Chicken Pox)</p> <p>History of disease not accepted. If you know you have had chicken pox you should be getting a varicella titer to prove your immunity.</p> <p>WARNING: Varicella immunizations will interfere with TB skin test if given less than 6 weeks before TB testing. Immunization can be obtained immediately after 2nd TB test is given. This does not pertain to the TITER.</p>	<p>Varicella titer – Positive Important Titer Note: *Please see option #2 if titer comes up negative or equivocal.</p> <p>OR</p> <p>2 Varicella vaccines</p> <p>Important Vaccine Note: Prior CDC guidelines allowed for 1 vaccine if done before age 13. If you had 1 vaccine done before age 13 you can either get a titer for proof of immunity or obtain your second vaccine after completion of TB skin testing.</p>	<p>Follow-up for a negative titer requires:</p> <p>1) varicella vaccine with follow-up titer. If still not immune, 2nd vaccine required.</p> <p>OR</p> <p>2) 2 varicella vaccines (1 month apart)</p> <p>(Please consult with your Physician when making your decision.)</p>		
<p>Hep B Vaccine Series*</p> <p>You will be allowed to start clinicals with 2 of 3 vaccines but are required to complete series on timeframe outlined.</p> <p>If any dates after 11/5/99 see Hep B titer requirements.</p>	<p>3 Hep B vaccines (If all dates prior to 11/5/99 this is all you need to do. You can skip the Hep B titer.)</p> <p>OR</p> <p>Hep B titer – proving immunity</p>	<p>Signed Waiver declining Hep B vaccine</p>		
<p>Hep B Titer**</p> <ul style="list-style-type: none"> If any or all dates of Hep B vaccine were done after 11/5/99 you are Required to have a Hep B titer surface antibody done proving your immunity. 	<p>Hep B titer – Positive (proving immunity)</p> <p>A positive Hep B titer may be provided in place of the 3 vaccine dates.</p>	<p>Hep B Titer – Negative</p> <p>1. If titer comes up negative you will be required to get a Hep B Booster and/or complete the series over depending on your Physicians recommendations with follow-up titer 4-6 weeks after last vaccination.</p>	<p>Non-converter</p> <p>Proof all supporting documentation required to be a non-converter (i.e 2 sets of vaccines and 2 negative titer one after each set)</p>	<p>Sign Waiver</p>

Item Needed:	Option 1	Option 2	Option 3	Option 4
<p>TB Skin Test (2 step)**</p> <p>This is done with your class at the Student Health Center. Clinics are run the last two weeks of the semester in December and May. If you require a MMR or Varicella Vaccine please plan accordingly. See warning notices for these two items or call with questions.</p> <p>TB Tests Completed at the Student Health Center on campus will be provided to the College of Nursing upon completion. This is the only exception to materials being forwarded. All other work done at the Student Health Center will be responsibility of student to obtain and provide copies to the College of Nursing office.</p>	<p>2 step TB test with documented Negative results.</p> <p>OR</p> <p>QF Gold Blood Test documenting Negative Results.</p> <p>Note: QF Gold tests can be done annually in place of TB skin test. CDC does not recommend going back and forth between QF Gold & skin test when a previous positive was indicated.</p>	<p>Previous positive TB test(s) ◆</p> <p>You will need to provide:</p> <ol style="list-style-type: none"> 1) Chest x-ray done within last 3 years. 2) And/or documentation of treatment for known positive. 3) Completion of a TB Annual Questionnaire 4) QF Gold Blood Test documenting - Negative <p style="text-align: center;">OR</p> <p>If a known BCG Vaccine was given. You should still receive TB testing. If you react from 1st test you DO NOT get 2nd step. ◆ If past positive TB skin test is known, but no treatment provided students must provide 1 & 3 and/or QF Gold Blood Test</p>	<p>2 yearly TB skin tests</p> <p>If you have had consecutive annual TBs (w/out going over by a year) you may be able to get a one step or QF Gold at the designated time we provide so that your TB Test does not expire during the middle of your clinical semester. Documentation of the previous years needs to be provided PRIOR TO APPROVAL from us.</p> <p style="text-align: center;">PRIOR APPROVAL REQUIRED</p>	
<p>Tetanus Td and/or Tdap (within last 9 years)*</p>	<p>Date of last Tetanus/Tdap</p>			
<p>CPR Certification</p> <p>Soph II Nursing students are REQUIRED to attend this CPR certification on dates provided. Prior certification will NOT be accepted. Mandatory CPR recertification will be completed one more time prior to graduation with your class.</p>	<p>HealthCare Provider Certification through American Heart Association</p> <p>American Heart Association will provide CON with all CPR cards when completed. We will record and return to students during lab or they can be picked up in N/E 20. (Cards will be mailed if student provides self-addressed, stamped envelope.)</p>	<p>IMPORTANT: All newly accepted nursing students must complete CPR course with their class. This ensures that CPR certification does not expire during clinical semesters while you are in the nursing program. If you are certified - please consider this your chance to help your classmates. 😊</p>		

Campus Student Health Center provides all services to students. There is a fee for these services. If you are not currently enrolled in classes there is an additional fee that may be applied to use facility. The Student Health Center is located in Radford Hall, First Floor with office hours/contacts posted on their website http://www.uwosh.edu/health_center/ Documentation from your place of employment or personal care physician is also acceptable. Please make those arrangements early enough to get your lab results back on time for deadlines.

Health Form Requirements Worksheet

(This form is for student use to help track items needed)

Deadline date for Health Requirements is dependent on admission cycle accepted

**Please bring to health appointment: This sheet with TWO COPIES of required documentation(s).
(See Flowchart for explanations if needed).**

STUDENT: _____

LEVEL: Soph II Semester: Fall/Spring

1. Items A-D – Require Documentation

PROPER DOCUMENTATION FOR IMMUNIZATIONS = paperwork showing clinic name and address with date of immunization Agency may stamp charts with clinic name and address if address is not on original charts. If item is being faxed coversheet with clinic name and contacts is also accepted. NO high school records are accepted unless signed and filled out by the physician.

PROPER DOCUMENTATION FOR TITERS = lab report showing clinic name and address, date titer drawn and results showing immunity.)

2. Items E-F require DATES ONLY* for completion.

Item D - TB Test Deadline Date is typically the 2nd Friday in May or Dec depending on admission cycle accepted by 12 noon. Tb test documentation must show date given/date read and results in addition to clinic providing test.

Important TB Notes:

- If any MMR or Varicella Immunizations are needed please refer to flowchart **BEFORE** doing your TB testing or obtaining the immunizations.
- If student is getting done at work or private physician. Tests must be conducted on exact days outlined! NO EXCEPTIONS. It is student's responsibility to get results to me by deadline date if conducted off-campus.

Item #	Immunizations	Item Received	Item(s) Needed
THE FOLLOWING IMMUNIZATIONS REQUIRE DOCUMENTATION. (ITEMS A – D)			
A.	Varicella Titer (Chicken Pox) OR Chicken Pox Vaccines See Flowchart for details.	1 st _____ 2 nd _____	
B.	Hepatitis B Titer (ONLY Required if any shot in your Hepatitis B series was given after 11/5/99) See Flowchart for details.		
C.	#1 MMR #2 MMR		
OR IF YOU DID NOT RECEIVE 2 MMR SHOTS OR PROPER DOCUMENTATION IS NOT AVAILABLE YOU WILL BE REQUIRED TO HAVE THE FOLLOWING TITERS COMPLETED WITH PROOF OF IMMUNITY. IF YOUR RESULTS SHOW UP AS NON-IMMUNE ON ANY OR ALL TITERS A MMR BOOSTER WILL BE REQUIRED.			
	Rubeola (Measles) Titer		
	Rubella (German) measles Titer		
	Mumps Titer		
	MMR Booster (only if NOT IMMUNE for any of the above Titer)		
D.	TB 2-Step Done the first two weeks of MAY/DEC depending on admission cycle accepted at the UWO Student Health Center This is the only portion of your health requirements that will be finished AFTER the initial deadline for health requirements.	SEE ENCLOSED GOLD REMINDER CARD FOR DETAILS. THIS IS MANDATORY TO DO ON THESE DATES. NO EXCEPTIONS. College of Nursing will pick up the results of TB tests done at the Student Health Center upon completion. If test is conducted elsewhere student is responsible for bringing document to office no later than the following Monday of the 2 week TB testing session dates.	
THE FOLLOWING IMMUNIZATIONS REQUIRE DATES ONLY. (ITEMS E-F)			
E.	Tetanus Td or Tdap (within last 9 years)		
F.	Hepatitis B Vaccine	1. _____ 2. _____ 3. _____	

MANDATORY CPR – will be required prior to the start of clinical. This will be done on the UWO campus. NO Previous CPR courses will be accepted. CPR Certifications done on designated times for UWO semester schedules ensures coverage for clinical semesters. Students will be asked to recertify prior to the start of Senior II clinical with their class at the UWO Campus. These CPR courses will be MANDATORY and failure to comply will result in removal from clinical.

CRIMINAL HISTORY SEARCH

- I. The University of Wisconsin Oshkosh College of Nursing, in compliance with Wisconsin Caregiver Law enacted October 1, 1998, requires that all students complete a disclosure statement and submit to a criminal history search through the Wisconsin Department of Justice prior to admission. The Caregiver Law cites specific violations which are considered bars to employment and licensure in Wisconsin health care agencies. In addition, agencies require the following searches to be completed at no charge: Excluded Parties List and Office of Inspector General (see websites below for more information). Clinical agencies might prohibit placement of students with specific types of criminal records. Therefore, it is imperative that this information be known prior to admission into the College of Nursing.

Following the criminal record check, each student's report will be reviewed by the Assistant Director, Student Academic Affairs, College of Nursing. The existence of a criminal record does not constitute an automatic bar to admission. An individual's record will be considered as it relates to the Caregiver Law, duties and responsibilities in the program, eventual licensure and employment. Students will be contacted and informed of positive findings on the criminal background search and will be advised accordingly. Students requiring additional documentation (e.g., court documents such as the criminal complaint or judgment of conviction) will be responsible for the cost of those records.

The Caregiver Law requires a criminal history search and a disclosure statement to be completed every 4 years. Some clinical agencies require students to repeat the criminal background check prior to clinical placement. This is at the student's expense. The College of Nursing requires a new Disclosure form to be completed annually.

Only students who have evidence of a criminal record will be contacted following the search. Students will be notified by letter and/or telephone call. A follow-up appointment should be made with the Assistant Director, Student Academic Affairs (424-1193 or 424-2127) to discuss the implications for admission into the College of Nursing, subsequent licensure and employment. If court records are required by any agency, the student must assume the cost related to obtaining those documents.

All records are confidential and maintained under security in NE 20. Records are released in accordance with agency policy and student signed release form. Student records are destroyed in 7 years following graduation.

If a student is charged and/or convicted of any crime following the initial background check, the student must inform the Assistant Director, Student Academic Affairs, Becki Cleveland (cleveland@uwosh.edu) within two business days. Failure to do so may result in removal from the program.

- II. Procedure for Criminal History Search

New procedure for completion of Criminal Background Checks with Certified Background.com to be announced by June 1, 2011.

Websites pertinent to the policy:

Wisconsin Administrative Code: Caregiver Background Checks and barred crimes: www.dhfs.state.wi.us

Excluded Parties List: www.epls.gov

Office of Inspector General: www.oig.hhs.gov

Updated 09/08

Updated 07/09

Updated 03/11

GRADING POLICY

The following grade scale is used in the College of Nursing:

Undergraduate Program:

A	=	94 -100
A-	=	91 - 93
B+	=	89 - 90
B	=	86 - 88
B-	=	83 - 85
C+	=	80 - 82
C	=	77 - 79
C-	=	74 - 76
D+	=	71 - 73
D	=	68 - 70
D-	=	65 - 67
F	=	64 and below

A grade of C or higher is required to pass all undergraduate courses and to progress in the program. **Grades in undergraduate courses are not rounded up.**

Reviewed 4/04
Revised 8/06
Revised and approved by faculty 6-03-09

HONORS

Semester Honor Roll

Every student who has completed a program of at least 12 credit hours (not including P/F courses) during that semester and has received a semester grade point average of 3.30 or better, with no individual course grade below "C" is placed on the University Honor Roll.

Dean's List

A semester grade point average of 3.75 or better computed on at least 12 semester credit hours (not including P/F courses) with no individual semester course grade below a "C" is required for inclusion on the Dean's List.

Students earning grades which make them eligible for the Dean's List who have taken P/F courses causing their graded credits to fall below the required full-time status should contact the Undergraduate Program Office (N/E 148) or Coordinator of Student Academic Affairs (N/E 20) for assistance.

Professional Appearance Policy

1. The CON uniform requirements are as follows:

Hospitals and long-term care agencies: Navy scrubs (shirt and pants) with official CON patch and UW Oshkosh College of Nursing embroidered on scrub top. These are to be purchased through the College of Nursing. Comfortable shoes that are predominantly white or navy are required. Crocs are acceptable without holes. Flesh tone or white hose or white socks are acceptable. Navy scrub jacket with patch is optional.

Community health settings: Navy UW Oshkosh College of Nursing polo shirt is to be worn with khaki dress slacks. Business casual street shoes are required.

Mental health settings: Professional appearing street clothes are to be worn with business casual street shoes or walking shoes.

CON laboratory: On skill check-off days, all students must follow the clinical dress code policy for hospitals and long-term care agencies as described above. Lab coats may also be acceptable in some settings. Skirts or dress pants (not jeans) are to be worn with the lab coat.

Please note that if a student's appearance does not meet the dress code policy, the student may be dismissed from clinical or lab setting.

2. All agency attire must be professional. Exposed cleavage, midriff, or low-riding pants are not permitted. Neutral-colored undergarments that are not visible are required to be worn under all nursing attire. Pants need to be hemmed so they do not touch the floor.
3. White or navy washable sweaters or turtlenecks are acceptable, if they are in accordance with particular health agency policies.
4. A watch with a second hand or a digital watch is required. Stethoscope covers are not permitted. Bracelets, necklaces or dangling earrings are not permitted. Rings other than wedding rings are discouraged.
5. Hats/caps are not to be worn in any clinical setting or in any exam situation. Religious headwear is exempt.
6. Hair should be above collar length or worn back and secured with a fastener.
7. Fingernails should be clean and trimmed. Artificial or acrylic nails are prohibited. Fingernail polish may be worn if pale or neutral in color and completely intact.
8. Facial hair should be cleanly shaven or beards should be neatly trimmed and maintained.
9. Baseball caps are not to be worn in any clinical setting or in an exam situation.
10. Students must demonstrate excellent oral and body hygiene, including being free of tobacco smoke, body odor, or perfumes.

Approved by Faculty 12/14/07

Revised 11-27-07

Revised 07/08

Revised 07/09

BODY PIERCING AND TATTOO POLICY FOR THE CLINICAL SETTING

In an effort to promote safety and facilitate effective communication, students are not allowed to wear body-piercing jewelry on the face, neck, eyebrows, lips, tongue or any other visible body part while in the clinical and laboratory setting. Two pairs of small, post-type, non-dangling earrings in the ears are allowed. No dilators are allowed. All tattoos must be covered.

This policy would cover agencies that do not have policies in place. For those with piercing policies, the stricter policy would take precedence.

CLASS ATTENDANCE POLICY

Each class/clinical/lab or class related activity is designed to be an integral part of each student's education in the professional nursing program. Each student is, therefore, expected to be present and punctual for each class/clinical/lab or class related activity. The faculty member will determine what constitutes excessive absenteeism and will inform students at the beginning of the course. Excessive absences may require the student to withdraw from the course or earn a failing grade. The following are College of Nursing guidelines regarding absenteeism:

1. If a student will be absent from class for emergencies, medical reasons, or exceptional personal reasons, he/she is responsible, if capable of doing so, for contacting professors individually or through their departments. If the student, family member, or friend is not able to contact professors or the student will be absent more than three (3) class days, the Dean of Students Office may be asked to send notifications of the absence as reported to staff. The Dean of Students Office does not verify this information but often receives medical documentation for serious emergencies. (See *UW Oskosh Student Handbook*, GEN 4.B.5).
2. It is the student's responsibility to notify an instructor **before** any absence (anticipated or unanticipated) from a classroom/clinical session or part thereof. Faculty may request medical verification of illness. The instructor shall determine whether or not to approve the absence. The absence, if approved, constitutes an excused absence.
3. In all cases of absence, excused or otherwise, the student is responsible for completing missed classroom work.
4. It is the student's responsibility to contact the instructor immediately upon return from an absence and to schedule an appointment in order to discuss class work missed. Faculty may request a medical release for a student following an illness before permitting a student to return to clinical.
5. Each instructor will determine if make-up work is necessary and/or sanctions to be invoked.

NOTE: Faculty may request a medical release before permitting a student to return to the clinical setting.

ELECTRONIC COMMUNICATION DEVICE POLICY

Electronic devices can be disruptive in the classroom and are not allowed in most clinical agencies. However, if a pager is occasionally needed for emergency use, it should be set to vibrate. If a phone is needed for emergency use, the student must notify the instructor prior to class. The student must leave the classroom to return a call. No use of communication devices, including texting or social networking during class, clinical or during scheduled exam times, will be permitted unless directed by instructor. Photography or audio recording in all its forms is prohibited without permission from faculty and classmates.

Revised 8/06
Approved 5/05
Revised 7/08
Revised 07/09

**UNIVERSITY OF WISCONSIN OSHKOSH
COLLEGE OF NURSING**

RECORDING CLASS LECTURES POLICY

The CON prohibits the use of all recording devices by students to record class lectures unless they have the express consent of the professor. Students with disabilities will inform faculty of their needs by utilizing the appropriate documentation secured through the Dean of Students' Office.

Permission to record a class applies exclusively to the student who received permission from the professor. The recording may not be accessed or utilized by any other individual. NO replication of the recording may be made without the permission of the professor.

Any professor may make any changes to the procedure regarding the recording of his/her own classes.

In accordance with the above policy, all students should be aware that any classes, and discussions held therein, are subject to being recorded.

Required form available on CON website.

UNIVERSITY OF WISCONSIN OSHKOSH
COLLEGE OF NURSING

Permission to Record Class Lectures

I have read and fully understand the University of Wisconsin Oshkosh College of Nursing policy regarding recording of class lectures.

Date: _____

Student's Name:

First	Middle	Last
-------	--------	------

I am requesting permission to record the following class:

Class Number and Section _____

Semester _____

Professor's Name _____

I hereby grant permission to record classes for the course and semester above.

Faculty/Academic Staff Signature

Date

Approved by CON Faculty 5/22/08

Behavioral Expectations for Electronic Communication

Netiquette

The following are expectations related to classroom behavior with laptops, cell phones, and hand held computer devices:

1. Laptop computer use in the classroom is limited to class related activities. Use of unrelated websites during class time is not acceptable.
2. Hand held computer devices / cell phones used during classroom and lab hours are to be used for class related activities only. These devices are to be used during exams in class and lab ONLY with permission from the faculty.
3. Text messaging during class, lab, and exams is not permitted unless it is for a faculty-directed activity.
4. Computerized dictionary devices may be used by some students with English as a second language, if permitted by faculty.

The following are expectations related to class postings, discussions, and e-mails:

1. Proper grammar and spelling.
2. Clear communication, including understandable message and proper sentence structure.
3. Respectful tone to fellow students and professor at all times.
4. E-mail communications should include a salutation and ending, a reference to the class title, and a clear purpose or questions.

Social Media

Students are personally responsible for the content they publish on blogs, wikis, and social networks, forum boards, or any other form of user-generated media. Be mindful that what you publish may be public for anyone to see and may be traced back to you even after many years - protect your privacy. This includes online publishing and discussion on blogs, wikis, file-sharing, user-generated video and audio, virtual worlds and social networks.

Popular social networks, blogs and forums that are used among students may include, but not limited to: MySpace, Face book, Twitter, Allnurses.com, Friendster, and Tumblr. If you are a member of any of these sites or others that are similar, make sure your material is appropriate and never include information, postings, pictures that could be offensive or hurtful to any other person.

Be thoughtful about how you present yourself. Nursing students are preparing for a career providing services to the public. The University of Wisconsin Oshkosh College of Nursing (UWOSH CON) and future employers hold you to a high standard of behavior. By identifying yourself as UWOSH CON student through postings and personal web pages, you are connected to your colleagues, clinical agencies, and even clients/patients. Ensure that content associated with you is consistent with your professional values and goals. If you are a new CON student, be sure to update your social profiles to reflect our guidelines.

Protect confidential information. While you are posting to your friends, many of the sites are open to anyone browsing or searching. Be thoughtful about what you publish. Do not disclose or use confidential information or that of any other person or agency. Respect HIPAA regulations. **NEVER** post any information about your clinical rotations or clients in any online forum or webpage.

Respect your audience and your coworkers.

Remember that UW Oshkosh CON is an organization whose students, faculty, and clients have a diverse set of customs, values, and points of view. Do not be afraid to be yourself, but respect others. This includes not only the obvious (no ethnic slurs, personal insults, obscenity, etc.) but also proper consideration of privacy and of topics that may be considered objectionable or inflammatory—such as politics and religion. Remember, what may be humorous to some, may be offensive to others. **Use your best judgment.** Remember that there are always consequences to what you post.

HELPFUL HINTS:

- Be aware of your association with UW Oshkosh CON in online social networks. As a nursing student and future professional, expectations of behavior are above the norm. Your profile and related content must be consistent with how you wish to present yourself to colleagues, clients, and potential employers.
- Do not provide confidential information. Ask permission to publish or report on conversations, photos or videos that are meant to be private.
- Do not use ethnic slurs, personal insults, obscenity, pornographic images, or engage in any conduct that would not be acceptable in the professional workplace.
- Be the first to correct your own mistakes, and do not change previous posts without indicating that you have done so.

Failure to comply with these behavioral expectations would directly violate our CON values and Student Responsibilities Agreement and can result in disciplinary action.

*Adapted from <http://www.ibm.com/blogs/zz/en/guidelines.html>. Accessed January 22, 2010. SONDH Social Computing Guidelines_2010.doc; Distributed 2/8/2010.

To review a more comprehensive set of Netiquette rules, go to:

<http://www.albion.com/netiquette/corerules.html>

University of Wisconsin Oshkosh and the College of Nursing have expectations for student behavior. Go to <http://www.uwosh.edu/stuaff/policies-procedures> for university student handbook.

Go to <http://www.uwosh.edu/dean/conduct.htm> for student discipline code.

Approved 06/

Revised May 2010

Faculty approval September 2010

STUDENT RESPONSIBILITIES POLICY

Introduction

Students will be expected to be in compliance with all policies of the College of Nursing.

Students will demonstrate patterns of professional behavior which reflect the professional values as described in the *Essentials of Baccalaureate Education for Professional Nursing Practice* (2008), as well as the legal and ethical codes of nursing; promote the actual or potential well being of clients, health care workers and self; demonstrate accountability in preparation, documentation, communication and continuity of care; and show respect for the human rights of individuals.

Faculty have the responsibility to evaluate students based upon the above expected patterns of professional behavior.

A student whose pattern of behavior is found to be unprofessional *or is* unsafe, including failure to follow dress code, may be asked to leave a clinical agency/classroom, or may be terminated from a course for reason of unsafe practice or unprofessional conduct at any time during the semester. If the behavior is identified before the University drop date, the student will be directed to drop the course. If the drop date has passed, the student will receive a grade of "F" for the course. A student who has been terminated from a clinical has the right to appeal for readmission to the program to the Undergraduate Academic Standing Committee.

I. Nursing Laboratory Experiences

College Laboratory is a simulated learning environment using media to complement instruction. In this laboratory, students engage in learning activities on an individual basis or as a member of a group. Instructional materials in a variety of formats (i.e., interactive video & computer-assisted instruction) are available in this laboratory and provide opportunities for learners to acquire, to use, and to test out knowledge and skills. Satisfactory performance of the cognitive and psychomotor skills in the College laboratory is expected before the student applies the learning in situations with clients.

The amount of time required by the student in the College laboratory depends on his/her ability and motivation and on the complexity of the knowledge and skill to be learned.

II. Clinical Experiences

The clinical environment is used by the student to achieve program objectives that can only be developed through/by interaction with client and health personnel. Students in this environment are learners and not practitioners, and come in contact with clients and health personnel. Each clinical experience has a clearly defined purpose or purposes which the learner understands.

College of Nursing administration reserves the right to alter clinical sections as needed to better meet the needs of the students and College. It is expected that students will accept unanticipated changes in a courteous and professional manner.

An instructor may remove a student from the clinical area on a day-to-day basis because of the potential of unsafe practice on that day.

A. Guidelines for Evaluating Safe Practice

1. The student's practice meets the needs of the client from a biological, psychological, sociological, and cultural standpoint (Examples of Unsafe Practice: displays mental, physical and emotional behavior(s) which may negatively affect others' well being, acts of omission (e.g., omit a treatment) or commission in care of client (e.g., drop a patient, failure to carry out psychomotor or communicative skills in a safe manner).
2. The student's practice demonstrates consistency in the responsible preparation, documentation, communication and promotion of continuity in the care of clients (Examples of Unsafe Practice: dishonesty, attempting activities without adequate preparation or assistance, inaccurate or incomplete communication).
3. The student practices within the boundaries of the Wisconsin Nurse Practice Act, the guidelines of the course syllabus, policies of the College of Nursing, and the rules and regulations of the health care agency that is the site of the course (Examples of Unsafe Practice: habitual tardiness/absenteeism, criminal behavior, under the influence of drugs and/or alcohol in clinical).
4. The student practices according to the American Nurses Association Code of Ethics and the Standards of Practice (Examples of Unsafe Practice: does not maintain confidentiality, dishonesty, ignoring unethical behavior of other health care workers).

B. Procedure

1. A student whose pattern of behavior endangers a client's, peer's, staff member's, or clinical instructor's safety will be given a verbal and written warning via the Critical Event and/or Unprofessional Behavior Record by the primary clinical instructor as soon as the behavior becomes evident. If the student's pattern of behavior is repeated, the student and faculty will meet with the level facilitator. Upon a decision by the faculty and level facilitator that the student's conduct is unsafe, the student may be terminated from the clinical practicum and will be directed to drop or will receive an "F" for the course. Documented evidence from the student, faculty, and/or agency staff will be considered in the decision to terminate a student from a clinical practicum. The student may appeal this decision to the Undergraduate Academic Standing Committee.
2. The clinical instructor will:
 - a. Provide instruction, guidance, and interpretation of objectives during the clinical experience.
 - b. Document patterns of behavior related to attainment of clinical objectives. (Documentation may include direct observation by the clinical instructor as well as by agency personnel and patient comments as appropriate. Written work will also be evaluated.)
 - c. Give a verbal and written warning for patterns of behavior which are not safe.
 - (1) Provide specific facts of problem areas or deficiencies in relation to course objectives, evaluation tool(s), and performance.
 - (2) Delineate corrective action, expected outcomes, and time for change in behavior in writing with copies given to the student and Undergraduate Program Director
 - d. Meet with the student and level coordinator to examine concerns.

- e. Provide written summary of areas of deficiency, corrective actions, and outcomes on re-evaluation of student performance to student and Undergraduate Program Director.

III. Clinical Incidents

A clinical incident (such as an injury, medication error or needle stick injury) that occurs during a clinical practicum course must be reported to the supervising clinical faculty and responsible agency personnel as soon as possible. The clinical agency and College of Nursing procedures must be followed. When the clinical incident presents the need for the student or patient to have tests, treatment or follow-up, the financial responsibility for the associated cost lies with the student.

IV. Academic Dishonesty

The College of Nursing follows University Policy in matters relating to academic dishonesty (e.g., plagiarism, cheating on exams, etc.). A copy of the University Policy is available in the office of the Dean of Students, Dempsey Hall. To view UW Oshkosh Student Discipline code, visit <http://www.tts.uwosh.edu/dean/studentdisciplinecode.html#Chapter%20UWS%2014>

V. Written Work

The student is expected to type all papers and use proper grammar, spelling, sentence structure, and professional terminology in all written assignments. Written work that does not meet these requirements will be unacceptable and will receive an unsatisfactory grade. Plagiarism is considered unacceptable and may be a basis for failure in the course. In addition, faculty members may have other specific requirements for written communication which will be discussed as a requirement for the specific course.

Students are required to use an accepted documentation system for all written work. The APA format is required by faculty in the College of Nursing.

Reviewed 8/06
Revised 8/05
Approved January 1999
Revised 07/08
Updated 07/09

UNIVERSITY OF WISCONSIN OSHKOSH
COLLEGE OF NURSING

STUDENT RESPONSIBILITIES AGREEMENT

I, _____, understand that the expectation of the College of
Nursing is zero tolerance for conduct unbecoming of a professional, i.e., drug and alcohol use in clinical or class, or physical/verbal aggressive behavior. I further understand that alcohol and/or drug screening may be requested/required by a clinical agency at my own expense. Failure to comply may result in removal from and/or failure of a clinical course.

I understand that if I exhibit unprofessional behavior at any time during my student tenure at the University of Wisconsin-Oshkosh College of Nursing, there will be consequences that could mean being placed on a behavioral contract or dismissal from the nursing program.

I understand the strict enforcement of the health, CPR and criminal history policies. I realize that noncompliance with the policies and deadlines may result in my NOT being able to attend clinical for the semester following the missed deadline.

I understand that the Undergraduate Program Office has the right to adjust enrollment in clinical sections to meet program needs. I understand that due to resource allocations, I may be reassigned to alternate class or clinical sections without prior notice.

I understand that findings on my criminal history search may require more in-depth investigation, including obtaining court documents at my expense, and may interfere with or preclude clinical placement and/or employment as a graduate nurse. **I understand that I must disclose any new criminal or police charges within two business days and failure to do so may result in removal from the College of Nursing.**

I will take responsibility for the payment of any additional fees associated with specific nursing courses, which includes items such as nurse packs and standardized testing. Nonpayment of these fees will result in my not passing the course.

I understand that I am responsible for the cost of any injuries or incidents that I am involved with in the classroom or clinical setting.

I agree to fully participate in all standardized testing policies and procedures of the College of Nursing including State Board Examination Review.

I understand that if I do not adhere to the policies of the College of Nursing, e.g., **recording policy**, dress code, I may be removed from the College of Nursing.

I understand that it is my responsibility to seek and follow the College of Nursing instructors' guidance at the first sign of academic difficulty to maintain good academic standing or risk having readmission denied if I do not achieve a passing course/clinical grade.

Signature _____

UWO ID _____

Date _____

Return by _____ to:

Undergraduate Program Office
College of Nursing
University of Wisconsin Oshkosh
Oshkosh, WI 54901

8/06 revised 1/08
Revised 05/2009
Revised 08/02/2010 & March 2011

UNIVERSITY OF WISCONSIN OSHKOSH
COLLEGE OF NURSING

Academic Honesty

All College of Nursing students are expected to practice and protect academic and personal honesty. Academic dishonesty is a critical violation of the University of Wisconsin Oshkosh policies and the College of Nursing professional values. Nursing graduates use the knowledge gained during education to make decisions that affect the health and well-being of others. This justifiably makes academic integrity as well as personal honesty essential attributes for the nursing profession. Therefore, any student cheating or attempting to cheat will be viewed as an individual who lacks the knowledge, skills, and values necessary to be a safe practitioner. To help assure the safety of the public we serve, the College of Nursing will take the necessary actions to remove such individuals from the program.

The following are examples of academic dishonesty (although this list is not inclusive):

1. Unauthorized assistance:
 - Communicating or attempting to communicate with another student(s) through verbal, electronic or written means before, during, or after a quiz/exam to help benefit oneself and/or others including:
 - a. Sharing information about a quiz/exam with any other student(s) after you have taken the quiz/exam.
 - b. Telling students what to study after you have taken the quiz/exam.
 - c. Taking a quiz/exam with other classmates at the same location without faculty permission [including Project Success].
 - Utilizing unauthorized resources or aids, such as hand held computer device/smart phone/pda for a quiz/exam or other academic activity.
 - Possessing unauthorized course material including exams or instructor's resources.
 - Looking at another students exam or work for own benefit.
2. Discussing the actual quiz/exam (or any question on the quiz/exam) with anyone other than the professor(s) of that course.
3. Copying and/or printing any portion of any quiz/exam by any method.
4. Plagiarizing in all forms including using another student's work or failure to identify another's work or properly cite a source.
5. Falsifying information such as clinical data, clinical hours or experiences, or another person's signature on an attendance record.
6. Failing to report any student suspected of committing academic dishonesty.

Students are responsible to be familiar with UW Oshkosh policies related to academic conduct found at <http://www.tts.uwosh.edu/dean/conduct.htm>

I have reviewed the information above and will strive to uphold the College of Nursing values. On my honor, I pledge to maintain academic and personal honesty at all times.

Signature: _____ ID #: _____ Date: _____

Print name: _____ Program and Level: _____

Approved by Academic Standing Committee 1/2010
Faculty Approval 2/19/10

UNIVERSITY OF WISCONSIN OSHKOSH
COLLEGE OF NURSING

STUDENT RELEASE AGREEMENT

I, _____, understand that the College of Nursing must maintain student records and distribute health, CPR, and criminal background information about students to required clinical agencies to meet required standards. I also understand that the College of Nursing must report aggregate student data to accrediting bodies, and may utilize student data for self study/ or research purposes.

In light of these expectations, I, _____ hereby agree:

To the release and distribution of my individual health data, and CPR certification to clinical agencies as required by OSHA and JACHO.

To the release of information obtained through criminal history search to health care agencies in accordance with the Caregiver Law (Wisconsin Act 27) enacted October 1, 1998.

To the release of the last 4 digits of my social security number if required by a clinical agency.

To the use of aggregate student data for self study/research and accreditation purposes. I understand that no identification of my individual data will be permitted.

To the destruction of my personal student records including health information and background checks in 7 years from the date of graduation from the College of Nursing.

I have read and will comply with the following documents:

- Student Responsibilities Agreement
- Academic Honesty Policy
- Behavioral Expectations for Electronic Communication

Signature_____ UWO ID_____

Date_____

Return by _____ to:

Undergraduate Program Office
College of Nursing
University of Wisconsin Oshkosh
Oshkosh, WI 54901

1/08
05/09
01/10
8/10 & 3/11



This form is to be completed and signed by current UWO students applying to the nursing program. Complete and attach this document to your written nursing application and submit by the deadline date. **DO NOT SEND OR GO TO DEAN OF STUDENTS OFFICE FOR COMPLETION.** The College of Nursing Program office will forward necessary information for processing.

**STUDENT'S AUTHORIZATION TO DISCLOSE
INFORMATION IN EDUCATION RECORDS PURSUANT TO
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF
1974, AS AMENDED**

I, _____ ID# _____

Give my permission for the Dean of Students Office to release information regarding my student records at UW Oshkosh to: (List all names).

UWO College of Nursing

This release is to stay in effect for: (Check one).

_____ the _____ semester of 20____ - _____

until graduation from UW Oshkosh.

_____ if no longer enrolled at UW Oshkosh.

Signed Date

DEAN OF STUDENTS OFFICE • 125 DEMPSEY HALL
UNIVERSITY OF WISCONSIN OSHKOSH • 800 ALGOMA BLVD • OSHKOSH WI 54901-8606 •
(920) 424-3100, FAX (920) 424-2405

An Equal Opportunity/Affirmative Action Institution • www.uwosh.edu



Transfer Students: Top Portion to be completed by Student and brought to the attending school for completion by the Dean of Students Office or equivalent.

STUDENT'S AUTHORIZATION TO DISCLOSE INFORMATION IN EDUCATION RECORDS
PURSUANT TO FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, AS
AMENDED

I, _____ ID# _____

Give my permission _____ to release information
regarding my student records to UW Oshkosh College of Nursing.

This release is to stay in effect for: (Check one).

_____ the _____ semester of 20____ - _____

_____ until graduation from _____.

_____ if no longer enrolled at _____.

Form must be returned to UW Oshkosh College of Nursing by application deadline of:
(please check appropriate deadline date you are applying for)

August 30th January 30th

Signed

Date

To be completed by College/School/Institution attended by above named student:

As the appropriate representative of _____ (name of school) I acknowledge that the
above name student is a student in good-standing (academic and conduct) while attending our facility

Yes No If No, please explain with attached supporting documentation: _____

Signature: _____

Please return this completed form to student to attach to their application by the above selected deadline
date or mail to:

University Of Wisconsin Oshkosh
College Of Nursing
Attn: Sue Robl
Admission Application Process
800 Algoma Blvd
Oshkosh, WI 54901

School Stamp/Seal

**National Student Nurses' Association, Inc.
Code of Academic and Clinical Conduct**

PREAMBLE

Students of nursing have a responsibility to society in learning the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of health care environments.

The Code of Academic and Clinical Conduct is based on an understanding that to practice nursing as a student is an agreement to uphold the trust with which society has placed in us. The statements of the Code provide guidance for the nursing student in the personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.

A CODE FOR NURSING STUDENTS

As students are involved in the clinical and academic environments we believe that ethical principles are a necessary guide to professional development. Therefore, within these environments we:

1. Advocate for the rights of all clients.
2. Maintain client confidentiality.
3. Take appropriate action to ensure the safety of clients, self, and others.
4. Provide care for the client in a timely, compassionate and professional manner.
5. Communicate client care in a truthful, timely and accurate manner.
6. Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
7. Promote excellence in nursing by encouraging lifelong learning and professional development.
8. Treat others with respect and promote an environment that respects human rights, values and choice of cultural and spiritual beliefs.
9. Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care.
10. Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.
11. Encourage faculty, clinical staff, and peers to mentor nursing students.
12. Refrain from performing any technique or procedure for which the student has not been adequately trained.
13. Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self, or others.
14. Assist the staff nurse or preceptor in ensuring that there is full disclosure and that proper authorizations are obtained from clients regarding any form of treatment or research.
15. Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting that impair judgment.
16. Strive to achieve and maintain an optimal level of personal health.
17. Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues.
18. Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.

Adopted by the NSNA House of Delegates, Nashville, TN on April 6, 2001.

UNIVERSITY OF WISCONSIN OSHKOSH
COLLEGE OF NURSING
CRITICAL EVENT AND/OR UNPROFESSIONAL BEHAVIOR RECORD

Student name (type or print legibly)

Course #

Semester and Year

Date of Incident(s)

Date this form was discussed with the student

Location of Incident(s)

As documented below, this student has demonstrated professional and personal attributes that do not meet the standards of professionalism in clinical, classroom, lab or community settings, and safe clinical practice as identified in the Student Responsibilities Policy of the *College of Nursing Student Handbook*. The responsible faculty/academic staff will be taking the actions indicated below:

Faculty/Academic Staff: Check recommended action(s)

Verbal Warning

Written Warning

Plan for Remediation

Failure of Course

Expulsion

A maximum of 3 Critical Event and/or Unprofessional Behavior Reports may be grounds for expulsion from CON programs.

Signature (faculty/academic staff) _____ Date _____

Faculty/Academic Staff: Check (✓) the appropriate categories below and provide specific, relevant documentation related to the behaviors of concern.

1. The student fails to meet the standards of professionalism from a biological, psychological, sociological and/or cultural standpoint.
 - Failure to carry out psychomotor/technical skills in a safe and/or professional manner.
 - Failure to carry out communicative skills in a safe manner.
 - Act of omission in the care of client.
 - Act of commission in the care of a client.
 - Displays mental, physical and/or emotional behavior(s) which negatively affect others.
 - Does not come to class or clinical prepared.
 - Other _____

Supporting documentation required: _____

2. The student lacks consistency in responsible preparation, documentation and/or communication.
 - Attempts activities without adequate preparation or assistance.
 - Demonstrates inaccurate or incomplete verbal/written communication.
 - Acts in such a way to create significant anxiety and/or stress to others.
 - Is verbally abusive and/or exhibits threatening, coercive or violent behavior toward anyone.
 - Is unable to achieve therapeutic nurse-patient relationships characterized by rapport, empathy and respect.
 - Violates the boundaries of professional nurse-patient/family relationships, e.g., engages in romantic or sexual relationships.
 - Is unable to maintain satisfactory relationships with others in clinical, university or community settings.
 - Other _____

Supporting documentation: _____

3. The student fails to practice within the boundaries of the Wisconsin Nurse Practice Act, guidelines or the course syllabus, policies of the College of Nursing and the rules and regulations of the health care agency that is the site of the course.

- Is habitually tardy/absent.
- Is habitually tardy in submitting assignments.
- Exhibits criminal behavior.
- Is suspected of being under the influence of drugs and/or alcohol in class, clinical or university settings.
- Dresses inappropriately and/or exhibits nonprofessional appearance/behavior.
- Exhibits behavior that is offensive to others (sexist, racist, threatening, demeaning).
- Needs repeated reminders of responsibilities consistent with the policies of the College of Nursing and/or clinical agency.
- Other _____

Supporting documentation: _____

4. The student fails to meet American Nurses Association's *Code of Ethics* and *Standards of Practice*.

- Does not maintain confidentiality.
- Demonstrates dishonesty.
- Ignores unethical behavior of others.
- Does not demonstrate respect for others.
- Does not advocate for the rights of the patient.
- Misrepresents or falsifies actions or information.
- Other _____

Supporting documentation: _____

5. The student lacks effort directed toward self-improvement.

- Is resistant or defensive regarding suggestions to improve.
- Appears unaware of her/his deficiencies and the need to improve.
- Does not accept constructive criticism or take responsibility for errors.
- Is abusive or critical during times of stress..
- Demonstrates arrogance.
- Other _____

Supporting documentation: _____

Additional incident description (including others involved) or comments:

Plan for Remediation (if indicated as an action on pg. 1)

Goal:

Completion Date

This section is to be completed by the student.

I have read this evaluation, discussed it with the course instructor, and received a copy.

Student signature

Date

My comments are: (optional)

Reviewed and received by Level Coordinator _____

Date

Reviewed and received by Program Director _____

Date

Follow-up _____

Date

Outcome: _____

Revised 9/07

Revised 12/10

DISMISSAL POLICY

Students who are expelled for disciplinary reasons are not eligible for readmission. (Please see *CRITICAL EVENT AND/OR UNPROFESSIONAL BEHAVIOR RECORD* form.)

UNIVERSITY OF WISCONSIN OSHKOSH
COLLEGE OF NURSING

INCIDENT REPORT POLICY

Whenever a College of Nursing student, faculty or IAS is involved in an unexpected or adverse incident (including but not limited to falls, needle sticks or exposures), the person must complete the agency and College of Nursing (both if appropriate) incident report forms. Most importantly, the person involved should be concerned with safety issues first, and then complete paperwork within 24 hours of the incident. The Undergraduate Program Director or Graduate Program Director must be notified of the incident within 8 hours. The program director's office immediately notifies the Dean and the University of Wisconsin Oshkosh Risk Manager and provides a copy of the report which includes information regarding who, what, when, where, and how the incident occurred. All paperwork will be kept on file in the appropriate College of Nursing office.

The University Risk Manager maintains a record of the incident and contacts the University of Wisconsin System Risk Management Office or Central Risk Management Office, as indicated, for advice. The UW Oshkosh Risk Manager acts as the liaison person with all official communication.

All costs that could include testing are the responsibility of the person involved in the incident. Your health care insurance may not cover these costs.

* A copy of the agency incident report should be included if at all possible.

Reviewed 8/06
Approved 6/2/05

UNIVERSITY OF WISCONSIN OSHKOSH
COLLEGE OF NURSING

INCIDENT REPORT FORM

Date of incident: _____

Personnel Involved (included all student and faculty/IAS names):

Location: _____

Description of the incident:

Cause of incident (if known):

Please describe actions taken:

Print name of person submitting report

Signature of faculty submitting report

Date _____

Signature of Undergraduate Program Director

Date _____

Date sent to UW Oshkosh Risk Manager: _____

Please attach copy of agency incident report.

Reviewed 8/06
6/2/05

APPEAL POLICY FOR STUDENT NURSES

According to University guidelines, an appeal is a request to deviate from an existing policy (Admission Policy, Progression Policy/Course Repeat, Suspension/Probation). All requests for appeals are to be sent to the College of Nursing's Undergraduate Academic Standing Committee through the Undergraduate Program Office. Due process is followed in the appeal procedure. Submitting an appeal does not mean that the appeal will be granted.

Appeal Procedure

1. Student submits an appeal form to the Undergraduate Program Office (see form in *Student Handbook on the next* page and CON website under *Academic Policies*).
2. If the appeal concerns a grade of C- or lower in a core nursing course, faculty must complete the *Faculty Recommendation for Appeals* form. The student should follow up with the undergraduate program office (424-1028) to be certain the faculty form has been submitted before the deadline. **(See deadlines below.)**
3. It is a student's right to address the Academic Standing Committee regarding the appeal. If a student would like to do so, it is necessary to contact the Undergraduate Program Assistant for an appointment to address the committee at their next scheduled meeting.
3. Upon careful consideration of the appeal **and any associated faculty recommendations** submitted, the Undergraduate Academic Standing Committee votes to approve or deny the request. The student will be notified **by mail of the final decision**.

In general, the Academic Standing Committee meets monthly during the academic year; therefore, appeals may be submitted any time during the 14-week semester. Appeals for course failures (appeal for readmission due to a grade of C- or lower in a core nursing course) MUST be submitted no later than the following dates to be considered for course repeat in the following semester.

Latest deadlines for submitting appeal materials are:

Fall Term

Appeals due by Friday of Week 1 of the January Interim.

Spring Term

Appeals due by Friday of Week 2 of the May Interim.

Undergraduate Academic Standing Committee meetings to consider appeals will be held during interim after the deadlines listed above. Contact the undergraduate program assistant for the meeting dates and to schedule an appointment, if desired.

Appeals received after the semester deadline will be reviewed in the following semester according to the Academic Standing Committee meeting schedule.

Approved by Faculty 12/14/07

Revised 11/07 pending approval

Approved by Academic Standing Committee 1/17/07

Updated 07/09

UNIVERSITY OF WISCONSIN OSHKOSH
COLLEGE OF NURSING

**Undergraduate Academic Standing Committee
Faculty Recommendation for Appeals**

Semester: _____ Date: _____

Faculty Name: _____

Name of Student: _____

Address of Student: _____

Telephone Number of Student: _____

Course Number and Name: _____ Grade Received: _____

Do you recommend that the student be allowed to repeat the course? Yes No

Any other recommendation?

Have you apprised the student of the failing grade so that she/he knows h/she is failing and needs to write a letter of appeal to the Academic Standing Committee? Yes No

Comments relative to your recommendation (or attach recommendation):

Level Facilitator comments:

Signature: _____ Date: _____

Tutor comments:

Signature: _____ Date: _____

Date received: _____

Approved by Faculty 12/14/07
Reviewed 11/07, Reviewed 08/06

PROCEDURES FOR DROPPING NURSING COURSES AFTER ENTERING THE MAJOR

Once admitted to the professional nursing major, the student is expected to complete nursing courses in the sequence shown in the general curriculum plan. Any deviation from this plan must have prior approval from the Undergraduate Program Office (N/E 148). Students in the professional major who plan to drop a required nursing course should discuss these plans with the faculty member, Level Facilitator and Undergraduate Program Director. The Assistant Director, Student Academic Affairs should also be notified. The University procedure for course withdrawal should be followed. Consult the semester timetable for drop/withdrawal policies and applicable deadlines. See the Level Facilitator for assistance.

Students dropping a required nursing course or withdrawing for the semester will need to apply for readmission to major. Consult Progression Policy.

NOTE: Readmission into the major will occur only as space and resources are available.

After admission into the professional major, students must complete all degree requirements within a 5-year time period. Failure to do so may result in their being dropped from the program or remedial work being required.

WITHDRAWAL FROM COLLEGE OF NURSING/UNIVERSITY

Prior to withdrawal students are encouraged to meet and discuss the withdrawal with the Level Facilitator or Coordinator of Academic Affairs. The withdrawal form must be submitted to the undergraduate program office. This form will be helpful in the event that the student chooses to reapply to the College of Nursing at a future time. PLEASE NOTE: Students must complete all course work within a 5-year period. Students in the professional nursing major who formally withdraw from the University are considered to have withdrawn from the nursing program as well.

See Withdrawal Form on next page.

WITHDRAWAL FORM
COLLEGE OF NURSING PROFESSIONAL MAJOR

Date: _____

Name: _____

Permanent address: _____

Current phone: _____

Date withdrawal is in effect: _____

Reasons for withdrawal:

In your perspective is there something that the College of Nursing could do to help remedy the situation and enable you to continue in the program? Yes No

If yes, please describe:

Please share your recommendations for College of Nursing improvement:

Would you consent to a follow-up contact? Yes No

Signature _____

GRADUATION AND LICENSURE REQUIREMENTS

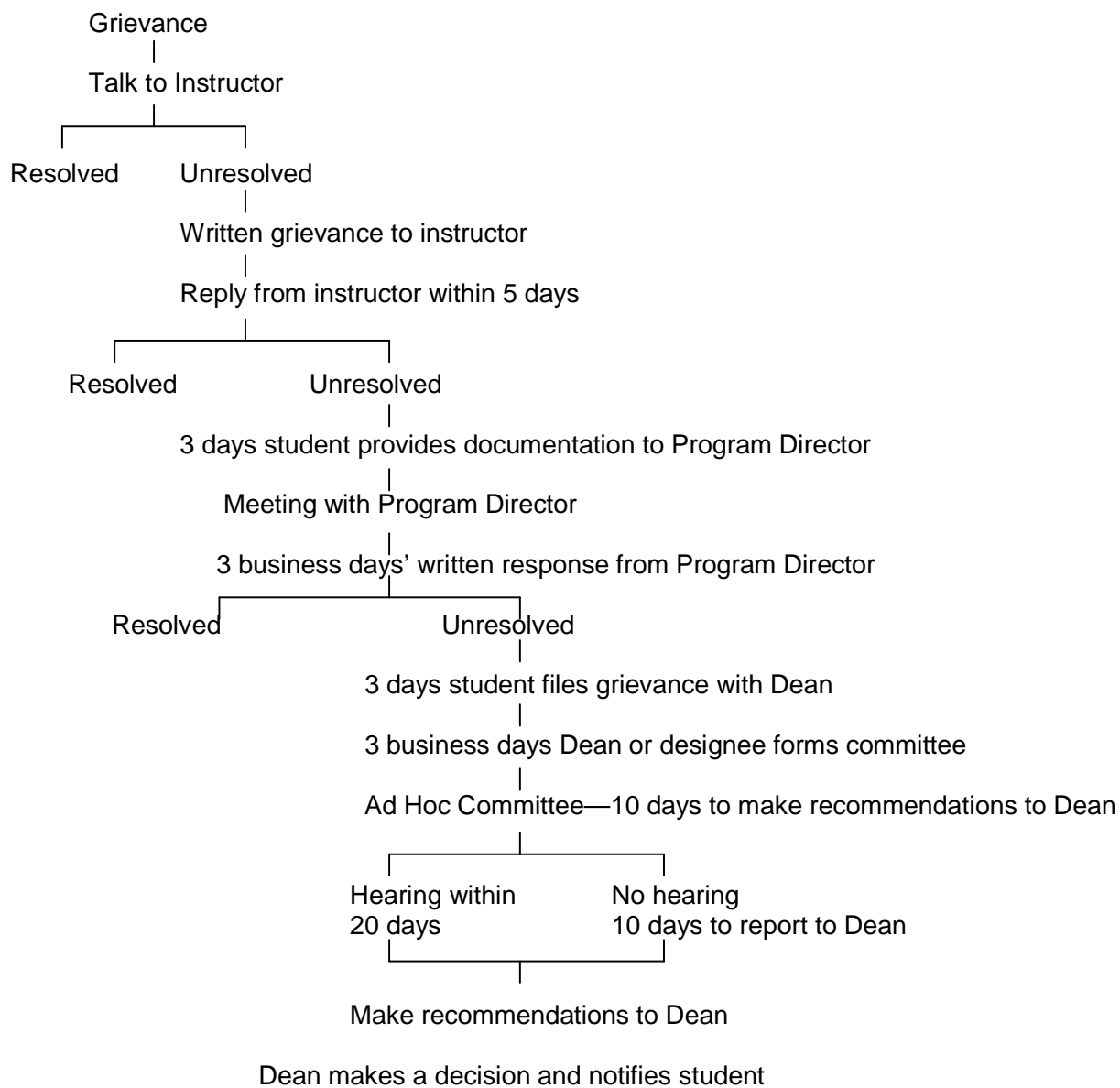
A minimum of 120 credits, a cumulative GPA of 2.0 or above on all required nursing credits attempted and a passing grade in all pass/fail courses are required for graduation. The student must pass a standardized exam at the predetermined level to graduate from the College of Nursing.

A candidate for the degree of Bachelor of Science in Nursing must satisfactorily fulfill the requirements of the University of Wisconsin Oshkosh and the College of Nursing. Upon completion of the program, the faculty recommend the graduate to the State Board of Nursing as a candidate for the National Registered Nurse Licensure Examination. Information to apply for the National Licensure Test is distributed during the final semester.

Wisconsin state law requires nurses to be licensed to practice nursing within the state. Licensure is obtained by passing an examination. Students graduating from the School of Nursing are eligible to write the examination if they:

(1) have completed a state-approved program in professional nursing, (2) are at least 18 years of age, (3) are graduates of a high school or its equivalent, (4) are able to speak, read, and write English, and (5) pay the fee for licensure. Applicants for registration/licensure in the State of Wisconsin will be asked to state if they have ever been convicted of a criminal offense, excluding minor traffic violations. When individuals have such a conviction or charges pending, an explanation is required. An investigation may follow depending upon the circumstances and the facts related to the situation.

UNIVERSITY OF WISCONSIN OSHKOSH
 COLLEGE OF NURSING
 Diagram of Student Grievance Policy



UNIVERSITY OF WISCONSIN OSHKOSH
COLLEGE OF NURSING

Student Grievance Policy in College of Nursing
(Revised April 2007)

Definitions:

Grievance: A grievance is a formal expression by a student of a difference of opinion between a student and a teaching staff member about the interpretation and application of a code of conduct or educational policy, for example, grading policy/procedure. This is distinguished from a complaint, which is the formal expression of an objection to perceived misconduct of another person. Disciplinary action is sought against the offender. Examples of a complaint would include conduct which violates University rules or policies, or conduct which adversely affects the students' performance in academic pursuits/achievements.

Grievance Process: Process to resolve conflicts that cannot be resolved through informal methods.

Any student who feels he or she has been treated unfairly has the right to file a grievance about the treatment and to receive a prompt hearing. The College of Nursing adheres to the University guidelines relative to the statute of limitations in filing a grievance. Some grievances may be caused by a misunderstanding or communication breakdown; these are situations that can occur in any large institution. Complaints and grievances follow due process procedures as specified in Chap. 9, Part A, 9A.3 (B) of the *University Faculty and Staff Handbook* and Chapter 9, Part B, UWS 6.01(3) which read as follows:

Chap. 9 A.3(B): The [student] shall be assured of a fair hearing, which shall include the right to present testimony in his/her behalf, the right to offer witnesses, the right to cross examine adverse witnesses, and the right to be counseled and/or represented by any persons of choice. (In cases where there are multiple counselor/representatives, the committee may restrict discussion of such major issue to a single counselor.

Fac. Chap. 9, B, UWS 6.01(3): Guarantee of adequate due process to include, but not limited to, written notification of the complaint/grievance, fair and complete hearing procedures, written statement of findings to the person involved and appropriate administrative officials within a reasonable period of time, and prohibition of further jeopardy for the same alleged misconduct after a final decision.

Grades per se are not included under this policy; however, concerns about the process by which grades are determined may come under this policy. Concerns about sexual harassment or other discrimination will not be heard under this policy. There are separate policies and procedures for these concerns. See the *University Student Handbook* or contact the Dean of Students' office for more information about sexual harassment and/or discrimination policies.

Grievance Procedure

1. The student will discuss the concern with the person involved to see if an agreement or understanding can be reached to resolve the issue.

2. If an agreement is not reached, the student will submit a formal written description of the concern to the teaching staff member at his/her home by certified mail. (Faculty addresses are available in the nursing office.) This formal written description should include:
 - a. a description of the acts or conditions which gave rise to the concern and the dates when the acts or conditions occurred or were made known;
 - b. an explanation of the ways in which the acts or conditions constitute unfair treatment or violation of rights or are otherwise injurious to the student;
 - c. evidence to support (a) and (b);
 - d. a statement of relief sought, i.e., a statement of what the student wants to happen; and
 - e. an account of the informal efforts undertaken to resolve the conflict/concern and an explanation of the student's perception of why efforts were unsuccessful.
3. The involved teaching staff member will reply in writing to the student about the concern/ conflict within five business days of receipt of the written description of the concern.
4. If a resolution of the conflict/concern is reached, an agreement statement will be written, signed and dated by both parties.
5. If an agreement is not reached, the student may proceed to bring this concern to the director of the respective program. In this case, the written concern, including all correspondence to this point is submitted to the respective program director within three business days of the receipt of the reply from the teaching staff member. The director of the program will individually interview the student and teaching staff member to determine whether the conflict can be resolved informally. The director of the program will have access to all of the documentation of the concern. The director of the program will delineate his/her findings in writing to both the student and the teaching staff member within three business days from the date of the interview.
6. If the decision of the student is to pursue the issue further, a formal grievance must be submitted, in writing, to the Dean of the College of Nursing within three business days of receiving the program director's written findings. The grievance should be specific and include all of the information previously submitted to the teaching staff member.

Upon receipt of the written grievance, the Dean (or in the Dean's absence, the Chair of the College Committee) within three business days will:

- a. appoint a five-person ad hoc committee—three tenured, tenure track or Instructional Academic Staff with continuing contracts, 5 semesters of service and voting rights; and two students—and designates a chair from among the faculty members. Judicious selection of committee members would include disqualifying students and/or faculty who have a relationship with either party;
 - b. forward copies of all written documentation of the grievance to the Chair of the Ad Hoc Grievance Committee; and
 - c. forward a copy of the grievance to the teaching staff member involved.
7. The grievance committee will meet to examine the evidence, consulting with the involved parties as appropriate and decides whether the grievance merits a hearing.

8. A hearing shall be necessary only when the Ad Hoc Grievance Committee believes there is sufficient evidence to indicate the possibility that the student's rights have been violated or unfair treatment has been received. Interference by either a faculty/teaching staff member or another student during any stage of the grievance process is considered an unfair action and is prohibited. If there is no hearing, a report will be submitted within ten business days to the involved parties and to the College Dean. If the Ad Hoc Grievance Committee decides a hearing is merited, the hearing is to be completed within twenty business days. At the conclusion of the hearing the committee shall transmit its findings and recommendations to the College Dean with copies to the involved parties.
9. The Dean will in turn advise the student and the Ad Hoc Grievance Committee of his/her decision.
10. All meetings of the Ad Hoc Grievance Committee will meet the requirement of the Wisconsin State Statutes Open Meeting Law (Chap. 5, *University of Wisconsin Oshkosh Faculty Handbook*). Meetings related to sensitive information may be held in closed session at the discretion of the chair. In addition, either party in the grievance may request a closed meeting. (Refer to attached Open Meeting Law Form.)
11. Open meeting notices are posted in the faculty supply room and on the student bulletin board outside N/E 148.
12. If either party withdraws from the process the Dean makes a summary judgment and informs the involved parties of the same within ten business days from notice of the party's withdrawal.
13. The Dean, with mutual agreement of the teaching staff member and the student, or at the request of the Ad Hoc Grievance Committee, may extend timelines for any of the steps in the process.

Reviewed 8/06
5/7/99 Approved by College of Nursing Faculty

INTERNATIONAL COURSE/CLINICAL PLACEMENTS POLICY

Consistent and in keeping with the University of Wisconsin System's policy guidelines for the conduct of international programs, the College of Nursing, University of Wisconsin Oshkosh, endorses the specific guidelines listed below in regard to out-of-the country clinical experiences. These guidelines represent assistance for both faculty and students to make these vital and rewarding scholarly experiences as risk-free as they can possibly be. The College of Nursing supports international educational programs as valid, desired, and increasingly important parts of undergraduate education. Out-of-the-country clinical internship or course experiences meet the legitimate academic needs of the individual nursing student and maintain standards of quality in the delivery of instruction, support services and administration.

A. Safety and Welfare of Participants:

1. The College of Nursing is responsible for monitoring and disclosing in a timely and accurate manner any U.S. State Department travel advisories that may have a bearing on students' safety or welfare.
2. The College of Nursing will advise students on essential health and safety considerations so the students can make informed decisions concerning preparation, participation and behavior while in the course/clinical placement.
3. Every student participant must receive, sign and return the UW Uniform Statement of Responsibility, which establishes informed consent, assumption of risk and understanding of the terms and conditions of the course/clinical placement abroad.
 - a. The College of Nursing will provide information on available medical care in the host country; if available medical care is a cause for concern, students will be so informed.
 - b. Students are encouraged to obtain medical evacuation insurance when traveling to locations with substandard medical care.
4. In the event that it becomes necessary to terminate the placement or relocate any or all of its participants, the College of Nursing will implement a suitable evacuation plan.
 - a. Maintenance of an emergency preparedness process and a crisis response plan will be developed in conjunction and coordination with host country protocol.
5. The College of Nursing will maintain a list of student participants and register the list with the United States embassy or consulate in the host country.
6. The College of Nursing will exercise care in selecting placements abroad to ensure the safety of College of Nursing students.
7. Health requirements of the host country and clinical agency must be identified and met by the student prior to clinical experience. A certified copy indicating that the student has met the health requirements must be provided to the assigned instructor.
8. It is the student's responsibility to obtain health insurance and student professional liability insurance.
 - a. For the duration of the course/clinical placement abroad, a certified copy of the health and professional liability insurance policy will be provided to the assigned faculty (requirement to show evidence of appropriate coverage/s).
9. A waiver is required releasing the University of Wisconsin Oshkosh and the College of Nursing from liability for student incidents of sickness, accident, injury or death.
 - a. In cases of serious health problems, injury or other significant health and safety circumstances, good communication among all concerned must take place.
10. Government warnings related to travel in a host country will be respected. The course and/or clinical placement will be postponed or canceled and student(s) will be notified should warnings indicate perilous conditions.
11. Government advisories to return to the United States will be respected and students will be advised to return to the United States as soon as possible.

B. Orientation, Participation and Re-entry:

1. Advisement concerning the experience in the host country shall provide an accurate, balanced representation of the experience, including selection criteria, estimated cost and services provided.
2. The College of Nursing will select students for participation on the basis of clearly defined criteria appropriate to its academic and cultural objectives.
3. The College of Nursing will enforce codes of student conduct consistent with UW policy and sensitive to the customs and laws of the host country.
4. The College of Nursing will grant appropriate academic credit for course work successfully completed on course/clinical placements abroad which they sponsor or formally approve. The College of Nursing will inform students as completely and accurately as possible about the process it follows in awarding credit for study abroad and provide academic advising to facilitate integration of course work abroad with the student's major field and degree requirements.
5. The College of Nursing will assess both academic and logistical aspects of study abroad.
6. Students must meet the current University of Wisconsin Oshkosh College of Nursing student admission and progression requirements.
7. Students must have proficient foreign language skills to be clinically competent in the particular host country practice site if the experience does not include availability of competent translators. If available, translators may be used.
8. The student is responsible for meeting course objectives and completing assignments/requirements as defined in the course syllabus and by faculty.
9. A contractual agreement between the College of Nursing and the agency must be completed prior to the student experience.
10. Preceptors who are assigned the student by the host country must meet the criteria established by the College of Nursing. Exceptions will be evaluated on an individual basis.
11. Student participants must provide assigned faculty with emergency contact information and keep them informed on an ongoing basis.

C. Financial Management:

1. As a state-supported public University, the College of Nursing will exercise care in contracting relationships with for-profit institutions and agencies, to ensure that such arrangements are determined to be in the best interests of students. All contracts must conform to Wisconsin state statutes, UW Oshkosh policies and procedures, and purchasing requirements.
2. Expenses involved in visas, travel and living expenses are the responsibility of the student.
3. Expenses related to course or clinical experiences, i.e., transportation, supplies, health expenses are the responsibility of the student.

***OPPORTUNITIES FOR
STUDENT PARTICIPATION IN THE
COLLEGE OF NURSING***

STUDENT PARTICIPATION IN THE COLLEGE OF NURSING

Students are encouraged to participate actively as an individual and/or in a group to enhance professional development and foster progress in the College of Nursing. Both faculty and administration welcome your feedback regarding the many aspects of the College. This open communication facilitates our awareness of strengths and limitations, better enabling the needs of all students to be met. Some of the ways to become involved are described below. They include evaluation of nursing courses and faculty teaching methods; student representation on College committees; and opportunities in student organizations. Participation in other University activities in other University activities is also encouraged. Information regarding University opportunities may be obtained through the Dean of Students office.

I. STUDENT EVALUATION OF NURSING COURSES

This is an opportunity for students to share their perception of the strengths and limitations of courses at the end of each semester. The course faculty review and summarize the data and submit recommendations to the Undergraduate Program Committee as indicated. Therefore student response is critical. Anonymity is ensured.

II. STUDENT EVALUATION OF FACULTY

Faculty evaluations are taken very seriously in the College of Nursing and the University. Faculty are reviewed for merit salary increases, retention and/or promotion on a regular basis. The process of eliciting student responses occurs (in an anonymous way) within each semester by the University Testing Center. In addition, urgent concerns related to courses and faculty should be discussed directly with the professor, appropriate Level Facilitator and/or Undergraduate Program Director.

Summary data from written student evaluations of faculty are submitted to the individual faculty member after the deadline for the submission of grades. The faculty use this information for self-evaluation and documentation of teaching effectiveness.

III. FACULTY INTERVIEWS

Students are invited and encouraged to participate in interviewing prospective faculty members who visit the College of Nursing. It is important for the College of Nursing to know student perceptions of potential faculty members. If interested in participating, see the Coordinator of Student Academic Affairs. A written summary and recommendation should be submitted to the Dean of the College following the interview.

IV. STUDENT REPRESENTATIVES ON THE COLLEGE OF NURSING COMMITTEES

All College of Nursing Committees, (except those dealing with administration or personnel matters), have student representation with vote. The College Faculty By-laws establish the criteria for committee membership. The faculty of the College of Nursing encourage student participation on College committees. Students are appointed to College committees through OSNA. Students may be asked to join ad hoc committees as they are established. The standing committees with student representation are:

- Undergraduate Academic Standing Committee (two undergraduate students—one junior and one senior level)
- Undergraduate Program Committee (two undergraduate students—one junior and one senior level)
- Nursing Center Committee (one graduate and one BSN Degree Completion student)

V. **STUDENT ORGANIZATIONS**

- Oshkosh Student Nurses Association (OSNA)
- Men in Nursing (MIN)
- Eta Pi Chapter of Sigma Theta Tau International (STTI)

OSHKOSH STUDENT NURSES' ASSOCIATION BYLAWS

Article I. Name

The name of this association shall be the Oshkosh Student Nurses' Association, Inc., a constituent of the National Student Nurses' Association, Inc., hereinafter referred to as OSNA.

Article II. Purpose and Functions (Areas of Conformity)

- Section 1. The purpose of OSNA shall be:
 - A. To assume responsibility for contributing to nursing education in providing for the highest quality health care.
 - B. To provide programs representative of fundamental and current professional interest and concerns.
 - C. To aid in the development of the whole person and his/her professional role and his/her responsibility for the health care of people in all walks of life.
- Section 2. The functions of OSNA shall include the following:
 - A. To offer direct input into the standards of nursing education and influence the education process.
 - B. To influence health care, nursing education, and practice through support of legislative activities as appropriate.
 - C. To promote and encourage participation in community affairs and activities toward improved health care and the resolution of related social issues.
 - D. To represent nursing students to the consumer, to institutions, and to other organizations.
 - E. To promote and encourage students' participation in interdisciplinary activities.
 - F. To promote and encourage recruitment efforts, ensuring participation in student activities and educational opportunities regardless of the person's race, color, creed, lifestyle, national origin, age, gender, marital status, disability, or economic status.
 - G. To promote and encourage collaborative relationships with the American Nurses' Association, the National League for Nursing, and the International Council of Nurses, as well as the other nursing and related health organizations.

Article III. Members

- Section 1. School Chapter
 - A. The school chapter shall be composed of at least one member from this school.
 - B. There shall be only one chapter on the University of Wisconsin – Oshkosh campus.
 - C. A state association shall be composed of at least two school chapters in any state. School chapters belong to their state association when one exists.
 - D. For yearly recognition as a constituent, constituent associations shall be required to submit annually the official application for NSNA constituency status which shall include the following areas of conformity: purpose and functions, membership, dues, and representation.

- E. All members are required to pay dues by the third meeting of the semester, unless waiver of dues has been established, and to participate in one activity per semester other than biweekly meetings or conventions.
- Section 2. Categories of Membership
 - A. Active members:
 - a. Students (undergraduate or graduate) enrolled in the University of Wisconsin – Oshkosh College of Nursing who have paid local membership to OSNA.
 - b. Registered Nurses enrolled in the University of Wisconsin – Oshkosh BSN Degree Completion Program.
 - c. Active members shall have all the privileges of membership.
 - B. Associate members:
 - a. Pre-nursing students, including registered nurses enrolled in programs at the University of Wisconsin – Oshkosh, who are preparing for a baccalaureate degree in nursing and have paid local membership dues.
 - b. Associate members shall have all of the privileges of membership except the right to hold board positions.
 - c. Associate members may run for a board position as pre-nursing students if they will be accepted to the College of Nursing before they take office.
 - d. Associate members may only run for the position of pre-nursing representative.
 - C. Individual Honorary Membership:
 - a. Honorary membership may be conferred by two-thirds vote of the membership by the Executive Board for persons who have rendered distinguished services of valuable assistance to OSNA. Honorary members shall have none of the obligations or privileges of membership.
- Section 3. Constituency Status for NSNA Participation
 - A. The UW Oshkosh school chapter whose membership is composed of active or associate NSNA members and who has submitted the Official Application for NSNA Constituency Status (the Application) containing the areas of conformity, and upon meeting such other policies as the Board of Directors may determine, shall be recognized as a constituent.
 - B. The Application must be submitted annually and can be submitted at the Annual Convention site during the delegate credentialing process for the annual House of Delegates meeting.
 - C. The Application must be sent to NSNA on a date postmarked no later than 10 working days after the close of the House of Delegates meeting of the same year.
 - D. Recognized Constituents shall be composed of at least 10 members from a school to have an NSNA delegate. This requirement of 10 or more members must be met on a date eight weeks prior to the Annual House of Delegates Meeting. There shall be only one chapter in each school campus.

- E. For yearly recognition as a constituent, the OSNA President shall be required to submit annually the Application, prior to April 15th, which shall include the following areas of conformity: purpose and functions, membership, dues, and representation.
- F. A constituent association which fails to comply with the bylaws and policies of NSNA shall have its status as a constituent revoked by a two-thirds vote of the Board of Directors, provided that written notice of the proposed revocation has been given at least two months prior to the vote and the constituent association is given an opportunity to be heard.

- Section 4. Delegate Representation

- A. Please refer to NSNA bylaws for number of allotted delegates.
- B. The school chapter delegate(s) shall be a member(s) in good standing in the chapter and shall be selected and/or elected by members of the school chapter according to chapter bylaws.
- C. The school chapter may designate an alternate delegate for each delegate by selection by members of the school chapter according to chapter bylaws.

Article IV. Dues

- Section 1. NSNA Dues

- A. The annual NSNA dues for active, associate, and individual members shall be \$37 per member per year, or \$27 for the first year of NSNA membership. The dues year for members shall be a period of twelve consecutive
- B. The NSNA Board of Directors shall have the authority to change membership dues, providing such dues do not exceed the amounts set in these bylaws. National and state dues shall be payable directly to NSNA.

- Section 2. OSNA Dues

- A. OSNA membership dues are paid directly to the organization at \$8 per semester or \$15 per academic year, and are collected by the treasurer by the third meeting of the semester.
- B. These dues need to be paid by the third meeting of the semester.
- C. The Executive Board sets OSNA dues at the beginning of the semester based on the organization's needs.
- D. Any member who fails to pay current dues shall forfeit all privileges of membership, unless waiver of dues has been granted through the Executive Board by the third meeting of the semester.

Article V. Executive Board

- Section 1. The Positions

- A. The OSNA shall have an Executive Board to direct its functions composed of elected officers being: president, vice-president, secretary, treasurer,
- B. And elected directors being: historian, fundraising chair, social chair, speaker chair, volunteer chair, public relations chair, health & wellness chair, breakthrough to nursing chair, student council chair, and OSA chair.

- Section 2. Management of the Executive Board shall include the following duties:
 - A. Review and approve the terms of official relationships established with other organizations singly or in coalition.
 - B. Approve any commitment in the form of action, statement of policy or position, or financial obligations involved in OSNA with other organizations.
 - C. Approve the budget and provide the annual audit of accounts at the end of the fiscal year.
 - D. Have the power to fill vacancies for the non-expired term unless otherwise stated in these by-laws.

- Section 3. Term of Office
 - A. The term of office shall be one year from the adjournment of which the (officers) Executive Board assume their duties of their office.

- Section 4. Eligibility of the Executive Board
 - A. Only members who are nursing students throughout the full year shall be eligible for the Executive Board.
 - B. No member shall serve more than one consecutive term in the same position on the Executive Board.
 - C. OSNA elected officers must have full NSNA membership during their term of office.
 - D. All Executive Board members are eligible to work with a co-chair.

- Section 5. Election of Executive Board
 - A. Candidates for Executive Board positions will express interest or be nominated and voted on the second to last meeting of each semester as needed.
 - B. The officer-elected Executive Board will become the current Executive Board and run the last meeting of the semester, seeing that the old Executive Board is present for counsel during the last meeting.

- Section 6. Vacancies
 - A. When there is a temporary vacancy in the office of the president, the vice-president shall fulfill those duties.
 - B. When there is a permanent vacancy in the Executive board, it is up to the remaining Executive Board to fill the vacancy at their discretion.

- Section 7. Obligations of the Executive Board
 - A. The Executive Board shall not be responsible for any contract, claim, or obligation of any kind incurred for any position taken by any officer or member of the association unless the same was duly authorized in writing by the Executive Board.

- Section 8. Duties of the Executive Board

All Executive Board members are required to attend all meetings of the organization unless excused by the president. All Executive Board members shall submit a biweekly e-mail report sheet to the secretary to be included in biweekly Minutes prior to each biweekly meeting. If Executive Board members do not fulfill these requirements, including those listed below, or have two unexcused absences, this is grounds for dismissal from office and can be completed with a two-thirds vote of the voting body.

A. The President shall:

1. Serve as the principle officer of the association and preside over all meetings.
2. Have the authority and responsibility for setting the agenda for biweekly meetings, in consultation with the Executive Board.
3. Be responsible for implementing decisions for the membership of the Executive Board.
4. Serve as the ex-officio member of all committees except the Elections committee.
5. Have such other powers and perform such other duties as may be assigned by the Executive Board.
6. Be responsible for renewing constituency status with NSNA each year.
7. Be responsible for renewing official recognition status with OSA by October 1.
8. Co-sign checks for monetary disbursement as written out by Treasurer.
9. Collaborate with College of Nursing Secretary in order to reserve meeting sites and times for the following year or semester.
10. Count the money with the Treasurer and/or the Vice-president after every meeting that money is collected to ensure that deposits can be accounted for.
11. Communicate weekly via e-mail with the class Representatives, the Speaker chair, the Public Relations chair, and the Student Council chair to discuss the completed and yet to be completed items related to their position, and what they are doing to accomplish them.

B. The Vice President shall:

1. Assume the duties of the President in the absence or disability of the President.
2. Be responsible for review by-laws, and shall be responsible for making recommendations for changes to OSNA by the second meeting of the spring semester.
3. Be responsible for the duties and responsibilities of all that is involved in organizing convention participations, and ensuring adequate attendance of delegates.
4. In the event that the Vice President is not able to attend the convention, he/she will assign any responsibilities that cannot be taken care of prior to the event to an Executive Board member who will be attending the convention.
5. Be responsible for conducting nominations and elections, and may appoint an elections committee to assist.
6. Perform all other duties as assigned by the President, including responsibility to serve as temporary replacement for any Executive board member excused from a membership meeting.
7. Count the money with the Treasurer and/or the President after every meeting that money is collected to ensure that deposits can be accounted for.

8. Report in weekly to the President via e-mail the completed and yet to be completed items related to their position, and what they are doing to accomplish them.
9. Communicate weekly via e-mail with the Health and Wellness chair and the Volunteer Chari to discuss the completed and yet to be completed items related to their position, and what they are doing to accomplish them.

C. The Secretary shall:

1. Record and prepare the minutes of all business meetings of the association and submit them to the OSNA Executive Board and faculty advisors and post on the OSNA bulletin board prior to the following meeting.
2. Be responsible for management of the OSNA e-mail account.
3. Write and submit articles for publication in the WSNA Student STAT, as opportunities present.
4. Perform all other duties as assigned by the President.
5. Report in weekly to the President via e-mail the completed and yet to be completed items relating to their position, and what they are doing to accomplish them.
6. Communicate weekly via e-mail with the Breakthrough to Nursing Chair, the OSA chair, and the Historian to discuss the completed and yet to be completed items relating to their position, and what they are doing to accomplish them.

D. The Treasurer shall:

1. Act as custodian for association funds. Sign checks for monetary disbursements with co-sign of President (the appropriation of OSNA funds shall be determined by the Executive Board within agreement of the proposed annual budget.)
2. Institute a system for collecting dues and forwarding monies to NSNA when appropriate
3. Maintain a list of OSNA members, including student's name, level in the nursing program, e-mail address, and disperse copies of the membership roster to the Executive Board as needed, specifically to the PR chair.
4. Prepare an annual financial report and budget for the upcoming year.
5. Prepare an end of semester report and announce at the second to last meeting of the semester.
6. Have the association checking account checked annually by the bank and justify it monthly.
7. Take attendance at all biweekly meetings.
8. Perform all other duties as assigned by the President or as usual to this office.
9. Report in weekly to the President via e-mail the completed and yet to be completed items relating to their position, and what they are doing to accomplish them.
10. Communicate weekly via e-mail with the Fundraiser Chair and the Social Chair to discuss the completed and yet to be completed items relating to their position, and what they are doing to accomplish them.

E. The Historian shall:

1. Photograph the events and activities of the organization, including but not limited to, taking a yearly photo of the Executive Board.

2. In the event that the Historian is unable to attend the event, assign these duties to another Executive Board member.
3. Maintain a photo album and record our events by date for use in promotion of the organization.
4. Prior to handing over the album and its materials to the Historian-elect, the current Executive board member should have all materials in album completed.
5. Coordinate with the Treasurer for monies to pay for needed materials to support the album.
6. Report in weekly to the Secretary via e-mail the completed and yet to be completed items relating to their position, and what they are doing to accomplish them.

F. The Fundraising Chair shall:

1. Plan fundraising activities, at least one month prior, forming committees, as needed.
2. Conduct meetings as needed to plan such activities.
3. Collaborate with the PR Chair to advertise events.
4. Collaborate with the Treasurer to help maintain financial goals to support OSNA.
5. Collaborate and maintain open communication with appropriate businesses and corporations needed in order to organize such activities.
6. Collaborate with the Senior II representative to avoid duplication of fundraising activities.
7. Report in weekly to the Treasurer via e-mail the completed and yet to be completed items relating to their position, and what they are doing to accomplish them.

G. The Social Chair shall:

1. Plan social activities, at least one per semester, other than activities during biweekly meetings, forming committees as needed.
2. Conduct meetings as needed to plan such activities.
3. Collaborate with the Public Relations chair to advertise events.
4. Report in weekly to the Treasurer via e-mail the completed and yet to be completed items relating to their position, and what they are doing to accomplish them.

H. The Speaker Chair shall:

1. Plan a speaker for at least once per month, forming committees as needed.
2. Contact possible speakers within the community.
3. Communicate with the members of OSNA to find areas of interest for speakers.
4. Organize the most appropriate date for speakers with board members so as not to interrupt with any other planned activities.
5. Communicate with the PR chair, Secretary, and President about upcoming speakers to promote early advertisement and specific accommodations.
6. Send out needed information to the speakers, such as, parking passes, when to arrive, what to speak about, length of speech, and where to meet.
7. Possibly provide thank you gifts / letters for speakers after their presentation.
8. Plan food and snacks for meetings.
9. Conduct meetings as needed to plan such activities.

10. Collaborate with the Public Relations Chair to advertise events.
11. Report in weekly to the President via e-mail the completed and yet to be completed items relating to their position, and what they are doing to accomplish them.

I. The Volunteer Chair shall:

1. Plan volunteer activities, at least one per month, forming committees as needed.
2. Conduct meetings as needed to plan such activities.
3. Collaborate with the Public Relations chair to advertise events.
4. Report in weekly to the Vice-President via e-mail the completed and yet to be completed items relating to their position, and what they are doing to accomplish them.

J. The Public Relations Chair shall:

1. Review OSNA web site once per month and make appropriate changes in collaboration with the College of Nursing's technology manager.
2. Contact newspapers or news media, as needed, to promote the activities of the organization, as appropriate.
3. Update the OSNA bulletin board at least three times per semester.
4. Collaborate with Executive Board about events and publicizing, as needed.
5. Maintain a list of e-mails of all OSNA members.
6. Send out e-mail reminders of all meetings.
7. Report in weekly to the President via e-mail the completed and yet to be completed items relating to their position, and what they are doing to accomplish them.

K. The Health and Wellness Chair shall:

1. Plan for community education and/or awareness of an appropriate health care related topic, at least one per month, forming committees as needed.
2. Conduct meetings as needed to plan such activities.
3. Coordinate with the Public Relations Executive to advertise and with the Treasurer to pay for such events.
4. Report in weekly to the Vice-President via e-mail the completed and yet to be completed items relating to their position, and what they are doing to accomplish them.

L. Breakthrough to Nursing Chair shall:

1. Be responsible to promote the profession of nursing as a career option for both traditional and nontraditional students, as well as culturally diverse students.
2. Collaborate with faculty advisor to participate in campus preview days and major fairs.
3. Plan one activity per semester involving a local primary or secondary school, forming committees as needed.
4. Encourage and promote mentorship programs to benefit nursing or pre-nursing students.

5. Report in weekly to the Secretary via e-mail the completed and yet to be completed items relating to their position, and what they are doing to accomplish them.

M. Oshkosh Student Association (OSA) chair shall:

1. Attend weekly OSA meetings on Mondays at 4:00 p.m.
2. Ensure maintenance of OSNA's voting rights.
3. Assure attendance at all OSA meetings, or find a suitable replacement.
4. Report all pertinent OSA business to OSNA.
5. Obtain feedback from OSNA members and represent OSNA's interests at all OSA meetings.
6. Report in weekly to the Secretary via e-mail the completed and yet to be completed items relating to their position, and what they are doing to accomplish them.

N. The Student Council Chair shall:

1. Keep OSNA members up-to-date with current local and national legislature and political events that may affect nursing and nursing education, via e-mail and announcements at meetings.
2. Act as a liaison between the Dean and the students, remaining in direct contact, meeting once a month with the Dean to discuss any political items on campus or within the community of the College of Nursing; after which, the chairperson will report back to the board and members of OSNA.
3. Form a committee that will sit in on the College of Nursing Undergraduate Program committee and the Undergraduate Academic Standing committee - at least two per committee. The chairperson must follow up weekly with said members.
4. Collaborate with the Public Relations Chair to advertise events.
5. Report in weekly to the President via e-mail the completed and yet to be completed items relating to their position, and what they are doing to accomplish them.

Article VI. Representatives

- Section 1. The Positions

- A. OSNA shall have class representatives to assist with its functions, composed of elected representatives being: two pre-nursing representatives (one at the freshman level, one at the sophomore level), one Sophomore II representative, one Junior I representative, one Junior II representative, one Senior I representative, and one Senior II representative.

- Section 2. Term of Office

- A. Term of office shall be one semester.
- B. At the end of the fall semester, the class representative has the option to move on to the representative position of the next successive level in the College of Nursing, or to resign his / her position.

- Section 3. Eligibility of Representatives
 - A. Only members who are declared nursing majors and are in the respective class standing shall be eligible for the representative positions.
- Section 4. Election of the Representatives
 - A. Candidates for the board of representatives will express interest or be nominated the meeting of the semester.
 - B. The candidate receiving the most votes from the voting body shall hold the Representative position.
- Section 5. Vacancies
 - A. When there is a permanent vacancy in the Board of Representatives, it shall fall to the Executive Board to fill the vacancy.
 - B. An Executive Board member may be elected to a class representative position if, and only if, the position remains vacant at the time all ballots have been cast.
- Section 6. Duties of the Class Representative
 - A. Class representatives shall attend all OSNA meetings unless excused by the OSNA President.
 - B. The class representative shall act as a liaison between the OSNA members and the representative's respective level, specifically:
 1. Informing the class representative's level of all OSNA meetings and OSNA sponsored activities, and
 2. Communicating all concerns and suggestions of their peers to OSNA.
 - C. Perform all other duties as assigned by the President.
 - D. Report in weekly to the President via e-mail the completed and yet to be completed items relating to their position, and what they are doing to accomplish them.

Article VII. Meetings

- Section 1. Chapter Meetings
 - A. Meetings will be made by the president, as necessary, to meet the needs of the organization.
 - B. Quorum at meetings shall consist of the President, Vice-President, and at least one other officer.
 - C. All meetings of the association shall be open unless voted closed by the Executive Board.
 - D. OSNA meeting attendance is encouraged for all of its members.
 - E. The voting body of this organization shall consist of the Executive Board, class Representatives, and all official OSNA members present at the meetings.
 - F. Special meetings may be called by the Executive Board or by the President upon written request of five or more members. Notice of the time, place, and purpose of

the meeting shall be posted on the OSNA bulletin board not less than three days prior to the meeting.

- Section 2. Representation to State and National Meetings
 - A. Representatives to the meetings of the state organization shall be in accordance with state by-laws.
 - B. Representation to the NSNA meetings shall be in accordance with NSNA by-laws.
 - C. All official members in good standing shall be eligible to serve as a state and / or national delegate.
 - D. The voting body present at the meeting prior to the convention shall elect delegates in accordance with the WSNA and NSNA by-laws.
 - E. The President shall have the option to serve as a delegate without the membership vote.

Article VIII. Advisors

- Section 1. There shall be one advisor who is a member of the faculty. Vacancies will be filled by a majority vote of the voting body.
- Section 2. Duties
 - A. Advisor shall:
 1. Be responsible for providing the interchange of information between the Executive Board, the Representatives, and the CON faculty.
 2. Serve as a resource for consulting with the Executive Board, members, and staff.
 3. Attend all meetings unless excused by the President.
 4. Be an honorary member.

Article IX. Parliamentary Authority

The President shall have authority to carry out all meetings of this organization that shall be conducted according to the parliamentary rules set forth by the most current edition of Roberts Rules of Order, where the rules apply and are not in conflict with these by-laws.

Article X. Amendments

- Section 1. These by-laws may be amended by a two-thirds vote of the voting body providing that notice of the proposed amendments has been circulated to the members at least two weeks prior to the meeting.
- Section 2. These by-laws may also be amended without prior notice at any meeting by a 99% vote of the voting body.
- Section 3. Amendments shall be submitted in writing carrying the proponent's signature to the Executive Board for review. Proposed amendments may be submitted only by an Executive Board member or OSNA committee.

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