

**Western Carolina
University
Graduate Nursing Program**



2011 - 2012

**Student
Handbook**

Instructions to Students for Graduate Nursing Student Handbook

Please download and print the handbook. All students in the nursing program are responsible for reading and understanding the information contained in the handbook. At the end of the handbook is a Nursing Student Agreement. This copy is for the student's reference. Each student will sign another copy provided by the Program Administrator when the student enters the program. The signed copy will be placed in the student's file.

Welcome

Welcome to the Graduate School of Nursing at Western Carolina University. As you pursue a graduate degree please know that the faculty at WCU are committed to your success. Your course work is just a small fraction of the knowledge you need to excel within your profession. It is up to you to go beyond that course work by immersing yourself in the professional literature, seeking new and challenging learning experiences, and involving yourself in opportunities within your student and professional organizations and in the community.

This handbook contains important information about the nursing program at Western Carolina University. The School of Nursing policies and procedures are presented and are to be used in conjunction with University requirements, policies, and procedures. In addition, the handbook contains other useful information such as suggestions for coping with the stress of being in the graduate program. Please review the handbook and retain it for future reference.

I am very glad you selected WCU for your graduate education. I wish you great success in your studies. If you need to meet with me for any reason, please feel free to make an appointment.

Judy Neubrandner, EdD, FNP-BC, CNE
Interim Director, School of Nursing.

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Section 1 Organizational Structure

Western Carolina University Educational Mission

Teaching and learning constitute the central mission of Western Carolina University. The university seeks to create a community of scholarship in which the activities of its members are consistent with the highest standards of knowledge and practice in their disciplines.

The commitment of the community to service, research, and creative activities complements the central mission and extends the benefits of its scholarship to society. As a major public resource for western North Carolina, the university assists individuals and agencies in the region through the expertise of its faculty, its staff, and its students.

Approved by the NC Board of Governors January 2004

Western Carolina University School of Nursing

Mission Statement

The SON educates professional nurses at the baccalaureate and graduate levels to address the health care needs and improve the lives of diverse populations. In accordance with its primary mission of teaching, the school provides a scholarly atmosphere that stimulates collaborative engagement, service, research, and creative activities by its faculty and students.

Vision Statement

The School of Nursing (SON) will be recognized as a center of excellence for progressive evidenced-based teaching and practice, technology-enhanced learning, and engaged stewardship and service to the community.

FACULTY AND STAFF

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Associate Director of Graduate Nursing Programs:

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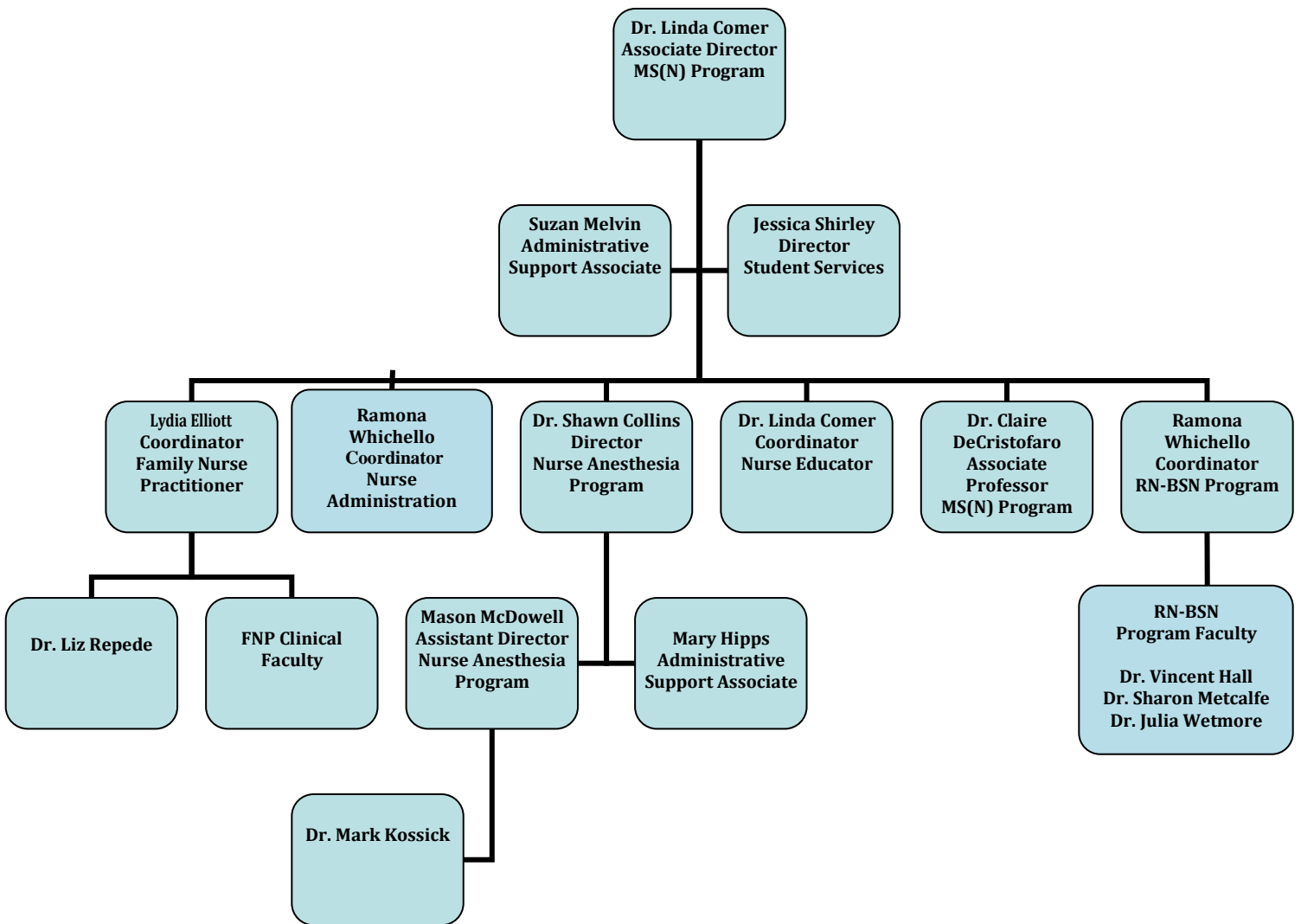
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**Graduate Nursing Program
Organizational Chart**



SCHOOL OF NURSING / GRADUATE NURSING PROGRAM COMMITTEES

COMMITTEES	SCHEDULED MEETINGS	MEMBERSHIP
Graduate Curriculum	Monthly	Faculty & student representatives from FNP, NA, NAdm & NE tracks
Graduate Student Affairs	Monthly	Faculty & student representatives from FNP, NA, NAdm & NE tracks

INTRODUCTION TO WESTERN CAROLINA UNIVERSITY AND THE NURSING PROGRAMS**Introduction to Western Carolina University**

Western Carolina University (WCU) is a regional comprehensive state-supported university comprised of the Graduate College and undergraduate colleges. The College of Health and Human Sciences includes the School of Nursing. Teaching and learning constitute the central mission of WCU. The commitment of the WCU community to service, research, and creative activities complements the central mission and extends the benefits of its scholarship to society.

The WCU general catalog, *The Record*, contains authoritative information concerning the University, student services, academic regulations, the University calendar, and degree requirements. *The Record* is published in both undergraduate and graduate versions. **Students are to obtain a copy of *The Record* at their level and refer to it for guidance. This is available online at the Graduate School website.**

Introduction to the Master of Science in Nursing Program

The Master of Science degree in Nursing – MS(N) – has three academic tracks and one program: Family Nurse Practitioner (FNP) Track, Nurse Educator (NE) Track, Nurse Administration (NAdm) Track and Nurse Anesthesia (NA) Program. The tracks/programs are offered on a full-time basis for the NA Program and part-time basis for the FNP, NAdm and NE Tracks. Graduate classes are admitted annually in the fall semester (FNP), fall semester and spring semester (NAdm & NE), and the spring semester (NA). The FNP Track requires 49 to 50 semester hours of graduate coursework including 720 clinical hours. The NE Track requires 38 to 39 semester hours including 180 hours of teaching practicum. The NAdm Track requires 40-41 semester hours and 220 clinical hours. The NA Program requires a minimum of 66

course credits during the 28-month program. In addition to School of Nursing required courses, NA students will take anesthesia specialty courses. The program integrates research, physiology, pharmacology, pathophysiology, and anesthesia principles. The FNP Track is designed to prepare expert nurses to serve the primary care needs of Western North Carolina. The NE Track is designed to prepare nurses to serve in one of three areas of nursing education: academic, staff, or patient. The NAdm Track is designed to prepare nurses to serve in administrative positions in various service delivery and academic settings. The overall MS(N) program is accredited by the Commission on Collegiate Nursing Education. The NA Program is accredited by the Council on Accreditation of Nurse Anesthesia Educational Programs. Required hours for all tracks/programs depend on whether the thesis or research project is selected. **Written comprehensive exam(s) are administered during the final term of the student's program of study.**

A Post-Master's Family Nurse Practitioner Certificate course of study is available to students who have earned a MS(N) degree. The course of study requires thirty-eight semester hours of study and can be completed in about two years. A Post-Master's Nurse Educator Certificate course of study is available to nurses who have a MSN, or other appropriate graduate degree, and requires 18 semester credit hours. All interested applicants to the MS(N) program are required to complete an online application through the graduate school at **Apply Now** <http://www.wcu.edu/5642.asp>

The Nurse Anesthesia Program has its own handbook in addition to the Graduate School of Nursing Student Handbook.

The RN-BSN Program has its own handbook in addition to the Graduate School of Nursing Student Handbook.

RN to MSN Fast Entry Option

The RN to MSN fast entry option is designed to assist selected RNs with good academic records to move smoothly through the RN to BSN curriculum directly into MSN study for advanced nursing roles. RN to BSN students may apply for consideration for this option. If accepted, the first semester of core graduate nursing courses will be applied to the RN to BSN requirement for up to 8 credits of undergraduate electives. Students maintain undergraduate status until completion of the BSN and are not guaranteed acceptance into the masters program. Students should refer to the RN to BSN handbook, their RN to BSN advisor, and the coordinator of the RN to MSN Fast Entry Option for questions about this program.

MISSION and PHILOSOPHY

Mission of the School of Nursing

The School of Nursing adheres to and supports the mission of Western Carolina University. The School prepares professional nurses at the baccalaureate and graduate levels to address the health care needs of diverse populations in the region. In accordance with its teaching mission, the School provides a scholarly atmosphere that stimulates service, research, and creative activities by its faculty and students.

Philosophy of the School of Nursing

The philosophy of the School of Nursing reflects beliefs and values of the faculty and gives direction to the baccalaureate and master's curricula. Faculty believe that their major responsibility is guiding the learning process to foster the holistic development of undergraduate and graduate students. Faculty model quality and safety in healthcare for students at all levels of nursing education.

Faculty believe that the core concepts of the discipline are interactive and dynamic. These concepts are client, environment, health, and nursing. The focus of nursing care is the client, defined as an individual, family, group, community, or population. Clients have intrinsic worth and the right to self-determination in responding to their unique health care needs. Environment is the internal and external phenomena which are the context for the development, expression, and satisfaction of human needs. Health is not merely the absence of infirmity or disease but is a dynamic process of client-environment interaction; health is defined individually and culturally.

Nursing is an evolving practice discipline based on scholarship derived from theory, research, and experience. Nursing practice involves contextual awareness of the physical, emotional, socio-cultural, and spiritual state of the client. Faculty emphasize a holistic approach to caring in the human health experience across the life-span, exemplified by recognition of and appropriate interventions for human responses to actual or potential health concerns. This approach is facilitated by the nurse's self-awareness, effective communication, and reflective, creative critical thinking. Faculty and students are expected to demonstrate the spiritual and humanistic values of a caring profession. These include respect and concern for persons of diverse cultures and lifestyles, advocacy for social justice, and an ethic for public service. Within an atmosphere of mutual trust and respect, faculty and students exhibit integrity, honesty, and accountability for their own actions. Faculty promote student participation in the processes of self-nurturance and life-long learning to promote and maintain professional growth.

Faculty believe that the study of liberal arts and sciences is foundational for nursing education. In addition to generating and utilizing its own unique body of knowledge, nursing synthesizes knowledge from other fields and disciplines. Faculty incorporate innovative teaching strategies that focus on quality and safety in nursing.

The baccalaureate graduate is a generalist who designs, provides, manages, and coordinates nursing care in a variety of health care settings. A master's education in nursing builds on this foundation and prepares nurses for specialist roles and doctoral education.

Graduates are involved in scholarly inquiry, the development of evidence-based practice, and the application of nursing research. At both levels, graduates effectively engage clients in health education and collaborate with other disciplines in promoting, preserving, and restoring health across the life-span. Graduates develop and enhance their roles in leadership of the profession and interdisciplinary management of health care while exhibiting autonomy appropriate to their level of education and practice.

PROGRAM OUTCOMES FOR THE GRADUATE NURSING PROGRAM

Graduates of the Western Carolina University MS(N) Program will:

1. Synthesize concepts and theories from nursing and related disciplines to form the basis for advanced practice.
2. Analyze socio-cultural, ethical, economic, and political issues that influence patient/client and community outcomes.
3. Utilize the process of scientific inquiry to validate and refine knowledge and research relevant to advanced practice nursing.
4. Demonstrate expertise in a defined area of advanced practice.
5. Integrate health promotion and disease prevention concepts in advanced practice nursing (with the exception of the Nursing Administration Track).
6. Demonstrate cultural sensitivity and an understanding of human diversity in delivery of health care across the lifespan.
7. Demonstrate proficiency in the use and management of advanced technology related to a defined area of advanced practice nursing.
8. Demonstrate the ability to engage in multidisciplinary professional relationships in the conduct of advanced practice.

Section 2 EDUCATIONAL GUIDELINES, CONDUCT STANDARDS, UNIVERSITY POLICIES

2.1 Policies and Procedures

The Graduate Nursing Student Handbook is available on the School of Nursing Web page and must be downloaded and read by the student. The student is responsible for following the School of Nursing policies as presented in this document. Policies in the Nurse Anesthesia Student Handbook supersede policies in the Graduate Nursing Student Handbook for NA students.

As noted in the WCU Record, the School of Nursing reserves the right to modify school policies and procedures. Students must periodically consult their nursing faculty advisor to obtain current information. The School of Nursing will make every effort to notify currently enrolled students of any changes. Changes and updates to student information will be posted on the School of Nursing web page. Students must keep the School informed of their current address, phone numbers, and email address.

A form acknowledging the student's receipt of the information in this Handbook is found at the end of this document. Another copy of this form will be provided for the student to sign; the signed copy will be placed in the student's School file.

PROGRESSION and RETENTION in the Graduate Program

Standards of Conduct

The university is committed to developing and maintaining the highest standards of scholarship and conduct. Therefore, all students are subject to the rules and regulations of the university. In accepting admission to Graduate School, students indicate their willingness to abide by university rules and regulations and acknowledge the right of the university to take appropriate disciplinary action, including suspension and/or expulsion as may be deemed appropriate, for failure to abide by university rules and regulations. Rules related to student conduct and procedures for the resolution of cases may be found in the Code of Student Conduct in the Student Handbook at <http://www.wcu.edu/24861.asp>

Disruption of Learning Environments

Children: Due to safety factors, student's children are not allowed in lab or clinical settings. Due to disruption of group process, children are not allowed in seminars. Students are discouraged from bringing children to lecture class or exams. If a student brings a child to lecture class/exam, the instructor will ask the student and child to leave if the child is disruptive. Children may not be left in University buildings without direct adult supervision.

Beepers and cellular phones: Group experiences are easily disrupted by electronic devices. Students who must leave such devices on are asked to set them to vibrate and to sit near the door for easy exit. Others are asked to turn such devices off.

Academic Honesty Policy

Western Carolina University, as a community of scholarship, is also a community of honor. Faculty, staff, administrators, and students work together to achieve the highest standards of honesty and integrity. Academic dishonesty is a serious offense at WCU because it threatens the quality of scholarship and defrauds those who depend on knowledge and integrity.

Academic Honesty

Honesty and integrity are fundamental values for the nursing profession and the University. Students will not lie, steal, or cheat in their academic endeavors, nor will the student tolerate the actions of those who do. It is the student's responsibility to be aware of the consequences of violating academic honesty policies and the impact such violations can have on their standing in the nursing program, the University, and in their careers.

Nursing students are held to the University's Academic Honesty Policy, on the web at <http://catalog.wcu.edu/content.php?catoid=10&navoid=143#honestypolicy>. To maintain the public's trust in nurses, dishonesty will not be tolerated. Acts of academic dishonesty may result in penalties ranging from a grade of zero on the paper/project/test, or a "U" in a clinical course, to failure of the entire course and immediate dismissal from the program. Consequences will be determined by the supervising instructor. Circumstances of the act of academic dishonesty and consequent penalties will be documented in the student's academic file and reported to the School Director, Dean, and the School of Nursing Student Affairs Committee in accordance with WCU policy. Students may appeal the instructor's decision through the School or Graduate School appeals process.

Examples of academic dishonesty:

- Cheating: intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.
- Fabrication: intentional falsification or invention of information or citation in any academic exercise.
- Plagiarism*: representing the words or ideas of someone else as one's own in any academic exercise.
- Facilitation of academic dishonesty: intentionally or knowingly helping or attempting to help someone else to commit an act of academic dishonesty, such as knowingly allowing another to copy information during an examination or other academic exercise, or being aware of academic dishonesty by another student and not reporting to the Instructor of Record.

*Specific guidelines about avoiding plagiarism are available at:

<http://www.wcu.edu/11733.asp>

Congruent with The Record, Graduate Catalog. For specific information on procedures for cases involving allegations of academic dishonesty see WCU Student Handbook.

Policy on Attendance

Students are expected to attend **all scheduled learning activities**, such as orientation, lectures, seminars, labs, observations, clinical practica, evaluation, conferences etc. No other activities are to be planned that conflict with learning activities. Students are responsible for resolving any conflicts that may arise. Students are responsible for their own transportation to and from clinical practice sites. Attendance means arriving on time and staying for the duration of all learning experiences.

Religious Absence Policy:

WCU allows two days of absence from each academic year for religious observances required by faith. To obtain permission to be absent for religious reasons, a student must complete the Absent Due to Required Religious Observances form, obtain all necessary signatures, submit it to each instructor for review and approval, and submit it to the Senior Academic Vice Chancellor for Academic Affairs for final approval at least two weeks prior to the proposed absence. Students are encouraged to discuss these absences with the faculty member prior to the end of drop/add in case the absence will unavoidably keep the student from completing the requirements of the course. However, if the student completes the form and submits it to the instructor prior to the two-week time frame, he/she shall be given the opportunity to make up any tests or other work missed due to an excused absence for a required religious observance.

Examinations:

Students are expected to write examinations on the scheduled dates. If a student is unable to write a scheduled exam, for whatever reason, she/he must notify the **instructor prior to the day of the exam**. Failure to notify the instructor may result in a grade of zero for that exam, point reduction in exam score, additional assigned work, delayed progress in the program, or being dropped from the course or program. Patterns of missed exams will be evaluated individually by faculty in consultation with the MS(N) Program Administrator.

The student must make arrangements to make up the exam when she/he notifies the instructor that the exam cannot be written as scheduled. Class time will not be used for make-up exams. Scheduling to make up the exam is at the discretion of the course instructor. Failure to make up the exam may result in a grade of zero for that exam, point reduction in exam score, additional assigned work, delayed progress in the program, or being dropped from the course or program. The format of the make-up exam is at the discretion of the faculty. The allocated time period for an exam will not be extended for a student who is late.

Tardiness:

Students are expected to attend all scheduled learning activities on time. Every effort should be made to notify the appropriate faculty member when unavoidable circumstances will cause lateness. Since late arrival is disruptive to a class/clinical setting, the faculty member has the option to exclude the student from the learning activity. Exclusion from class/clinical learning activity due to tardiness results in absence and will be treated as such.

Absence: When absence from a scheduled learning activity cannot be avoided, the student must notify the appropriate faculty member. **Notification of faculty prior to the absence is expected** but when that is not possible, notification should be carried out as soon after the absence as possible. Absence from a scheduled learning activity may result in a grade of zero for that portion of course content, point reduction in exam score for that course content, additional assigned work, delayed progress in the program, or being dropped from the course or program. If any scheduled learning activities are missed, the student will need to make-up these learning activities or withdraw from the course. The format and scheduling of make-up activities is at the discretion of the course instructor. Absences may be documented in the student file. A pattern of absences may result in a failing grade for the course, delayed progress in the program, or being dropped from the course or program. Due to the nature of some course activities, a make-up session may not be possible.

Textbooks and Supplemental Course Materials

Students are responsible for obtaining the required textbooks and/or electronic materials from the appropriate sales agency. Each nursing course's instructor-prepared materials (syllabus, learner packet,) may be combined into one package of course material. Course materials will be made available at the start of classes.

Format for all Student Documents:

APA

File naming convention for students to submit course documents:

CourseID_lastname_firstname_daymonthyear_title
(Title means the NAME of the paper or assignment)

**Western Carolina University
Policy # 93**

Electronic Mail Policy

PURPOSE:

To ensure the appropriate use of the University's Electronic Mail System (E-Mail) by its students, faculty, and staff

- ▶ The IT Division maintains the University's official E-Mail System
- ▶ An E-Mail message regarding University matters sent from an administrative office, faculty or staff member is considered to be an official notice
- ▶ E-Mail may be used for incidental personal purposes if it does not violate policy #52 & 93
- ▶ Privacy of personal E-Mail content through University equipment should not be expected
- ▶ E-Mail accounts are only for the individual that it is assigned to
- ▶ Faculty, staff and students are required to read their E-Mail messages on a regular basis

For the complete details about Policy #93, visit the website at:

<http://www.wcu.edu/chancellor/index/UniversityPolicy/policy93.htm>

2.2 Ethical Guidelines of the Program

Purpose:

To provide guidelines for the implementation of ethical conduct by program faculty and students

Policy and Procedure:

- A. Ethical conduct by Graduate Nursing Program faculty and students is expected. Ethical conduct is demonstrated by honoring commitments, keeping confidences, and demonstrating high principles and professional behavior. This conduct is monitored by clinical performance evaluation tools, annual faculty evaluations, and clinical site assessment.
- B. Students and faculty have an ethical responsibility regarding financial assistance they receive from public or private sources.
- C. The School of Nursing in accordance with the University of North Carolina policy, does not discriminate on the basis of race, color, religion, marital status, national or ethnic origin, disability, sexual orientation or preference, gender, age, or any other factor protected by law in the administration of educational policies, admission policies, financial aid, employment, or any other University program or activity.
- D. Harassment of any kind is not acceptable at Western Carolina University; it is incompatible with the University's commitments to excellence and to respect for all individuals.
- E. The Graduate Program and its affiliations will not knowingly distort and/or misrepresent faculty accomplishments, program travel requirements, program length, tuition and fees, the academic calendar, or the program's accreditation status.
- F. Recruitment literature and recruitment activities for the Graduate Program will accurately reflect the clinical and didactic program.
- G. Admission requirements will be clearly and accurately stated in program literature.
- H. The grading policy will be clearly outlined in the *Graduate Catalog*, the *Graduate Nursing Program Student Handbook*, and course syllabi.
- I. The program will routinely provide accurate information about student achievement, retention, and attrition to the public.
Congruent with University Policy #53

2.3 Faculty Rights and Responsibilities

Purpose:

The School of Nursing and the Graduate Nursing Program place a high value on open communication with students, fair and equitable treatment, and effective instruction. The following list of specific faculty rights and responsibilities is predicated on the belief that students are fellow members of the academic community, deserving of respect and consideration in their dealings with faculty.

Policy and Procedure:

1. Class attendance: Faculty will make every effort to attend all class meetings. If unable to attend, a substitute instructor will be sought or class rescheduled.
2. Course content: Faculty will update their courses periodically to reflect the latest scholarship in the areas they teach.
3. Grading: Faculty will make clear in writing at the outset how grades will be determined, what work in the course will be graded, and what standards will be applied. Faculty report the grades to the registrar's office at the end of each semester.
4. Office hours: Faculty will be available to meet with students through scheduled appointments, phone, and email correspondence. Upon student request for a meeting, every effort will be made to meet with the student as expeditiously as possible.
5. Advising: Faculty are responsible for guiding students through the academic program of study and for referring students for additional assistance as needed. Faculty monitor students' degree audits.
6. Scheduling of exams, papers, and assignments: Exam schedules, deadlines for papers and so forth will be established early in the semester and kept.
7. Syllabi: Faculty will distribute to their classes at the beginning of each semester a syllabus covering the course for that semester to give students a clear prospectus of the course.
8. Letters of recommendation: Students depend upon faculty recommendations when applying for jobs or doctoral programs. If a faculty member agrees to write such a letter, it will be prepared promptly, accurately, and thoroughly, and a copy kept in the student file.
9. Faculty has the right to expect that students will abide by the ethical guidelines and standards of conduct set forth by Western Carolina University and the Graduate Nursing Program.

Congruent with WCU Faculty Handbook, Policy 5.00.

2.4 Transfer of Graduate Credits & Post-Master's Certificate

Transfer of Graduate Credits:

Purpose:

To outline the guidelines regarding transfer of credits.

Policy and Procedure:

1. The number of hours that can be transferred for graduate courses completed at other regionally accredited institutions is based on the standards of the Graduate Catalog. Programs requiring different total numbers of hours allow differing amounts of transfer credit.
 - a. 30-39 hours (up to 6 hours can be transferred)
 - b. 40-49 hours (up to 9 hours can be transferred)
 - c. 50+ hours (up to 12 hours can be transferred)
2. Transfer credit will be considered only for academic work completed within six years prior to matriculation in the Graduate Nursing Program.
3. Such units are transferable only if the student has received a grade of B (3.0 or equivalent).
4. Courses used toward a prior degree may not be used for a degree program.
5. Transferred courses must be appropriate to the student's program and be approved by the Program Administrator. A student wishing to transfer course work should make a written request to the Program Administrator and provide a syllabus or some other description of the course he/she wishes to have considered for transfer credit.
6. Forms for the transfer of credits are available at the Graduate School.
7. Student may apply up to twelve semester hours of graduate credit earned at WCU with grades of B or better from non-degree status with approval from the program administrator.

Congruent with The Record, Graduate Catalog

Post-Master's Certificate for FNP/NE Students:**Purpose:**

A Post-Master's FNP Certificate course of study is available to nurses who have earned a Master's degree in nursing. The FNP certificate course of study prepares the nurse in the advanced practice role of a Family Nurse Practitioner with competencies in family health promotion and clinical management of common conditions across the lifespan. The three year program requires 38 hours of graduate course work including 720 clinical hours. A comprehensive exam will be required during the final semester. Students are exempt from the graduate core courses (NSG 501, 510, 511, 516) and thesis or research project requirements.

The Nurse Educator post-graduate certificate is available for those students who have earned a Master of Science in Nursing MS(N) degree or those with a master's degree in a related discipline. The post-graduate certificate course of study requires 18 hours of graduate coursework.

Policy and Procedure:

1. The Graduate Nursing Program offers a post-master's certificate to students who already have an earned MSN and are seeking specialized knowledge.
2. Students who have been admitted into the School of Nursing for a post-master's certificate will not be awarded a master's or higher degree upon completion of the program.
3. Completion of the certificate course of study will be documented in the student's academic transcript.
4. The student must successfully complete all the required courses in the post-master's certificate course of study to meet the qualifications to apply for advanced practice certification in North Carolina.

2.5 Grades/Progression in the Program

NURSING (NSG) COURSE POLICIES

Purpose:

To establish guidelines for award of grades and acceptable progression in the program.

Grading Standards

Clinical courses and independent study are graded Satisfactory/Unsatisfactory. The MS(N) program uses a 4 point scale for letter grading.

The exams, papers, and other evaluation criteria contributing to each course grade are outlined in the corresponding syllabus; criteria for papers, presentations, clinical performance, and other evaluation methods are available online for each course. Grading for elective nursing courses is at the discretion of each instructor.

Use of References for Papers: The nursing faculty expect students to use references no older than 5 years. For variations to this policy, the student must consult the faculty. The standard reference manual for the School of Nursing is the *Publication Manual of the American Psychological Association*, 6th edition (2009).

Penalties

Grade penalties are outlined in the Attendance Policy and in the criteria for each paper or assignment. These penalties are at the discretion of the course instructor, and may include a zero grade, point reduction, being dropped from the course or program, or delayed progress in the program.

Policy and Procedure:

1. Course Load: The maximum full-time course load for graduate students is fifteen hours per semester. The minimum full-time load per regular semester is nine hours (Fall and Spring semesters). Full-time credit load is determined by University policy.
2. Grading System: Grades that may be assigned to graduate credit courses are:

A	Superior	(4.0)
B	Good	(3.0)
C	Passing	(2.0)
F	Failure	(0)
I	Incomplete	
S	Satisfactory	
U	Unsatisfactory	

3. **Grade Average for Graduation:** An average of B (3.0 GPA) is required for all graduate degrees. Grades received in all graduate courses will be included in the graduate cumulative average.
4. **Incomplete Grades:** Instructors may give an incomplete (“I”) grade when students are unable to complete a course for nonacademic reasons. An incomplete is not a satisfactory grade and may lead to an academic warning. All incomplete grades must be removed and a grade of A, B, C, F, S, or U must be submitted to the registrar by the last day of classes in the next semester, excluding the summer; an F grade is automatic if the student has not completed the coursework. A grade of incomplete will be awarded only when there is a reasonable prospect that the student can pass the course by making up the work missed. All incomplete grades in courses taken as part of the degree program must be removed before graduation.
5. **Course Withdrawal:** After consultation with the academic adviser and the instructor of the course, a student may withdraw from any course prior to the expiration of one-half of the term and receive a W. A completed withdrawal form must be presented to the One Stop Student Service Center prior to the withdrawal deadline for posting. Course withdrawals do not count toward the twelve hours required for full-time enrollment.

After one-half of a term, but prior to the fourteenth week of the semester (or before the last two class days of summer sessions), a “W” will be assigned only for written verifiable mental health, medical, legal, or administrative reasons. In order to obtain a “W”, the student must first consult with the course instructor, who may elect to support or withhold support for the student’s request. If the instructor supports in writing the student’s request, the student must receive written verifiable support from Western Carolina University Health Services’ staff, Counseling and Psychological Services’ staff, an official court of law, or a college dean, as appropriate. If a withdrawal is granted by the course instructor, the head of the department offering the course, and the student’s adviser, the withdrawal form must be submitted to the One Stop Student Service Center no later than the last day of the thirteenth week of the semester. No Ws will be assigned after the last day of the thirteenth week of a semester, or during the last two class days of a summer session. In extenuating circumstances, or if the student’s request is not approved by any university party involved, the student can appeal through the Academic Appeal Procedure within thirty five days after the end of final exams.

6. **University Withdrawal:** To withdraw from the university (i.e. cease to attend all courses), a student must complete a withdrawal form from the Advising Center. If an emergency prevents a student from completing the withdrawal process before

7. leaving the campus, the student should call, write, or arrange for a relative to contact the Advising Center at 828-227-7170.

Any time a student is forced to withdraw from the university during a term for mental health, medical, legal, or administrative reasons which are verified in writing, a grade of W will be assigned in all courses in which the student is registered. If a student withdraws from the university for other than mental health, medical, legal, or administrative reasons after one-half of the total class time has elapsed, an F, W, or I grade will be assigned by the instructor according to the following guidelines:

- a. A W grade will be assigned if the student is passing or if the student's progress has not been evaluated.
- b. An I grade will be assigned if the instructor agrees that there is a reasonable prospect that the work can be made up and agrees to allow the student to do so.
- c. An F grade will be assigned if the student is failing.

Current policies and procedures pertaining to grades, indebtedness, and refunds are applicable upon withdrawal from the university. A student who withdraws from the university either during or at the end of a term for any reason is responsible for clearing any indebtedness to Residential Living, bookstore, financial aid office, controller's office, library, university police department, academic departments, and health services.

8. Psychological/Mental Health University Withdrawal and Re-admittance: If a student obtains a psychological or mental health withdrawal, re-admittance to WCU is contingent upon review by Counseling and Psychological Services to ensure that recommended services can be obtained. These students will not be allowed to preregister or register for future classes until they have met the criteria outlined at the time of withdrawal.

Congruent with The Record, Graduate Catalog.

Dismissal for Improper Conduct:

The nursing faculty have an academic, legal, and ethical responsibility to protect members of the public and of the health care community from unsafe or unprofessional conduct. It is within this context that students can be academically sanctioned, disciplined, or dismissed from the nursing major.

Improper conduct is defined as:

1. An act or behavior of the type which is prohibited by the *North Carolina Nursing Practice Act* or *Administrative Code* (Rules) (available online at www.ncbon.org).

2. An act or behavior that violates the American Nurses Association statement of ethical standards, the *Code of Ethics for Nurses* (available online at www.nursingworld.org)
3. An act or behavior which threatens, or has the potential to threaten, the physical, emotional, mental, or environmental safety of the patient/client, family member, another student, faculty member, other health care provider, or any other person.
4. An act or behavior which constitutes a practice a student is not prepared or authorized to perform on any other person at the time of the incident.
5. Dishonesty.
6. Inability to cooperate with supervisor, clinical preceptors, peers, hospital staff or faculty.

Investigation and Evaluation of Improper Conduct:

1. When an incident occurs which a faculty member believes may constitute improper conduct, he/she shall notify the student promptly and instruct the student to immediately leave the clinical setting; a determination will be made by faculty if the student is safe to drive himself/herself, or if alternate transportation is needed.
2. It is the instructor's responsibility to make the recommendation for action relative to the student's conduct. The School of Nursing handles the fact finding, the determination of the degree of seriousness of the student's conduct, and the resulting discipline, if any.
3. If the student is dissatisfied with the outcome of the School's deliberation, he/she may appeal in accordance with the Academic Appeals Procedures. (see S.O.N. Graduate Student Handbook, Page 30)
4. Faculty will notify Assistant Director immediately when incident occurs.

Health Problems:

The student who, in the opinion of the faculty, has a physical or behavioral health problem that interferes with safe practice will be removed from learning experiences until the problem is resolved to the satisfaction of the School. A health problem is defined to include behavior that is injurious or potentially injurious to the student, her/his patients/clients, or other persons, or results in conduct detrimental to a classroom, seminar, clinical, or laboratory experience.

Professional ethics and North Carolina law require a nurse to protect patients/clients from unsafe practice. Thus, the nursing student is obligated to reveal to nursing faculty

her/his own or others' questionable conduct that might interfere with safe practice. The faculty believe that most health problems are responsive to treatment and will not necessarily end a student's professional future when an evaluation and treatment program have been completed.

Removal from a learning experience: If the problem behavior is detrimental to a classroom, seminar, clinical, or laboratory experience, the student will be removed from that learning experience. At such time a conference will be scheduled between the faculty and student as soon as practical to discuss the behavior problem and possible alternative experiences that will guarantee both safe practice and accomplishment of course objectives. A written record of this conference will be placed in the student's file, and the student will be given opportunity to make written comments of her/his own. The student may be required to obtain professional help for any health problem that is not temporary. The entire cost of such help shall be the student's responsibility. The student must give the person providing help permission to report to the School of Nursing that the student is receiving help.

Dismissal from the Graduate Nursing Program:

Dismissal from the graduate nursing program due to a health problem may occur in the following situations:

1. If the conduct persists and the student does not get the required professional help.
2. If the health problem is so long-term that missed experiences cannot reasonably be made up before the end of the session. The student may in this situation either withdraw from the course or negotiate for a grade of incomplete. The granting of an incomplete shall be solely at the discretion of the faculty.
3. If the health problem is not responsive to treatment, or the student is unable to demonstrate sufficient improvement in safe practice, she/he will be dismissed from the graduate program. Additionally, she/he will be ineligible for re-admission until safe practice can be demonstrated. Before the student is dismissed, a conference will be scheduled between the faculty and student to discuss the health problem. A written record of this conference will be placed in the student's file, and the student will be given opportunity to make written comments of her/his own.

2.6 Academic Standards and Academic Appeals

Purpose:

To describe the criteria and processes for academic warning, academic appeal, and dismissal.

Policy and Procedures:

Academic Progress/Advisement Warning:

A student who is not progressing satisfactorily in a course or in the program will receive documentation of academic warning and recommendation that the student meet with his/her academic advisor to discuss academic assistance. This form is to be provided to the student and includes information on areas needing improvement and suggested strategies for improvement.

- Faculty will sign the form.
- The student must sign and return the form within one week.
- The completed form is placed in the student folder, copy to Program Director, Track Coordinator, and Advisor.
- If unsatisfactory progression involves clinical performance, the student may be placed on Clinical Probation

**WESTERN CAROLINA UNIVERSITY
GRADUATE NURSING
ACADEMIC PROGRESS/ADVISEMENT**

Student: _____

Course: _____

Term: _____

I have been informed by faculty that as of _____ my performance I _____ (Date)

Clinical: _____Unsatisfactory (Grade_____) _____Borderline (Grade _____)

Didactic: _____Unsatisfactory (Grade_____) _____Borderline (Grade _____)

Recommendations by faculty for improvement:

STUDENT: PLEASE SIGN AND RETURN VIA CAMPUS MAIL TO PROFESSOR _____ AT THE ENKA CAMPUS, or by US MAIL TO WCU SCHOOL OF NURSING, AB TECH ENKA CAMPUS, OFFICE G33, 1459 SAND HILL ROAD, CANDLER, NC 28715

Student (signed): _____ DATE _____

Faculty (signed): _____ DATE _____

Copy of completed form to:

- 1.) Student File 2.) Program Administrator 3.) Track Coordinator

Academic Dismissal:

MS(N) Program Dismissal Policies

Academic dismissal

A graduate student “who accumulates more than three grades of C or any grade of F will automatically be dismissed from the Graduate School. A student who has been admitted provisionally and fails to meet the terms of admission will also be dismissed from the Graduate School” (*WCU Record, Graduate Catalog*).

The graduate nursing program student is held to a higher standard and a student who accumulates two grades of C or any grade of F or U will automatically be dismissed from the Graduate Nursing Program.

Students are expected to maintain a running calculation of their status as exam and paper grades accumulate. Students who find themselves in danger of falling below the standards should consult with their academic advisors about their weaknesses and available resources. Students who find it necessary to withdraw from a course or from the University are responsible for following procedures in the *WCU Record* or run the risk of F grades on their transcripts. Any student who is dismissed has the option of appealing the decision (see Appeals) or of reapplying to the appropriate program.

All clinical nursing courses are graded Satisfactory/Unsatisfactory (S/U). Progressive evaluation of student performance using the Clinical Evaluation Tool (see course syllabus) is provided throughout a clinical course with suggestions for improvement. Students are expected to be familiar with these criteria and to seek clarification from faculty when needed. Should a student earn an unsatisfactory (U) mark for the clinical day, the instructor will provide both verbal warning as soon as possible and written warning within a week if at all possible. Prior to the next clinical experience, the instructor will hold a conference with the student to review and put into writing the reason for the U, instructor comments, and student comments. This document will be signed by instructor and student. Copies will be given to the student, placed in the student's School file, and given to the MS(N) Program Administrator.

The first U mark for a clinical day is considered to be a warning. The second daily U mark within a clinical course will cause the student to be removed from the clinical experience, to receive a U in the course, and to be dismissed from the nursing major, regardless of performance in other areas. However, **any safety or professionalism violation that results in severe actual or potential harm to the patient/client may warrant an automatic U in the course at the discretion of the instructor.**

Refer to the Nurse Anesthesia Handbook for additional policies that apply to the Nurse Anesthesia Program.

Re-admission of Nursing Graduate Students

Once dismissed from the graduate nursing program, a student cannot register for graduate nursing courses and may not be re-admitted for one year. Graduate nursing students seeking readmission must petition in writing the Dean of the Graduate School and must reapply to the program. Approval for re-admission may be accompanied by additional requirements. A re-admitted student who receives any additional grade of C or lower will be permanently dismissed.

Upon approval from the Dean for re-admission the student must apply for re-admission to the graduate nursing program at least 3 months prior to the start of the semester in which he/she wishes to be readmitted. Re-admission to the program will be based upon available space, student's previous performance and faculty recommendations.

Academic Appeal Procedure

Students who feel that they have been treated unjustly by an instructor in any matter pertaining to academic work should appeal by taking the following steps:

1. Appeal verbally to the instructor. An appeal concerning a final grade must be made within 35 days after the end of final exams.
2. If the matter is not resolved satisfactorily, appeal verbally to the instructor's School Director.
3. If the matter is not resolved satisfactorily, appeal in writing to the Dean of the Graduate School. If the appeal involves a grade, a written appeal must be received in the Graduate School within thirty days of the final conference with the School Director. Students should be aware that only the instructor can change a grade.
4. Within 30 days of receipt of the written appeal, the Graduate Dean will convene a committee comprised of two graduate faculty and one graduate student. This committee will hear the student appeal, and make a recommendation to the Dean, who rules on the student appeal.
5. If the matter still cannot be resolved satisfactorily, the student may appeal to the Provost, and finally to the Chancellor.

A student who has been dismissed from the Graduate School for failure to meet the terms of provisional admission or for accumulation of excessive unsatisfactory grades, will be notified by the Dean of Research and Graduate Studies. The student has two weeks from the date of the letter of notification of dismissal to appeal. The letter of appeal should be addressed to the Dean of Research and Graduate Studies. The

appeal will be considered by the Graduate Council, who will make a recommendation to the Dean of Research and Graduate Studies. The student will be notified of the

outcome of the appeal by the dean. If, after appealing to the graduate dean, the student is still dissatisfied or suitable action has not been taken, the student may appeal to the Provost, and finally to the Chancellor.

2.7 Academic Advisement

Purpose:

To provide each student with personalized academic advisement opportunity throughout the program.

Policy and Procedures:

1. The student is assigned a faculty advisor in accordance with clinical and research interests and/or the area of study. The assigned faculty advisor may change during the duration of the student's academic tenure.
2. The advisor assists the student in planning and implementing his/her course of study throughout the master's program.
3. The student is responsible for knowing the curriculum of the School of Nursing and progression criteria. The student is responsible for seeking advising meetings as needed throughout the semester. The student and the faculty jointly determine meeting times, with the student initiating the contact.
4. The ultimate responsibility for choosing classes, dropping classes, and meeting curriculum and graduation requirements belongs to the student, not the advisor.

The student advisee is expected to:

1. Consult the *WCU Record* and the Schedule of Classes to become familiar with procedures and deadlines. Contact the assigned advisor to schedule an appointment, especially during early registration.
2. Do preliminary planning and course selection prior to the advisor appointment; the later the registration date, the more options in courses and sections should be prepared. Fill out forms completely and accurately.
3. Make final course selection and do course scheduling after having consulted with your advisor. Let your advisor know if major problems are expected or encountered (not just a section change).
4. Keep your advisor informed about academic difficulties **AS THEY OCCUR**.
5. Ask about changing advisors if the assigned advisor is not meeting your needs.
6. Perform regular degree audits.

The academic advisor is expected to:

1. Provide academic guidance and course selection prior to registration appropriate to the selected program.
2. Post and keep office hours, including expanded schedules for early registration.
3. Know about University resources and make referrals as needed.
4. Maintain confidentiality.
5. Consult on alternative courses of study when advisees are not achieving a record of academic success.

Registration

Web registration is now required. Dates, materials, and instructions for pre-registration are posted in MyCat. Final grades may also be accessed by students through MyCat. The two data items needed by graduate students to enter and register through WebCat are the student 92 number and password.

2.8 Graduate Nursing Student Clinical Evaluation Process/Grades for Family Nurse Practitioner, Nurse Administrator, and Nurse Educator Students (Nurse Anesthetist Students refer to their handbook)

Purpose:

To provide a process for evaluation of graduate nursing student clinical performance

Policy and Procedures:

A. Formative Student Clinical Evaluations

1. Each student shall be evaluated before the end of the semester.
2. Each Clinical Evaluation Form contains objectives specific for each clinical semester.
3. One form should be completed by each preceptor during the semester.
4. Each student is evaluated on his/her performance by the preceptor and clinical faculty.
5. The clinical instructor will review the evaluation with the student. The instructor will sign and date the form. A copy will be given to the student, and then forwarded to the coordinator of the track.

B. Summative Student Clinical Evaluations

1. End of Semester
 - a. Each student will receive a final semester clinical grade of S or U based on clinical evaluation forms and feedback from clinical instructors and preceptors.
 - b. A student may not progress to the next semester's clinical level unless they satisfactorily meet the semester's clinical behavioral objectives. A student must receive an S grade in each category of the evaluation form and an overall S grade in the clinical practicum to continue in the program.

C. Clinical Standards

2. Graduate nursing students must adhere to the Western Carolina University Code of Ethics and Standards of Conduct, and policies on use of illegal drugs.
 - a. Academic Honesty Policy:
<http://catalog.wcu.edu/content.php?catoid=10&navoid=143#honestypolicy>

- b. University Policy #38: <http://www.wcu.edu/25299.asp>
 - c. Western Carolina University Student Handbook
<http://www.wcu.edu/4595.asp>
3. Graduate nursing students may be dismissed from the program for unprofessional or unsafe behavior including, but not limited to:
- a. Unsafe practice
 - b. Clinical error or poor clinical judgment affecting patient safety
 - c. Inability to cooperate with supervisors, clinical preceptors, peers, faculty or hospital staff
 - d. Habitual tardiness or absenteeism
 - e. Performing as an FNP or CRNA clinician outside the confines of the graduate program
 - f. Consistent lack of preparation for clinical practicum
 - g. Evidence of drug or alcohol abuse
 - h. Falsification of records
 - i. Medication diversion
 - j. Dishonesty

D. Clinical Probation

1. Each student's clinical progress will continually be monitored by the Preceptor, Clinical Program Instructor and Program Administrator.
2. If a student is not satisfactorily meeting the clinical objectives, the student may be placed on clinical probation. A "Probationary Action Form" outlining the reasons for probation and the necessary actions to correct the stated problem(s) will be completed.
3. Clinical probation is defined as a 30 day period designed to remediate and evaluate the clinical performance of a student who has not satisfactorily met the semester's clinical objectives. The probationary clinical site will be assigned by the Program Administrator.
4. A maximum of one probation period will be allowed for each student. Exceptions to this rule may be made by the Program Director.
5. Probation may be terminated at any time during probation for cause and the student dismissed at the discretion of the Program Director in consultation with clinical preceptors and other faculty.
6. Student vacation and time-off will not be allowed during the probation period, except for extenuating circumstances.

7. During the clinical probation period the clinical preceptor will meet weekly with the student to evaluate the student's progress. A "Preceptor Weekly Evaluation Form" will be completed and forwarded to the clinical instructor.
8. At the end of the 30-day period the student, clinical preceptor and the clinical instructor will meet. If the student continues to fail to meet the specific clinical objectives they may be dismissed from the program.

Transportation to and from Clinical Laboratory Assignments

Students must provide their own transportation to and from the clinical areas. Clinical starting and ending times will vary. Students will be informed in each clinical nursing course orientation of the hours of the clinical experience.

Guidelines for Dress in the Clinical Setting

Student attire in the clinical setting shall be "business casual" with a WCU/facility nametag. A white lab coat will be worn in some clinical settings. A general rule of thumb is to dress like one's preceptor.

Placement of Students for Clinical Laboratory Assignments **(NA students refer to Nurse Anesthesia Handbook)**

Placement for clinical nursing experience is influenced by a variety of factors such as consideration of students' learning needs, availability of appropriate assignments, and availability of faculty or preceptors. Students are responsible for identifying clinical experience sites and preceptors and placement is then approved by the faculty.

Graduate nursing students must submit written preceptor requests and documentation for each clinical course in the nurse practitioner, nurse administrator and nurse educator sequences. Requests must be submitted on an appropriate form by midterm of the term preceding the scheduled clinical course; all additional clinical experience and preceptor documentation must be submitted by the appropriate deadline.

PROBATIONARY ACTION FORM

Student Name:

Date:

Probationary Period: _____ to _____

REASON(S) FOR PROBATION:

PROPOSED REMEDIAL ACTIONS:

Program Administrator

Student

Faculty

Faculty

2.9 Identification of Graduate Nursing Students

Purpose:

To establish appropriate methods of identifying nursing students to patients, visitors, and other professionals within the hospital setting

Policy and Procedures:

- A. The Graduate Nursing Program recognizes an obligation to assure the proper identification of graduate nursing students to patients, visitors, and other professionals in the clinical setting. Clear recognition of the student's status is necessary to increase the understanding and knowledge of others of the role and abilities of the student.
- B. Nametags identifying the student as a WCU student must be worn in the clinical area at all times.
- C. All students should introduce themselves to patients as a student who is part of the clinical team.
- D. The Graduate Nursing Program forbids the employment of students as FNP or NA by title or function.
- E. ID photos will be taken during orientation and an ID badge fee will be collected. Students will receive their ID badge from the Graduate Administrative Assistant prior to the start of clinical.

2.10 Health and Immunization

Purpose:

North Carolina law requires all new students to present proof of certain immunizations and/or positive titers before entering a clinical area. It is the student's responsibility to provide a copy of documents to the graduate nursing office prior to beginning clinical rotations.

Students will not be permitted to enter any clinical agency as a nursing student providing care to the public until the Student Health form is complete and submitted to the graduate nursing office.

Immunizations and Screening Testing Needed for Admission and Progression:

1. **Health Examination** - A complete health history and physical/emotional evaluation must be completed and documented in the Student Health form by a physician, nurse practitioner or physician's assistant. Students must be examined to determine if they are in good physical and emotional health and able to provide safe nursing care to the public.
2. **Tetanus/Diphtheria (TD)** - Must be within 10 years
3. **Tuberculosis skin test** – Required annually
(use 2-step process once as a baseline for regular testing) *OR chest X-ray* if skin test positive
4. **Measles/Mumps/Rubella** – Proof of year(s) of original immunizations *AND* year of second dose (MMR) if born in 1957 or later *OR* serologic proof of immunity to measles, rubella
5. **Chicken pox** (varicella) *OR* positive serum titer showing immunity
6. **Hepatitis B (HBV)** – proof of series of three vaccinations *OR a signed Hepatitis B refusal form (included in the Student Health form)*
7. **Influenza vaccine** is required annually in the fall. Clinical Faculty will inform students of vaccine availability and the deadline for receiving the vaccine at least two weeks prior to the deadline, which is usually early November.

Students who have documented allergy to any vaccine are responsible for reporting the allergy to the Clinical Faculty and providing documentation of allergy by health care provider. Students who have had previous allergic reactions to vaccines should NOT receive further vaccinations until approved by health care provider.

Students are responsible for the cost of all vaccinations and submitting proof of vaccination (receipt, consent, or other documentation from provider of vaccine) by the annual deadline. Failure to provide proof of all required immunizations may result in suspension from clinical or practicum course and failure to progress in the nursing program.

Policy and Procedure:

1. A School of Nursing Student Health Form must be completed prior to entering the clinical area. The form is considered current for two calendar years.
2. Tuberculosis screening must be repeated and results submitted to the Graduate Nursing Program each year.

BLOOD-BORNE PATHOGENS

Introduction

On December 6, 1992, Federal OSHA promulgated a new occupational health standard intended to eliminate or reduce the health risks associated with exposure to the Hepatitis B Virus (HBV), Human Immunodeficiency Virus (HIV), and other blood-borne pathogens that can be transmitted through exposure to blood and other potentially infectious materials. This federal rule was adopted verbatim in North Carolina by the Commissioner of Labor with an effective date of March 6, 1992.

The occupational health standard addresses employees who could come in contact with blood or body fluids as part of their work. Nursing students are addressed in the most current OSHA standard (Updated U.S. Public Health Service Guidelines for the Management of Occupational Exposures to HBV, HCV, and HIV and Recommendations for Post-exposure Prophylaxis, US Department of Health and Human Services, Centers for Disease Control and Prevention, June 29, 2001, Vol. 50, No. RR-11,p. 2) Furthermore, the School has always recognized that nursing students and faculty are at risk of exposure to human body fluids and thus, faculty teach and implement infection control procedures in on-campus laboratories and clinical agencies. The school's infection control, i.e., exposure control plan, is presented below and was adapted from the OSHA rule 29 CFR 1910 1030 Subpart Z.

School of Nursing Exposure Control Plan

All students who experience a potentially hazardous exposure to blood or body fluid should follow the policy of the facility where the exposure occurs. The student should immediately notify the Program Administrator/Track Coordinator prior to leaving the clinical site. The student will be responsible for any fees accrued that are not covered by the facility where the exposure occurred.

HEPATITIS B VIRUS (HBV)

Viral Hepatitis B (also called serum hepatitis) is a severe liver disease of adults and children and accounts for about one-half of all hepatitis cases in the United States. It is spread between human beings by contaminated needles, by intimate contact with an infected person, and by blood transfusions. Health care professionals are at increased risk for acquiring Hepatitis B virus infection. Acute Hepatitis B is characterized by fever, loss of appetite, nausea, vomiting, abdominal pain, enlargement of the liver, jaundice (yellow skin) and occasionally by rash and pain in the joints. About 10% of people do not recover from their infection but become carriers of the virus throughout their lifetime. This carrier state is associated closely with the development of cirrhosis of the liver, which can be fatal, and the development of liver cancer.

No specific treatment of Hepatitis B is available. However, there is one type of vaccine available. This is synthetic. The vaccine is generally well tolerated. No serious adverse reactions attributable to the vaccination have been reported for the vaccine. As with any vaccine, there is the possibility that broad use of the vaccine could reveal rare adverse reaction not observed in the clinical trials. Of the reported reactions, approximately half

of them were injection site soreness. Low grade fever, less than 101 F, occurs occasionally and is usually confined to the 48 hour period following vaccination. Systemic complaints including malaise, fatigue, headache, nausea, dizziness, myalgia, and arthralgia are infrequent and have been limited to the first few days following vaccination.

Adult individuals should receive 3 doses of the vaccine intramuscularly. The second dose is given one month and the third dose is given six months after the first dose. The duration of the protective effect of the vaccine is unknown at present.

Precautions

The following precautions should be noted.

Female personnel who are pregnant or who are nursing mothers should consult their health care providers, who must give written authorization prior to the vaccine being administered.

Personnel who have any known cardiopulmonary compromise or who are dialysis patients or immunocompromised should consult their health care providers, who must give written consent prior to the vaccine being administered. Individuals who have well documented allergic reactions to formalin (formaldehyde) or thimerosal (mercury derivative) or yeast should receive special consultation from his or her health care service personnel prior to the administration of the vaccine.

Although the vaccine protects against hepatitis b, it does not protect from other infections such as hepatitis a or c which can be transmitted by blood and other body fluids. For this reason, techniques for careful handling of these fluids cannot be relaxed.

Availability of Vaccine for Nursing Students

Students who work for a health care agency may have received the vaccinations as a condition of their employment. Other sources of the vaccine might be the student's local health department or personal health care provider. The student is responsible for the cost of the vaccinations.

Hepatitis B Vaccination or Refusal

All students admitted to the nursing major must provide either evidence of vaccination, plans to begin vaccination, or refusal to receive vaccination prior to beginning clinical nursing courses. See the immunization record in the Student Health Form and the nursing school's hepatitis immunization refusal form. These documents will be kept in the student's School file.

2.11 Students' Rights and Responsibilities

(NA students must refer to item 6.5 in the NA student handbook)

Purpose:

Students are expected to assume a respectful decorum in the classroom, to assume the responsibilities of a well-prepared graduate nursing student when they enter the clinical area for training and to exercise professional socialization.

Policy and Procedures:

The School of Nursing and Graduate Nursing Program place a high value on open communication with students, fair and equitable treatment, and effective instruction. Teaching/learning in the WCU Graduate Nursing Program is predicated on the belief that students are fellow members of the academic community, deserving of respect and consideration in their dealings with faculty.

Students are encouraged to review the Western Carolina University Student Bill of Rights and the Code of Student Conduct

<http://www.wcu.edu/4595.asp>

Maintenance of Current Licensure and Certification

It is the student's responsibility to maintain continuous state licensure as an RN in the state of North Carolina or a Compact State while enrolled in the Program. Students must maintain current certification in BCS while in the program.

Documentation Required by Nursing Programs

All required documentation for graduate students must be submitted by deadlines as defined in this section. All materials must be submitted prior to starting the student's first clinical course. Students must supply documentation covering the inclusive period of time in which they are enrolled in clinical courses, and must conform to the same due dates. **Failure of any student to conform to any documentation deadline will result in dismissal from the nursing program.**

Students' Rights and Responsibilities in the Clinical Area:

1. Plan activities with the faculty and preceptor to attain identified goals.
2. Confer with the clinical preceptor and faculty when experiences are not conducive to meeting objectives.
3. Complete all requisite evaluations in a timely manner.

4. Arrive in the clinical area at a time established by each clinical site preceptor, allowing enough time for advance preparation of the clinical site.
5. Clinical commitment time is expected to be completed. Professional behavior is expected regarding finishing clinical responsibilities and other assignments as appropriate.
6. The clinical preceptor will be responsible for case selection each clinical day considering each student's individual ability, needs, and knowledge, and case availability. Each student is required to give a completed copy of their clinical objectives and goals to the clinical preceptor on the first day of the clinical site rotation. This will enable the clinical preceptor to assign patients/teaching experiences based on student need.
7. Universal Precautions
Each facility has developed specific guidelines and policies regarding blood borne pathogens and universal precautions. All facilities provide and maintain personal protective equipment needed for the practice of universal precautions. The student will review and adhere to each facility's policies while on rotation.
8. Vacation/Conference Time/Request for Time Off
 - a.) Students are encouraged to participate in local, state and national professional activities. Attendance at some educational activities, outside of the normal course offerings may be required. Educational conference requests must be made in writing to, and approved by, the Track Coordinator at least 1 month before the requested time off.
 - b.) All requests for excusal from the clinical area must be made in writing to the Track Coordinator and to the affiliation site clinical coordinator. A student's absence from the clinical area is not excused unless it is approved by the Instructor of Record. All requested clinical time-off, including time off for illness, must be rectified with the I of R by rescheduling clinical days.
 - c.) In the event of illness, the student must notify the clinical preceptor and instructor as early as possible.
9. Clinical Experience Record
Each student is responsible for the accurate completion of the clinical log required in the course syllabus. The student is responsible for submitting a copy to the clinical instructor weekly throughout the semester.
10. Professional Liability Insurance
 - a.) Students are responsible to obtain and maintain professional liability insurance, (coverage of \$1,000,000 per incident/\$3,000,000 aggregate) prior to the start of clinical rotations. A university policy is available for students who qualify and will be required.

11. Severe Weather Policy

- a.) If the student feels that it is unsafe to travel during a weather emergency, they should not attempt and are under no obligation to attend clinical. The site and Track Coordinator should be notified ASAP if clinical will be missed.
- b.) Class sessions that are missed due to inclement weather will be rescheduled.
- c.) It is the student's responsibility to reschedule clinical time that is missed due to inclement weather.

12. Nurse Anesthesia Program Handbook

All information and policies provided in the Nurse Anesthesia Handbook supersedes the policies in this handbook.

13. Reporting Clinical Events

Any clinical event that results in either a potential or actual adverse patient outcome or threatens patient safety must be documented. The goal is to further educational development regarding the identification and documentation of clinical events as they pertain to patient safety. Students are required to report any witnessed injury, breach in patient safety or poor patient outcome in which they are involved. Students must complete the **Clinical Event Report** form and submit it to the Graduate Nursing office **within 48 hours** of any unusual event or in the discovery of any unusual event in the clinical area. Faculty may also complete the Clinical Event Report form. The appropriate faculty will review the report. A conference including faculty and the student will be held as needed to address the clinical event. A serious infraction of patient safety is grounds for possible probation and/or dismissal from the program. Failure of the student to report an unusual clinical event within 48 hours of the events, or the discovery of the event, to the Graduate Nursing Department may result in possible probation and/or dismissal from the program.

**WESTERN CAROLINA UNIVERSITY
GRADUATE NURSING PROGRAM
Report of Clinical Event**

Report **MUST** be submitted to the Graduate Nursing Department within 48 hours of any unusual clinical event or the discovery of any unusual clinical event.

Student Name: _____

Date of Clinical Event: _____

Date of Discovery of Clinical Event (if different): _____

Location of Clinical Event: _____

List of staff and students directly involved: _____

Brief description of the event (include specifics of how you were involved):

Date reported to the Graduate Nursing Faculty/Program: _____

Submitted by: _____

Students' Rights and Responsibilities in the Classroom:

- A. Write individualized goals regarding didactic and clinical course work at the end of each semester.
- B. Attend all classes at scheduled times.
- C. Notify the course instructor if unable to attend class.
- D. Maintain a respectful and professional decorum while in the classroom.
- E. Read all assigned course materials prior to class.
- F. Discuss course problems and academic difficulties with the instructor in a timely manner.
- G. Complete all requisite evaluations in a timely manner.
- H. Observe Western Carolina University Standards of Conduct, Code of Ethics, and Academic Honesty Policy.
- I. Students have the right to the Graduate School appeal/grievance procedure.
- J. Students have the right to academic and personal advisement at Western Carolina University.

Criminal Background Checks

All nursing students must have an approved criminal background check upon admission to the program. Student criminal background checks are required by many of the clinical agencies which partner with the School of Nursing. Students admitted to any School of Nursing program must complete the process of the background check by deadlines stated in the admission packet.

Approved background checks are performed by Certiphi Screening Incorporated, a web based service (certiphi.com). Certiphi initiates the background check process via e-mail to the student. Students must provide the School of Nursing with a reliable e-mail address in order to receive the notification. The student's WCU Catamount web address is preferred.

Cost of the Certiphi background check is variable, ranging from approximately \$20 to \$30. The student is responsible for cost of the Certiphi criminal background check.

Background check results are reviewed by the office of the Dean of the College of Health and Human Sciences. Positive findings will be reported to the Director of the School of Nursing and will be reviewed with the student.

If a clinical agency declines to accept a student based on the result of the criminal background check, the student will not be eligible to complete the clinical course and progress in the program.

2.12 Graduation Process

Western Carolina University
School of Nursing
Graduate Program
Graduation Process

1. All students anticipating graduation **must** complete a degree audit before meeting with their advisor. Advisors must print the degree audit and review with student during the academic year preceding their planned graduation.
2. Students cannot graduate until:
 - all required coursework is completed
 - the Graduate Project/Thesis is complete and the student's committee has signed off on the project/thesis
 - the student has successfully completed a comprehensive exam
 - the student has completed the WCU Graduation Application (see Graduate School website, <http://www.wcu.edu/43.asp>)
3. Submit the application online along with the graduation application fee, which is also paid online.
4. Graduation Application deadline dates will be provided to students each academic year, based on Graduate School information.
5. Order graduation regalia and graduate nursing pin (optional).
6. Complete paperwork for certification examination (FNP, NA).

* application fee subject to change

Section 3

STUDENT INVOLVEMENT IN ORGANIZATIONS AND CAMPUS PROFESSIONAL EVENTS

3.1 Professional Development Opportunities for Students

Students are encouraged to take advantage of the opportunities to become involved in governance within the School, College, and University. Organizations offer a wide variety of activities and learning experiences, as well as the opportunity to develop leadership skills and a peer network. Students are encouraged to keep their academic schedule needs and student involvement responsibilities in balance.

Organizations open to students

North Carolina Nurses Association (NCNA)

NCNA is open to registered nurse students. Yearly dues provide membership at the national, state, and local level. In addition to membership benefits inherent in the association's purpose, members receive the Tar Heel Nurse, The American Nurse, continuing education opportunities, involvement in community activities, and reduced rates for the annual state convention. Students are welcome at NCNA meetings.

Visiting Scholars, Professional Meetings, & University Events

When the School of Nursing is involved in extracurricular events, there will be opportunities for students to participate. Faculty will determine whether such events may constitute course requirements or extra credit. Regardless, students are encouraged to take advantage of these opportunities to participate in the professional or social life of the School, College, and University.

American Academy of Nurse Practitioners (AANP)

AANP is open to any registered nurse currently enrolled in a program preparing nurse practitioners. Yearly dues provide membership at the local, state, and national level. In addition to the benefits inherent in the organization's mission, members receive the Journal of the American Academy of Nurse Practitioners, the Academy Update and other publications and position statements, web site and dedicated list serves for Academy interest groups and forums, extensive representation and lobbying in health policy arenas, continuing education opportunities, and reduced rates for national conferences and certification examinations for FNP's. The Academy also offers scholarships for students in nurse practitioner programs. More information is available at www.AANP.org

American Association for Nurse Anesthetists (AANA)

Founded in 1931, the American Association of Nurse Anesthetists (AANA) is the professional association representing more than 40,000 Certified Registered Nurse

Anesthetists (CRNAs) and student nurse anesthetists nationwide. More information is available at <http://www.aana.com/>

American Organization of Nurse Executives (AONE)

AONE provides leadership, professional development, advocacy and research in order to advance nursing practice and patient care, promote nursing leadership excellence and shape health care public policy. More information is available at <http://www.aone.org/aone/about/home.html>

National League for Nursing (NLN)

Dedicated to excellence in nursing education, the National League for Nursing is the preferred membership organization for nurse faculty and leaders in nursing education. NLN members include nurse educators, education agencies, health care agencies, and interested members of the public. The NLN offers faculty development programs.

Graduate Student Association – Campuswide

WCU has an active Graduate Student Association. Please contact the Graduate School for information on involvement, activities, and benefits.

Activities for Elected Representatives

Graduate Curriculum Committee

The Curriculum Committee is composed of faculty and a graduate student from each track (NA, FNP, NAdm, NE). Student representatives are elected by their peers or appointed by faculty at the beginning of the academic year. This committee usually meets monthly during the academic year to evaluate and further develop policies and procedures related to curriculum, to ensure conformity and current-ness with present-day trends, and to provide leadership in developing the framework and design of the curriculum.

Graduate Student Affairs Committee

The Student Affairs Committee is composed of faculty members and a graduate student from each track (NA, FNP, NAdm, NE). The student representatives are elected by their peers or appointed by faculty at the beginning of the academic year. Duties of this committee include annually reviewing policies and procedures concerning admission to the professional nursing program at all levels and making recommendations for modifications as needed. The committee will act on appeals from students regarding admission, retention, and promotion. The committee develops student related policies for the Nursing School.

Activities Open by Invitation Only

Eta Psi Chapter of Sigma Theta Tau, International Nursing Honor Society

The purposes of Sigma Theta Tau are to recognize superior achievement, recognize the development of leadership qualities, foster high professional standards, encourage

creative work, and strengthen commitment to the ideals and purposes of the profession.

The honor society is open to students nominated by the faculty. Students are eligible for nomination after completing at least half of their nursing courses. More information is available at www.nursingsociety.org

College of Health and Human Sciences Dean's Student Advisory Committee

This is a committee created to enhance students' ability to communicate with faculty and administration. It is open to students selected by faculty and is comprised of representatives from all programs. The committee meets once a semester with the Dean to discuss student issues and to plan College events.

School of Nursing's Student Advisory Council (SNSAC)

This is a committee created to enhance students' ability to communicate with nursing faculty and administration. It is open to students selected by their peers to represent the pre-licensure and RN-to-BSN junior and senior classes and the MS(N) program. The representatives meet once a semester with the School Director and invited faculty to discuss student issues and goals and to plan School of Nursing events. Students should contact their representative any time they have an idea or a concern.

3.2 SCHOLARSHIPS, LOANS, and GRANTS

Financial Assistance

Various financial sources, e.g., work study, grants, and loans, including the NC Nurse Scholarship Loan Program, are available to graduate nursing students. To become eligible, application for financial assistance is made by contacting (1) the WCU Financial Aid Office in Room 118 of the Killian Annex Building, telephone 828-227-7290. Financial aid recipients are expected to comply with the guidelines established by each specific granting or loaning agency.

Scholarships

WCU: To learn about scholarships available to all qualified WCU students, contact the WCU Graduate School in Room 110 of the Cordelia Camp Building, Telephone: 828-227-7398.

Health Care Agency: Many western North Carolina health care agencies provide scholarships and/or tuition reimbursement programs for their employees enrolled in nursing programs. Information about employer scholarships and/or tuition reimbursement is available usually from the human resources office of your employing health care agency.

Nurse Specialty Organizations often offer scholarships to their members.

NC Master's Nurse Scholars Program: WCU graduate nursing students are eligible to apply for this full-time scholarship if they have earned a minimum 3.2 grade point average on a 4.0 scale in an accredited BSN program, are a U. S. citizen and resident of North Carolina for tuition purposes, and complete 18 semester hours per year. The Scholars Program requires applicants to have a demonstrated record of professional leadership and service since earning the BSN degree and be willing to sign a promissory note establishing a scholarship loan agreement upon receipt of a Master's Nurse Scholar Award. Part-time students (6-8 credit hours per regular semester, less than 18 credits per year) that meet all other eligibility criteria may be considered if funds are available. Full-time awards of \$6000 may be made and renewed for one additional year; part-time awards of \$3000 may be renewed for up to three additional years if funds are available. Information is available from the Graduate Nursing Program office each January

<http://www.cfnc.org/Gateway?command=GetBasedProgramDetail¬e=yes&type=8&vocType=11&vocational=yes&id=84>

Nurse Educator Students: Nurse Educators of Tomorrow,
<http://www.ncseaa.edu/NET.htm>

HRSA Traineeship Awards: These small grants are often available and are awarded by the School of Nursing yearly. Contact Jessica Shirley, SON Director of Student Services for additional information.

Arbaugh Scholarship: This monetary award is given to the College of Health and Human Sciences by the parents of a deceased student to partially support three graduate students at Western Carolina University in the departments of Physical Therapy, Communication Sciences & Disorders, and the School of Nursing. This is a \$2000 scholarship for each student, which can be given in a lump sum or \$1000 per semester. The School of Nursing will rotate the award among the graduate program tracks. The scholarship will be awarded every 2-3 years.

3.3 PREPARATION for GRADUATION

Convocation Ceremony and Commencement

Convocation: A formal School of Nursing Assembly of all Faculty and Students during which awards are conferred and undergraduate senior students receive pins and completing graduate students receive hoods. It provides an opportunity for students to reflect upon their educational experience, celebrate their graduation, and recognize the contributions of others in helping them achieve their nursing education goals.

Commencement: A formal University ceremony at which students receive academic degrees. Commencement is held at the end of the spring and fall semesters.

Responsibilities of all students/graduates include participating in decision-making, having a picture taken for the class photograph, ordering class pins, graduation announcements etc. if desired, and responding promptly to all information distributed by the Graduate Council, submitting payments due, and attending the Convocation Ceremony.

3.4 Awards for Graduating MS(N) Students

The School of Nursing recognizes outstanding graduate students through a number of awards presented at the MS(N) Hooding Ceremony (part of the convocation ceremonies).

The Deitz Outstanding Student Award. The Dr. Vivian Deitz award is given to a graduate student who, by vote of the faculty, is considered an outstanding student in nursing practice. This award is given in honor of Dr. Vivian Deitz, former Department Head of the WCU Nursing Department.

MS(N) Faculty Award. This award is given to a graduate nursing student who has accomplished outstanding academic performance. The student must have a GPA in the top 20% of her/his class. The student must have actively participated on graduate committees or worked as a graduate assistant for the MS(N) program. Graduate nursing faculty will nominate and select the recipient of this award.

Outstanding FNP Award. This award is given to a Nurse Practitioner student who has demonstrated academic excellence and superior clinical performance. Students eligible for this award must have a GPA in the top 20% of her/his class and have superior evaluations from clinical preceptors. Family Nurse Practitioner Track faculty will nominate and select the recipient of this award.

Outstanding NE Award. This award is given to a Nurse Educator student who has demonstrated academic excellence and superior performance during her/his practicum. Students eligible for this award must have a GPA in the top 20% of her/his class and have superior evaluations from clinical preceptors. Nurse Educator Track faculty will nominate and select the recipient of this award.

Outstanding NA Award. This award is given to a Nurse Anesthesia student who has demonstrated academic excellence and superior clinical performance. Students eligible for this award must have a GPA in the top 20% of her/his class and have superior evaluations from clinical preceptors. Nurse Anesthesia Program didactic and clinical faculty will nominate and select the recipient of this award.

Outstanding NAdm Award. This award is given to a Nurse Administrator student who has demonstrated academic excellence and superior performance during her/his practicum. Students eligible for this award must have a GPA in the top 20% of her/his class and have superior evaluations from clinical preceptors. Nurse Administrator Track faculty will nominate and select the recipient of this award.

3.5 Alumni

To maintain up-to-date records of alumni, graduates are asked to keep the School of Nursing and the University informed of current addresses, email addresses, phone

numbers and employment. Graduates are encouraged to recruit qualified students into the School of Nursing. The School of Nursing Alumni Committee faculty representatives may contact graduates regarding specific events that occur throughout the academic year, which graduates are encouraged to attend. The graduates' support of the School's current students, special events and projects is greatly appreciated and encouraged.

Section 4

Thesis and Project Guidelines and Documents

Two documents provide guidance for the required MS(N) Thesis and Research Project. These include the *Advanced Nursing Project Guidelines* and the *Thesis Guidelines*.

These documents can be obtained in their entirety on the Western Carolina University School of Nursing website.

Students are responsible to download and follow one of these documents as they pursue their Project or Thesis in collaboration with their committee faculty chair.

Competency Policies

Policy for Core Competencies Necessary for Students to Achieve Program Outcomes

It is the policy of the School of Nursing and the College of Health and Human Sciences to adhere to the requirements of the Americans with Disabilities Act. Students admitted to the School of Nursing are expected to be able to complete curriculum requirements which include physical, cognitive, communication and behavioral core competencies that are essential to the functions of the professional nurse. These core competencies are considered to be the minimum and essential necessary to protect the public. An applicant for any of the degree programs in Nursing must be competent in the following areas: observation, communication, motor, and intellectual-conceptual.

Accommodations for Students with Disabilities: Western Carolina University is committed to providing equal educational opportunities for students with documented disabilities. Students who require reasonable accommodations must identify themselves as having a disability and provide current diagnostic documentation to Disability Services. All information is confidential. Please contact Disability Services for

more information at (828) 227-2716 or 144 Killian Annex. You can also visit the office's website: <http://www.wcu.edu/12789.asp>

These core competencies are further described in Policies of the School. A student applying for admission to the nursing program is not required to disclose any disability prior to admission. After the student has been admitted, the student will receive a packet of information which will also include a statement to be signed by the student that the student is capable of meeting the core competencies. This statement will become part of the student's record.

Western Carolina University**GRADUATE NURSING STUDENT AGREEMENT**

I, _____, the undersigned student, enrolled in the WCU Nursing PROGRAM, hereby understand and agree to the following conditions, including during my clinical education at assigned FACILITIES:

I understand my participation in this program in which I will receive structured clinical experience is contingent upon my satisfactory performance and cooperation with the FACILITY staff, and if at any time I do not abide by the below conditions, I understand that I may be removed from the program.

I certify that I am covered by professional liability insurance and understand that I must provide proof of such coverage to the SCHOOL/PROGRAM .

I understand my clinical performance as it relates to program objectives will be evaluated on a regular basis by designated faculty and/or FACILITY representatives and that I may be dismissed if my performance is not satisfactory.

I understand that the records and documents of the FACILITY are legally confidential, and I will not divulge any personal and/or medical and/or business information concerning any person and/or record which I encounter at any FACILITY.

I understand that during my participation in the clinical experience I am not an employee of Western Carolina University and am not entitled to any of the benefits of employment such as worker's compensation coverage, wages, or medical insurance. I understand that I also am not an employee of the FACILITY and am not entitled to any employment benefits during my participation in this program.

I understand that I am responsible for my transportation to and from the FACILITY and to any clinical assignment.

I understand that I am responsible for expenses related to my own illness.

I have reviewed a copy of the Exposure Control Plan which outlines the Program's requirements regarding vaccinations, precautions, and education concerning blood-

borne pathogens, and my responsibilities and options should an exposure occur.

I am in compliance with North Carolina General Statute 130A-155.1 and North Carolina Immunization Rules and have provided the University with evidence of the following current immunizations: (a) diphtheria-pertussis-tetanus or tetanus-diphtheria, (b) measles (rubeola), mumps, and rubella (MMR is the preferred vaccine), (c) chicken pox (varicella), and (d) a tuberculin skin test (PPD) or a chest X-ray if the skin test is positive.

I understand that I am responsible for following the administrative policies of the FACILITY, and for completing and providing a record of mental and physical health, immunizations, current CPR certification, and other informational forms (using school forms) requested by the FACILITY or the Nursing Faculty.

I will submit to any additional laboratory tests required by clinical agencies with which the University has an educational affiliation agreement. I will follow the recommendations of a qualified health care provider for corrective measures in instances of a known health problem.

I understand that I am responsible for adhering to the dress code of the School and FACILITY and for any necessary expense in attaining and maintaining appropriate uniforms.

I understand that I am responsible for reporting to the designated individual (faculty or FACILITY liaison) at the FACILITY on time during my scheduled assignment, and that I must notify the designated individual of any deviation from my scheduled arrival/departure times.

I understand that I am required to adhere to the policies and procedures delineated in the GRADUATE NURSING PROGRAM STUDENT HANDBOOK.

I agree to verbally report promptly to my clinical faculty instructor any incident of which I have actual knowledge which might involve legal liability on the part of myself, a classmate, or licensed nursing personnel. I agree to report promptly in writing to the Director of the School of Nursing any incident of which I have actual knowledge which might involve legal liability on the part of my supervising faculty instructor. Such report shall be filed within two days after the occurrence of such incident.

I pledge on my honor as a professional student in the School of Nursing that I will comply fully with the academic honesty policy in the *WCU Student Handbook*, which precludes:

Cheating--intentionally using or attempting to use unauthorized materials information, or study aids in any academic exercise.

Fabrication--intentional falsification or invention of information or citation in any academic exercise.

Plagiarism--intentionally or knowingly representing the words or ideas of someone else as one's own in any academic exercise.

Facilitation of academic dishonesty – intentionally or knowingly helping or tempting someone else to commit an act of academic dishonesty, such as knowingly allowing another to copy information during an examination or other academic exercise.

The nursing faculty has my permission to keep samples of my written work to use as exhibits for approval and accreditation processes.

I understand that Nursing program faculty will consult with each other regarding my clinical and academic performance. I understand that acts of academic dishonesty will result in penalties ranging from zero on the paper/project/test (or a "U" in a clinical course) to failure of the entire course and immediate dismissal from the program.

I agree to submit to a criminal background check and/or drug testing as required by the WCU School of Nursing or clinical site policy.

I acknowledge that I understand the above conditions of acceptance and agree to perform accordingly.

Student Full Legal Name (PRINT)

Student Signature

Date

A copy of this contract will be filed in the student's School academic folder after it is signed and dated.