

Worcester State University

The Dr. Lillian R. Goodman Department of Nursing

Academic Year 2024 - 2025

Baccalaureate Program Student Handbook



WORCESTER STATE UNIVERSITY

Approval:

Massachusetts Board of Registration in Nursing (MA BORN)
250 Washington Street
Boston, MA 02108

Accreditation:

The baccalaureate and master's degree programs in nursing at Worcester State University are accredited by the Commission on Collegiate Nursing Education (<http://www.ccnaccreditation.org>).

Location:

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Welcome Message

Welcome and congratulations to our new students and welcome back to our returning students. WSU and the Nursing Department are proud of you and glad that you have chosen WSU to fulfill your goal to become a licensed registered nurse.

Each of you has chosen a profession that will allow you to interface with the community in an important way. Therefore, the WSU and Department of Nursing are dedicated to ensuring that each of you enters the Nursing workforce with the knowledge, skills, and integrity to uphold the safety and welfare of your patients and the public. To assure that we all understand the path toward your goal, this handbook contains the policies and procedures necessary for progress toward that goal. As you move toward that goal, don't forget that all of your professors, your advisors, and your clinical instructors are here to support you. Therefore, never be afraid to ask them for advice and support throughout your journey toward your destination.

It is important that you review this handbook. We advise you to keep it accessible so that you can refer to it throughout your program.

Sincerely,

William Chadbourne, PhD, MS, RN
Assistant Professor and Department Chair Department of Nursing
Worcester State University

Preface

As you begin the baccalaureate nursing program, keep in mind the commitment required to be successful. The program is a challenging one that requires full-time attendance and study. The use of good study habits, regular class attendance, participation in study groups, completion of reading assignments, and meeting with a faculty advisor will help to promote success in the program.

The purpose of the Dr. Lillian R. Goodman Department of Nursing Baccalaureate Program Handbook is to acquaint students with the policies and procedures of the baccalaureate nursing program. The handbook focuses on and supersedes the WSU catalog where specific policies and procedures within the nursing major are addressed. The Dr. Lillian R. Goodman Department of Nursing abides by federal laws pertaining to your education and the policies and procedures of WSU. When laws, policies or procedures change at the federal or university level the handbook may be adjusted and/or a referral made to the specific policy as written outside of this handbook and applicable. Students will be informed of the reference and where to find it. **It is the responsibility of each student to review this document as a way of preparing for academic life and facilitating successful progression toward graduation.**

Each student is responsible for reading and adhering to the policies of the Dr. Lillian R. Goodman Department of Nursing Baccalaureate Program Student Handbook. If students have any questions about the content of these resources, they should speak to a faculty advisor. The Dr. Lillian R. Goodman Department of Nursing will be referred to as the Department of Nursing throughout the rest of this handbook.

Department of Nursing Mission Statement

The mission of the Dr. Lillian R. Goodman Nursing Department is aligned with the Worcester State University mission, with emphasis on academic excellence to develop the professional nurse who incorporates person-centered care, values diverse social justice perspectives and lifelong learning. The Department of Nursing promotes the professional growth of students through varied active learning strategies embedded in scholarship, current research, and service to our communities.

Department of Nursing Vision Statement

The vision of the Dr. Lillian R. Goodman Department of Nursing at Worcester State University is to be a center for excellence in nursing education, preparing professionals to meet the nursing needs of the diverse populations of Worcester, the Commonwealth of Massachusetts, and the dynamic global community.

In keeping with the mission and vision, the Department will offer undergraduate programs within the context of a scientific foundation and breadth of a liberal arts education leading to a professional nursing degree. The Department will prepare their graduates as generalists in nursing who transition to practice across the continuum of healthcare delivery.

Upon completion of the pre-licensure programs (BSN & LPN-BSN), graduates will be prepared to sit for the NCLEX-RN® examination, as well as being prepared for progression to a graduate program.

Upon completion of the post-licensure baccalaureate completion program (RN-BSN), graduates will be prepared for progression to a graduate program and to contribute their expanded nursing knowledge where they practice as a nurse.

Faculty members, administration, staff, and students of the Department of Nursing contribute to the realization of the mission and vision by assuring the following:

1. Provide access to nursing education for students from diverse backgrounds.
2. Creation and maintenance of caring and supportive student-centered learning environments
3. Provide public service related to nursing and public health by fostering good health and influencing health policy.
4. Recognition of the importance of continuing professional and intellectual growth of the faculty, staff and students.

Note: Department Mission and Vision statements are pending approval. Please see Appendix M for the current mission and vision statements. Notification will be sent once approval is finalized.

History of the Department of Nursing

WSU is a public metropolitan institution of higher learning supported by the Commonwealth of Massachusetts. One of the majors offered by WSU is the Baccalaureate of Science Degree (BS) in Nursing. The founding chair of the Department of Nursing was Dr. Lillian R. Goodman and the first faculty member appointed was Dr. Mary K. Alexander. The program was initiated in

1974 as the first program designed specifically for Registered Nurses to earn their baccalaureate degree in nursing. The program for undergraduate students was initiated in 1986. In 2001, under the leadership of Dr. Jean Campaniello, WSU began offering a Master of Science Degree in Community Health Nursing. In 2010, under the leadership of Dr. Stephanie Chalupka, the program became the Master of Science in Nursing program with two concentrations: Community and Public Health Nursing and Nursing Education. In the fall of 2021, the department launched a fully integrated online format for the MSN program, continuing with the two tracks, as well as two post-master's certificates for both tracks. Shortly after the transition to the fully online format, the Community and Public Health Nursing transition to a new name, Population and Public Health.

Philosophy

Nursing education encompasses academic, professional, and community responsibilities as well as the development of skills and habits of independent inquiry that characterize the nurse generalist. Toward this end, the attainment of the baccalaureate degree with a major in nursing follows the same pattern as that of baccalaureate education in general with the purpose of fostering self-awareness, intellectual curiosity, and personal fulfillment. Further, the tenets held by Florence Nightingale regarding nursing practice and nursing education are timely and can appropriately guide education for professional practice. Thus, nursing and its goals are derived from and reflect the Nightingale pronouncements about person/environment, health and professional practice that are supported by systems, change, research, cultural diversity, and developmental theory.

Person/Environment. The person is a dynamic, evolutionary being open to communication while striving to maintain unity with the environment. Within this environment, the person is seen as capable of learning universal laws that foster knowledge, decision-making and ultimately freedom. The person is further viewed as an integral multidimensional being while composed of definable, but not reducible dimensions: physical, intellectual, psychological, spiritual, social, and cultural. Every individual is part of the environment that is believed to be an orderly and predictable world.

Universal laws and a regulated system of general forces order the world (environment). These universal laws provide wisdom that modifies and is modified by events. Individuals live in the world and discern its laws. Therefore, person and environment reciprocally affect each other and create an ever-changing world.

The environment is further viewed as a metaphysical, psychosocial, cultural world. It is inside of the individual, as well as without, and extends infinitely. However, the environment does not begin with the individual and extend outward; rather it is ever present and encompassing. The environment also includes a physical dimension in which individuals live. Sociological, technological, economic, ecological, political, physiological and legal variables of influence are, in turn, influenced by individuals. Every individual is a part of the world (environment) working toward the acquisition of knowledge and truth for a better world (environment). Because the knowledge of the world/environment is acquired through the perceptual senses, it is the individual's responsibility to maintain them in a state of wellness. The individual has an innate potential for unity with the world/environment with the positive actions derived from knowledge and the exercise of thought.

Health. Health derives its meaning from the concept of person/environment and can be interpreted as the presence of the essential elements for maintaining unity with the environment - the physical, the psychological, the intellectual, the spiritual, the social, and the cultural. These elements require perceptual senses through which knowledge of the world is particularistic and is gained by means of participation and interpretation of experiences. The absence of the essential elements will lead to disease, pain, and suffering.

Disease conditions grow out of one another, disrupting person/environmental unity. However, since health is a higher-level concept than disease, it transcends the process of disease and maximizes the human potential to maintain unity with the environment. Important to this process is the acceptance that laws of health are being discovered through systematic inquiry.

Professional Nursing Practice. Professional nursing practice is a science and an art requiring an organized scientific and liberal education. Professional nursing practice is based on scientific knowledge derived from history, theories, research, and intellectual curiosity concerning the health of the person. As an art, nursing must reflect a caring concern in the caregiving and in its goal directed service.

Nursing assumes a multifaceted role in health care and shows concern for the promotion of health of individuals, families, and aggregate populations and the provision of care for those persons suffering from disease. The goal of nursing is to assist persons in achieving unity with the environment through the reparative process. Therefore, nursing is as much for the well as for the sick. Nurses must understand and apply this knowledge to assist in the reparative process.

Professional nursing must be based on knowledge, observation, and reflection and is systematized by the nursing process. This process provides a framework for identifying and responding to actual or potential states of health. Professional practice requires knowledge of nursing, teaching/learning, management/leadership, decision-making, and communication skills. This philosophy is congruent with the writings of Nightingale, who wrote that professional nursing “requires an inquiring attitude, intelligent understanding, and studied observation which are the result of the educational process.”

Department of Nursing Baccalaureate Program Outcomes

Learning in the baccalaureate programs must be based on knowledge from the arts and humanities, social, physical, and behavioral sciences, and must build on the student's previous educational background and experiences.

The WSU Nursing program outcomes align with course objectives and are threaded through the curriculum at each level of the program and designed to reflect the holistically prepared WSU nursing graduate ready for seamless academic progression as well as practice as a registered nurse.

Nursing Program Outcomes:

1. Provide comprehensive, holistic care that is grounded in the biological sciences, arts, and humanities.
2. Demonstrate an understanding of a variety of organizational structures, missions, visions, philosophies, and values.

3. Use current theoretical, scientific, and research knowledge toward evidence based professional practice.
4. Demonstrate competence in utilizing information technology resources to advance professional practice.
5. Comply with the Standards of professional nursing practice.
6. Implement effective inter-professional communication when working with the health care team.
7. Implement evidence-based practice to guide the nursing process toward culturally sensitive, individual, and population focused care.
8. Apply the professional standards of moral, ethical, and legal conduct to practice.
9. Demonstrate clinical competency, accountability, and ethical decision making as a baccalaureate nurse.

Programs of Study and Educational Mobility

Undergraduate:

Bachelor of Science in Nursing (BSN) **Track I**

Bachelor of Science in Nursing for Licensed Registered Nurses (RN to BSN) **Track II** * +

Bachelor of Science in Nursing for Licensed Practical Nurses (LPN to BSN) **Track III**

Graduate:

Master of Science in Nursing (MSN) with two Concentrations:

- Community and Public Health * + ~
- Nursing Education * + ~

Each concentration offers a post masters Graduate Certificate

**Hybrid and Online Options*

+Community College Articulation Transfer Options

~ Refer to the Graduate Nursing Handbook

All Programs Require Clinical and/or Precepted/Mentor Components

For specific admission requirements for each program and prerequisite/corequisite information, please refer to the section of the handbook for each track of the program. For graduate programs, please refer to the Graduate Nursing Handbook.

Electronic Media/Social Media Policy

The Department of Nursing is adopting the American Nurses Association (2011) Six Principles for Social Networking as outlined on the ANA website:

1. Nurses must not transmit or place online individually identifiable patient information. Nurses must know their legal and ethical responsibilities, as well as their own organization's policies, regarding their responsibility to protect patient privacy, whether online or offline. Merely removing someone's name (or face, in the instance of images) from a communication does not necessarily protect that person's identity. Under federal law (HIPAA), protected "individually identifiable information" includes health information that identifies the individual or can reasonably be used to identify the individual, in any form (oral, written, or otherwise) that relates to the past, present, or future physical or mental health of an individual.

2. Nurses who interact with patients on social media must observe ethically prescribed patient-nurse professional boundaries. The precepts guiding nurses in these matters are no different online than in person.
3. Nurses should evaluate all their postings with the understanding that a patient, colleague, educational institution, or employer could potentially view those postings. Online content and behavior have the potential to either enhance or undermine not only the individual nurse's career, but also the nursing profession.
4. Nurses should take advantage of privacy settings available on many social networking sites in their personal online activities and seek to separate their online personal and professional sites and information. Use of privacy settings and separation of personal and professional information online does not guarantee, however, that information will not be repeated in less protected forums.
5. As the patient's advocate, nurses have an ethical obligation to take appropriate action regarding instances of questionable healthcare delivery at an individual or systems level that reflect incompetent, unethical, illegal, or impaired practice or legal standards should first bring the questionable content to the attention of the colleague so that the individual can take appropriate action.

If the posting could threaten a patient's health, welfare, or right to privacy regarding health information, the nurse has the obligation to report the matter to a supervisor or designated person within the institution or entity for follow-up. If the questionable practice is not addressed in the employment setting and seriously jeopardizes the patient's safety and well-being, the nurse may need to report the problem to external authorities. Accurate reporting and factual documentation—not merely opinion—should always support such responsible actions.

6. Nurses are encouraged to participate in the development of policies and procedures in their institutions and organizations for handling reports of online conduct that may raise legal concerns or be professionally unethical. Such official channels can protect the rights of those participating and can offer remedial action for the patient, while offering fairness, support, and non-punitive correction and training for a nurse's inadvertent mistakes.

Retrieved from <https://community.ana.org/anursespacebootstrapupdate/viewdocument/principles-of-social-networking?ssopc=1>

Consequences of Violating Social Media Policy. Any violations of the above social media policies may result in a professional/clinical warning (see handbook policy on professional/clinical warning).

Admission/Progression/Readmission Policy

First-Time Applicants to Nursing (BSN Track 1)

First-time Applicant Early Action Deadline: November 15

First-time Applicant Application Deadline: January 15

First-time Applicants must have a re-calculated High School GPA equal to 3.2 or greater (on a 4.0 weighted scale) and SAT scores equal to a combined evidence-based reading and writing (EBRW) and math (M) score of 1130 or greater or ACT Composite score equal to 23 or greater.

Transfer Applicants to Nursing (BSN Track 1)

Transfer Application Deadline: January 15

Transfer applicants into Nursing (BSN Track1) must complete all prerequisite courses and submit official TEAS exam scores. To be eligible for admission, students must complete English Composition I and II, Anatomy and Physiology I and II, General Microbiology or Medical Microbiology, General Chemistry, Statistics I, and Introduction to Psychology or Sociology (in progress coursework will not be considered) and score a 78 or higher for the Test of Essential Academic Skills (TEAS) exam. Students must have a minimum cumulative college GPA of a 3.0 or greater and grades of C or better in all prerequisite courses. Meeting minimum standards does not guarantee admission which is based on space availability.

Students are considered for admission into the first-year of the nursing program. There are no advanced placement options available allowing for direct entry into the junior or senior years of the nursing program. The department of nursing offers pathways for those individuals who are currently licensed as licensed practical nurses (LPN), or licensed registered nurses (RN) (graduates from 2-year and diploma programs).

The application and all required supporting documents including official final high school transcript(s) and official college transcript(s) must be received by the January 15 firm deadline for transfer applicants. All required courses for transfer must be completed by June 1 of the year applying for admission.

Transfer applicants with questions should contact the Admissions Transfer Center at 508-929-8018.

The department of nursing does not offer advance placement in any NU course, or NU course exemption for military education, training or service.

Current Worcester State students may not change their major to Nursing. Students are encouraged to meet with their academic advisor.

Progression. When a student is accepted into the nursing major, the student is assigned a nursing faculty advisor. The student is responsible for making initial contact with the advisor. During preregistration periods, students are responsible for setting up an appointment with their faculty advisor to review their transcript and upcoming courses. Faculty advisors will discuss the

policies here as they apply to each student's individual program progression. The following policies apply to all students admitted to the nursing program:

1. All courses that comprise the nursing major **must be taken at WSU**. In accordance with WSU policy, 30 of the last 40 credits must be taken at WSU.
2. Students who are accepted into the Nursing major must complete the requirements for a Baccalaureate Degree in Nursing within five (5) years. Progression in the nursing majors depends upon satisfactory completion of all prerequisite, corequisite, and nursing courses. Satisfactory is defined by grade requirements and progression policies of the nursing department and for those individual courses required for program completion. Satisfactory is defined as:
 - a. "C" (\geq to 74%) or higher in a pre- or corequisite course
 - b. "B-" (\geq 80%) or higher in any NU course and
 - c. A "pass" in the clinical component of the course is required. If a "pass" is not achieved in the clinical component this will result in a failure for the entirety of that NU course (grade of E on the transcript) and result in dismissal from the program. See readmission policies. Refer to #6 below.
3. Progression in the nursing major is dependent upon the student maintaining a grade of 80% in each NU (nursing course) and simultaneously meeting the satisfactory performance/objective requirements of each clinical portion of a course (if there is a clinical component for that course). In addition, each nursing theory component and clinical component, of the following courses, must be met prior to progression into the **next 7-week course** in the semester (regardless of which course you are enrolled in or are "assigned" to first):
 - NU 309/312 (Obstetrics),
 - NU 310/311 (Medical Surgical I),
 - NU 340/346 (Pediatric)
 - NU 344/345 (Medical Surgical II)
 - NU 440 (Community/Public Health).
 - NU 441 (Mental Health)

*Note: Continuation of concurrent 14-week non- clinical NU course(s) is permitted; despite failure of clinical course if applicable. For example, if students fail NU 310/309, they would be allowed to continue with NU430 to finish the 14-week course but not progress to the next 7-week paired course (the student must withdraw from the "next" paired course to avoid a grade of "E" for the paired course in which they will not progress).

4. If the minimum requisite grade is not achieved in a **prerequisite, corequisite, or NU** (nursing course) for the program, the student will be dismissed from the nursing major. See "Readmission policy".
5. *Reminder:* Clinical and laboratory components of all nursing courses are graded on a pass/fail basis. Satisfactory performance/objective requirements must be met to receive a passing grade for the course. A clinical failure and/or didactic failure (numerical graded portion) means the course must be repeated in its entirety. The final grade for an outcome of a clinical failure will be recorded as an "E" for purposes of the grading transcripts at WSU and will supersede/replace the students letter grade for any of the didactic components. This rule only applies to a clinical failure.
6. Requisite grades in both the theoretical/class and clinical/lab components are required for progression from semester to semester and/or rotation to rotation (for courses that occur together/paired within a semester), regardless of which rotation students enrolled in first.

For example: if students are enrolled in pediatrics for the first 7 weeks and then have medical/surgical scheduled for the last 7 weeks or vice versa (medical/surgical then pediatrics), they must complete the first rotation successfully with a requisite grade prior to progressing in the second half of the rotation/ semester.

7. All nursing courses must be taken in sequence.
8. All nursing courses taken in a given semester must be completed by the end of that semester.
9. No pre- and corequisites required for the nursing program may be taken on a “pass/fail” basis.
10. All first-year prerequisite courses must be successfully completed with a “C” or above by the end of the Summer semester 1 of that current year in order to progress to sophomore year.
11. Repeating any nursing or any pre- or corequisite course is a one-time option per the Department of Nursing. A failure of any combination of two prerequisite, corequisite, or a nursing course will result in a dismissal from the nursing program and will require a change of major. Nursing faculty and staff members encourage students to see their advisor to explore other options at WSU. Students should refer to the WSU catalog for a list of alternative majors. For example: if a student fails one prerequisite course **and** one nursing course **OR** two prerequisite courses **OR** a failed attempt at repeating a NU (nursing course), the student will be dismissed from the nursing major.
12. The Department of Nursing does not accept nursing courses from other institutions to replace any “NU” course in the program of study.

Department of Nursing Grading Policy

***NOTE:** All grades that students earn in the nursing program are a percentage based upon a summative numerical value. Please note that the final grade is a cumulative percentage which is not the same as a numerical score or “points earned” for an overall grade. For example: If a student earns a 79.9% in a course, this is reflective of multiple points earned. A 0.1% does not equal 1 point. Student grades are not rounded (up or down).

Must achieve 80 or higher to pass nursing courses; course grade numbers will not be rounded.

Letter Grades	Number Grades	Quality Points
A	95-100	4.0
A-	90-94. $\overline{99}$	3.7
B+	87-89. $\overline{99}$	3.3
B	84-86. $\overline{99}$	3.0
B-	80-83. $\overline{99}$	2.7

Minimum requirement for non-nursing pre or corequisite courses is 74 or above

C+	77-79. $\overline{99}$	2.3
C	74-76. $\overline{99}$	2.0

Less than a C (74) in a non-nursing pre or corequisite is non-passing

C-	70-73. $\overline{99}$	1.7
D+	67-69. $\overline{99}$	1.3
D	64-66. $\overline{99}$	1.0
D-	60-63. $\overline{99}$	0.7
E	59. $\overline{99}$ or less	0.0

Technical Standards for Nursing Education

Nursing education and practice require not only the acquisition of scientific knowledge, but also the simultaneous mastery of technical skills and professional attitudes and behaviors. Applicants for all nursing programs in the Department of Nursing at WSU must possess certain abilities and skills that the faculty has deemed essential to students' success in meeting the outcomes of the nursing program and their ability to provide safe and effective care to patients.

The Department of Nursing, its faculty members, and staff are committed to equal access for all qualified program applicants. Pursuant to Section 504 of the Rehabilitation Act and the

Americans with Disabilities Act (ADA), WSU will provide students with documented disabilities reasonable accommodations, auxiliary aids, and academic adjustments. To provide safe and effective patient care, however, all students must be able to independently, with or without reasonable accommodation, demonstrate aptitude, abilities, and skills in five areas: observation; communication; motor coordination or function; intellectual - conceptual, integrative, and quantitative; and behavioral and social attributes.

All students applying for admission to the Department of Nursing need to be aware of the technical standards required of all students in the program. All students enrolled in the program will acknowledge he/she/they have read the Department of Nursing Handbook and are able (with or without accommodation) to meet the standards described below.

Observation

Students must have the ability to accurately process visual, auditory, tactile, and olfactory information in a meaningful way as part of a nursing assessment. Observation of patients often occurs in the midst of competing sensory stimuli. Therefore, students must be able to attend to and process stimuli appropriately, selectively, and quickly in spite of the competing stimuli.

Communication

Students must communicate effectively both verbally and non-verbally to elicit information and to translate that information to others. Each student must have the ability to hear, read, write, comprehend, and speak the English language (or to a patient language interpreter if the patient and/or family members/significant others do not speak English) to facilitate communication with patients, their family members, and other professionals in the healthcare setting. In addition, students must be able to maintain accurate patient records (paper and electronic), present information in a professional, logical manner, and provide patient counseling and instruction to effectively care for patients and their families. Students must possess verbal, written, and computer communication skills that permit effective communication with instructors and students in both the classroom and clinical settings.

Motor Coordination or Function

Students should have sufficient motor functions such that they are able to execute movements required to provide general care and treatment to patients in all types of healthcare settings. It is required that students have the motor skills necessary for assessment and therapeutic procedures such as palpation, percussion, auscultation, and other diagnostic maneuvers and procedures.

Such actions require coordination of both gross and fine muscular movements, equilibrium, and functional uses of the senses of touch, vision, and hearing. Students must be able to perform basic life support including CPR, transfer and position patients, and position and re-position of self around patients. Students also must be able to operate equipment typically found in the healthcare environment including computers.

Intellectual - Conceptual, Integrative, and Quantitative Abilities

Students are expected to have the aptitude to think critically, develop rapid problem-solving skills, independently access and interpret medical files, evaluate diagnostic results and physical examinations, and formulate a logical plan of care. This includes the ability to measure, calculate, analyze, and synthesize objective as well as subjective data and make decisions that reflect consistent and thoughtful deliberation of the appropriate data. Students must possess good

judgment in patient assessment, ability to incorporate new information, and ability to retain and recall pertinent information in a timely manner.

Professional, Social and Behavioral

Students must possess the physical and emotional health required for the application of their intellectual abilities and the employment of sound judgment in an appropriate and prompt manner. Students must be able to function effectively under physically taxing workloads in times of physical and mental stress. Students must be able to adapt to changing environments; display flexibility; accept and integrate constructive criticism given in the classroom and clinical settings; and effectively interact with classmates, faculty, patients, families and members of health care team. In all settings, including virtual and in-person, students must display compassion, sensitivity, respect, concern for others, and professional integrity at all times.

While WSU makes every effort to work with students with disabilities to accommodate their disability related needs, WSU is not required to provide accommodations, aids, or adjustments that fundamentally alter or waive essential program requirements.

Students with additional questions about the accommodation process at WSU should contact the Office of Student Accessibility Services.

University Resources and Support Services

Student Accessibility Services

Student Accessibility Services at WSU is the source for coordination with support services and programs that enable equal access to education and university life for students with disabilities. SAS hours, campus location, contact information, and services are located at the website: <https://www.worcester.edu/campus-life/student-services/student-accessibility-services/>

Disability Policy. The Department of Nursing faculty members, and staff are committed to the full participation of all students and will provide accommodations for any student with documented disabilities who is registered with the Student Accessibility Service Office (SAS). All information regarding disabilities will be treated with confidentiality. Students must initiate contact with the SAS office in the Administration Building, Room 131. It is the student's responsibility to ensure that nursing faculty teaching courses receive the formal support plan at the start of each semester. If a disability is identified during the semester, it is the student's responsibility to follow the course of action outlined above and present nursing faculty with the formal plan. The requests for accommodations must be reasonable, as determined by nursing faculty and SAS. Accommodations cannot alter or waive program requirements. It is the student's right to request disability accommodations. Students may elect not to use SAS services or accommodations. If a student decides to not use SAS services/ accommodations, then the disability cannot be used as a rationale after performance/testing concerns have emerged.

WSU values the diversity of all students, faculty, and staff. WSU's faculty and staff members recognize the importance of each student's contribution to our campus community. WSU is committed to providing equal access and support to all qualified students through the provision of reasonable accommodations so that each student may fully participate in programs and services at WSU. If students have special needs as addressed by the American Disabilities Act (ADA) and need assistance/ accommodation, they must register with Student Accessibility

Services at SAS@worchester.edu or 508-929-8733. Please be aware that accommodations cannot be enacted retroactively, making timeliness a critical aspect for their provision. Support services on campus are available for all students. For further detail, students should consult the WSU Undergraduate Catalog or the WSU website (www.worchester.edu).

Counseling Services

Counseling Services at WSU is the source for group and individual counseling, sexual assault prevention and response, consultation, and outreach services at no cost to the student. Hours, campus location, contact information, and services are located at the website:

<https://www.worchester.edu/campus-life/counseling-services/>

Health Services

Health Services at WSU is the source for high-quality, cost-effective health care. Hours, campus location, contact information, and services are located at the website:

<https://www.worchester.edu/campus-life/health-services/>

Additional Academic Support Services and Student Resources

WSU provides exceptional resources for all students who are ready to challenge and advance themselves academically. WSU's mission is to help students thrive during their academic experience and throughout their lives. Key resources for student success include:

- Worcester State University Library <https://www.worchester.edu/Library/>
- Computing Labs and Technology Services <https://www.worchester.edu/Information-Technology/>
- The Academic Success Center <https://www.worchester.edu/academics/academic-resources/academic-support-services/academic-success-center/>
- Academic Support Services <https://www.worchester.edu/academics/academic-resources/academic-support-services/>
- Math Center <https://www.worchester.edu/academics/academic-resources/academic-support-services/math-center/>
- Writing Center <https://www.worchester.edu/academics/academic-resources/academic-support-services/writing-center/>

*The Department of Nursing requires students to refer and adhere to the Publication Manual of the American Psychological Association (APA, 7th edition) when completing any written assignments or activities. Any student having difficulty with the process of writing a paper or citing resources should contact the course faculty for assistance and also make an appointment at the writing center.

Students can click on the websites above to see hours, campus locations, and contact information. For related student resources and support visit the websites:

<https://www.worchester.edu/campus-life/student-services/> and
<https://www.worchester.edu/academics/academic-resources/>

Office of Student Affairs

The office of Student Affairs at WSU promotes and enriches education through seamless learning environments that enhance classroom experiences. Students can visit the student affairs office for help with any situation; financial, medical, or personal, to receive advisement and referral to appropriate support services. Hours, campus location, contact information, WSU

student handbook and services are located at the website:
<https://www.worcester.edu/campus-life/student-services/student-affairs/>

Office of Financial Aid

WSU has numerous financial aid programs available to assist students in meeting college costs. Funding for these programs comes from federal, state, institutional, and private sources. Types of programs include grants, scholarships, waivers, loans, and work- study. Hours, campus location, contact information, and services are located at the website:
<https://www.worcester.edu/admissions-aid/tuition-financial-aid/financial-aid/sources-of-financial-aid/>

Campus Police and Parking Office

Policing at WSU is provided 24 hours a day throughout the calendar year by a full-time staff of sworn police officers, a full-time Emergency Coordinator, full-time dispatchers, and a full-time Parking and Transportation Manager. University police officers enforce the rules and regulations of WSU in conjunction with applicable state and federal laws. For incoming emergency calls, the police phone number is: 508-929-8911

Main Campus Operator

The main campus phone number during business hours is 508-929-8000.

Nursing Office Main Number

The main nursing office phone number during business hours is 508-929-8129.

Dean of the School of Science, Technology, and Health Number

The Dean of the School of Science, Technology, and Health office phone number during business hours is 508-929-8333.

Family Educational Rights and Privacy Act (FERPA)

FERPA is a federal standard that is designed to protect the privacy of students. Students, by these Federal regulations, are legally adults. As adults, nursing faculty members will meet only with students to discuss any issue or concerns. Correspondence including oral, email, or letters are between nursing faculty members and students only. Students can decide which information they wish to share with others. In the event that students want to share information with their family members, they must complete a FERPA waiver form, which is available in the main office of the Department of Nursing. A new FERPA waiver form will need to be submitted for each interaction.

Relevant information related to students' academic achievement and progression is shared among nursing faculty and nursing staff on a need to know basis. This information remains confidential within the Department of Nursing. Student

Student Communication

Department of Nursing students, faculty members, and staff are expected to conduct themselves in a professional and respectful manner when communicating in person as well as electronically (email, zoom, etc.).

Communication via Email:

Students are provided a WSU email account. The Department of Nursing and WSU administrative offices send official communications to students' assigned WSU email account. All students are required to check for e-mail messages daily. Course faculty may recommend an even greater frequency or may send email via Blackboard websites. Additionally, email etiquette necessitates proper salutation titles (e.g. Professor or Dr.). Proper grammar and spelling are expected. Emails must conclude with full name. Texting language is not appropriate for email correspondence.

Communication via USPS:

The Department of Nursing and WSU on occasion may send official communications to students' home address especially during winter and summer breaks. It is important for the Department of Nursing to have students' current home address. Students must ascertain that all contact information is current when filling out the student information sheet during the first week of school. Students are responsible to update this information with the Department of Nursing Administrative Assistant and registrar's office should changes occur.

Communication via Telephone:

The Department of Nursing and WSU also may attempt to contact students via their telephone numbers. Students need to be certain that their contact information is current on student information sheet.

Communication via Online Course Websites:

Baccalaureate faculty use online course websites through Blackboard, WSU's learning and course management system, and Safe Assignment (formerly Turnitin). If a student's course has designated websites, then it is the student's responsibility to check it daily for course announcements, activities, and assignments. Faculty often post student grades for class assignments and exams on the course website.

Technology and Acceptable Use Policies

Technology Requirements

Users of WSU information technology (IT) must adhere to certain responsibilities and expectations. These are stated in the "Acceptable Use Policy" related to IT resources. Please access the policy via the University website: <https://www.worcester.edu/Privacy-Policy/>

System Browser Compatibility

Students should visit the IT website: <https://www.worcester.edu/Information-Technology/>

Operating system recommendation: Windows 7 or greater, MAC OS X 10.9 or greater.

Browser recommendations: Mozilla Firefox, Safari, Google Chrome.

Note: Students should not rely on mobile devices, tablets, or Chromebooks as their primary computer. In addition, note that Chromebooks do not support most online programs for WSU.

Required Tools

Microsoft Office version as recommended by IT. Students receive a free or discounted version of the Microsoft Office Suite. Students can visit the University IT website for contact information, support, hours, and location at: <https://www.worcester.edu/Information-Technology/>

Laptop Required

Nursing students admitted to the undergraduate and graduate nursing programs at WSU are required to have a laptop computer for all classes. The student's laptop should be the primary computer for all computerized classroom activities at the college. NOTE: the screen size should be large enough so images/pictures can be easily viewed (i.e., Smartphones, iPads, or iPods, notebooks, Chromebooks, etc. may not be sufficient). In addition, students' laptops should be capable of operating in class without dependence on a power cord and be able to connect to WSU's campus network and the internet using Wi-Fi without the use of an ethernet cable.

Students can visit the University IT website for contact information, support, hours, and location at: <https://www.worcester.edu/Information-Technology/>

Required Peripherals

- Webcam for Web conferencing and Exams (An external device may be required)
- Microphone and Speakers for Web conferencing
- Anti-Virus/Anti-Spyware for security
- Optional USB Flash Drive for transferring data

Students should consider warranty coverage for devices. Please visit the University IT website for contact information, support, hours, and location at:

<https://www.worcester.edu/InformationTechnology/>

*Chromebooks or similar devices may not support all necessary software and course resources

Learning Technologies

WSU's Department of Nursing uses a variety of technologies to enhance and support student learning and assessment activities. Whether the class is in a physical space, online or a combination of both (hybrid), students need to be able to access readings, PowerPoint presentations, discussions, quizzes, and exams through an internet provider. NOTE: A high speed internet is recommended, on or off campus, as well as certain hardware and software specifications (see the Computer Technology Recommendations above).

Learning Management System (LMS) Blackboard

Department of Nursing courses uses the Blackboard Learning Management System (LMS). Students will need to access online course spaces via the internet. A WSU account name and password are required to log in. Some common online course tools include:

1. Discussion Forums: Instructors often post discussion scenarios for students. Much as students share verbal information in a classroom discussion, they will share written information in a discussion forum by writing your thoughts and evidence-based findings on a discussion thread for all students to read and respond.
2. Quizzes and Exams: Whether a class is in-person or online, exams/quizzes/tests are usually given electronically, often with exam software or directly in Blackboard. The course instructor may choose to use a Lockdown Browser quizzing software which detects activity outside of the browser and/or web camera activation during a quiz session to ensure a valid testing environment while taking a exam/quiz/test.
3. Collaborative Web Software: Faculty will use this function of Blackboard to meet virtually. The expectation is that all students participate in the virtual classroom (refer to tardiness and absence policies in the syllabus) via the use of microphones and cameras. Recording of such sessions is prohibited by the student(s).

Blackboard HELP documents/videos are located on the WSU website: <https://www.worcester.edu/information-technology/support-training/blackboard-lms/> which should have detailed instructions for using Blackboard tools. For other questions related to Blackboard assistance, students can contact the WSU Helpdesk at their website <https://www.worcester.edu/IT-HelpDesk-Ticket/>

Academic Policies & Procedures

Academic Standards

Progression through the nursing programs is monitored by the Department of Nursing. Progression is dependent on student success with individual program requirements and adherence to policies and procedures of the Department of Nursing. Failure to meet the progression requirements or failure to follow policies and procedures will result in a dismissal from the nursing program. Progression in the program requires a successful grade of C or above in all pre- and corequisite courses. A grade of 80 or above is required in all nursing (NU) courses and all clinical placements require a grade of “passing” (P). A failure of a clinical component of any NU course results in a failure for the entire course.

Dismissal from the Nursing Program

Students will be dismissed from the Department of Nursing when one of the following occurs:

1. Students earn a final grade below program requirements in any required course.
2. Students engage in any act that is a serious violation of the Criminal Code of any state or federal law or seriously compromises the welfare or integrity of another person.
3. Students experience an inability to meet academic and clinical objectives, technical standards, and/or professional standards.

Application for readmission is not guaranteed.

Note: For an academic dismissal, a student considering returning to the Nursing program MUST petition for readmission to the program. See Progression/Readmission Policy.

Undergraduate Grade Appeal Procedure.

Prior to invoking the use of the undergraduate grade appeal procedure, students should exhaust all informal means available to resolve questions concerning specific grades. The undergraduate grade appeal procedure is designed to resolve questions regarding student grades when one or more of the following is at issue:

1. a mechanical error in calculating a grade has occurred
2. a grade has been calculated in a manner which is inconsistent with the course syllabus.

The appeal procedure *may not* be used to challenge a grade that results from a faculty member exercising usual and customary professional judgment in the evaluation of student work. Please refer to the WSU Undergraduate Studies Catalog for the full appeal procedure (<https://catalog.worcester.edu/undergraduate/academic-policies-procedures/undergraduate-appeal-procedure/>).

Readmission Petition Procedure

Students who are dismissed from the Baccalaureate Nursing Program may appeal the decision regarding their continuation in the program by submitting a letter of petition to the Nursing Department Chair on February 15th for fall semester readmission and October 15th for Spring semester readmission.

The petition letter should include:

1. A brief description of the events that led to the dismissal or withdrawal.
2. A plan to address the reasons for the dismissal or withdrawal.
3. Resources that will be accessed and used to ensure success in the nursing program *should the student be allowed to continue.*
4. Course number, name of course, semester and year of dismissal or withdrawal.

The readmission procedure is as follows:

1. The signed petition letter should be scanned as an attachment and emailed to the Nursing Department Administrative Assistant and Department Chairperson by the due date noted above for the respective semester of petition. Upon receipt of the letter, a confirmation email will be sent to the student by the Administrative Assistant.
2. Prior to the Admissions Committee meeting, which is held the last month of the semester (before potential readmission), the student must submit a progress report to the Admissions Committee if requested to do so by April 30th (for Fall requests) or November 30th (for Spring requests) dependent on the semester requesting petition to return. The same process as above should be followed for submission of the progress report. The progress report should address and detail the accomplishments related to the student's stated plan in the original petition letter.
3. The Admissions Committee will evaluate the student and the submitted materials to decide on possibility of readmission. The Department Chair will notify the student of the decision no less than 30 days before the beginning of the semester to which the student is reapplying. The student will need to read, sign, and return the acceptance letter by the deadline listed to maintain the readmitted status. The letter will be mailed to the address on file. Students must ensure that their address is up-to-date.
4. Should a student be allowed to be readmitted and progress in the program, the student will be placed on probationary status. The student must then sign and agree to follow the conditions outlined in the individualized probationary obligation document developed by faculty.

Note: A student is only able to petition for readmittance one time while in the WSU Nursing Program. If a request to be readmitted is denied, the process is ended.

Readmission and Return from Extended Absence Policy

All nursing students must complete the program within 5 years. If pre-licensure students return after an absence of 1 or more semesters, they must be assessed for nursing knowledge and skill. This assessment takes place regardless of reason for absence. If weaknesses are identified through the assessment, the student must take steps to remediate the deficiencies before transition to coursework and prior to the coursework commencing (this may mean a summer or winter break appointment with lab faculty if they are available). It is a requirement that the student remain competent in any skill that he/she/they have been assessed for previously. Remaining competent is a self-directed learning expectation and coordination with the lab

faculty for lab time to practice is coordinated by the student based on lab availability. An assessment of competency can be repeated once but must be within a time period preceding any nursing, prerequisite, or corequisite course commencement. Note that the remediation and reassessment may delay the required coursework by up to one year.

Criteria for reinstatement for clinical competency (not limited to) including re-admission/progression policies:

1. The student meets criteria for placement at clinical agencies within deadlines.
2. The student demonstrates ability to meet essential functions for nursing with or without reasonable accommodations. See Technical Standards for Nursing Education. The faculty can request for a practitioner clearance.
3. The student demonstrates current CPR at the current health provider level as well as maintained health requirements per clinical coordinator's most recent audit of the cohort for the course the student is entering. Clinical site acceptance of documentation as presented by the student.
4. The program has space availability in the clinical or course setting.

Withdrawal Policy

If a student chooses to withdraw from any nursing course during the WSU approved withdrawal period, the grade will be recorded as a "W" on the transcript; however, for purposes of readmission requests or good standing determination the grade recorded at the time of withdrawal will be the grade that will be reported and/or reviewed. If the student's grade at time of withdrawal is below 80%, it will be noted as a course in which the student did not earn a grade requisite for progression by the Department of Nursing. Per the WSU policy, students are not allowed to withdraw after the determined WSU withdrawal period. Students who wish to change majors or withdraw after that deadline will still be required to complete the nursing coursework and clinical component and will receive a final grade based on the completed work submitted. If the clinical and/or coursework is not completed by the end of the semester, a failure in the course will be earned by the student. This will apply to all reasons for withdrawals. If a withdrawal results in a course failure and this is the student's second course in the program that is affected, in which the student has not met the minimum grading requirements for a course (in any combination with a prerequisite, corequisite, or a nursing course), the student will be required to leave the nursing major. A withdrawn course after the deadline below the required grade for the nursing program is equal to a failed course and the final grade on the transcript will reflect that equivalent.

Incomplete Policy

Each course in the nursing major builds upon previous learning and provides foundation for the next sequence of coursework. Therefore, the department does not grant incomplete grades to any student in the nursing major. If the student requests an incomplete grade for any of the prerequisite or corequisite courses (non-NU courses), the incomplete grade must be resolved prior to May 30th in the Spring and prior to December 30th in the Fall for the student to progress to the next semester in the nursing program. Pass/fail options are not allowed for nursing, prerequisite, or corequisite courses required for the major. In the event that students are transferring out of the major and have completed a change of major form and have seen a new advisor, there may be some courses that are permitted to be recorded as a pass/fail to satisfy the degree credits of another major. Students should see their advisor for those allowable courses.

Advising

Students accepted into the nursing major initially meet with Academic Success over the summer to register for fall classes and to become oriented to WSU. Once the Department of Nursing receives notification that a student has registered in the nursing major, he/she/they are assigned a nursing faculty advisor. Students may find their advisor by logging onto their degree audit and by viewing the Advisor List across from the Administrative Assistant's desk in the Department of Nursing.

Advising has multiple layers for the nursing student to be successful at WSU:

- 1) Registration for future courses;
- 2) Starfish notification of concerns or accolades with follow-up procedures;
- 3) academic and clinical standing in the program; and
- 4) overall well-being of the student (study habits, work or sports schedules, etc.).

The advisor may request an appointment for any of these reasons and students may request a time to meet with their advisor. Faculty will communicate their meeting availability via email and/or on the advising bulletin board which is located directly across from the main entrance to the Department. It is recommended that students be proactive and meet with their advisor when struggling with any courses and/or if falling below the required 80%. It is the students' professional responsibility to follow-up with an advisor any time the advisors make contact.

Registering for Classes. Each semester, students are responsible for making initial contact with the advisor during pre-registration advising (two weeks prior to pre-registration) to review course progression as outlined on Student Self-Service. Students should begin early and sign up with their faculty advisor in a timely way to assure the best availability of courses. Prior to meeting with the advisor, students should have courses planned in the Self-Service semester schedule.

Only a student's assigned advisor is eligible to activate registration in Self-Service. Students will not be eligible for registration until they have met with their nursing advisor and courses have been approved and registration activated. Failure to comply with registration process may result in inability to register for courses.

*If students have any questions related to course curriculum and/or program of studies, they should meet with the nursing advisor *first* to avoid any confusion. If students must meet with someone who is NOT their advisor, they should collect the following information: name, contact information, date and time of meeting, and what was discussed. Students must then relay that information to their advisor within two days to avoid any confusion with progression in the nursing major. The Department of Nursing has very specific guidelines regarding course progression which can be different than those of other majors.

Classroom Specific Policies

Syllabus

The course syllabus is the final authority regarding classroom policies and course requirements, in conforming with departmental policies. Coursework is to be handed in at the times specified on the course syllabus or course guidelines. It is highly recommended that students maintain a copy of all work that is submitted. Refer to individual course syllabi for course-specific details.

Formal Assignments

All formal written assignments are required to incorporate the most current APA (American Psychology Association) format (*7th edition*) for writing papers. If a student does not follow these guidelines, a faculty member may either reduce the grade or not accept an assignment.

Attendance

Attendance directly correlates with successful course completion. It is expected that students attend class as scheduled. Any absence or tardiness jeopardizes students' grades and/or continuation in any one course. All students are expected to be regular in attendance at all classes, as absence is considered an "unfulfilled obligation."

Punctuality

Punctuality is expected of students for all class/lab and clinical experiences. Tardiness will not be tolerated as it impacts adversely upon students' educational experiences and is disruptive to other students and faculty. This includes unexcused non-returns from class/lab/clinical breaks, as well as unexcused early departures from class/lab/clinical. Nursing course learning outcomes cannot be met successfully without completing assignments as scheduled. If a student has an unexcused absence from any of the following: simulation or skills lab, clinical practice, or clinical observation within the course, the student may be issued a professional/clinical warning or be required to withdraw from the course. Department of Nursing commitments take precedence over any other engagement, including employment.

Do not schedule vacations or time off during any scheduled school calendar day (e.g., Thanksgiving week, the week prior to the holiday recess, etc.) as clinical and/or exams may be rescheduled during that time due to inclement weather or per WSU scheduling. Students will not be excused due to scheduling conflicts.

Class/Theory

- Attendance at every scheduled nursing class is required. Any absence or lateness **must** be reported to the nursing course faculty as outlined in the course syllabi prior to the scheduled class.
- Students are expected to sit for all exams/quizzes as scheduled. In the event of an absence due to unforeseen happenings or illness from an exam/quiz, it is the student's responsibility to contact the nursing course faculty **PRIOR** to the scheduled time of the exam. A missed exam/quiz make up policy can be found in the course syllabus.

Failure to appropriately schedule and take a make-up exam will result in a grade of zero. In the event of an emergency situation where prior contact is not possible, students must report the situation as soon as possible after the absence.

Illness and Emergency Situations

The Department of Nursing acknowledges that illnesses and emergency situations sometimes occur. Students are required to provide notice to faculty prior to class if not attending. Consideration will be based on the reason for the absence, academic performance of the student, the past record of absenteeism, and other relevant factors. In the event of an emergency situation where prior contact is not possible, students must report the situation as soon as possible after the absence. For Clinical Absence information see page 34.

Note: True life emergencies do NOT include (but not limited to):

- Scheduling work or vacation during class or clinical, or final exam times (*missing class to work is not an excused absence*).
- Non-emergency doctor or dental appointments.
- Being fatigued.
- Special events that interfere with class or clinical time.

Absences from Classroom Examinations

Students are expected to take examinations at the scheduled time. Absences are only allowed for documented illnesses and emergencies. If an absence occurs, the student must contact the course faculty member *before* the examination is given. In the event of an emergency situation where prior contact is not possible, students must report the situation as soon as possible after the absence. Failure to communicate the absence with faculty may result in a failure grade for the examination. *Refer to individual course syllabi for course-specific details.*

Cell Phones/Smartphones/Wearable Technology (i.e. smartwatch)

These items **MUST** be removed during exams. Instructors will provide students with direction, information, and rules for specific uses in the classroom/clinical setting.

Tape Recorder, Cell Phone Recorder, and Camera

Electronic devices use must be approved and permission given by the faculty member prior to operating in the classroom setting.

Visitors in the Classroom

Visitors must be approved by the faculty member prior to the class.

Professional Dress during Class Presentations

Throughout the nursing curriculum, students will be asked to present professionally before their peers and faculty. Professional dress and demeanor for formal presentations is required and will be considered in grading criteria.

Inclement Weather

If WSU is closed due to inclement weather, live classes or lecture may be held in a virtual format or learning activities may be assigned per instructor discretion. **Please refer to individual course syllabi for course-specific details.**

Standardized and Required Testing Policies

Students are required to take nationally normed tests throughout the curriculum and expected to achieve a satisfactory score. Standardized testing is important as it provides critical feedback to students regarding their own nursing knowledge, provides practice for NCLEX (RN Licensing exam) testing, and serves as a predictor for subsequent NCLEX success. Standardized testing with Assessment Technologies Institute (ATI) also is an important component for the aggregate measurement of program outcomes at all levels. This data provides valuable information to the nursing faculty for decision making about the curriculum, thus affording opportunities to strengthen course(s).

Sophomore Level ATI Testing

Spring: ATI RN Fundamentals Examination (NU 210)

Junior Level ATI Testing

Fall: R.N. Maternal Newborn (NU 309)

Spring: R.N. Nursing care of children (NU 340)

Spring: R.N. Nutrition (NU 345)

Senior Level ATI Testing

Fall

- R.N. Mental Health (NU 441)
- R.N. Community Health Nursing (NU 440)

Spring:

- R.N. Pharmacology (NU 460)
- R.N. Leadership (NU 450)
- R.N. Medical/Surgical Nursing (NU 460)
- R.N. Comprehensive Predictor (NU 470)

Clinical Readiness Testing Policy

Clinical Readiness testing, which may include but not limited to medication dosage calculation, terminology, rights of administration and the like, is a cumulative process and students are expected to maintain competency at each level (as outlined in the clinical evaluation tool) to progress in the nursing program. Refer to individual course syllabi for course-specific details.

Philosophy. Medication administration is an integral component of safe nursing care provided to patients. Students must demonstrate the ability to administer medication safely, including accurate math medication calculation. The theoretical underpinning and clinical application related to medication administration are incorporated throughout the nursing curriculum and build from simple to complex knowledge and skills.

Content. Medication administration testing will be completed at the sophomore, junior, and senior levels. Successful performance on each exam is required for progression. Faculty members will review every examination to ensure that they reflect the level outcomes. Only calculators provided by faculty can be utilized. Nursing courses which administer these math/med exams have specific guidelines outlined in their syllabi regarding expected grade to achieve, a remediation process, and progression in the course.

Grading. A grade of 90% or better must be achieved in order for the student to pass and progress to clinical. Specific guidelines are included in each course syllabus regarding a remediation process, and progression in the course. Failure to meet minimum competency may result in non-progression.

Senior Skills Testing

Senior Skills Day is a mandatory yearly clinical readiness evaluation for all seniors. It is held in December to assess readiness for progression to spring clinical rotations. Students perform these skills in a one-day blitz format. Faculty assess the student's skills and sign off on each skill. Students are given the opportunity to practice their skills during the fall semester via scheduled open labs that Professor Palmer will announce. The date of the skills day will be announced early in the semester, so students are aware and must ensure availability. If a student fails to complete one or more skills, required remediation and retesting with Professor Palmer will occur on a determined date. A clinical warning will be issued if a student does not pass the skill after remediation. The student will be reassessed until the skill is passed, but each retest that the student does not pass will result in a clinical warning.

Along with the skills blitz is a separate Clinical Readiness exam, which includes questions regarding pharmaceutical math, clinical safety, and general clinical knowledge. Students must pass the Clinical Preparedness exam with a 90%. Students who do not earn 90% will be given remediation. After remediation, the student will be retested. If the student does not earn the required 90% on the retest, they will be issued a clinical warning. A student who receives a clinical warning must retake the test. Each retest not meeting the 90% grade will result in a clinical warning.

Nursing Academic Integrity Policy

The Department of Nursing at WSU follows the Worcester State University's academic honesty policy. The Department of nursing expects students to maintain honesty and integrity in all aspects of their academic careers. Academic honesty and integrity are essential components of WSU and the Department of Nursing. The university's academic honesty policy can be found by using the following link <https://catalog.worcester.edu/undergraduate/academic-policies-procedures/academic-honesty/>

Professional Behavior Policy

Professional behavior is an integral part of each student's nursing education. The purpose of this policy is to clarify behavioral expectations for nursing students enrolled in all nursing programs at WSU.

Nursing is a profession that has earned the public's trust. The importance of student integrity, trustworthiness, and honesty are serious concerns due to the implications to patient safety. The Department of Nursing identifies unprofessional behavior as a cause for dismissal. If the student's character does not uphold the professional standards of nursing, a faculty member may refuse to have the student continue in the course and the student may be dismissed from the program.

The following professional guidelines serve as the basis for the Department of Nursing's expectations of professional behavior in both the classroom and clinical settings:

- The American Nurses' Association Code for Nurses
<http://www.nursingworld.org/codeofethics>
- National Student Nurse Association Code of Ethics
<https://www.nsna.org/nsna-code-of-ethics.html>
- [American Association Colleges of Nursing Baccalaureate Essentials](#)
- [Massachusetts Board of Registration of Nursing Standards of Conduct](#)

All students enrolled in all nursing programs are expected to maintain the previously stated code of ethics as well as the following (but not limited to) **classroom professional behaviors**:

- Students are required to abide by the Department of Nursing policies and procedure as stated in the Department of Nursing Baccalaureate Program Student Handbook.
- Students are expected to exercise mature and responsible self-discipline, and to behave with respect, civility, courtesy, and integrity.
- Students who exhibit disruptive behavior in the classroom may be dismissed from that class session. Behavior is considered disruptive when it interferes with the opportunities of others to learn and the instructor to teach. Examples of disruptive behavior include (but not limited to):
 - Talking to others while the instructor is delivering a lecture, when other students are presenting, or when students are working in groups thus preventing others from benefiting educationally from the class.
 - Using profane or obscene language.
 - Using inappropriate body language/signals that are offensive or create an atmosphere of hostility.
 - Interrupting the educational process with inappropriate questions or comments in a way that interferes with another students' learning.
 - Being disrespectful, offensive, or threatening. This includes written, electronic, or verbal comments or discussion about faculty, staff, or other students' physical, intellectual, and/or psychological abilities.
 - Becoming belligerent when asked about their behavior or to leave the classroom.
 - Persistently calling, emailing, and texting during class, or interrupting faculty during class, and outside of the classroom.
- Sending verbally or physically threatening emails, texts, voicemails or letters to faculty, staff, or other students
- Students are expected to adhere to the professional dress code when completing a formal presentation - please refer to page 41 for details.

Consequences of Unprofessional or Problematic Behavior in Classroom Setting

- The specific issue and the specific counseling will be documented by the faculty member and placed in the student's file.
- If the unacceptable behavior in the classroom may affect the safety of the faculty member or other students, the student will be asked to leave the classroom and, if necessary, University Police will be called.
- Maintaining professionalism is one of the competencies on the clinical evaluation tool. Although an incident may occur in the classroom and not the clinical setting, a student may still receive a documented professional/clinical warning due to lack of professionalism.

WSU Department/University Events professional attire:

Is mandatory for WSU academic/department events including but not limited to the White Coat Ceremony, Pinning Ceremony, Award Ceremony, and Graduation, as it demonstrates respect to fellow attendees and guests of the Department and University.

Acceptable event attire examples:

- Dress shirt with a folded collar (i.e., button down, point, etc.)
- Tie and/or sports jacket or suit
- Dress pants
- Dressy blouse or sweater that is not sheer/see-through
- Dress or skirt that is functional for the professional environment
- Dress shoes that do not keep students from being able to navigate safely in/across an event space.

For any academic ceremony that includes graduation gown/regalia, it **MUST** be fully zipped at all times during the event.

Clinical Policies

Agency Requirements for Clinical Placement

As a component of course completion and in compliance with Massachusetts Board of Nursing requirements, nursing majors are required to participate in clinical placements in health care agencies. The purpose of this policy is to comply with legal contracts between the Department of Nursing and Health Care agencies. Per the legal contract with health care settings, all students are required to comply with various agency requirements. These requirements include, but are not limited to, student health, specific immunizations, BLS certification, completing online orientation, CORI reports, and drug screening. Agencies have the prerogative to add any additional requirements during the school year.

Missing any communication/meeting does not excuse you from the requirements or the due dates in which they are to be completed. Once a placement for a student is determined, the student may not request a change of site/time placement for any reason.

The dates and times may be adjusted per the clinical partner or faculty and will apply to the students assigned to a group. Specific days/times of clinical placements may not be waived via any request or exemption based on the 24/hour; 7/day a week availability of the agencies.

Failure to submit the required clinical, health, or other information by the deadline communicated by the department of nursing will prohibit the student from progressing with clinical and will require an immediate withdrawal from the associated course as well as any other corequisite courses. Withdrawal will result in students forfeiting their seat for that academic year. In addition, Health Care Organizations have the right to prohibit students that do not meet all contractual requirements from participating in clinical at their organization. The Nursing Department cannot guarantee alternative placements in this instance.

Health Requirements

To protect the health and well-being of all WSU community members and the patients they serve, the Department of Nursing and its clinical partners require all students to fulfill certain agency and health requirements to maintain clinical compliance.

In addition to compliance with the required documents from WSU "Health Services Office," the following information is required to be submitted to the Department of Nursing ***no later than the deadline determined by the Department of Nursing clinical coordinator***, prior to sophomore, junior, and senior years. Failure to submit the following information and necessary updates will

prohibit the student from attending clinical, demonstrates unprofessional conduct, and therefore will generate a professional/clinical warning and /or clinical failure. This is again a QSEN competency that is noted on each clinical evaluation tool.

All newly admitted students are required to purchase and participate in an online documentation tracking system, and provide the necessary documents that are requested. Students are required to maintain compliance (updated documentation) for the entirety of the program. See “cost” section for approximate prices associated with various health requirements.

- **BLS:** Basic Life Support approved by the American Heart Association BLS for the Professional is the only accepted certification. In person skills class is required.
- **Health Information Disclosure Form**
- **Proof of Health Insurance**
- **Physical Exam:** Annual document should state that the student is in good health with no restrictions (per Technical Standards)
- **Hepatitis B Immunization Series AND Positive Titer**
- **MMR (Measles, Mumps, Rubella)** Documentation of 2 doses or positive titers for each
- **Varicella** (Documentation of 2 doses or positive titer, history of disease is not accepted)
- **Tuberculosis (TB): Annual TB screening via blood testing (QuantiFERON Gold or T-spot) is required**
 - Students who have been vaccinated with BCG (Bacillus Calmette-Guerin) and are accustomed to obtaining chest x-rays are required to have a baseline TB screening.
 - BCG is no longer considered to be protective against TB or a contraindication to TB screening. Should the result be positive, a chest x-ray and doctor's note is required to rule out active disease.
- **Tdap** (Tetanus/Diphtheria/Pertussis): one dose of Tdap is required, regardless of last Td dose, then Td booster as needed (every 10 years).
- **Flu Vaccine:** for current flu season or signed declination (medical exclusion as an example); **no later than Oct 1st**
- **COVID-19 Vaccine:** Full vaccine and booster
 - An approved exemption from the COVID-19 vaccination from WSU is applicable only for classes and other on campus activities. Any exemption that is granted at WSU will not apply to clinical or other sites that require the COVID-19 vaccination. ***An inability to be placed in and complete any required clinical rotations may result in a delay of graduation or may result in an inability to complete your program.***
- **NSNA** (National Student Nurses Association) cards. Must be updated annually.

National Background and Criminal Offender Record Information (CORI)

Health care agencies require that students have a National Background Check (NBC) as well as a Criminal Offender Record Information (CORI) while enrolled in the nursing major at WSU. Clinical agencies have the legal right to deny a student access to their agency with any significant finding on either the NBC or CORI. The nursing program at WSU cannot offer alternative clinical experiences if a student has been denied access to an agency due to significant findings on the above reports and the student may be denied further progression in the nursing program.

Drug Screening

Some health care agencies require that students undergo and pass drug screening. This is an agency-initiated requirement. Students scheduled for clinical placement at an agency site that requires drug screening, are required to complete the drug screening process per the WSU department of nursing policy.

Currently, the cost for these tests are:

- Immunization Tracking Package for \$38 (one-time fee)
- Nationwide Background with FACIS Searches *\$33.25 (yearly)
- 10-Panel Drug Testing as needed *\$30
- 12-Panel Drug Testing as needed*\$67.00

All students must purchase, at minimum, the Immunization Tracking (one-time \$38 fee) and annual Nationwide Background Search *(\$33.25/year). This would include sophomores, newly admitted LPN's, RN-BS, & graduate students. *\$71.25 (minimum). WSU will not incur any costs related to drug screening.

In the event that a positive drug screen occurs, the health care agency has the legal right to deny students access to practice in their agency. If a student is denied clinical access to practice in any health care agency due to positive drug screen, the student is precluded from participating in any other clinical placements. The student will not be placed in another health care agency. A positive drug screen will result in transfer out of the nursing major. Students with a positive drug screen, are required to meet with the department of nursing chair. If the student feels they have a valid reason to challenge the drug screen results, the process for challenging will be discussed.

Failure to comply with any aspect of the drug screening, altering of test results, and/or refusal to cooperate with any aspect of this policy will result in dismissal from the nursing program. Should students need a drug screen or rescreen, they would also incur additional expenses as indicated above.

***Disclaimer:** Clinical agencies may stipulate additional requirements above and beyond the costs listed above. Please note these costs are approximations and may be subject to change.

PLEASE NOTE: Consistent with health care agency policies, students are not allowed to use cannabis for medical or personal use.

Reasonable suspicion of violation. Any WSU nursing student may be subjected to random drug testing if, in the sole discretion of WSU nursing faculty (including laboratory and clinical instructors) or staff, there is reasonable cause to believe that the student may be violating the WSU nursing drug policy.

Circumstances which may give rise to reasonable cause include but are not limited to:

- Observation of drugs and/or drug paraphernalia.
- Observation of physiological signs of possible impairment from drugs.
- A pattern of behavior suggesting impairment by or use of drugs.
- Reports from WSU faculty, peers, and employees of clinical partners.
- Reports of an accident, medication error, or adverse patient outcome in the clinical setting.

Impaired Student Nurse Policy

- I. **POLICY.** The purpose of this policy is to confirm that possessing or being under the influence of alcohol, drugs, or illegal substances while engaged in Department of Nursing activities is strictly prohibited.

II. DEFINITIONS

- A. Alcohol: beer, wine, and all forms of distilled liquor containing ethyl alcohol.
- B. Clinical Activities: those duties or activities required of Worcester State University Department of Nursing students, whether on the campus of WSU or at an outside clinical agency, which involves direct patient care or interaction with patient, clinical staff, faculty, or client for purposes of health care, or the Department of Nursing academic program.
- C. Drug: any substance, or prescribed medication, that has known mind or function-altering effects on a human subject (i.e., psychoactive substances), including, but not limited to, substances controlled by State or Federal laws.
- D. Drug Paraphernalia: all equipment, products, and materials of any kind, which are used for injecting, ingesting, inhaling, or otherwise, introducing a drug into the human body. This includes, but is not limited to, all equipment, products, and materials prohibited or controlled by State or Federal laws, and this excludes equipment being used to complete assigned clinical activities unless the equipment was used for its unintended purpose.
- E. Student: a person who is enrolled or requesting enrollment in the Department of Nursing program.
- F. Supervisor: the person assigned to oversee a student while engaged in performance of a clinical program, clinical activities or any other activity associated with the Department of Nursing. This person may be a professor/instructor or adjunct faculty contracted or hired by the Department of Nursing or the University; or an employee of the facility at which a clinical experience takes place acting as the clinical preceptor and/or mentor.
- G. Zero-tolerance consequence: immediate dismissal from the nursing program.

III. DRUG AND ALCOHOL POSSESSION AND USE

- A. No student engaged or enrolled in class/clinical and on/off campus activities shall possess, use, consume, transport, promote, or sell alcohol, drugs, or drug paraphernalia at any time or location related to the Department of Nursing. This has a zero-tolerance consequence.
- B. No student may report to a clinical site or engage in clinical activities while under the influence of and/or impaired by alcohol or drugs to any degree. This has a zero-tolerance consequence.
- C. No student may report to a clinical site or engage in clinical activities while under the influence of a prescribed medication, or off-label prescriptions, if this prescribed substance impairs the student's ability to demonstrate technical competencies as described in the handbook. This has a zero-tolerance consequence.
- D. Any student who arrives at a clinical site and does not notify their clinical faculty or preceptor immediately that he/she/they may be impaired is presumed to be intentionally attempting to provide care while under the influence and have placed

human lives in danger. This has a zero-tolerance consequence and will result in dismissal from the Nursing program.

- E. Marijuana and its derivatives, regardless of prescription status, is not supported by the University and the Department of Nursing or its clinical partners. This substance is considered a psychoactive drug which impairs a person's ability to provide any level of Nursing care. The use of this drug has a zero-tolerance consequence and will result in dismissal from the Nursing program.

IV. ***DRUG AND ALCOHOL TESTING PROCEDURES***

- A. To ensure compliance with the policy and as a condition of continuing to participate in clinical activities, all students are required to cooperate with the procedures outlined herein, including drug and alcohol testing. Failure to cooperate with the procedures will result in termination of a student's clinical activities, which will prevent the student from progressing in the Nursing program and lead to dismissal from the program.
- B. All students are required to complete drug and/or alcohol testing, at their own expense. Testing will usually occur prior to a clinical assignment and/or any time after if there is a finding of reasonable/observable suspicion that the student has used drugs or alcohol while engaged in program activities. Reasonable/observable suspicion shall be determined by the supervisor based upon various factors including but not limited to misuse, possession, distribution of drugs or alcohol, or observation of signs or symptoms commonly associated with impairment such as: impaired mental ability, inability to maintain balance, odor of alcohol, boisterous or slurred speech, drowsiness, dilated pupils, staggering, awkward movements, or erratic behavior. In deciding of reasonable suspicion, the supervisor may consider observations of lay persons, other staff, faculty, and/or agency health care staff or professionals.
- C. When finding of reasonable suspicion is made, the following steps will be implemented:
 - 1. The supervisor shall remove the student from the classroom, activity or clinical area and will privately address the student to discuss the behavior(s) observed. The supervisor will specifically inquire about whether the student has used drugs or alcohol and if so, the details of such use.
 - 2. Any student deemed to be impaired will incur any costs for transportation from the clinical site or can plan for transportation. If deemed impaired, the student will not be permitted to operate a vehicle for travel. Students will be responsible for any costs related to retrieving their vehicles from the clinical site at a later time (e.g., costs for parking, towing, etc.).
 - 3. If the supervisor decides to send the student for testing, the student shall be notified that he/she/they will be tested for the presence of drugs and/or alcohol. The student will incur costs associated with the initial, random, or suspected use testing. A student who refuses to undergo testing shall be presumed to have violated this policy. This violation will result in a failure from the Nursing program and Nursing course(s) in which the student is currently enrolled.

4. Tests shall be conducted pursuant to the testing protocols of the clinical agency contracted by the Department of Nursing. Samples shall be collected by the designated screening clinic of the program. Results of the testing will result in a determination of progression in the Nursing program.
5. WSU will make reasonable efforts to maintain confidentiality in the administrative handling of matters relating to student drug and alcohol testing.
6. A student who has been sent for drug and alcohol testing shall be suspended from participation in all Nursing Department related activities, including classes, clinicals, and labs, until the results are returned and progress in the program is determined. If the results are negative and the student also meets the technical standards for participation in the Nursing program, the student shall be permitted to resume regular clinical activities immediately with make-up time scheduled as needed to achieve course outcomes. If the test results are positive for the presence of drugs or alcohol, or if the student refuses to submit to testing, a meeting will be held with the student to discuss academic consequences related to the alleged violation and dismissal from the Nursing program.

Students with drug or alcohol problems, whether or not engaged in clinical activities, are encouraged to voluntarily seek assistance through the WSU Counseling Services.

Centralized Clinical Placement (CCP)

In addition to the Department of Nursing clinical requirements, the CCP has student roles and responsibilities. Students must complete modules outlined by these agencies, possibly including an 8-hour dementia training, and must sign that they understand any additional requirements/expectations as outlined by those facilities. – Due by August 1st annually.

Clinical Attendance

Clinical is a mandatory requirement. Each clinical course has specific requirements for clinical and will be outlined in that syllabus. In general, the following may be helpful in having a successful clinical rotation.

- Students must arrive at least 15 minutes prior to the start of scheduled clinical time.
- Students must follow the specific clinical requirements outlined on the course syllabus for notifying the clinical instructor of any absence.
- Faculty will discuss with the student when and if clinical day(s) are able to be reassigned. This may not always be possible due to the limited availability of clinical sites and or health care agency requirements.
- In the event that a student must be absent from the scheduled college lab or clinical, the student **must** notify the clinical instructor/professor as indicated on the syllabus prior to the absence.
- **No call or No Show:** Failure to notify the clinical instructor, coordinator, or Department of Nursing of an absence from a scheduled lab or clinical assignment will result in a professional/clinical warning. In the event of a second offense at **any time during the nursing program**, the student will be immediately withdrawn from attending scheduled clinical or lab experiences.

Illnesses and the Clinical Setting

- Students are advised to use time wisely so that they are not using true sick time for preparation for an exam. If students are ill on the day of an exam, they should follow the course syllabi for instructions on possible makeup days.
- At times, illnesses can occur which results in a student missing more than 1 clinical day. Unfortunately, illness can result in a student not being able to complete the clinical portion of the course in a timely manner (before the rotation is completed). The nursing faculty understand that illnesses may occur. Occasionally, students may not have enough time to complete the required clinical expectations and may need to take a medical leave of absence (LOA). Readmission to the nursing major would be evaluated as to length of time for the medical LOA. Students would then follow the “Policy for Readmission after Return from Leave of Absence.”

Transportation to Clinical Assignments

- Students are responsible for transportation to and from clinical sites. Therefore, students will need a car and/or find other transportation.

Inclement Weather

- For all clinical groups, if WSU is closed due to inclement weather, clinical is canceled for that day. Please note that instructors travel from various areas surrounding WSU. Therefore, students may receive a phone call from their instructor with further instruction regarding cancellation.
- If the college remains open and students do not hear from their instructor, clinical will occur as scheduled.
- If clinical is canceled for any reason, an assignment for that day comparable to the time that would be spent in clinical may be assigned. Assignments are not optional. Students should refer to individual course syllabi for further information.

Clinical Makeup for Absences

WSU is committed to preparing safe, competent nurses. The clinical experience is a critical component of the students’ learning. To enable students to achieve proficiency of nursing skills, a specific number of clinical hours of instruction is required for each course. Therefore, each student is expected to be complete all clinical experiences and hours. Thus,

Policy Statement:

All missed clinical hours must be completed to pass. Failure to meet clinical objectives per the clinical evaluation tool, including clinical hours, will result in a clinical failure. The makeup clinical must be completed by the end of the current course period. Students will have only one opportunity per semester (sophomore, junior, and senior year) to apply for this option.

Procedure:

Make-up day schedule and cost: All clinical make-up days will be scheduled at the convenience of the instructors and the department. Students must contact the registrar’s office to complete the registration requirements. The cost for missed clinical time is equivalent to 2 credits. Each student is responsible for registering for these 2 credits prior to attending the clinical makeup.

- Nursing clinical makeup course form
- Payment at the DGCE tuition and fees rate
- A registration form with a course number of NU 099

Excused Absence:

The clinical make-up day fee may be waived by the department on recommendation of the clinical instructor for an excused absence. Obtaining a waiver of the make-up day fee for an excused absence is a formal documented. Excused absences for clinical and/or lab require (1) advance notice to your clinical instructor (1) by text or phone, (2) followed up with an email to both the instructor and the department of nursing, before the absence unless such notice is impossible i.e. hospitalization, illness. Documented proof of the event causing the absence must be provided within 7 days to the nursing department.

Valid Exceptions (documentation required):

- Legal (i.e., unexcused Jury duty following documented application)
- Life and death circumstances
- Automobile accidents
- Participation in a university required activity
- Physical Illness or Injury that prevents or impairs your attendance/performance.
- Religious holidays

Even in the case of an excused absence, students may be charged a fee. If additional faculty hours are required, this cost will be passed on to the student.

Unexcused absences:

Events not qualifying as an exception: (This list is not all inclusive).

- Lateness or dismissal for cause.
- Forgetfulness
- Not being aware - The dates and times of clinicals are posted on the syllabus
- Oversleeping
- Work
- Vacation
- Personal or family plans

Note: This course will appear as a 2-credit class on the student's transcript, but only as remedial credit. Those credits will not be applied towards students' degree or calculated into the cumulative GPA. Any exceptions to any WSU nursing department policy should be referred to the department chair and/or assistant dean for approval by a timely email and phone call or meeting.

Students will have only one opportunity per semester (sophomore through senior year) to apply for this paid make-up option.

Clinical Professional Behavior

Students in the nursing program including in clinical settings must be respectful of all individuals (patients, patients' families, members of the health care team, faculty, and other students) according to the patients' Bill of Rights, HIPAA (Health Insurance Portability and Accountability Act), the ANA standards of care, the ANA Code of Ethics for Nurses, and the Department of Nursing standards for clinical performance.

Professional Uniform/Clinical Dress Code

Students must adhere to the Department of Nursing dress code as outlined below:

- Navy blue scrub top with school emblem
- Navy blue scrub bottoms (pants or long skirt)
- White stockings or socks
- White Non-Porous shoes with closed toes and heels or white leather-like sneakers. No open-back clogs
- No open back clogs
- Snap Front Warm-Up Jacket in Navy with school emblem worn over uniform is acceptable
- Official WSU Name Badge

No variation is allowed from the above uniform. Instructors will provide students with specific information for Psychiatric and some Community Health and Pediatric (all Tracks I, II, and III) experiences that may require uniform adjustments.

NOTE: Uniforms are required for clinical, lab, and any official Department of Nursing- related training/events as directed by faculty. Students should refer to individual syllabi for specific lab/clinical uniform requirements. Official uniforms are purchased through:

Trippi's Uniforms

268 Boston Turnpike East

Shrewsbury MA 01545

www.trippisuniforms.com

click on “Schools” and choose Worcester State Nursing

Professional (non- WSU uniform/scrubs) Dress Code:

Is to be worn when students are representing the Department of Nursing in the community, any time students are at healthcare sites as a WSU student but not providing direct care, and for formal presentations on campus as part of a nursing class.

Students should balance personal expression and comfort with respect for their role as a WSU nursing student and for the learning/clinical environment.

Acceptable professional attire examples:

Blouses, dress/polo shirts, collared shirts, sweaters, turtlenecks, dress pants, trousers, slacks, khakis, and corduroys should be full-length. Dresses and skirts should be functional for the professional environment.

Unacceptable/Unprofessional attire examples:

Denim jeans of any color, sweatshirts, shorts, mesh/athletic shorts and shirts, cargo shorts, pajamas, loungewear, any clothing with rips, holes, or tears, hats, beanies, headphones, or earbuds. Any clothing that depicts, advertises, or advocates for the use of nicotine, alcohol, marijuana, or any other types of illicit substances (please refer to WSU student handbook). No slippers, crocs, slides, or rubber sandals. No open-toed shoes in clinical settings.

In addition:

- Students are expected to maintain a clean, neat, and well-groomed appearance; including facial hair.
- Hair must be neat, off the collar, and professional. Only black or white headbands and hair elastics are permitted. No plastic or hard hair clips.
- No perfumes or scented products are allowed.
- Unnaturally colored hair is unacceptable.
- Fingernails should be trimmed with no artificial nails or colored nail polish.
- Jewelry should include no more than one single stud earring in each ear with no other visible piercings. A watch and a wedding band are acceptable.
- Tattoos must be completely covered.
- Students are not permitted to smoke or chew gum while wearing their WSU nursing uniform or on the clinical agency premises. No cell phones, blue tooth, or electronic devices are allowed without prior approval by Instructor at clinical setting.

Failure to comply will be noted on the student's clinical evaluation form and may result in a professional/clinical warning.

Required accessories for clinical:

Students should consult the individual course syllabus.

Blood Borne Pathogen (BBP) Exposure Policy

Students in the clinical setting having patient contact increases the risk for both exposure to and transmission of communicable diseases. BBP includes but is not limited to Human Immunodeficiency Virus (HIV), Hepatitis B Virus (HBV) and Hepatitis C Virus (HCV). All students will be educated regarding current OSHA guidelines regarding the prevention of occupational exposure to BBP and the use of universal precautions and personal protective equipment (PPE).

NOTE: *Any students involved in exposure to BBP must notify their clinical instructor and/or preceptor immediately.* The clinical agency policy where the incident occurred will be initiated and documented. Notification must be made to the Chair of the Department of Nursing who will notify the Dean. The clinical instructor will also complete Department of Nursing incident report and place it in the student's file (see Appendix A).

Clinical Evaluation

Clinical performance will be evaluated on a pass/fail basis. Evaluation criteria consist of competencies specific for each grade level that must be achieved to receive a passing grade. Accumulated evaluations throughout each level of the nursing program will demonstrate the student's attainment of overall curriculum goals and academic success.

Professional/Clinical Warning and/or Failure

Students enrolled in the WSU nursing program are expected to know both the legal and ethical parameters of professional nursing practice. Students are expected to demonstrate accountability and responsibility for professional practice standards throughout their course of study.

When a concern about a competency or when breaches of professional conduct arise, students may receive a professional/clinical warning which will generate a remediation process with the

lab coordinator. Examples of incidents that may lead to a professional/clinical warning and/or a lab prescription include the student's inability to demonstrate competencies consistent with the clinical expectations of the course, lab, or clinical site.

The professional/clinical warning and lab remediation forms can be located at the back of all clinical evaluation tools for each level. The clinical instructor will meet with the student to discuss the incident, determine the remediation plan and document on the remediation form, and submit/notify the lab coordinator to arrange the specific remediation. The remediation plan must be signed by the initiating clinical instructor and the student. The plan must include a timeframe by which the student must have the remediation completed. If the student does not complete the remediation as outlined by the designated date, the student will receive an additional professional/clinical warning and/or failure of course.

NOTE: A student may only receive **two** professional/clinical warnings while in the nursing program. Receipt of a third professional/clinical warning will result in dismissal from the nursing program.

Graduation

Students are responsible for information in the WSU Undergraduate Catalog regarding the requirements for graduation. Students must file an "Intent to Graduate" Form as indicated in the WSU Undergraduate Catalog. **Students are responsible for determining that they have the required number of credits and courses for graduation. Failure to have completed all required WSU and Department of Nursing courses will delay a student obtaining an official transcript needed to submit for application to NCLEX testing.** This may further delay a student's ability to schedule the exam.

NCLEX Information/Review Course

All graduating students are required to take the assigned Worcester State NCLEX review course before sitting for the licensing examination. The Chair of the Department of Nursing will use a reputable and approved program that can be offered to graduating seniors. All students must have completed the prescribed, approved program and provide documentation to the Department of Nursing before being approved to sit for the NCLEX exam. The fee for the review course is the responsibility of the student.

NCLEX Licensure

When all degree requirements are completed, the graduate may apply to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Graduates must pass this examination to become licensed by the Commonwealth of Massachusetts to practice as a Registered Nurse. Graduates may elect to obtain a license in any US State or territory once the NCLEX is successfully completed.

Good Moral Character NCLEX Licensure Requirement

In compliance with the policy of the Massachusetts State Board of Nursing, all applicants/students are informed that completion of the BS degree does not guarantee admittance to the registered nurse licensure examination. According to the Board Licensure Policy 00-01, any individual convicted of a felony or misdemeanor and/or who has been disciplined by a

licensure/certification body must be evaluated by the Massachusetts State Board of Nursing to determine a licensure applicant's compliance with the "good moral character" licensure requirement established at Massachusetts General Laws, Chapter 112, section 74 and 74A. Any individual who has been convicted of a felony or misdemeanor conviction, and /or who has been disciplined by a licensure/certification body, or whose ability to practice professional nursing is adversely affected by a physical or mental disability/illness that may endanger the health and/or safety of a person, should seek special advising prior to enrolling in any professional nursing program in Massachusetts. Individuals convicted of certain crimes are permanently excluded from nurse licensure in Massachusetts. A determination of whether an individual applying for licensure meets the good moral character (GMC) requirement (described below on this page and the next) will be made once all GMC documents and an application for licensure have been received by the Commonwealth of Massachusetts State Board of Registration in Nursing. An initial applicant should expect the process will take at least eight (8) weeks. Every effort is made to decide as soon as possible. Phone confirmation of document receipt is not available. However, e-mail inquiries are encouraged and create a record of communication with the applicant.

Additional information outlining the process for NCLEX application and disability services can be found in Appendix B.

Academic Scholarship Opportunities

Numerous scholarships are available to WSU students. Please refer to <https://worcester.academicworks.com/donors>, the "Financial Aid" section in the current WSU Undergraduate Catalog or contact the Financial Aid Office for further information/applications.

Participation in Department of Nursing/University Activities

National Student Nurses' Association <http://www.nsna.org/>

The local chapter of the Student Nurses' Association (SNA) at WSU is part of the Massachusetts Student Nurse Association (MaSNA), a pre-professional organization for pre-nursing and nursing students enrolled in Massachusetts accredited diploma, associate, and baccalaureate degree programs. MaSNA is a constituent member of the National Student Nurses' Association (NSNA). The NSNA mentors the professional development of future registered nurses and facilitates entrance into the profession by providing educational resources, leadership opportunities, and career guidance. By joining the NSNA, students are automatically part of the MaSNA and WSU (local chapter) SNA.

The WSU SNA is designed to bring nursing students together to create a sense of community. By engaging in fundraising, community service, and health promotion activities, the SNA strives to assure that nursing students at WSU have the resources they need to succeed. Being a part of the WSU SNA provides an opportunity to network with other nursing students across the country. Volunteering is generally intended to promote good or improve human quality of life but people also volunteer for their own skill development, to meet others, and to make contacts for possible employment. All incoming pre-licensure, as well as current nursing students are required to have current NSNA membership each fall. Students must show proof of membership by sending a copy of their current membership card to the Administrative Assistant. Please note that it must be the membership card with the expiration date visible; confirmation emails will not be accepted.

The WSU SNA has a detailed organizational chart outlining many opportunities to become involved. Students are encouraged to become involved at the state level of MaSNA (Massachusetts Student Nurses Association).

Nursing Honor Society: Iota Phi-at-large Chapter, Sigma Theta Tau, International

Sigma Theta Tau International (STTI) is the only international nursing honor society. STTI is a global community of nurse leaders with members belonging to more than 600 chapters across the globe. Through this network, members lead in using knowledge, scholarship, service, and learning to improve the health of the world's people. WSU is a member of an at large chapter, Iota Phi. The Iota Phi chapter membership includes graduates from Anna Maria College, Becker College, University of Massachusetts Worcester-Graduate School of Nursing, and WSU. Undergraduate students are eligible for STTI membership through induction in their junior or senior year when they have completed 50% of the nursing curriculum, achieve academic excellence, meet the expectation of academic integrity, and demonstrate leadership potential. The WSU faculty counselors serve as the STTI eligibility committee for WSU. Students and community members are invited to join. The chapter adheres to national guidelines for eligibility. <https://iotaphi.sigmanursing.org/home>

Participation in professional meetings in state and national professional organizations is highly encouraged. Students who are interested in attending professional meetings, such as the National Student Nurses' Association or Sigma Theta Tau International, during class or clinical time must obtain prior approval from that course faculty.

Students are encouraged to participate in student governance and other WSU committees (Please see current WSU Undergraduate Catalog). See Appendix H for additional information regarding the National Student Nurses' Association.

APPENDICES

Appendix A

1. Refer to Health Services Injury Policy
2. Complete Department of Nursing Incident Report Form

Department of Nursing Incident Report Form

STUDENT NAME	
ADDRESS	
BIRTH DATE	
E-MAIL	
PHONE	
PROGRAM: Track I, II, or III/Grad Program	

Date of Incident: ____/____/____ Time: ____/____ AM PM

Location/Facility Name: _____

Department/Unit: _____

Site Preceptor: _____ Work

Phone & Cell#: _____

Site contact for follow-up: _____ Title:

Phone: _____

Type of Incident

- Sharps injury – Type of needle: _____ Was the needle/syringe equipped with a safety device? Y / N
- Other sharp object _____
- TB exposure _____
- Other _____

Type of Exposure:

- Body fluid splash: Blood Urine Saliva Wound drainage
- Mucous membrane: Eye Mouth Nose
- Broken Skin Location: _____
- Intact skin
- Inhalant
- Animal/human scratch
- Animal/human bite
- Other _____

Who witnessed the incident? _____

When was WSU faculty notified? _____

Was an incident report created by the site? Y / N Please attach copy

Were you treated for the exposure? Y / N Facility Name: _____

Were baseline labs obtained from the source or source patient? If no, why?

Follow up planned? Y / N If yes, who and where?

FULLY describe the incident/injury/exposure and explain in detail what you were doing when the incident/injury/exposure occurred, including the use of tools, equipment or materials.
Please use additional sheets if necessary.

Student Signature: _____ Date: _____

Faculty Report:

Date & Time Department of Nursing Chair notified of event: _____

Faculty Signature: _____ Date: _____

These forms may be obtained from the Administrative Assistant.

Appendix B

NCLEX Application

The Massachusetts Board of Registration in Nursing has contracted with Professional Credential Services, Inc. (PCS), Nashville, TN, for the dissemination and processing of applications and forms.

Applications

All applications to the Massachusetts Board of Registration in Nursing for initial licensure by examination and reciprocity will be submitted as an online application only.

Online Application

For additional information on applications and forms please contact:

Professional Credential Services

C/O: MA Nurse Coordinator

P.O. Box 198788

Nashville, TN 37219-8689

phone: 877-887-9727

fax: 615-846-0153

www.pcshq.com

Please note the following:

Important New Information for Nurse Licensure Applicants

As of April 4, 2016, individuals applying for both Initial Licensure by **Examination** and by **Reciprocity** in Massachusetts are now required to have submitted directly to the Professional Credential Services (PCS), an Official Final Transcript from their RN or LPN program. PCS cannot accept a transcript that is sent by the Applicant or attached to the Application. Any transcripts that are not received directly from a nursing program will not be processed and the application will be considered incomplete.

NCLEX® Administration Accommodations Due to a Disability: Go to <https://www.mass.gov/doc/nclex-applicants-requesting-test-accommodations-due-to-a-disability/download>

Appendix C

Track I

Worcester State University Dr. Lillian R. Goodman Department of Nursing
Recommended Schedule for Completion of Degree
Class Entering Fall 2024

Freshmen

Semester One			Semester Two		
Course No.	Course Name	Credits	Course No.	Course Name	Credits
EN101	English Comp I	3	EN102	English Comp II	3
BI161	A&P I	4	BI162	A&P II	4
CH112	Survey of Chemistry	4	BI206	Medical Microbiology	4
FYS	Freshman Seminar	3	PS101 or SO100	General Psych or Intro to Sociology	3
				LASC Elective (Constitution)	3
Semester Subtotal		14	Semester Subtotal		17

Comments: EN 101 & 102 satisfies LASC writing

Sophomore

Semester Three			Semester Four		
Course No.	Course Name	Credits	Course No.	Course Name	Credits
NU200	Intro to Prof. Nursing I	5	NU210	Intro to Prof. Nursing II	5
NU206	Principles of Pathophysiology and Pharm I	3	NU216	Principles of Pathophysiology and Pharm II	3
HE 120	Health & Nutrition (ICW)	3	MA 150	Stats (QR)	3
PS101 or SO100	General Psych or Intro to Sociology	3		LASC Elective (QR)	3
Semester Subtotal		16	Semester Subtotal		
Pick a 2 credit elective of your choice Semester 3			Comments: MA 150 requires Accuplacer score of 4 or higher		

Junior

Semester Five - First 7 Weeks			Semester Six - First 7 Weeks		
Course No.	Course Name	Credits	Course No.	Course Name	Credits
NU309-01	Nursing Science I - Obstetrics	4.5	NU340-01	Nursing Science II (DAC) - Pediatrics	4.5
OR			OR		
NU310-01	Nursing Science I - Med/Surg	4.5	NU345-01	Nursing Science II - Med/Surg	4.5

Semester Five - Second 7 Weeks			Semester Six - Second 7 Weeks		
Course No.	Course Name	Credits	Course No.	Course Name	Credits
NU309-02	Nursing Science I - Obstetrics	4.5	NU340-02	Nursing Science II (DAC) - Pediatrics	4.5
OR			OR		
NU310-02	Nursing Science I - Med/Surg	4.5	NU345-02	Nursing Science II - Med/Surg	4.5

Semester Five - Full Semester			Semester Six - Full Semester		
Course No.	Course Name	Credits	Course No.	Course Name	Credits
NU430	Research (QRAC)	3	NU315	Group Communication	1
	LASC elective (GP)	3		LASC elective (TLC)	3
				LASC elective (USW)	3
Semester Subtotal		15	Semester Subtotal		

Junior Year: Pick one (3 credit) course in each of the following: GP TLC USW

Senior

Semester Seven - First 7 Weeks		
Course No.	Course Name	Credits
NU440-01	NSG Science III - Community/Public Health	4
OR		
NU441-01	NSG Science III - Mental Health	4

Semester Seven - Second 7 Weeks		
Course No.	Course Name	Credits
NU440-02	NSG Science III - Community/Public Health	4
OR		
NU441-02	NSG Science III - Mental Health	4

Semester Seven - Full Semester		
Course No.	Course Name	Credits
NU415	Group Communication II	1
	LASC elective (Arts)	3
	FREE elective	3
Semester Subtotal		15

Semester Eight		
Course No.	Course Name	Credits
NU460	NSG Science IV	3
NU450	Leadership (WAC)	
NU470	Capstone	7
Semester Subtotal		13

Senior Year Fall Semester need: 1 Creative Arts
 Need 1 (3 credit) Free elective of your choice
 All LASC Electives should be completed by the end of semester 7

See the WSU Undergraduate Studies Catalog (<https://catalog.worcester.edu/undergraduate/academic-policies-procedures/lasc-wsu-pathways-discovery/>) for Liberal Arts and Sciences Curriculum (LASC) requirements.

Appendix D

Track II

RN to BS (Nursing Major)
Sample Timeline: RN to BS WSU Pathway

Fall Semester One		
Course No.	Course Name	Credits
NU 332	Transition to Baccalaureate Nursing	3
NU 333	Nursing Informatics	3
NU 334	Selected Mechanisms of Disease and Related Pharmacology	3

Spring Semester Two		
Course No.	Course Name	Credits
NU 342	Health Assessment	4
NU 431	Research Seminar in Nursing	3
NU 432	Advanced Nursing Perspectives in Chronic Illness	3

Fall Semester Three		
Course No.	Course Name	Credits
NU 452	Professional Nursing Leadership and Organization OR NU 551: Nursing Leadership and Administration	3
NU 472	Community/Public Health Nursing	6
NU 473	Health Policy OR NU 530: Social Policy and Economics of the Health Care Delivery System	3

*All prerequisites must be completed to enter the program and all LASC courses must be completed prior to graduation. Resident graduation credits are applicable to a degree conferred at the University.

Appendix E

Track III

LPN to BS (Nursing Major)
 Recommended Schedule for Completion of Degree
 Students entering Fall 2018 or later

Pre-Requisites - *Must be complete prior to acceptance into nursing major*

Semester One		
Course No.	Course Name	Credits
BI 161	Anatomy & Physiology I	4
EN 101	English Composition I	3
PS 101	General Psychology (HBSP)	3
CH 112	Survey of Chemistry (NSP #1)	4
Semester Subtotal		14

Semester Two		
Course No.	Course Name	Credits
BI 162	Anatomy & Physiology II (NSP #2)	4
EN 102	English Composition II	3
BI 206	Medical Microbiology	4
MA150	Intro to Statistics (QR)	3
Semester Subtotal		14

Year 1

Semester Three		
Course No.	Course Name	Credits
NU 206	Patho/Pharm I	3
NU 203	Nurse Transition Bridge I	1
SO 100	Introduction to Sociology	3
	HI Constitution Course	3
Semester Subtotal		10

Semester Four		
Course No.	Course Name	Credits
NU 216	Patho/Pharm II	3
NU 213	Health Assessment	3
HE 120	Health & Nutrition (ICW)	3
	LASC (GP)	3
Semester Subtotal		12

Total 62

Year 2

Semester Five - First 7 Weeks		
Course No.	Course Name	Credits
NU 311-01	Nursing Science I - Med/Surg	3.5
OR		
NU 312-01	Nursing Science I - Obstetrics	3.5

Semester Six - First 7 Weeks		
Course No.	Course Name	Credits
NU 344-01	Nursing Science II - Med/Surg	3.5
OR		
NU 346-01	Nursing Science II - Pediatrics (DAC)	3.5

Semester Five - Second 7 Weeks		
Course No.	Course Name	Credits
NU 311-02	Nursing Science I - Med/Surg	3.5
OR		
NU 312-02	Nursing Science I - Obstetrics	3.5

Semester Six - Second 7 Weeks		
Course No.	Course Name	Credits
NU 344-02	Nursing Science II - Med/Surg	3.5
OR		
NU 346-02	Nursing Science II - Pediatrics (DAC)	3.5

Semester Five - Full Semester		
Course No.	Course Name	Credits
NU 430	Nursing Research (QRAC)	3
	LASC (USW)	3
	Free elective (if needed)	3
Semester Subtotal		16

Semester Six - Full Semester		
Course No.	Course Name	Credits
	LASC (QR #2)	3
	LASC (CA)	3
	Free elective (if needed)	2
Semester Subtotal		15

Total 93

Year 3

Semester Seven - First 7 Weeks		
Course No.	Course Name	Credits
NU 440-01	Nursing Science III - Community/Public Health	4
OR		
NU 441-01	NSG Science III - Mental Health	4

Semester Seven - Second 7 Weeks		
Course No.	Course Name	Credits
NU 440-02	Nursing Science III - Community/Public Health	4
OR		
NU 441-02	NSG Science III - Mental Health	4

Semester Seven - Full Semester		
Course No.	Course Name	Credits
	Free elective (if needed)	3
	LASC (TLC)	3
Semester Subtotal		14

Semester Eight		
Course No.	Course Name	Credits
NU 460	Nursing Science IV	3
NU 450	Nursing Leadership (WAC)	3
NU 470	Nursing Capstone (clinical included)	7
Semester Subtotal		13

Total 120

See the WSU Undergraduate Studies Catalog (<https://catalog.worcester.edu/undergraduate/academic-policies-procedures/lasc-wsu-pathways-discovery/>) for Liberal Arts and Sciences Curriculum (LASC) requirements.

Appendix F

Nursing Department Faculty and Staff 2024-2025

Dr. Catherine Thomas	Associate Dean
Dr. William Chadbourne	Faculty and Department Chair
Professor Kayla Aliengena	Faculty
Laura Berg	Graduate Clinical Coordinator
Professor Cara Cohen	Graduate Program Coordinator
Dr. Amanda Cornine	Graduate Program Coordinator
Professor Laura Curtis	Faculty
Dr. William Deane	Faculty
Professor Maria Fahey	Faculty
Professor Gina Fleury	Clinical Coordinator
Professor Pamela Harris	Faculty
Professor Yuliana King	Success Coach/Tutor
Professor Angela Latter	Faculty
Professor Carol McLaughlin	Faculty
Professor Julia McNeil	Faculty
Professor Deirdre Palmer	Lab Coordinator
Amy Poehler	Administrative Assistant

Appendix G

WSU Admission/Application

Note: For specific admission requirements and prerequisite and corequisite information, please refer to the section of the handbook for each track of the program.

Directions for First-Year Applicants

Students may apply online at <http://www.worcester.edu/apply>. Applications may be obtained from the Admissions Office, Worcester State University, 486 Chandler Street, Worcester, MA 01602-2597, 508-929-8040.

Each applicant must submit the following materials:

- A completed Worcester State application form.
- Payment of an application fee: \$50 for all applicants*.
- An official copy of the high school transcript including first-quarter senior grades (Transcripts are deemed official only when sent directly to the Admissions Office from the high school.)
- An official copy of an SAT or ACT score report Student's whose language of instruction is not English, must submit TOEFL, IELTS or a comparable exam score report. Test results should be submitted directly to Worcester State from the testing agency.

*The undergraduate application fee is waived for students who complete an official on-campus visit through the Admissions Office.

High school students must request an official high school transcript that includes at least the first marking period of the senior year. A final high school transcript must be requested at the time of graduation that indicates successful completion of the requirements to graduate from high school. The Admissions Office must receive this official, final high school transcript before registration for courses and the final award of financial aid is approved. All transcript materials requested by the applicant become the property of Worcester State and cannot be released to the applicant or to other institutions, agencies, or individuals.

First-Year Priority Application Filing Dates. All materials should be submitted as early as possible. Preferred postmarked filing dates are as follows:

Application Type	Date
Fall Semester Early Action (first-year applicants only)	November 15
Nursing (BSN) Fall only	January 15 (firm)

All pertinent non-refundable deposits and the orientation fee are due on or before May 1 for those students who meet the priority deadlines.

No Spring applications will be accepted for Nursing (BSN - Track I).

Directions for Transfer Student Applicants

Transcripts from colleges or universities previously attended are the primary factor in determining acceptance to Worcester State. To be considered a transfer applicant, a student must have successfully completed the requirements at a regionally accredited college or university. Students taking general education courses in another college or university are required to contact the WSU Admissions Office regarding matriculation and transfer of credits. Transfer students are accepted to the nursing major on a space available only basis. Students are admitted into the freshman or sophomore class level based on required course completion grades and space availability. All transfer student applicants for Track I who have previously been enrolled in a nursing program in another college/university must submit, as part of their application, a letter from the dean or director of the nursing program indicating that he/she/they left in good standing and were eligible for readmission to that program. Once a transfer student is accepted into a pathway for a degree, the plan of study for progression is as outlined in the Track I, Track II, or Track III program. A transfer student cannot negotiate an alternate pathway of progression once they have agreed to the progression option offered at the point of admission. I.e. #1: If there was not a placement or space available option in a Track III program and a student fit the profile for prerequisite determination/admission into the traditional Track I program; the student may continue in the Track I program after admission but may not request (switch) programs at any point to another progression pathway. I.e. #2: If a student is admitted through an existing Memorandum of agreement for transfer to pursue a Nursing degree, the student must maintain the Track progression at time of admission and may not request (switch) programs at any point to another progression pathway.

Transfer students may only apply two (2) times as an “external” candidate for admission into the nursing major (this is not applicable or the same as the “readmission” process. For failure of progression in the nursing program please refer to the “readmission” policy).

In addition to the above, each transfer applicant must submit the following:

- A completed Worcester State application form.
- Payment of an application fee: \$50 for all applicants*.
- An official final high school transcript, indicating proof of graduation from an accredited high school or a high school equivalency certificate indicating the test scores received. These must be received by the Admissions Office before clearance for registration or the award of financial aid is approved (required of all students excluding those who've already earned an Associate's or Bachelor's degree).
- An official transcript of all courses completed at each post-secondary institution attended (transcripts are deemed official only when sent directly to the Admissions Office from the previous colleges or universities) **.
- Transcripts and other documents submitted in languages other than English must be accompanied by an English translation and course-by-course evaluation (if applicable) from a recognized agency or organization. For a list of approved evaluating agencies please contact the Admissions Office. Students wishing to transfer in credit completed at a non-U.S. institution must be prepared to submit a course description and/or syllabus to the appropriate department chair in order to be granted credit.
- TEAS exam scores for students applying into Nursing - Track I (BSN) only

*The undergraduate application fee is waived for students who complete an official on- campus visit through the Admissions Office.

Application Type	Date
Track I Nursing (BSN) (Fall - September entrance only)	January 15 (firm)
Track III LPN to BSN (Fall - September entrance only)	February 1
Track II RN to BSN (Fall - September entrance only)	May 1

**Failure to disclose any prior college/university experience during the admissions process could be considered a misrepresentation of a student's academic history, and - if accepted - could result in an admission offer being rescinded.

Transfer Priority Application Filing Dates. All materials should be submitted as early as possible. Preferred postmarked filing dates are as follows:

All pertinent non-refundable deposits and the orientation fee are due on or before May 1 for those students who meet the priority deadlines. All prerequisites need to be completed for matriculation to the program(s).

Note: For other applicants, please see the admission requirements for the University.

Appendix H

National Student Nurse Association Additional Information

NSNA
National Student Nurses Association

MaSNA
Massachusetts State Student Nurses Association

SNA
Faculty Advisors
Prof. Angela Latter
Prof. Julia McNeil

SNA Officers
President
Vice President
Secretary
Treasurer

Explanation of Officers

The following officers are elected members to the SNA. Responsibilities include meeting once a month with representatives from the Curriculum, Community Awareness, Fundraising, Pinning, and Delegate/Legislative Review Committees. In addition, the officers will disseminate information and help students register for the next NSNA convention.

President:

One junior or senior President. The President calls the meeting to order and monitors the agenda.

Vice President:

The Vice President assists the President and assumes duties if the President is unavailable.

Secretary:

The secretary takes detailed notes of the meetings with topics discussed and plan of action. These notes are reviewed at each meeting and then entered into a SNA logbook for reference and a saved file on SNA website.

Treasurer:

The treasurer is responsible for invoices, money raised from fundraising, and monitoring debits and expenditures.

President Elect

The President-Elect works closely with the President and learns the role.

Explanation of SNA Committees

Curriculum Representative. Each class level (as listed above) will nominate two (2) representatives to attend level faculty Team meetings. The representatives will attend curriculum meetings. This opportunity provides a means to see how the Nursing Program curriculum is developed. The committee will send a representative each month to the SNA Officers Committee meeting.

Community Awareness Committee. The Community Awareness Committee is responsible for organizing volunteer opportunities within the community or on campus for the WSU nursing program. This committee will send a representative each month to the SNA Officers Committee meeting to update officers.

Fast Mentorship. The Fast Mentorship program is responsible for organizing upperclassmen with lower classmen (Junior/Freshman and Senior/Sophomore) connections and activities to promote the welcoming and inclusiveness of new and entering students into the program.

- White Coat Ceremony for sophomores in Spring (April) Annually
- 2-3 gatherings/Activities through the year directly with underclassmen

Fundraising Committee. This committee focuses primarily on different fundraising ideas to raise money for the following:

- NCLEX review session held in spring of senior year
- Possible luncheon prior to actual pinning
- Funding/Scholarship money for students to attend the National Convention

Pinning Committee. This committee assists in planning for the Pinning Ceremony for the graduating senior class.

Leadership/Advocacy Committee. This committee is responsible for reviewing legislation affecting the nursing profession in the state of Massachusetts. This is a chance to be a delegate and present at the National Convention. WSU is allowed one delegate for every 50 members. A resolution is a written main motion on a subject of great importance expressed in formal wording. It serves to establish the NSNA's position on matters of national scope and significance affecting student nurses, nursing, and the health needs of the public.

- "Responsible for informing other students of actions that need to be taken such as letters, phone calls and telegrams."

Once committees have been established, the individual committees will elect a student Chair within the committee to help facilitate meetings and report back to the elected officers during the planned monthly officer meetings.

Appendix I

Student Rights and Complaint Policy

WSU Nursing Department offers students a prompt and equitable resolution of complaints by either informal or formal means.

Grade appeals should follow the Worcester State University's Undergraduate Grade Appeal Procedure (<https://catalog.worcester.edu/undergraduate/academic-policies-procedures/undergraduate-appeal-procedure/>).

Student Resolution: Students may seek resolution of complaints either by speaking with their advisor or the course faculty member through an informal or formal process:

- An Informal process is a series of conversations to resolve any complaints with an advisor or faculty member.
- A formal process is one that is typed and submitted via email or as a hard copy letter to your advisor or faculty member. The first line of the letter or subject line of the email should indicate that the student is seeking formal resolution for a complaint. In the letter or email, the student shall include: (1) student name, date, email address, phone number; (2) a detailed description of the complaint (3) the specific resolution that you are seeking.

Resolution Procedure Informal

- Step 1: The student is strongly encouraged to attempt to resolve the complaint on an informal basis by meeting with the individual involved (instructor, faculty, chair, etc.). Many complaints can be resolved by having an open discussion.
- Step 2: If the complaint is unresolved with the informal process, the student may proceed to the formal resolution process.

Resolution Procedure Formal

- Step 1: The student, within 10 days of the complaint, will submit the formal request of resolution to the Chair of the department.
- Step 2: If resolution is not achieved at step 1, the student then has 10 days to submit a formal request of resolution to the Dean of the School of Science, Technology, and Health.

Appendix J

Student Complaint Form
Worcester State University
Dr. Lillian R. Goodman Department of Nursing

Student Name (print): _____
Today's Date: _____
Student ID: _____
Date of Incident: _____
Phone: _____
Address: _____
Program: _____
Email Address: _____

Worcester State University department of Nursing encourages you to resolve your complaint with the individual faculty/instructor or staff member directly involved; however, if one-on-one discussion fails to result in a satisfactory resolution, please submit this form to the department of nursing chair to start the complaint process. If you are not satisfied with the proposed resolution, you may respond, in writing, to assistant dean of nursing. For more information regarding the Worcester State University department of nursing student complaint and grievance policy, please refer to the nursing student handbook.

Please describe in detail below the issue(s) about which you wish to submit a complaint, providing as much information as possible regarding date, time, location, specifics including names of people involved in the incident, and any witness information. Include any supporting documents. Attach additional pages as necessary.

Student Signature:

Date:

Recommendations/Comments

Chair Signature:

Date:

Appendix K



**Contract for Nursing
Clinical Makeup**

Name: _____ Student ID# _____

Phone: _____ - _____ - _____ Semester: _____ (term) _____ (year)

Supervising Faculty Member: _____ (print)

Course Number: **NU 099 Nursing Clinical Makeup (2 credits)**

The clinical experience is a critical component of the student’s learning. Missed clinical experiences represent a missed opportunity to meet clinical objectives; therefore, ALL missed clinical experiences must be made up to successfully pass the nursing course. The makeup clinical must be completed by the end of the current course. Undergraduate nursing students who need to complete missed clinical hours will be required to register for, and pay for upon registration, a 2-credit class through the Division of Graduate and Continuing Education. Students will only have one opportunity per semester (sophomore through senior year) to apply for this option. Students will be responsible for payment of the DGCE tuition and fees rate and must pay in advance for this missed clinical experience. The nursing team for the designated course will be responsible for scheduling the additional clinical day at the appropriate healthcare facility. Failure to meet clinical objectives per the clinical evaluation tool will result in a clinical failure. **Note:** This course will appear as a 2-credit class on the student’s transcript, but only as remedial credit. Those credits will not be applied towards students’ degree or calculated into the cumulative GPA.

The following items must be submitted to the Division of Graduate & Continuing Education prior to the makeup day:

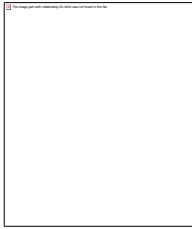
- **Contract for Nursing Clinical Makeup** (this form)
- A completed **DGCE Registration Form** (including payment information for DGCE tuition & fees). Available at <https://www.worcester.edu/Courses-and-Registration/>

Signatures:

Student: _____ Date: _____

Supervising Faculty Member: _____ Date: _____

Appendix L



The Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Public Health
Bureau of Health Professions Licensure
Board of Registration in Nursing
www.mass.gov/dph/boards/rn

INSTRUCTIONS AND INFORMATION FOR APPLICATION FOR INITIAL NURSE LICENSURE BY EXAMINATION

Important Note: To practice nursing in Massachusetts, you must hold a valid, current license issued by the Massachusetts Board of Registration in Nursing (Board). Temporary licenses are not issued. Nursing practice as a “Graduate Nurse” is illegal in Massachusetts. Massachusetts is not a member of the Nurse Licensure Compact.

Nurse Licensure Requirements

[M.G.L. c. 112, s. 74 & 74A, and Board regulations at 244 CMR 8.00]

1. Good moral character, as established by the Board.
2. **Registered Nurse (RN):** graduation from an RN education program approved by the Board.
Practical Nurse (PN): graduation from a Board-approved RN or PN program.
3. Achievement of a pass score on the National Council Licensure Examination (NCLEX®) for Registered Nurses or Practical Nurses based on type of licensure applied for.
4. Payment of all required fees.

Carefully read the following information, application instructions, and the NCLEX Candidate Bulletin prior to completing the online application.

Instructions for Completing the Initial Nurse Licensure by Examination Application

Each application for initial licensure must be received by PCS, fully completed with required documentation, before it will be reviewed.

1. Complete the Massachusetts nurse licensure by examination application form online as directed. Applicants pursuing both an RN and PN license must submit a separate application for each. **ONLY THE APPLICANT CAN COMPLETE THE ONLINE APPLICATION.**
2. If you answer “yes” to any questions related to the good moral character licensure requirement, consult the Board’s Licensure Policy 00-01: *Determination of Good Moral Character Compliance* and the *Determination of Good Moral Character Compliance Information Sheet* at www.mass.gov/dph/boards/rn before submitting application. The Board must determine your compliance with this requirement before your application can be processed.
3. Recent (within one year) 2” x 2” passport type color photo is required. You can upload your photo on your PCS account page after completing the online application.
4. **Certificate of Graduation Status**
 - a. Administrators of nursing education programs located in the U.S. or its territories must certify graduation status as directed.
 - b. Official final transcripts must be submitted directly to PCS from the nursing education program in a sealed envelope to: **ATTN: MA Board of Registration in Nursing, C/O MA Nurse Coordinator, Professional Credential Services, P.O. Box 198788, Nashville, TN 37219.**
 - c. The original submitted Certificate of Graduation from the nursing education program and official final transcripts from schools, colleges and universities will remain on file with PCS.
 - d. Former students in an approved RN program must be determined by the Board as meeting PN education requirements before applying for PN licensure. PN education requirements and the *Determination of Eligibility for Practical Nurse Reciprocity or to Write the NCLEX-PN by Former RN Student Withdrawn in Good Standing* are available at www.mass.gov/dph/boards/rn [click on “Licensing”, then “Applications and Other Forms”].

5. License by examination application fee payment must be made by credit card when you submit your online application. First time applicant or applicant with an expired application: \$230.00
 - a. Repeat applicant within (one) 1 year of application must submit a new complete application: \$80.00
6. If the applicant is currently or has ever been licensed as a nurse (LPN and/or RN and/or APRN) in any state or jurisdiction, verification of licensure status must be completed. PCS will verify your Massachusetts nurse license; for all others you must complete the steps below.
 - a. For all states which participate in the Nursys License Verification System:
 - Go to www.nursys.com and follow the instructions including paying the necessary fee. Nursys will post your verification online and it will remain available for 90 days.
 - b. For all states which do not participate in the NURSYS License Verification System:
 - Complete the authorization portion at the top of page 5 of the attached *Verification of Nurse Licensure (RN/LPN)* form verification.
 - Enclose the appropriate verification fee (*contact the Board of Nursing in that state for fee and instructions*); and
 - Submit the form directly to the Board of Nursing in that state (*that board will complete the form and must mail directly to PCS on your behalf*).
7. A licensure application will remain current for one (1) year from the date of receipt by Professional Credential Services (PCS) pending completion of all nurse licensure requirements, including achievement of a “Pass” on the NCLEX. Applicants who have a current licensure application (within 1 year of submission to PCS) and who must re-write the NCLEX must submit a new complete application.
8. An application will expire if any requirements for nurse licensure by examination are not met within one (1) year from the date of the receipt of the application by PCS on behalf of the Board. Fees are non-refundable and non-transferable.
9. Notify PCS in writing of any change in address occurring between the time of application submission and receipt of examination results. Include name, address, licensure type (RN/PN) and examination date with the new address. Telephone calls are *not* accepted for address changes. PCS cannot guarantee that an address change can be made before issuing examination results.
10. For information regarding licensing and other nursing questions, consult the Board’s frequently asked questions page at <https://www.pcshq.com/?page=health,n-ufrequentlyaskedquestionsfaq>

NCLEX Examination Registration

Register on-line or by telephone with Pearson VUE to write the NCLEX.

- You must register (via telephone or online) with Pearson VUE at the same time you submit your Massachusetts Application for Initial Nurse Licensure by Examination to PCS, the Board’s credential review service. Pearson VUE will require you to provide an email address in order for you to register.
- See NCLEX *Candidate Bulletin* for registration directions at www.vue.com/nclex.
- NCLEX ACCOMMODATIONS:** Applicants qualified for protection under Title II, Americans with Disabilities Act, must have NCLEX administration modifications approved by the Board and recommended to the National Council of State Board of Nursing before issuance of your Authorization To Test (ATT). Please review the *NCLEX Administration Accommodations Due to a Disability Information Sheet*, which includes the *NCLEX Accommodation Request Form*. If you are requesting special examination accommodations, please complete the *NCLEX Accommodation Request Form* and upload to PCS along with supporting documents.

Repeat candidates must submit the *NCLEX Accommodation Request Form* each time they apply for the examination and need administration modifications. The form is available at www.mass.gov/dph/boards/rn [click on “Licensing”, then “Applications and Other Forms”].

VALOR Act

Active military members and spouses of members of the armed forces of the United States may be eligible for certain provisions of the VALOR Act. For additional information, please go to:

<http://www.mass.gov/eohhs/gov/departments/dph/programs/hcq/dhpl/attention-active-military-military-spouses-and-veteran.html>.

Social Security Number

A United States Social Security Number (SSN) is required. Pursuant to M.G.L. c. 30A, s. 13A, the Board of is required to obtain your SSN on behalf of the Massachusetts Department of Revenue (DOR). The DOR will use your SSN to ascertain whether you are in compliance with Massachusetts laws relating to taxes and child support. If you do not have a SSN *and are eligible for one*, you must obtain one and provide it to the Board. In the absence of an SSN, this application will not be processed and the fees will not be refunded nor transferred. For complete SSN information, contact the U.S. Social Security Administration at: 800-772-1213, or www.ssa.gov.

Important licensure renewal information:

RN Applicants: Pursuant to MGL, c. 112, s 74, applicants who are licensed within the three-month period preceding their birthday in even numbered years will be assigned an expiration date as their birthday in the even numbered year following their next birthday. Those whose birthday falls three months or more during an even numbered year in which they are licensed will be required to renew their license during the same year on or before their birthday.

LPN Applicants: Pursuant to MGL, c. 112, s 74A, applicants who are licensed within the three-month period preceding their birthday in odd numbered years will be assigned an expiration date as their birthday in the odd numbered year following their next birthday. Those whose birthday falls three months or more during an odd numbered year in which they are licensed will be required to renew their license during the same year on or before their birthday.

Application Submission

The Board has contracted with PCS in Nashville, TN, for the processing of applications, forms, and fees.

All applications must be completed online at www.pcshq.com

Important note: all fees are non-refundable and non-transferable.

Inquiries should be directed to: customerservice@pcshq.com

toll free at **1.877.887.9727**

or visit <http://www.pcshq.com>

What to Expect After Submitting Completed Forms and Fee:


You will receive an Authorization to Test (ATT) from Pearson Vue after: (1) submitting your accurately completed Massachusetts nurse licensure application and fee to PCS; and (2) registering and paying fee online or via telephone with Pearson VUE to write the NCLEX. You should receive the ATT via e-mail in approximately 4 business days after a complete application has been received.

Schedule an NCLEX appointment online or by telephone after receiving your ATT. Candidates must write the NCLEX during the 60 *calendar* day eligibility period. Failure to do so will result in forfeiture of fees and require reapplication.

You will receive official NCLEX results by U.S. Mail only from PCS, Nashville, TN approximately 10 *business* days after writing the NCLEX.

Receipt of your nursing license by U.S. Mail from the Board, Boston, MA will occur approximately 21 *business* days after passing the NCLEX. Your license number will appear on the Board's website approximately 5 *business* days after passing the NCLEX-RN or NCLEX-PN

Complete checklist prior to submitting your application and payment. Your electronic signature on the application will attest that you have read and completed all application requirements.

Check if Complete	Application Checklist	Additional Information
<input type="checkbox"/>	Completed online application. No missing or inaccurate information.	Use "N/A" if a question does not apply
<input type="checkbox"/>	If you answer "yes" to any questions related to the good moral character licensure requirements 	Consult the Board's Licensure Policy 00-01: Determination of Good Moral Character Compliance and follow directions contained in Determination of Good Moral Character Compliance Information Sheet at www.mass.gov/dph/boards/rn before submitting application. The Board must determine your compliance with this requirement before licensing PN/RN practice.
<input type="checkbox"/>	Correct Licensure Type selected.	Must match educational preparation (RN, PN, and APRN) and indicates First time or Repeat tester.
<input type="checkbox"/>	Recent (within one year) 2" x 2" passport type color photo.	Recent photo within previous one year. You must upload your photo to your account page after you have submitted your application. If you do not have a 2X2 passport type photo, you must obtain one as required to compete the application.
<input type="checkbox"/>	US Educated: The Certification of Graduation is completed, signed and submitted by the nursing education program directly to PCS. Non-US Educated: Approved Certification of Graduation from a Board Approved Nursing Education Program Located Outside of the American Samoa, Guam, Northern Mariana Islands and U.S, Virgin Islands	Proof of Graduations from a Registered Nurse (RN) education program approved by the Board or for Practical Nurse (PN): graduation from a Board-approved RN or PN program must be sent directly from the program to PCS.
<input type="checkbox"/>	Official Final Transcript has been requested and are to be sent directly to PCS	Your official final transcript must be submitted directly to PCS from the nursing education program in a sealed envelope to ATTN: MA Board of Registration in Nursing, C/O MA Nurse Coordinator, Professional Credential Services, P.O. Box 198788, Nashville, TN 37219. If you have multiple nursing degrees and applying for RN Licensure, please submit your transcript from your first RN nursing diploma/degree program.
<input type="checkbox"/>	Only if applicable; Check the box Requesting Accommodations on the online application.	Review NCLEX Administration Accommodations Due to a Disability Information Sheet. http://www.mass.gov/eohhs/docs/dph/quality/boards/cs-form03.pdf .
<input type="checkbox"/>	Name submitted on licensure application and on the NCLEX registration matches accepted form of ID as established by NCSBN / Pearson Vue	The name that you use on your licensure application, on your NCLEX registration and on your acceptable form of identification presented at the NCLEX test center must match exactly; to register www.pearsonvue.com/nclex . Failure to ensure your name is listed correctly may result in a loss of fees.
<input type="checkbox"/>	Nursys contacted for LPN, RN, APRN verification(s), if applicable.	Fee must be included
<input type="checkbox"/>	Non-Nursys participating states contacted for LPN, RN, APRN verification(s), if applicable.	Contact each Board for instructions and fees
<input type="checkbox"/>	Printed copy of the application and keep up with all form of my records.	Copies of all information and the completed application is your responsibility. You will have the opportunity to print your completed online application after submitting payment.

Appendix M

Current Mission and Vision Statements

The following mission statements remain in effect until the new statements are approved. Notification will be sent once approval is finalized.

Department of Nursing Mission and Goals

The mission of the Department of Nursing is to educate professionals who are prepared to meet the nursing needs of the citizens of Worcester, the Commonwealth of Massachusetts, and the global community. The health promotion needs of individuals, families, groups, and communities are emphasized. The Department of Nursing develops and disseminates knowledge and contributes service related to the discipline of nursing. Faculty members, administration, staff, and students of the Department of Nursing contribute to the realization of the mission by assuring the following:

1. Provide access to education in nursing for students from diverse backgrounds.
2. Promote excellence and innovation in teaching, service, and scholarship.
3. Provide public service related to nursing and public health.
4. Contribute to the economic development of the Commonwealth by helping to meet the health care industry's need for well-educated and highly skilled nurses.
5. Improve the quality of life of individuals, families and communities by fostering good health and by influencing health care policy.
6. Prepare graduates for participation in society as educated, socially responsible individuals.
7. Prepare graduates of the Bachelor of Science Program in Nursing for:
 - Entry into professional nursing practice
 - Graduate level study in nursing
8. Prepare graduates of the Master of Science Program in Nursing for:
 - Leadership roles as advanced public health nurses and nurse educators
 - Doctoral level study in nursing

Department of Nursing Mission Statement

The mission of the Department of Nursing is in keeping with the Worcester State University (WSU) mission with the emphasis on developing the professional nurse who values lifelong intellectual growth and global awareness. The Department of Nursing fosters the professional growth of faculty and students through excellence in teaching and learning, rooted in scholarship and community service related to the discipline of nursing.

Department of Nursing Vision

The vision of the Nursing Department at WSU is to be a center for excellence in nursing education, research, and community service.