



North Carolina Wesleyan University
Prelicensure BSN Program
Student Handbook
2026-2027

North Carolina Wesleyan University does not discriminate on the basis of race, religion, creed, national or ethnic origin, age, sex, marital status or disability.

May He give you the desires of your heart and make all your plans succeed. Psalm 20:4

WELCOME FROM DIRECTOR OF NURSING PROGRAMS

Welcome and congratulations on your acceptance into the prelicensure BSN program at North Carolina Wesleyan University! Your choice to pursue a career in nursing represents a significant commitment to yourself, your community, and life-long learning. We hope that you find your studies positive and life enriching.

As the nursing profession becomes more complex, a BSN can move your career forward. This program will prepare its graduates to become competent, professional nurses, while expanding on the RN competencies needed to drive change that will positively affect healthcare quality and safety, as well as prepare you for graduate studies in the future. As a professional nurse, your role will not only be to function within the health system, but to work towards transforming it for the betterment of those receiving your services now and in the future.

As a member of the nursing profession, you will be recognized as one of the most trusted professionals in the workforce. Nurses have a responsibility to be knowledgeable and highly competent in the care they deliver. In this program, students will become well versed in professional baccalaureate nursing practice in order to uphold the standards and competencies to maintain safe and effective nursing practice.

Our program has highly-qualified faculty members who will guide your learning experiences, in the classroom, skills lab, simulation lab, and in the clinical setting. As a prelicensure BSN student, you will be required to complete clinical practice experience hours throughout the program. These will be completed via a combination of the above noted methods in an effort to tailor learning to meet all learning styles, as well as provide students with a wide array of experiences to expand their nursing knowledge and confidence in the role. The purpose of the clinical practice experience, in the lab and the real-world setting, is for you to translate new nursing knowledge into daily practice. The clinical practice experiences in the program will provide you an exciting opportunity to analyze, evaluate and create dynamics in healthcare that align with your career goals, while mastering communication, professionalism, and the technical and assessment skills that are critical to your success as a nurse.

I encourage you to fully take part in the learning opportunities offered by Wesleyan and its community. The faculty and staff stand ready to help you succeed and to cheer you on. Best wishes for a successful program of study. The future of advancing the nursing profession is in your hands— make us Bishop Proud!

Best regards,

Dr. Crystal Ostheim, DNP

Dr. Crystal Ostheim, DNP, BS, FNP-BC, NP-C, CNE

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WELCOME FROM PRELICENSURE BSN PROGRAM COORDINATOR

Dear New Prelicensure BSN Students,

Welcome to North Carolina Wesleyan University and congratulations on your acceptance into our Bachelor of Science in Nursing (BSN) program! We are thrilled to have you join our community of aspiring nurses who are dedicated to making a difference in healthcare.

As you embark on this exciting journey toward becoming a registered nurse, I want to extend my warmest congratulations and assure you that you have made an excellent choice in pursuing your nursing education with us. Nursing is not just a profession but a calling, and your decision to enter this field speaks volumes about your compassion, dedication, and commitment to serving others.

During your time in our program, you will be immersed in a rigorous curriculum designed to prepare you for the complexities of modern healthcare. You will engage in both classroom learning and hands-on clinical experiences that will shape you into a competent and compassionate nurse.

Here are a few things to look forward to:

1. **Comprehensive Education:** Our curriculum integrates theory and practice, ensuring that you receive a well-rounded education that prepares you for the challenges and rewards of nursing practice.
2. **Supportive Environment:** You will find a supportive community of faculty, staff, and peers who are committed to your success. Our faculty are not only experts in their fields but also mentors who are here to guide and support you throughout your journey.
3. **Clinical Experiences:** Hands-on learning is a cornerstone of our program. You will have the opportunity to apply your knowledge in real-world clinical settings, developing the skills and confidence needed to provide excellent patient care.
4. **Professional Growth:** Beyond clinical skills, we are dedicated to helping you grow personally and professionally. From leadership opportunities to community outreach projects, you will have the chance to expand your skills and make a positive impact in the healthcare community.
5. **Preparation for Licensure:** Our program is designed to prepare you to meet the licensure requirements necessary to practice as a registered nurse. We will support you in preparing for the NCLEX-RN examination and provide resources to help you succeed.

Please take advantage of the resources and support available to you during your time here. Whether you have questions about coursework, need guidance on clinical placements, or seek academic support, our doors are always open.

Once again, congratulations on your acceptance into our Prelicensure BSN program. Your journey toward becoming a nurse is filled with possibilities, and we are honored to be a part of it.

I look forward to meeting each of you and witnessing your growth and achievements over the coming years.

Best wishes for a successful and fulfilling academic year!

Warm regards,

Dr. Monica Massey

Monica Massey, DNP, FNP-C
BSN Program Coordinator/Assistant Professor of Nursing

About this handbook:

This *Student Handbook* is designed to help you throughout the Program, by providing helpful information and resources about the prelicensure BSN Program at NCWU. In addition to this handbook, students should also be familiar with the content and policies in the NCWU Catalog. *Please note that students are responsible for reviewing and adhering to all policies contained in the BSN Student Handbook and the NCWU Catalog.* The catalog can be accessed at <https://ncwu.edu/academics/university-catalog/>

Any program revisions made within the current academic year will be announced to students through NCWU email and/or courses.

Always feel free to come to the Directors, the faculty, and/or your advisor with any additional questions you may have.

North Carolina Wesleyan University

Statement of Prelicensure BSN Student Handbook Receipt and Understanding

I, _____, have been given a copy of the prelicensure BSN program policies and information as set forth in the Nursing Student Handbook of North Carolina Wesleyan University. I have read these policies and information myself in their entirety and have had my questions answered. I understand and agree that, as a student in the prelicensure BSN program of North Carolina Wesleyan University, I am bound and responsible to comply with all of these policies. I also understand and agree that I am subject to all requirements, provisions, and procedures contained in these policies.

Student's Printed Name: _____

Student's Signature: _____

Date: _____

North Carolina Wesleyan University

Prelicensure BSN Program

INFORMATION RELEASE CONSENT FORM

I hereby give my consent to allow North Carolina Wesleyan University to disclose information included in my criminal background check, immunization status, and drug screening to the North Carolina Board of Nursing and clinical agencies under contract with North Carolina Wesleyan University's prelicensure BSN Program. The information requested will be used only to comply with clinical agency policy and the North Carolina Board of Nursing practice laws and regulations and will be considered confidential. I understand that it is my responsibility to report to North Carolina Wesleyan University any pending legal action or conviction occurring while enrolled as a student in the prelicensure BSN Program. This information should be reported to the Director of Nursing Programs, Dr. Crystal Ostheim and the Prelicensure BSN Program Coordinator, Dr. Monica Massey.

Student's Printed Name: _____

Student's Signature: _____

Date: _____

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North Carolina Wesleyan University Prelicensure BSN Program

About

The prelicensure BSN Program is an integral part of North Carolina Wesleyan University (NCWU). The prelicensure BSN Program mission, vision, philosophy, and outcomes are congruent with and support the value statements of NCWU. The prelicensure BSN Program and NCWU are committed to providing advanced education grounded in the Liberal Arts to prepare graduates for professional advancement, life-long learning, and service as community collaborators.

Purpose

The BSN Program and NCWU are committed to providing advanced education grounded in the Liberal Arts to prepare graduates for professional advancement, life-long learning and serve as community collaborators.

Mission

The mission of the prelicensure BSN Program at NCWU will prepare the undergraduate nurse to engage in efforts that will drive quality health care by collaborating and engaging with diverse communities and promoting the advancement of the nursing profession by exemplifying altruistic leadership. The degree will emphasize the articulation and implementation of professional baccalaureate nursing practice encompassing the focus on population health, nursing leadership and management, informatics, healthcare policy and evidence-based research.

Vision

The prelicensure BSN program at NCWU will reflect the global community served by preparing excellent health care providers and leaders to facilitate an innovative collaboration between the ever-evolving health care delivery system and the needs of a diverse population across the lifespan.

Philosophy

The prelicensure BSN Program at NCWU prepares the graduate according to the National League of Nurses (NLN) Education Competencies Model and its values of caring, diversity, ethics, excellence, holism, integrity and patient centeredness. The faculty respect and support diversity amongst the student population and enable students to flourish as they work to improve the health of our communities and engage in continual lifelong learning to achieve professional goals. As a life-long learner, the professional identity of the nurse continues to develop by way of exemplifying a spirit of inquiry and thus improving nursing judgment and patient outcomes. The six integrating concepts of the NLN Framework Model are context and environment, knowledge and science, personal and professional development, quality and safety, relationship-centered care, and teamwork. The integrated concepts provide the structure and guidance that lead from the core values to program outcomes.

Figure 1

National League of Nursing (NLN) Education Model



(National League of Nursing. (2010). NLN education competencies model [Graphic]. Retrieved from http://www.nln.org/docs/default-source/professional-development-programs/comp_model_final.pdf?sfvrsn=4

Note: Used with permission of the National League for Nursing, Washington D.C.

Program Goals

1. Prepare students for professional nursing practice that is focused on leading and improving the health and well-being of those served (individual, family, community, or population) through the use of: 1) evidence-based research, 2) patient centered care approaches, and 3) innovation.
2. Prepare students for professional nursing practice through obtainment of competence in nursing skills, communication, assessment, interdisciplinary collaboration, and professional attributes.
3. The prelicensure BSN program will provide a holistic structure for professional nursing practice that will serve as the foundation towards further degree advancement and leadership.

End of Program Learning Outcomes

Upon completion of the prelicensure BSN program at NCWU, students will be able to:.

1. Apply theories and concepts from the liberal arts, humanities and sciences as the foundation for professional nursing practice.
2. Demonstrate knowledge and utilization of quality improvement and safety management concepts to provide competent professional nursing care.
3. Translate credible nursing research into evidence-based nursing practice.
4. Manage information technology in the delivery of providing enhanced innovative quality patient care in various healthcare settings.
5. Integrate knowledge of healthcare policy, financial concepts and regulatory requirements that influence the delivery of healthcare.
6. Facilitate effective communication and collaboration to improve health outcomes and minimize risks to improve practice.
7. Apply and analyze principles of prevention and health promotion at both the individual and population level, across the lifespan.
8. Demonstrate professional values, ethics, morals and legal conduct, as well as accountability for personal and professional behavior.
9. Demonstrate a spirit of inquiry and scholarship that supports professional growth and lifelong learning in a profession with diverse evolving societal needs.

Professional Standards

The content of the curriculum for the prelicensure BSN Program at NCWU was guided by the following professional standards during its development.

1. The American Association of Colleges of Nursing (AACN) *Essentials of Baccalaureate Education for Professional Nursing Practice*.
2. The Institute of Medicine (IOM) *Core Competencies for Health Professionals from Health Professions Education: A Bridge to Quality*.
3. The Quality and Safety Education for Nursing (QSEN) *Quality and Safety in Nursing: A Competency Approach to Improving Outcomes*.
4. The National League for Nursing (NLN) *Outcomes and Competencies for Graduates of Baccalaureate Programs in Nursing*.

Program Accreditation

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) accredited the RN to BSN Program on May 8th, 2020. The pre-licensure BSN program was approved June 4, 2025.

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

Prelicensure BSN Program Contact Information

Prelicensure BSN Program

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Undergraduate Nursing Program Academic Policies

Student Standards of Conduct

Each student is required, prior to beginning classes, to read and live up to the NCWU Honor Pledge. The Honor Pledge states “I pledge to conduct myself as an honorable member of this community. I will not lie, cheat or steal and I will obey the rules and regulations of the University. I further agree to report others who violate this Pledge and understand that I will be held responsible for my failure to act. I understand that if at any time, in the judgment of the Honor Board of the University, I have violated this Pledge, that I could be removed from the University community”.

NCWU is a community that promotes and fosters a learning environment; any behaviors that are inconsistent with the standards of conduct are unacceptable. Examples of irresponsible behaviors include alcohol, or drug abuse and the use of violence against people or property. These undermine the educational climate by threatening the physical and mental health of members of the community. Individual misconduct reflects upon the practices, values, integrity and reputation of the nursing profession.

A nursing student is expected to maintain a high standard of behavior by adhering to the NCWU code of conduct, <https://ncwu.edu/campus-life/resources/> and respecting the rights of others.

In addition, nursing students and nursing faculty of NCWU's prelicensure BSN program subscribe to the American Nurses Association (ANA) Code of Ethics; whereby, all students and faculty are expected to be honest and honorable in all academic and professional endeavors. It is further expected that they will refrain from any activity, which might impair the image of the university, school, or the nursing profession.

Academic Integrity – Plagiarism, Cheating and Artificial Intelligence (AI)

The prelicensure BSN Program students will follow policies and procedures as outlined in the NCWU catalog.

The University and nursing faculty guarantee the integrity of the academic process. Since cheating and plagiarism are threats to their integrity, all members of the University community must work together to prevent their occurrence.

The instructor in any course assumes the responsibility for fair evaluation of academic progress and is obligated to explain at the beginning of each course how the University's policy on cheating and plagiarism applies to that particular course. Students are expected to perform honestly and to work in every way possible to eliminate cheating by any member of a class. When a faculty member believes an academic integrity violation has occurred in his or her class, the faculty member will discuss with the student the reasons for his or her suspicion of an academic integrity violation. The student will be given the opportunity to respond and to explain any circumstances that he or she believes the faculty member needs to consider with regard to the situation.

Following this discussion, the faculty member makes a decision as to whether the student committed a violation. If an instructor determines a student is guilty of ~~the~~ cheating or plagiarism, the instructor will submit a written report of the incident to the Office of the Registrar with copies to the student after notifying the Director of Nursing Programs and Prelicensure BSN Program Director. The report will be filed in the student's permanent folder. No student may drop a course or withdraw from the University prior to resolving an Academic Integrity Charge. The penalties for cheating and plagiarism will apply as noted in the NCWU catalog.

Artificial Intelligence Policy

The nursing faculty are aware of the influx of technology and the use of artificial intelligence in today's ever-evolving healthcare system. According to the American Nurses Association (2022), "Each nurse must consider how AI is integrated into their practice and be cognizant of ways it can help and hurt both individual and population health outcomes." It is the priority of the nursing faculty at North Carolina Wesleyan University to promote critical thinking skills in our students, while teaching students how to properly utilize the resources available to them to promote high-quality, safe, evidence-based professional nursing practice. While the nursing faculty at NCWU do not prohibit students from the use of artificial intelligence, it is imperative that students utilize these technologies as enhancements to their learning rather than relying on technology to complete their work independent of critical thinking and self-reflection.

There are assignments throughout the BSN program that require self-reflection that cannot be replaced by the use of artificial intelligence. For assignments where it is appropriate for students to utilize outside resources to complete their work, students in the BSN program may utilize artificial intelligence resources. However, any use of artificial intelligence must be disclosed to faculty and appropriately cited with assignment submission. The following link provides information on how to properly cite AI resources: <https://apastyle.apa.org/blog/how-to-cite-chatgpt>

In an effort to ensure that the work submitted by students is their own and/or appropriately cited, some written assignments submitted in the nursing courses in the BSN program at North Carolina Wesleyan University will be required to be submitted through Turnitin beginning in Spring 2025. Any Turnitin similarity or artificial intelligence scores above 30% will require discussion between the student and the faculty member. The nursing faculty recommend that any submissions through Turnitin that do not meet the above criteria be revised by the student prior to final submission to avoid penalty. Any assignment submitted that does not meet the above criteria may incur a 30% grade reduction on that assignment after review by the faculty member.

Assignments to be submitted through Turnitin will be designated on the course syllabus at the beginning of each course.

The NCWU library is available as an additional resource to students to ensure that references are utilized and cited appropriately. Students may schedule an appointment with a NCWU librarian by contacting them at library@ncwu.edu. The NCWU Writing Center is another resource that students may utilize to assist them with this.

ANA CODE OF ETHICS FOR NURSES WITH INTERPRETIVE STATEMENTS

The Code of Ethics for Nurses with Interpretive Statements (the Code) establishes the ethical standard for the profession and provides a guide for nurses to use in ethical analysis and decision-making. The Code is nonnegotiable in any setting. It may be revised or amended only by formal processes established by the American Nurses Association (ANA). The Code arises from the long, distinguished, and enduring moral tradition of modern nursing in the United States. It is foundational to nursing theory, practice, and praxis in its expression of the values, virtues, and obligations that shape, guide, and inform nursing as a profession.

Nursing encompasses the protection, promotion, and restoration of health and wellbeing; the prevention of illness and injury; and the alleviation of suffering, in the care of individuals, families, groups, communities, and populations. All of this is reflected, in part, in nursing's persisting commitment both to the welfare of the sick, injured, and vulnerable in society, and to social justice.

Nurses act to change those aspects of social structures that detract from health and well-being. Individuals who become nurses, as well as the professional organizations that represent them, are expected not only to adhere to the values, moral norms, and ideals of the profession but also to embrace them as a part of what it means to be a nurse. The ethical tradition of nursing is self-reflective, enduring, and distinctive. A code of ethics makes explicit the primary obligations, values, and ideals of the profession. In fact, it informs every aspect of the nurse's life.

Provision 1. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.

Provision 2. The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.

Provision 3. The nurse establishes a trusting relationship and advocates for the rights, health, and safety of recipient(s) of nursing care.

Provision 4. Nurses have authority over nursing practice and are responsible and accountable for their practice consistent with their obligations to promote health, prevent illness, and provide optimal care.

Provision 5. The nurse has moral duties to self as a person of inherent dignity and worth including an expectation of a safe place to work that fosters flourishing, authenticity of self at work and self-respect through integrity and professional competence.

Provision 6. Nurses, through individual and collective effort, establish, maintain, and improve the ethical environment of the work setting that affects nursing care and the well-being of nurses.

Provision 7. Nurses advance the profession through multiple approaches to knowledge development, professional standards, and the generation of policies for nursing, health, and social concerns.

Provision 8. Nurses build collaborative relationships and networks with nurses, other healthcare and non-healthcare disciplines, and the public to achieve greater ends.

Provision 9. Nurses and their professional organizations work to enact and resource practices, policies, and legislation to promote social justice, eliminate health inequities, and facilitate human flourishing.

Provision 10. Nursing, through organizations and associations, participates in the global nursing and health community to promote human and environmental health, well-being, and flourishing.

ANA (2025)

Equal Opportunity, Diversity and Unlawful Harassment

The prelicensure BSN program students follow the policies and procedures related to Equal Opportunity, Diversity and Unlawful Harassment as outlined in the NCWU handbook and catalog-<https://ncwu.edu/campus-life/resources/>.

Civility Statement:

NCWU is dedicated to creating and maintaining a civil community that embraces and supports respectful discourse and openness to differing perspectives.

Statement of American Nurses Association Position:

ANA's Code of Ethics for Nurses with Interpretative Statements states that nurses are required to

“create an ethical environment and culture of civility, and kindness treating colleagues, co-workers, employees, students, and others with dignity and respect. Similarly, nurses must be afforded the same level of respect and dignity as others (ANA , 2015a). Thus, the nursing profession will no longer tolerate violence of any kind from any source. All registered nurses and employers in all settings, including practice, academia, and research must collaborate to create a culture of respect, free of incivility, bullying, and workplace violence. Best practice strategies based on evidence must be implemented to prevent and mitigate incivility, bullying and workplace violence; to promote the health, safety, and wellness of registered nurses; and to ensure optimal outcomes across the health care continuum. This position statement, although written specifically for registered nurses and employers, is also relevant to other health care professionals and stakeholders who collaborate to create and sustain a safe and healthy interprofessional work environment. Stakeholders who have a relationship with the worksite have a responsibility to address incivility, bullying, and workplace violence.

(ANA, 2015)

Concerns and/or Conflict Resolution:

If a student encounters any concerns and or situations needing conflict resolution in a nursing course or clinical practice experience, the student must first notify the faculty member involved in the major course or clinical practice experience. If the concern or conflict is left unresolved, the student should follow the hierarchical chain below:

1. Course Faculty
2. Advisor
3. Prelicensure BSN Program Coordinator
4. Director of Nursing Programs/BSN Program Director
5. Provost

Students are expected to consult a faculty member immediately when encountering ethical questions or concerns in practice.

Confidentiality Statement

Students in the prelicensure BSN program will maintain all patient information confidential according to the HIPAA Privacy Act (**Appendix A**). This includes all case study work in the program and clinical paperwork pertaining to patient care. Students will discuss patients or simulated patient scenarios using de-identified data. Patient protected health information (PHI) is not to be shared under any circumstances, except with the nursing faculty where applicable for clinical experiences. PHI includes data described in the HIPAA guidelines-
<https://www.hhs.gov/hipaa/for-professionals/security/laws-regulations/index.html>.

As a student assigned to a clinical agency via Contractual Agreement or Memorandum of Understanding between NCWU and the agency, you are allowed access to patient records. Patient information from any source and in any form, including paper records, oral communication, audio recording, and electronic display, is strictly confidential. Access to confidential and private patient information is permitted only on a need-to-know basis. Failure to maintain patient confidentiality may result in termination from the prelicensure BSN program.

It is the policy of the prelicensure BSN program that students, faculty, and staff of the University shall respect and preserve privacy and confidentiality of patient information, regardless of the agency to which the student or faculty is assigned. Violations of this policy include, but are not limited to:

- accessing information that is not within the scope of one's assignment;
- misusing, disclosing without proper authorization, or altering patient or personnel information;
- disclosing to another person one's sign-on code and password for accessing electronic or computerized records;
- using another person's sign-on code and password for accessing electronic or computerized records;
- leaving a secured application unattended while signed on; and
- attempting to access a secured application without proper authorization.

Violation of this policy by students, faculty or staff to any agency with which the prelicensure BSN Program at NCWU has a Contractual Agreement or Memorandum of Understanding may constitute grounds for corrective action up to and including loss of agency privileges, dismissal or termination from the prelicensure BSN program in accordance with applicable agency, school, or university procedures. Violation of this policy by any member of the school's student body, faculty or staff may constitute grounds for termination of the contractual relationship or other terms of affiliation between the school and the agency. Unauthorized release of confidential information may also result in personal, civil, and/or criminal liability and legal penalties.

Attendance Policies

Attendance Policy: Didactic Courses

It is strongly encouraged that students attend all scheduled class sessions during the academic year. Missing any class adversely impacts student learning and performance and may hinder students from meeting the course learning objectives. Therefore, attendance will be recorded at each class session throughout the semester. Absences in excess of **one** day need to be discussed with faculty. Absences that occur due to extenuating circumstances, such as death in the family, illness, injury, or other emergencies will be addressed at the discretion of the faculty member, with collaboration with the Program Director if necessary. **Students are responsible for learning the content covered during the absence.** It is imperative that students communicate with faculty members regarding class absences. Please note that students receiving federal aid must attend a certain number of course hours per semester in order to maintain eligibility for federal aid. Students with extenuating circumstances causing excessive absences should discuss with the financial aid office as well. Please review the University Policy on attendance in the catalog.

Attendance Policy: Tests/Examinations

The date and time of any tests or examinations will be included in each course calendar and syllabus and announced during course orientation. Generally, tests and examinations will be administered during regularly scheduled class hours, except during the final exam week. Final exam schedules are posted well in advance. **It is expected that students be present to take all tests and examinations throughout the program at the scheduled date and time.** In the event a student is not able to be present for a test or examination for an excused absence, it is the responsibility of the student to notify the faculty member *in advance* of the need for the absence and request an alternative testing date and time. Alternative testing dates and times will only be allowed for extenuating circumstances and are handled at the discretion of the faculty member, with collaboration from the Program Director if necessary. It should not be the norm for students to request alternative test dates. Since tests and examinations are held during regularly scheduled class hours, an absence from a test or examination counts as an absence from a didactic course and adheres to the policy noted above. **Any student who misses a test or examination with an unexcused absence and no advance notice to the faculty member will be given a grade of F for that test or examination.**

Attendance Policy: Clinical Component of Nursing Courses

There is a clinical component to the following nursing courses: NUR 303, NUR 312, NUR 315, NUR 320, NUR 328, NUR 415, and NUR 450. Clinical experiences, which includes simulated experiences in the simulation lab, training in the skills lab, field clinical experiences with partnering healthcare organizations, and precepted clinical experiences, serve as an adjunct to the content taught in the didactic portion of courses. It is imperative that students regularly attend their clinical experiences in order to gain hands-on experience and learn to utilize the skills that they are learning in class, including assessment skills, technical skills, communication, and

professionalism. Therefore, it is strongly recommended that students attend every clinical experience scheduled each semester. It is expected that students will attend all clinical days, except when ill. **Each student is allowed to miss one clinical day per semester.** It is encouraged that students notify their clinical faculty in advance of any planned absence. If a student misses a clinical experience to include simulation/lab the student will be given a clinical makeup assignment assigned by course faculty. If a student must miss more than one clinical day due to extenuating circumstances, the student will be required to complete assignments to make up the time missed in clinical. At the discretion of the faculty member, in collaboration with the Program Director if necessary, students will be assigned work that will require a completion time equivalent to the amount of missed clinical time. Example: If a student misses a four-hour clinical experience, they will be given an assignment that should take approximately four hours to complete. The assigned make-up work will be determined at the discretion of the course faculty member assigned to the course. These assignments will be aligned with the course content and the clinical learning objectives for the course in which the student is enrolled. ***Students should make every effort to avoid missing clinical experiences, as this adds extreme value to students' learning and ensures their ability to meet the course learning objectives.***

Faculty reserve the right to deny students access to the clinical site, skills lab, or simulation experience. If a student is denied access, the faculty member will use a remediation form and involve the Program Director as needed. In addition, the student will be provided resources and support specific to the situation. Faculty can deny access for the following reasons:

- The student is unprepared for patient care and/or the simulation experience.
- Pre-work has not been completed as assigned.
- The student appears to be either physically and/or psychologically ill as evidenced by fever greater than 101.5, coughing, pallor, or presents as a danger to self or others.
- The student appears to be under the influence of an illicit substance, including drugs and/or alcohol.
- The student's appearance is unkempt and/or unclean.
- The student is unaware of his/her own limitations or fails to seek help when he/she recognizes his/her limitations.
- The student has not completed remediation exercises as assigned by faculty members prior to the clinical or simulation experience.
- The faculty member has a justifiable reason to believe that the student is not able to provide safe patient care.

Course drop policy: Drop the class by completing a Drop/Add form with your nursing advisor.

- **Drop without academic or financial penalty:** Complete the drop/add form within the first 7 days of the term. After the first 7 days, the class must be paid for and financial aid will be charged. The student is responsible for 100% of the course tuition if the course is not dropped by the end of the drop/add period. It is the responsibility of the student to ensure that this is done in a timely manner if necessary.
- **Withdrawal:** Students may withdraw from a class after the first 7 days through the middle of the semester. The student receives a non-punitive grade of a "W." After the

mid-term, withdrawals will not be processed and the student will receive the grade earned in the course.

If a student misses class, does not return, and does nothing, a grade of “F” or “XF” will be assigned. The student remains responsible for the tuition. Financial Aid will not pay for classes in which a grade of “XF” is assigned (failure due to absences).

An instructor may fail any student who misses more than twenty percent of a course without proper arrangements being made. Ultimately, the faculty member decides how to handle absences beyond those allowed per the language above.

Social Media/Electronic Communication

North Carolina Wesleyan University is a supporter of responsible social media communication. The guidelines below and resources should help facilitate an understanding of appropriate use of technology in communication and networking by nursing students to ensure confidentiality and professionalism:

1. As a student of NCWU's prelicensure BSN Program, you should be conscious of how you present yourself as this is a direct reflection of the university, program, and nursing profession. Ensure thoughtful intention with social media language, pictures and videos posted, as these could be misinterpreted by the cyber audience.
2. Adhere to professional standards of conduct by NCWU and the program. Adhere and uphold policies and guidelines to maintain patient confidentiality and HIPAA.
3. Students **are encouraged to personally** interact with NCWU sponsored social media on all the social media platforms to include official NCWU Nursing and North Carolina Wesleyan University.

NOTE: Do not post on any social media site, patient or clinical practice site information-even without identification (badges, etc.). There are no exceptions to this rule. Failure to comply with this guideline may result in termination from the prelicensure BSN program.

According to the ANA:

The patient's well-being could be jeopardized and the fundamental trust between patient and nurse be destroyed by unnecessary access to data or by the inappropriate disclosure of identifiable patient information. The rights, wellbeing, and safety of the individual patient should be the primary factors in arriving at any professional judgment concerning the disposition of confidential information received from or about the patient, whether oral, written, or electronic.

Due to the serious nature of maintaining and upholding HIPAA and confidentiality policies/guidelines, any infractions and inappropriate social media communications may result in dismissal from the program.

The Program Faculty will maintain a professional relationship with NCWU prelicensure BSN students. Faculty are to communicate with students via the NCWU email addresses, as this is the preferred method of communication. The faculty will usually respond to your message/email within one business day. However, faculty contact numbers are noted in the course syllabi. Faculty are to utilize discretion when communicating with students via personal cell phones.

Resources:

White Paper: A Nurse's Guide to the Use of Social Media

https://www.ncsbn.org/Social_Media.pdf

Social Networking and Nurses: NCBON

<https://www.ncbon.com/vdownloads/course-bulletin-offerings-articles/bulletin-article-fall-2013-social-networking-and-nurses.pdf>

American Nurses Association (ANA) 6 Tips for Nurses Using Social Media

https://www.nursingworld.org/~4af5ec/globalassets/docs/ana/ethics/6_tips_for_nurses_using_social_media_card_web.pdf

Netiquette Guidelines

NCWU's prelicensure BSN Program has netiquette guidelines for on-line or hybrid courses within the Program, as well as communication via technology, including e-mail, which align with the social media/electronic communication policy.

1. Think twice before posting.
 - a. Remember there is a real live person at the other end reading your posts and emails.
 - b. Think about what you have written before you submit it or send it.
2. Strive for Accuracy.
 - a. Ensure materials posted in the online environment are factual.
 - b. Be conscious of spelling and grammar.
 - c. It is not acceptable for the work or ideas of another author be presented in a message as your own work and ideas. Follow APA guidelines and use accurate citations. Please refer to NCWU Nursing AI policy as stated on pgs. 16-17.
3. Be Respectful.
 - a. All posted responses and comments should be respectful and considerate.
 - b. Behave as you would in a face-to-face classroom.
 - c. Tone is often misunderstood in the online environment, reread your message before posting/sending.
 - d. Writing in ALL CAPITAL LETTERS is equivalent to yelling and is unacceptable.
 - e. Foul language, insults, and/or harassment are not tolerated and will result in disciplinary action.

Technical Standards Policy

NCWU's prelicensure BSN program has academic, as well as technical, standards that must be met by students in order to successfully progress in and graduate from its program. The standards are in addition to requirements of admission into the program and the examples are not all-inclusive. NCWU's prelicensure BSN program provides reasonable accommodations to all students on a nondiscriminatory basis consistent with legal requirements as outlined in the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990 and the ADA Amendments Act of 2008.

A reasonable accommodation is a modification or adjustment to an instructional activity, equipment, facility, program or service that enables a qualified student with a disability to have an equal opportunity to fulfill the requirements necessary for graduation from the nursing program.

To be eligible for accommodations, a student must have a documented disability of (a) a physical or mental impairment that substantially limits one or more major life activities of such individual; (b) a record of such impairment; or, (c) be regarded as having such a condition.

NCWU's prelicensure BSN program provides the following description/examples of technical standards to inform prospective and enrolled students of a sampling of technical standards required in completing their nursing curriculum. Individuals interested in applying for admission to the programs should review these standards to develop a better understanding of the skills, abilities and behavioral characteristics required to successfully complete the programs.

1. Motor Abilities: Sufficient motor ability to include strength, endurance and agility to move independently throughout the clinical practice setting, as well as provide patient care.

Examples (Not Inclusive):

- a. Perform cardiopulmonary resuscitation.
- b. Safely move or assist with transfer of clients.
- c. Lift and/or carry objects with a weight of 25 pounds.

2. Sensory Abilities: Sufficient auditory, visual and tactile ability to monitor and assess client's conditions and gather information from digital analog for oral presentations, demonstrations and observations.

Examples (Not Inclusive):

- a. Identify/detect changes in client and environment via chart review, assessment and/or other health parameters.
- b. Monitor and assess health needs of a client or population.

c. Sufficient ability to perform nursing interventions in the clinical practice setting to include: obtaining diagnostic specimens and information to determine a client's condition.

3. Communication Abilities: Sufficient communication abilities in English for written (printed and typed), verbal (direct and telecommunications) and non-verbal communication with clients to include patients/families/other healthcare disciplines in the clinical practice setting.

Examples (Not Inclusive):

a. Retrieve, understand and utilize information (care plans, diagnostic reports, progression reports) to communicate effectively with others to include the patient/family and other healthcare disciplines.

b. Utilize informatics appropriately within the university and/or clinical practice setting.

c. Communicate professionally and competently with clients from a variety of social and cultural backgrounds.

4. Behavioral/Social Skills: The student must possess the emotional health required to adapt to ever-changing environments by displaying flexibility and effective functioning in high stress circumstances within the clinical practice settings involving clients.

Examples (Not Inclusive):

a. Establish rapport and participate effectively with patient, other healthcare disciplines and faculty/preceptor.

b. Manage demanding workloads and emotional stress.

c. Exercise good judgment and complete all client care responsibilities promptly.

5. Cognitive: Student must be able to measure, prioritize, analyze, integrate and synthesize information and respond with integrity and competence. Student must sustain attention and memory to patient safety.

Examples: (Not Inclusive):

a. Collect, analyze and prioritize data.

b. Synthesize and apply theory to client needs.

It is the responsibility of the student with disabilities to request reasonable accommodations if needed to meet the essential requirements. If an accommodation is requested, the student must provide documentation of his/her limitation and specify his/her request for accommodation.

Academic Advising

Statement from the NCWU catalog: **“The responsibility for meeting all academic requirements for a selected program rests with the student”.**

To facilitate effective advisement and degree completion, students should take the following steps:

1. Check NCWU email daily to receive information from faculty and advisors, as well as notification of upcoming events and deadlines from the registrar, university administration, and/or university staff members.
2. Communicate with their academic advisor on a routine basis to maintain progress toward degree completion.
3. Run the Degree Audit Worksheet (through their my.NCWU portal) following each semester to plan and monitor degree completion.
4. Remain aware of university policies, deadlines, and degree requirements as stated in the catalog, the university website, and the prelicensure BSN program Student Handbook.

North Carolina Wesleyan University

Prelicensure BSN Curriculum Plan

Freshman Year

Fall:

PSY111 – Introduction to Psychology	3
ENG111 – Writing I	3
MAT113 – College Algebra	3
BIO101 – Life Science	3
BIO102 – Life Science Lab	1
COL103 – First Year Experience	1
COL150 – First Year Inquiry	3

17 credit hours

Spring:

ENG112 – Writing II	3
Global Perspective Course	3
Religion Course	3
Art/Music/Theater/Ent. Course	3
MAT 213 – Elementary Statistics	3
EXS 100 – Fitness & Wellness	2

17 credit hours

Sophomore Year

Fall:

BIO231 - Anatomy and Physiology I	4
Global Perspective	3
Civic Engagement	3
*CHM211 – Gen/Org/Biochemistry for for Nurses	3
*CHM212 – GOB Chemistry Lab	1

14 credit hours

Spring:

SSC225 – Lifespan Development	3
Literature Course	3
BIO232 - Anatomy and Physiology II	4
*BIO235 – Microbiology with Lab Civic Engagement	4 3

17 credit hours

Junior Year

Fall:

NUR307 – Health Assessment	3
NUR303 – Foundations of Professional Nursing Practice & Nursing Theory	3
NUR308 – Pharmacology I	3
NUR312 – Nursing Care of Adults With Clinical	6

15 credit hours

Spring:

NUR309 – Pharmacology II	3
NUR 315 – Mental Health Nursing with Clinical	4
NUR320 – Care of Geriatric Patients with Clinical	4
NUR 306 – Nutrition and Health	3

14 credit hours

Senior Year

Fall:

NUR 328 – Nursing Care of Women and Children with Clinical	6
NUR 351 – Nursing Leadership, Management Quality, and Safety	3
NUR 401 – Professional Nursing Research and Evidence-Based Practice	4

13 credit hours

Spring:

NUR405 – NCLEX Review Course	3
NUR415 – Public Health Nursing with Clinical	4
NUR450 – Clinical Capstone Course	6

13 credit hours

Total Program: 120 credit hours

*Students may take alternative similar courses to meet these requirements with prior approval from the BSN Program Director.

Recommended Nursing Major Academic Plan

****For junior and senior nursing students who have been granted admission into the prelicensure BSN program****

Junior Year		Senior Year	
Fall	Spring	Fall	Spring
NUR 303**	NUR 309	NUR 328**	NUR 405
NUR 307	NUR 315**	NUR 351 (WI)	NUR 415**
NUR 308	NUR 320**	NUR 401 (WI)	NUR 450**
NUR 312**	PBH/NUR 306		
Total Credit Hours: 15	Total Credit Hours: 14	Total Credits Hours: 13	Total Credit Hours: 13

**Denotes a course that includes clinical.

Program Notes

- It is strongly recommended that students have met all general education/Wesleyan core requirements prior to entering nursing courses in the junior year. Although all of these courses are not required for program admission, it is encouraged that these are completed prior to that time in order to allow students the opportunity to focus entirely on their nursing courses.
- Courses are offered in the Fall and Spring as noted above. These courses are not offered every semester. Therefore, if a student is not successful in a course and must repeat the course, they will have to wait until it is offered again the following academic year.
Example: If a student is not successful in NUR 312 in Fall 2026, it will not be offered again until Fall 2027.
- Academic Advising Notes:
 - Admission into the prelicensure BSN program is a prerequisite of NUR 303, NUR 307, NUR 308, and NUR 312.
 - NUR 308 is a prerequisite of NUR 309.
 - NUR 303, NUR 307, NUR 308, and NUR 312 are prerequisites for NUR 315 and NUR 320.
 - NUR 303, NUR 307, NUR 308, NUR 309, NUR 312, NUR 315, and NUR 320 are prerequisites for NUR 328, NUR 351, and NUR 401.

- NUR 303, NUR 307, NUR 308, NUR 309, NUR 312, NUR 315, NUR 320, NUR 328, NUR 351, and NUR 401 are prerequisites for NUR 405, NUR 415, and NUR 450.
- Satisfactory performance in clinical, lab/simulation, and a cumulative GPA average of 2.8 and a minimum of 77% average in ALL the major courses noted above in chart are required in order to progress in the program each semester.
- WI is the code used to designate courses that satisfy the University's Writing Intensive Course requirement.

Key for Nursing Courses Noted Above:

NUR 303 – Foundations of Professional Nursing Practice & Nursing Theory
 NUR 307 – Health Assessment
 NUR 308 – Pharmacology I
 NUR 309 – Pharmacology II
 NUR 312 – Nursing Care of Adults with Clinical
 NUR 315 – Mental Health Nursing with Clinical
 NUR 320 – Nursing Care of Geriatric Patients with Clinical
 NUR/PBH 306 – Nutrition and Health
 NUR 328 – Nursing Care of Women and Children with Clinical
 NUR 351 – Nursing Leadership, Management, Quality and Safety (WI)
 NUR 401 – Professional Nursing Practice and Evidence-Based Practice (WI)
 NUR 405 – NCLEX Review Course
 NUR 415 – Public Health Nursing with Clinical
 NUR 450 – Clinical Capstone Course

Clinical Practice Experiences

Clinical Placement

Students will be assigned to clinical locations by the nursing faculty. Clinical assignments are determined by faculty in order to prepare students to meet the course learning objectives, clinical learning objections, and program learning outcomes. Students will rotate through various clinical agencies during the program. At the beginning of each semester, students will receive a clinical schedule indicating the date, time, and location of their clinical practice experiences and simulation experiences. Requests for adjustments to the clinical group, date, or time will be considered on a case-by-case basis. However, given the complexity of scheduling and collaboration between the university and our local clinical partners and organizations, it is unlikely that substantial adjustments to the schedule will be allowed.

Students are not allowed to contact clinical organizations directly in an attempt to change dates or times of their clinical practice experiences. Students should not directly contact clinical organizations for any reason unless the student is responding directly to a clinical agency's request of them. Students must work through their clinical faculty, who work through the clinical coordination, Program Director, and clinical agency liaisons.

If a student receives a request of communication directly from a clinical organization, the student should send the communication to the Program Director.

CastleBranch

To ensure compliance with clinical requirements and maintain a safe learning environment, all students in the nursing program are required to utilize CastleBranch, a secure online platform. CastleBranch provides services for managing essential documentation, including:

- **Background Checks:** Facilitates ordering and completion of necessary background checks.
- **Immunization Tracking:** Provides secure storage and verification of immunization records.
- **Document Management:** Allows for the secure upload and tracking of other essential documents such as CPR certification and liability insurance.

Students are responsible for creating their CastleBranch account, ordering required services, and ensuring all documentation is submitted and verified by the specified deadlines. Failure to comply with CastleBranch requirements may result in the inability to participate in clinical experiences. Detailed instructions and specific requirements will be shared with students during Nursing Orientation.

Rotation Manager Service

North Carolina Wesleyan University (NCWU) Nursing utilizes Rotation Manager, a secure, web-based platform that facilitates the clinical clearance process for all nursing students. This system ensures that students meet all health, safety, and compliance requirements—such as immunizations, background checks, CPR certification, and training modules—prior to attending clinical placements. NCWU Nursing students are required to create an account, upload documentation, and maintain current compliance throughout the program. Rotation Manager helps streamline communication between NCWU, clinical partners, and students to support a smooth, organized transition into clinical learning environments.

Academic Success

Curriculum Requirements

All coursework submitted for grading must adhere to the guidelines in the latest edition of the Publication Manual of the American Psychological Association (APA Formatting).

- APA: <http://www.apastyle.org/>
- NCWU Library: <https://ncwu.libguides.com/writingandciting>
- Purdue Online Writing Lab: <http://owl.english.purdue.edu/owl/resource/560/>

Definition of Grades

For undergraduate nursing students, the grades of A, A-, B+, B, B-, C+, C, C-, D, and F indicate a graduation in quality form excellence to failure and are assigned by the following grading scale.

Faculty assigned to the course are responsible for grading all coursework.

Grade	RN to BSN Program Grading Scale	Grade Point Average Scale
A	93-100	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	60-66	1.0
F	≤ 59.4	0

All Major Coursework requires a minimum of 77% to be considered passing for the Nursing Program Major courses ONLY.

*NOTE: Coursework outside of the MAJOR Coursework may adhere to an alternate grading scale.

Students are required to maintain a cumulative GPA of 2.8 to remain in the prelicensure BSN program at NCWU.

Nursing Course Rounding Policy

Purpose: Provide a standardized consistent method of calculating individual grades utilizing standard rounding practices that is equitable and fair for all students in the Nursing Major Coursework.

Syllabus Statement:

A student must achieve a minimum final course grade of 77% for successful completion of all major coursework. Grades will be rounded from the tenth only.

NOTE: Final grade will be rounded to the closest whole number using the 0.5 rule.

For example, an 85.489 is an 85. An 85.844 is an 86. An 85.500 is an 86.

Grades will be rounded from the tenth only.

Nursing Course Late Submission Policy

All assignments are due by the date/time as indicated in the syllabus and/or coursework tab of my.ncwu.edu. Assignments submitted after the indicated due dates are at the discretion of the assigned course faculty, as outlined in the syllabus. Technical issues are not valid excuses for late work unless the problem stems from NCWU servers/platforms. Exceptions to this policy are at the discretion of the assigned course faculty.

Time limits regarding completion of the prelicensure BSN Program

The prelicensure BSN program should be completed within a five-calendar year period or less. If longer than five years, university and program requirements may have changed and may result in dismissal from the prelicensure BSN Program.

Appealing a Grade

A student may appeal a final grade in a course for any one of the three reasons.

- The instructor made a calculation error in determining the grade.
- The instructor failed to follow the grading policy described in the syllabus.
- The instructor did not follow one or more of the university or program policies.

Refer to the NCWU catalog for the steps in appealing a course grade.

Prelicensure BSN Progression Policies

1. The minimum grade of a C+/ 77% is required for all nursing courses.
2. Maintain an overall cumulative GPA of 2.8

3. A student is allowed to repeat a maximum of two different nursing courses one time due to failure. Failure of the repeat course or a third nursing course will result in dismissal from the program.

Example: NUR 303 fail, repeat, pass. NUR 320 fail, repeat, fail.=Dismissal

Example: NUR 303 fail, repeat, pass. NUR 320 fail, repeat, pass. NUR 351, fail.=Dismissal

4. All nursing courses must be taken at NCWU.

*Nursing courses include the classroom, lab and clinical. A student will be required to repeat all components of the course (classroom, lab and clinical).

Academic Performance Counseling

The student will receive an academic performance counseling conference if in academic jeopardy. The purpose of the counseling conference is to provide an opportunity for the student, instructor, or Director to discuss areas of concern and formulate a plan of corrective action. Please refer to our Remediation Policy/Process.

New Nursing Student Orientation

New Nursing Student Orientation will be during the first week of classes during a student's Junior year. This orientation will provide an overview of the nursing curriculum, review of policies, clinical expectations, and other items to help prepare the student for a successful transition into the nursing student role.

Formal Complaint Policy and Procedures:

The formal complaint policy can be found in the NCWU catalog.
<https://ncwu.edu/adult/online/>

Just Culture and BSN Program Dismissal

Our nursing program applies the principles of **Just Culture** in all aspects of student conduct and performance, including decisions related to dismissal. Just Culture recognizes the difference between human error, at-risk behavior, and reckless behavior. While honest mistakes are met with support and education, repeated unsafe actions, disregard for standards, or behaviors that jeopardize patient safety or violate ethical expectations may lead to disciplinary action, including dismissal. Each situation is evaluated fairly and individually, with a focus on accountability, system improvement, and student development. The goal is to ensure a safe learning environment while upholding the integrity and safety of the nursing profession.

<https://www.ncbon.com/just-culture-speech>

Examples of Dismissal actions:

1. Failure to meet academic and/or non-academic behavioral, ethical, and/or practice standards
2. A student presenting with physical or emotional problems that interfere with providing safe essential nursing practice and do not respond to appropriate treatment or counseling within a justifiable timeframe
3. A student who demonstrates a threat to the public health and safety of others.

Note: Dismissal can occur at any point in the program/course to include immediate dismissal if necessary at the discretion of the Director of Nursing Programs and Program Director of the Prelicensure BSN Program.

Readmission to the University and Program

Students who previously attended Wesleyan and wish to return to the Prelicensure BSN program must apply for readmission to NCWU. An application for Readmission of Former Students can be obtained from the Office of Admissions at any of the University's locations and can be found online. If the applicant has attended another post-secondary institution during the absence, an official transcript from each institution must be submitted. Students who have been academically or socially suspended may be required to submit additional materials for review by the University and Prelicensure BSN Program Director before a decision is made concerning their formal readmission into the university and program. Students approved for readmission into the university must successfully pass a criminal background check.

Drop/Withdrawal Policy

Week 1: Tuition Refund/Course Removed from Transcript

Students who drop a course within the first seven business days of a term may drop with a full tuition refund for the course. The drop/add form must be received on or before the close of business on the second Tuesday of the term. Courses dropped during this time will not be included in the student's academic record. Students must complete Add/Drop form and submit it to their academic advisor before the drop is official.

Week 2 through Mid-Term: NO Tuition Refund/W on Transcript

Students who withdraw after the second Tuesday of a term will be responsible for the full tuition of the course. Students withdrawing prior to the mid-term will receive a non-punitive grade of "W" (withdraw) for the course, which will not impact the student's grade point average (GPA). Students must complete the Add/Drop form and submit it to their academic advisor.

Mid-Term through Final Week: NO Tuition Refund/WF on Transcript

Students withdrawing from a course after the mid-term will receive a punitive grade of “WF” and will be held financially responsible for the full tuition of the course. Students must complete an Add/Drop form and submit it to their academic advisor.

Medical Withdrawal: NO Tuition Refund/W on Transcript

Students who need to withdraw after the drop period due to medical issues can request a medical withdrawal by submitting the appropriate form and documentation. A medical withdrawal removes the student from the entire term and cannot be used to partially withdraw. Students will be responsible for the full tuition incurred but will receive a non-punitive grade of “W” on their transcript, regardless of the week it is processed. The Medical Withdrawal Request Form and supporting documentation must be submitted to the student’s academic advisor no later than the last day of the term. The Provost will determine if the medical withdrawal will be granted.

Financial Aid Impact of Dropping Courses

Dropping or medically withdrawing from a course will potentially have a negative impact on a student’s financial aid and can result in a balance due. Students should check with their financial aid advisor to determine how a drop or medical withdraw will affect their aid. Students must confer with an academic advisor and complete the appropriate paperwork to drop or medically withdraw from a course. Please note that it is the responsibility of the student to determine the financial implications of their decisions regarding dropping or withdrawing from courses.

Graduation Requirements and Application Process

Requirements for Graduation from the Prelicensure BSN Program:

- Successful completion of all coursework within the Prelicensure BSN Program as noted in the curriculum plan above.
- Satisfactory clinical performance
- A minimum of 120 credit hours.
- Maintain an overall cumulative grade point average (GPA) of a 2.8 or higher.
- All NUR coursework must meet minimum program grade standards with a percentage grade of 77% or higher; a C+ or better in the standard grade distribution for the coursework.

Graduation Application Process:

Students should apply for graduation for a given semester only if he or she is enrolled in all courses necessary to complete the degree requirements including the GPA requirements, by the end of the academic semester in which they are applying for graduation. Graduation fees and additional information in the application process is noted in the NCWU student handbook.

Honors

Degrees with Distinction

Degree honors are determined by grade point average. *A student must have earned a minimum of 60 semester hours of credit with Wesleyan, of which at least 48 semester hours are on the “A-F” grading system.* [ENG 090](#) does not count in the determination of the 60 semester hours taken for credit at NCWU. Semester hours awarded from standardized exams, such as CLEP and DSST, are not included in the calculation of the 60 semester hours.

SUMMA CUM LAUDE: A degree candidate must attain a cumulative average of not less than 3.80, with no “F” grades.

MAGNA CUM LAUDE: A degree candidate must attain a cumulative average of not less than 3.60, with no “F” grades.

CUM LAUDE: A degree candidate must attain a cumulative average of not less than 3.40, with no “F” grades.

Transfer Honors

To qualify for honors as a transfer student, 31-59 semester hours on the “A-F” grading system with the University are required. Furthermore, a student must attain a 3.50 grade point average at North Carolina Wesleyan University, with no “F” grades.

President’s Honor List and President’s List

The President’s Honor List and President’s List are issued at the end of the fall and spring semesters. To be eligible for inclusion, a student must carry a minimum of 12 semester hours on the “A-F” grading system, with no grades of “INC.” A student must attain a 3.75 grade point average with no grade below “C” for the President’s Honor List and a 3.25 grade point average with no grade below “C” for the President’s List for the semester.

Part-Time Student Honor List

The Part-Time Student Honor List is issued at the end of the fall and spring semesters. To be eligible for inclusion on the Part-Time Student Honor List, a student must carry a minimum of six but fewer than 12 semester hours on the “A-F” grading system and attain a 3.75 grade point average for the term.

President’s Cup

The President’s Cup is awarded each year to the graduating senior who exhibits those characteristics considered most desirable in a student graduating from North Carolina Wesleyan University. The criteria to be considered for this award include a high standard of academic

performance and embodiment of the ideals and aims of the University. This award is presented each year at May Commencement.

Algernon Sydney Sullivan Award

This award honors the qualities exhibited by the life of Algernon Sydney Sullivan, lawyer, scholar and orator, who was prominent in New York City social and civic activities from 1857 until his death in 1888. This award is presented to the student who best exemplifies academic achievement as well as excellence in character, leadership, service to the community and a commitment to spiritual values. This award is given each year to a senior at May Commencement.

Student Nurses Association- TBD
Sigma Honor Society-TBD

Student Resource Library and Learning Resources

Elizabeth Braswell Pearsall Library

Website: <https://ncwu.edu/academics/library/>

Phone: 252-985-5350

Email: reference@ncwu.edu

Pearsall Library Collections

-  Print volumes in the library
-  Electronic books, including both reference sources such as Oxford and Credo Reference and general monograph collections from eBook Central, eBooks on EBSCOhost, ABC-CLIO, Gale Virtual Reference Library, RB Digital, Open Library and Home Grown eBooks.
-  Popular and educational DVDs in the library
-  Educational and documentary streaming videos accessible online
-  Access to online full-text articles from periodicals, newspapers, and journals. The library has subscriptions to about 20 titles in print for browsing. We subscribe to few print magazines, newspapers, and journals because users can access magazine and journal articles much more readily online.
-  Electronic resources are made available to library users through 121 different online databases.

The NCWU Writing Center

Pearsall Library, Room 146

<https://ncwu.edu/writing-center/>

The writing center provides one-on-one meetings with trained peer-consultants who can help you with a variety of writing concerns:

- Understanding the assignment
- Generating ideas
- Drafting introductions and conclusions
- Organizing
- Finding sources
- Incorporating and citing sources
- Understanding genre conventions
- Polishing the final draft

Scheduling an appointment with the NCWU Writing Center:

Walk-in visitors are accepted. However, scheduled appointments are given priority.

To make an appointment visit:

<https://ncwu.edu/academics/library/writing-center/>

First, you need to “Register for an Account”. This asks you questions about your e-mail, name, status and major. It also prompts you to create a password.

Once you are registered, you can log into the scheduling system.

White blocks on the schedule are open appointment times. Click the block that corresponds to your desired date and time; fill out the appointment form; and click “Save Appointment” to make an appointment.

If you have a longer paper (5+ pages), please schedule an HOUR appointment.

A confirmation will be sent to the email you used to register for the system.

FAQ’s for the NCWU Writing Center:

- Can I schedule an online appointment?
 - Yes. Follow the instructions from the previous section. When you reach the appointment form, click the drop-down menu next to “Meet online?” and change it to “Yes- Schedule Online Appointment”.
 - You may attach your document at this stage or upload it on the day of the appointment.
 - To begin your appointment, you will return to this form and click on “Start on Join Online Consultation”.

- What should I do on the day of the appointment?
 - Arrive on time: We will hold your appointment for 5 minutes after the scheduled time, but then we will need to help other students.
 - Bring copies of your writing and the assignment sheet: Having a copy of the assignment sheet will help put your writing in context and allow the consultant to make sure you are meeting all of the teacher's requirements.
 - Prepare a few specific questions or concerns before you arrive: to help the consultant focus on feedback that will be useful to you.
 - Engage with the consultant: Read along with them. Ask questions. Take notes. A consultation should feel more like a conversation than a lecture.
 - Don't expect an editor: Consultants will not "fix" your paper for you. Like any tutor, our job is to help you learn. If your biggest concern is grammar, we can teach you how to identify your patterns of error and how to correct them.

Tutoring

While all students can visit the Rocky Mount campus to receive tutoring services, prelicensure BSN students may want to take advantage of the online [Brainfuse tutoring service](#).

Brainfuse has become the premier provider of research based, research proven, online tutoring to help institutions of higher education increase student achievement, boost retention, and enhance learning. Services include live online tutoring, an online writing lab for students to submit papers for feedback, and tutorial programs in Microsoft Office and other subjects. Brainfuse is available to all students.

Whether NC Wesleyan students take advantage of tutoring in person or online, they are served by highly accessible and well- qualified tutors.

Technology Requirements

Exams for the nursing courses will be given on laptops provided by the University. These laptops will remain on campus in the nursing building and are not to be removed from the nursing building at any time. Exams will be administered via ExamSoft, which is a secure testing browser to ensure exam integrity.

All students will be provided with an Ipad and accessories, including a keyboard and a pen. The Apple Ipad should be utilized to access Elsevier textbooks and applications. The goal of this device is for students to have readily available access to all course materials while in class, lab, and clinical.

Students will need to have access to the internet to complete assignments via Jenzabar and Elsevier, as well as to view their students portal at my.ncwu.edu.

Testing Procedures

All tests and exams given during the prelicensure BSN program will be administered to students via ExamSoft. ExamSoft helps academic institutions improve student learning with secure assessment tools and software that provide valuable data, insights and reports. Through the delivery of exams via this software, the nursing faculty are able to maintain appropriate test integrity and ensure that all students are tested fairly.

ExamSoft will be installed on the device supplied by the University for students to utilize during the prelicensure BSN program

HESI Specialty Exams

HESI's review and testing solution provides the necessary tools for program and career success. There will be twelve HESI exams administered to students throughout the prelicensure BSN program. These exams are provided through the Elsevier package that students receive in the program. The HESI exam is designed to evaluate students' preparation for success on the NCLEX-RN examination. There are specialty exams tailored to specific content areas throughout the program, as well as a HESI exit exam. Utilization of this tool will allow faculty and students to ensure that students are prepared for success on the NCLEX-RN examination, as well as in their professional nursing careers. These exams may be utilized as final exams in some nursing courses. This is determined at the discretion of the faculty member and will be outlined in the course syllabus.

After the student completes each HESI exam, they will receive a report with their exam scores. These reports may indicate areas that need improvement or remediation. In this case, students and faculty will collaborate to determine effective remediation strategies in the subject area. There are no specific remediation strategies required by the Directors, but faculty may assign remediation exercises as they deem necessary throughout the program. The Director of Nursing Programs and Program Director of the Prelicensure BSN program support any efforts that students and/or faculty make to ensure success on the NCLEX-RN examination, as well as preparation for professional nursing practice.

HESI Grading Rubric

HESI Proctored Exam Grading Rubric - NCWU					
HESI Score	850 or above	800-849	750-799	700-749	Less than 700
Exam Grade	100	90	80	70	60
Remediation Requirements	Remediation recommended, but not required <i>No retake exam required.</i>	Remediation required as outlined in Personalized Learning Plan supplied by Elsevier.	Remediation required as outlined in Personalized Learning Plan supplied by Elsevier.	Remediation required as outlined in Personalized Learning Plan supplied by Elsevier.	Remediation required as outlined in Personalized Learning Plan supplied by Elsevier.

		Remediation must be entirely completed prior to the retake exam date/time.	Remediation must be entirely completed prior to the retake exam date/time.	Remediation must be entirely completed prior to the retake exam date/time.	Remediation must be entirely completed prior to the retake exam date/time.
Note: Students cannot score higher than 100 on this exam.					

Personalized Learning Plan (remediation): Any student scoring less than 850 is required to complete remediation provided by Elsevier. The remediation is called a Personalized Learning Plan and will be individualized based off of the student's HESI score. Students are required to complete their Personalized Learning Plan in its entirety before the date/time of their retake exam. If a student does not complete their entire Personalized Learning Plan (PLP) prior to the HESI retake date/time, the student will not be allowed to retake their HESI and their first score will be used to determine the student's final exam grade based on the scale above.

Disclaimer: All students are required to take the HESI at least once. In the event that a student retakes a HESI after completing the entire Personalized Learning Plan (PLP), the highest score of the two HESI attempts for that course will be used to determine the final grade.

Nursing Simulation and Skills Lab

Skills Lab

The nursing faculty will have an open lab on an ongoing/as needed basis. The lab can be open to students when not in use for a class. Students can also arrange open lab time in the simulation lab with the simulation coordinator. Students are encouraged to use the open lab for additional skills practice and to remediate skills. It is highly recommended that students utilize the space and equipment available in the skills labs for practice and remediation of technical nursing skills throughout the prelicensure BSN program. The simulation coordinator maintains a schedule for use of the skills labs and can schedule time for students to utilize the space individually or in small groups. The skills lab can also be utilized on a walk-in basis if there are no scheduled classes in session in the lab at that time.

Simulation Lab

Preparation for Simulation Lab

Simulations are designed to assess the student performance in a controlled environment, to expose the student to situations that the clinical sites do not offer, and to assess the student's knowledge on common clinical scenarios.

Simulation is composed of activities that are planned by the faculty including: calculations, new/review of skills from the lab, new/review of clinical skills, clinical weaknesses for the group, evidence-based practice activities, E learning activities, etc. Students are expected to remain focused on the activities at hand and completing the assigned work at each station. Students are encouraged to remain focused on nursing care. Guidance should be sought.

Simulation Best Practices

The NCWU Nursing Simulation Lab has adopted the Society for Simulation in Healthcare's (SSH) Defining Excellence in Simulation Programs, SSH Simulation Dictionary, International Nursing Association for Clinical Simulation and Learning (INACSL) Healthcare Simulation Standards of Best Practice™.

- ♣ The SSH's Defining Excellence in Simulation Programs is available via hardcopy with the Assistant Director or (<https://www.ssih.org/SSH-Resources/Publications/DefiningExcellence>)

- ♣ The SSH Simulation Dictionary <https://www.ssih.org/Dictionary>.

- ♣ INACSL Healthcare Simulation Standards of Best Practice™

<https://www.inacsl.org/healthcare-simulation-standards/>

00000♣ Association of Standardized Patient Educators (ASPE) Standards of Best Practice: <https://www.aspeducators.org/standards-of-best-practice> The INACSL Healthcare Simulation Standards of Best Practice™, SSH dictionary terms.

More information regarding Simulation and Lab and policies is found in the **NCWU Simulation and Lab Guide**.

Office of Counseling & Disability Services

The office of Counseling and Disability Services (CDS) is located in the Student Success Center at the Pearsall Classroom Building on the North Carolina Wesleyan University Rocky Mount Campus. The mission of CDS is to provide equal access opportunities including the establishment and coordination of academic accommodations, auxiliary aids and programs to qualified students in accordance with Section 504 of Rehabilitation Act of 1973 and Americans with Disabilities Act of 1990. The office of CDS exercises a reasonable good faith effort to

coordinate accommodations to enable students with disabilities to maximize their educational potential.

North Carolina Wesleyan University

Accommodation Policy

Your Rights

In the administration of its admission or recruitment policies, North Carolina Wesleyan University does not discriminate against students with disabilities. NCWU complies with the ADA and Section 504 of the Rehabilitation Act of 1973, which mandates that no otherwise qualified handicapped individual in the United States shall be *denied the benefits of, or be subjected to*, discrimination under any program or activity receiving federal financial assistance.

What Are Accommodations

A reasonable accommodation is a modification or adjustment to a course, program, service, job, activity or facility that enables equal access to programs and services to otherwise qualified students with disabilities. In turn, equal opportunity refers to the opportunity to attain equal benefits and privileges on a par to similar students without a disability. The Office of CDS establishes the final determination of appropriate accommodations.

Types of Disabilities

Examples of Disabilities that may warrant accommodations:

AD(H)(D)
Learning Disabilities
Physical
Psychological

Please note that this list is not all inclusive.

Possible Academic Accommodations

Accommodations vary from student to student depending on the type and severity of the disability. Examples of common accommodations include:

- Disability Support Advising in collaboration with the Director of Counseling and Disability Services and Academic Advisor.
- Testing Accommodations (extended time, separate and quiet location, reader and/or scribe)
- Note-Taking Assistance
- Textbooks in Alternate Format

- Housing Accommodations (where applicable)

Note: Extended time on out-of-class assignments and flexibility in the course attendance policy are typically at the discretion of the Instructor.

How to register with the Office of Counseling and Disability Services (CDS):

- Contact the Director of Counseling and Disability Services (CDS) located in the Hardee's Building, Rocky Mount Campus.
 - Phone 252-985-5178 (Student Affairs main) 252-985-5216 (direct)
 - Provide current and comprehensive documentation to the Office of CDS of a temporary or permanent disability that requires accommodation. Specific documentation guidelines categorized by disability are outline on the CDS website.
 - The Director of Counseling and Disability Services will review the documentation. It is the student's responsibility to obtain additional information or testing when requested. A prior history of accommodations, without demonstration of current need, does not, in and of itself, warrant the provision of a like accommodation.
 - Visit <http://www.ncwu.edu/student-affairs/success/counseling-disability/disability> for information regarding appropriate documentation.

- An Individualized Education Plan (IEP), 504 plan, or Disability Accommodations at a previous institution are not considered sufficient documentation, but it can be submitted as supporting information in addition to a comprehensive assessment.

Mental Health Student Resources

The mental health of our students is a priority. If a student needs mental health support, NCWU has the following mental health resources available for all students:

1. Our Counselor, Marlo Walker, is available for short-term, solution-focused counseling sessions on campus with an appointment and to make referrals to next level of care as appropriate. To schedule an appointment with our on-campus counselor, please contact her at MDWalker@ncwu.edu or 252-985-5369.
2. **FREE Unlimited Access to Therapists + On-Demand Counseling:** NC Wesleyan University partners with **UWill** to offer full access to their telehealth platform so you can get the mental health care you need anytime, from anywhere, at no cost to you. Service **includes unlimited 50-minute behavioral visits** with master-level counselors, life coaching, and on-demand crisis counseling. To register, **scan the QR code below:**



3. Mental Health Hotline: Call or text 988 or chat
4. In Crisis? Know someone who is? Call Campus Security at 1.252.406.7928

Appendix A-HIPAA Privacy Act

The Health Insurance Portability and Accountability Act (HIPAA) was passed in 1996 and went into effect April, 2003. The act includes several provisions. The one we are concerned with here is the Privacy Rule.

HIPAA's privacy rule is designed to ensure "that individuals' health information is properly protected while allowing the flow of health information needed" to provide good care. HIPAA concerns all personal patient/client information, referred to as Protected Health Information (PHI). Protected health information:

1. is any information that can identify an individual which is used or held by a health care Provider
2. covers information stored on paper, in electronic records and oral communications.
3. protects patients/client from having their personal information disclosed to others without their consent.

What does this Act mean to you as nursing students?

Privacy in the context of medical care holds that no one should have access to private health care information without the client's consent and that clients should have access to records containing his or her own information. Confidentiality relates primarily to the protection of information. Protecting clients' privacy and maintaining the confidentiality of client information have always been core nursing values and are discussed in the American Nurses Association Code of Ethics. Nurses have a "duty of confidentiality", which means they must protect their clients' privacy. When nurses learn personal information about a client, they are ethically and legally required not to disclose it to any person or any agency other than those involved in the client's care or other designated person or agency.

Examples of breaches of confidentiality and privacy include, but are not limited to, the following:

1. Discussing client information in any public area where those who have no need to know the information can overhear. Find a private room or area when discussing treatments and administering procedures. Do not discuss clients in elevators, cafeteria, or hallways.
2. Improperly accessing, reviewing, and/or releasing client identifiable information:
 - a. Name
 - b. Address
 - c. All Dates (DOB, Admission/Discharge Dates)
 - d. Telephone numbers
 - e. Fax numbers
 - f. Electronic mail addresses
 - g. Social Security Numbers
 - h. Medical Record Numbers
 - i. Health Plan Beneficiary Numbers
 - j. Medical Status or diagnosis

4. Improperly accessing, reviewing, and/or releasing client medical information. Access to client information must be limited to what you as a student needs to know to care for assigned clients. It should be obvious that you don't need information about clients you are not caring for. The basic rule to follow when determining appropriate use of PHI is "what is the least amount of information I need in order to do my job?"
5. Discussing client information with people not entitled to the information. If asked about personal client information by a friend, another student or staff member who is not involved in that client's care, you must not share that information.
6. Pressing the client for information not necessary for care planning.
7. Leaving client medical information in a public area.
8. Discarding copies of client information in non-secured trash cans. Dispose of PHI in the proper bins or shred it.
9. Displaying information on a screen (handheld computers etc.) that is viewed by unauthorized users.
10. Leaving a computer unattended in an accessible area with medical record information unsecured.
11. Failing to log off computer terminal.
12. Sharing or exposing password.
13. Preparing written or oral class assignments about clients without concealing their identity.
14. Interacting with the client's family in ways not authorized by the client.

Appendix B: Additional Policies

Additional policies have been distributed via email, including the Code of Conduct Policy, Confidentiality Policy, Test Review Policy, Nursing Remediation Process Policy, NCWU Nursing Uniform Policy, and Psychological Safety Policy. It is the responsibility of the student to review and adhere to all policies throughout the BSN Program at North Carolina Wesleyan University.

TIME MANAGEMENT: WORKLOAD/STUDYING

For nursing courses, students should plan to spend 2-3 hours of independent study for every 1 hour in class. This course meets for 6 hours each week; therefore, students should plan to spend approximately 12-18 hours outside of class weekly doing independent study. Students are responsible for seeking assistance with time management and/or guidance with study skills.

DOSAGE CALCULATION EXAM:

Students are required to pass a medication calculation exam with a score of 90% or higher. If a student does not pass, the student will be required to complete remediation and allowed to retake the exam **one time only within the timeframe permitted**. If unable to pass the retest with a score of 90% or higher, the student will not be able to continue in this course, which affects progression in the nursing program. A calculator can be used during the exam. The grade is not included in the unit exam average.

Students will be required to meet with the instructor and advisor if they have an exam failure or if they have an average below passing (77). Students may request a one-on-one meeting with an instructor to discuss study strategies, test-taking strategies, and time management skills.

MAKEUP EXAMS: Any student who misses a scheduled exam will receive a different version of the original exam and/or another type of exam (i.e., oral exam, skills-based) selected by the instructor. The student is responsible for communicating with the instructor. All makeup exams must be completed within three (3) business days of the originally scheduled exam date. In addition, up to 10 points may be deducted from the student's exam grade. Any exceptions to the above are at the discretion of the instructor.

CLINICAL ATTENDANCE

Students are allowed one (1) clinical absence per semester for the nursing program. A clinical absence is defined as any absence from a scheduled time in the clinical or simulation (sim) laboratory setting. The scheduled times are documented on the clinical and lab schedule. *Please note that this is one clinical absence per semester, not per rotation.* For example: If a student has three clinical locations for the Fall semester in NUR 328, they are only allowed to miss one day for the entire semester, not one day at each clinical location. If a student misses one day at clinical site A, they cannot miss a day at clinical site B and clinical site C.

Students are responsible for communicating late arrivals and absences with the appropriate instructor. **Any time missed time (any absence)** from clinical and/or simulation lab must be documented and discussed with the BSN Program Coordinator and instructor.

Students arriving later than 15 minutes after the start of clinical will be marked as tardy and students arriving later than 30 minutes after the start of clinical will be marked as absent and not permitted to remain at the clinical site.

