

STUDENT GUIDELINES  
FOR THE  
BACHELOR OF SCIENCE IN NURSING  
Western New Mexico University  
2020 – 2021

## TABLE OF CONTENTS

Mission/Vision/Program Goals/Objectives.....	3-4
School of Nursing Faculty and Accreditation.....	5
Program and Admission Requirements.....	6
Transfer Credit/Non-Resident Transfer Students.....	6
Program Description/General Education and Other Course Requirements for this Major.....	7
RN-BSN Nursing Core Course List.....	8
RN-BSN Nursing Elective Options.....	9
Guidelines.....	10-11
Student Accessibility Information.....	12
Attendance and Appearance General Guidelines.....	13
Student Clinical Error/Student Health Information.....	13
Needle stick Policy.....	14
Student Retention and Progression/Code of Civility.....	15
Social Networking Policy.....	16
APA Style Guidelines for Nursing Papers.....	17
Plagiarism.....	17
Grading Scale.....	17
Transfer Policy.....	18
Dismissal Policy.....	18-20
Student Academic Complaints Procedure.....	20-21
Scope of Practice/Program Evaluation.....	21
Technology Requirements & Skills.....	22
Communications Policy Regarding Official Email.....	23
Photo Release and Waiver Form.....	24
Acceptance of BSN Student Guidelines Signature Page.....	24
Clinical Occurrence Form (Appendix 1).....	25

**Mission**

The mission of the Western New Mexico University School of Nursing RN-BSN Program is to promote health and improve the quality of life for diverse populations by providing nursing education which instills the values of community, nursing scholarship, practice and community service.

**Vision**

The School of Nursing (SON) prepares Registered Nurses (RNs) as clinicians, educators, and nursing leaders to serve in the local and global community.

**PROGRAM GOALS**

1. Graduates of the program will pursue a path of life-long learning that incorporates evidence-based practices, quality improvement initiatives, and the integration of advance technology.
2. Graduates of the program will exhibit professionalism through delivery of patient-centered and culturally-appropriate care to individuals, families, groups, communities, and populations.
3. Graduates of the program will assume leadership roles in workplace and community settings.

**PROGRAM OBJECTIVES**

Graduates of the Bachelor of Science in Nursing (BSN) program are prepared to:

1. Provide patient-centered and culturally appropriate care to individuals, families and communities, with an emphasis on wellness, as part of an interdisciplinary team.
2. Assume management/leadership roles in their chosen work settings and communities.
3. Incorporate evidence-based findings into their care and management practices.
4. Role model ethical thinking and behavior, both in and out of the workplace.
5. Participate in workplace and/or community quality improvement initiatives.
6. Communicate effectively, using all available technology.
7. Advocate for policy changes in the workplace, community, state, and country that will address inadequacies and inequalities in health care delivery.
8. Develop therapeutic relationships with clients and families to effect desired health outcomes.
9. Demonstrate lifelong learning as evidenced by continuing education and maintenance of competency.

**Learning Outcomes:**

Graduates of the Bachelor of Science in Nursing program will:

1. Be prepared to deliver effective culturally competent and interdisciplinary care within the community, with an emphasis on wellness and therapeutic relationships.
2. Demonstrate commitment to excellence in nursing practice, workplace and community improvement with education and lifelong learning.
3. Role model and promote excellence and ethical practice within nursing while assuming management/leadership roles.
4. Incorporate evidence-based findings into advocacy and clinical practice within the workplace and community.

## SCHOOL OF NURSING FACULTY AND ACCREDITATION

**Associate Dean School of Nursing &  
Director of Graduate Programs** Kimberly Petrovic

**Director of Undergraduate Programs** Charnelle Lee

**Coordinator of RN-to-BSN Program** Rachel Owen

**Faculty:** Professor Charnelle Lee

Associate Professors Alexis Harsh

Rachel Owen

James Vigil

Krista Wood

Assistant Professors Jennifer Franz

Scott Nguyen

Jamie (Leah)Tolley

Erin Wood

Simulation/Lab Instructor Lorenzo Saenz

Nursing Instructor Mary Flores

### Accreditation

Western New Mexico University's accreditation is reaffirmed by the Higher Learning Commission (HLC). The commission is scheduled to conduct its next reaffirmation of accreditation for WNMU in 2022-2023. Please see <http://www.hlcommission.org/Directory-of-HLC-Institutions.html> for additional details.

“The baccalaureate degree program in nursing at Western New Mexico University is accredited by the Commission on Collegiate Nursing Education (<http://www.ccneaccreditation.org>).”

## **RN-to-BSN PROGRAM and ADMISSION REQUIREMENTS (No Minor Required)**

Western New Mexico University offers an RN-to-BSN completion program. Graduates of the BSN program will be prepared for positions in patient care, leadership, school health, and community health. (No minor is required).

### **Program admission requirements:**

1. Graduate of an approved A.D.N. or Diploma program in nursing.
2. Active license as a Registered Nurse.
3. Cumulative GPA of 2.75.
4. Students enrolled in Community Health (NUR 401-481) must ensure the following are current and documented in the student file for the duration of the course:
  - Immunity to rubella
  - If born after 1956, proof of rubeola immunity.
  - Current evidence of a negative TB skin test
  - Professional liability insurance
  - Current CPR
  - Hepatitis B immunization and annual influenza are encouraged*

### **Program requirements:**

Sufficient coursework must be taken through WNMU to satisfy the resident credit requirement.

### **Transfer Credit:**

1. Graduates of A.D.N. programs can transfer lower division credits to WNMU.
2. Credit earned in a diploma program will be evaluated on an individual basis.
3. Only college courses with a grade of C or better will transfer.
4. There is no time limit on how long ago the nursing program was completed.

### **Non-Resident Transfer Students:**

The following applies to all students regardless of their state of residency:

- All students are charged resident tuition rates during summer sessions
- All students enrolled in one (1) to six (6) credit hours (part-time students) during Fall and Spring semesters are charged resident tuition rates

**Program Description:** The Bachelor of Science in Nursing (BSN) program at WNMU is divided into either eight-or-sixteen week sessions depending on the course, for Fall and Spring semesters.

Holidays and breaks follow the regular WNMU academic calendar. All nursing courses are completed online. There are service-learning components in several of the classes and a practicum component in Community Health Nursing, which can be completed in the community where the student lives.

**Plan of Study:** Students beginning the program will be required to take Utilizing Resources and Critical Thinking in their first semester. These courses will provide the incoming RN-to-BSN student a foundation for success in the program. Recommended course load for students employed full time is six hours or less. Students who are employed full time and are considering taking a course load greater than the recommended six credits must obtain faculty approval.

**Retention** in the BSN program requires that students receive a minimum grade of “C” (70.0). Students must assume responsibility for monitoring their own progress throughout the semester. If the student is having difficulty, it is her/his responsibility to seek help from the nursing faculty or their advisor. Students must receive a passing grade in their practicum regardless of the didactic grade to continue in the program.

### **General Education and Other Course Requirements for this Major**

General Education Supporting Coursework Credits are based on the year of entry, and must comply with university guidelines.

### **Other Requirements**

A total of 42 credits of upper division courses is required, and at least 9 credit hours must come from Writing Intensive courses and 3 credits from Service Learning.

**RN-to-BSN Upper Division Nursing Core Courses**

NUR 325 Health Assessment	3 credits
NUR 332 Nursing Research	3 credits
NUR 336 Pathophysiology for Nurses	3 credits
NUR 401 Gerontological Nursing	3 credits
NUR 406 Critical Thinking in Professional Nursing	3 credits
NUR 407 Leadership Roles	3 credits
NUR 408 Issues in Professional Nursing	3 credits
NUR 415 Healthcare Policy	3 credits
NUR 429 Utilizing Resources	3 credits
NUR 432 Nursing Informatics	3 credits
NUR 447 Community Health Theory	3 credits
NUR 481 Community Health Practicum	3 credits
Total Upper Division Core	36 credits

**Nursing Electives: A minimum of two credit hours are required. Please see the following page for nursing elective options.**



## **Nursing Elective Options**

- Most of these courses are offered online.
- Not every course is taught each semester.
- Options are not limited to this list; please contact the School of Nursing advisor to seek a substitution for a different course.

CCHS 431 Curanderismo  
 CHDP 303 The Addictive Process  
 CHDP 305 Chemical Dependency & Family  
 CJUS 322 Substance Abuse and Crime  
 CJUS 347 Response to Terrorism/Natural Disasters  
 CJUS 367 Women and Crime  
 CJUS/SWK 413 Human Trafficking  
 COMM 400 Cross-Cultural Communications  
 GEOG/SOC 300 Older Women's Issues  
 HLTH 470 Human Sexuality  
 KINS 300 Nutrition and Diet Therapy  
 PSY 301 Developmental Psychology  
 PSY/SOC 401 Comparative Multicultural Social Studies  
 PSY/SOC 406 Social Psychology  
 PSY 411 Health Psychology  
 PSY 425 Theories of Personality  
 PSY 435 Human Motivation  
 PSY 440 Interpersonal Psychology  
 PSY 441 Cultural Psychology  
 PSY 445 Psychology of Sports/Exercise  
 PSY 447 Psychology of Prejudice  
 RHAB 340 Medical Terminology and Doc  
 SOC 313 Social Inequality  
 SOC 352 Sociology of Gender  
 SOC 477 Sociology of Health/Healing/Illness  
 SWK 302 Human Behavior in a Social Environment

## **GUIDELINES FOR STUDENTS IN THE RN-to--BSN PROGRAM**

### **Responsibilities of the Student**

- I. Students are required to pay all tuition and fees when they are due. Students having financial problems must see the WNMU Financial Aid Officer.
- II. Students requiring accessibility accommodations should register at the Student Accessibility Services office, see below.
- III. Students in the nursing program are expected to buy their own supplies, including stethoscope and protective eyewear, as indicated by clinical setting.
- IV. Students are also expected to purchase and maintain individual **malpractice insurance** while in the RN to BSN program.
- V. Students are responsible for their own transportation and lodging for out of town clinical rotations, practicum, or field trips.
- VI. As the nursing courses are online, it is the responsibility of the student to familiarize themselves with all aspects of the online course.
- VII. Students need to post assignments in appropriate places, and check and reply to email and discussion boards per each class syllabus guidelines. Students are responsible for knowing and following the course timeline, including all assignment due dates, and exam due dates. If a student is not clear about the use of the online program, she/he should contact the instructor to make arrangements for tutoring in the use of online platforms.
- VIII. Students must follow time guidelines for all assignments, and be on time for all clinical placements. Persistent tardiness and/or absences constitute grounds for course failure.

### **Academic Honesty and Code of Civility (Conduct)**

The Western New Mexico University policies on academic honesty and student codes of conduct specified in the WNMU Catalog and WNMU Student guidelines apply to students in the nursing program. Students will be expected to abide by these policies and by all regulations established by the university. Please access and read the WNMU Student Handbook for information <https://admin.wnmu.edu/handbooks/student-handbook/>

Students must follow time guidelines for all assignments and be on time for all clinical placements. Persistent tardiness and/or absences constitute grounds for course failure.

### **Online Exams**

Failure to complete online exams during the time period allotted will result in a grade of zero for that exam. Exception will be made and a make-up exam will be offered if the student has a reasonable excuse for not taking the exam during the regular time period and has contacted the instructor in a timely manner. Illnesses will require a signed note from the student's healthcare provider.

## Assignments and Due Dates

**Assignments** are due by the dates specified in the assignment schedule. All assignments/discussions are due Mountain Time (MST).

**If an assignment will be late, then the instructor must be contacted before the due date and will decide whether to grant an extension or not. If the instructor is not contacted prior to the assignment due date, then a score of '0' will be given for that assignment.**

Late assignments **will not** be accepted without prior arrangements.

If an extension is granted, then there will be a 5% (or 5 points) grade deduction per day up to 3 days. After 3 days, a score of '0' will be given for the assignment.

## Incomplete Grade

The RN-to-BSN program follows the university's incomplete grade guidelines. It is the responsibility of the student to contact faculty to request a grade of "I" and develop a plan to complete coursework. Students may not request an incomplete if they are failing (F) a course.

## Service Learning

Service Learning at WNMU engages students in structured community service activities and guided reflection as a part of the academic curriculum. Service learning gives students real-world experiences to enhance their learning while helping to address community needs and foster civic engagement through volunteerism. Certain classes are designated as service learning courses. The instructor will assist students in developing an appropriate experience which may be hands on or online.

The components of service learning at WNMU are:

1. Intentional and meaningful connections to curriculum
2. Student reflection through thinking, talking and writing about experiences
3. Building and sustaining community partnerships
4. Assessment used to ensure that both learning outcomes and contributions to the community are meaningful. Students in the RN to BSN program are expected to follow service learning guidelines within the course syllabus.

## Student Accessibility Information

Services for students with disabilities are provided through the Student Accessibility Services in the Center for Student Success (Juan Chacon Building, Room 212). Services include but are not limited to: alternative text, assistive technology information, campus housing arrangements, campus accessibility, new student orientation, testing accommodations, advocacy, or assistance with any other campus disability-related needs. In order to qualify for these services, documentation must be provided by certified health care professionals. Please contact the ADA/Student Accessibility Services Coordinator. (JoBeth Erling, MSW (p) 575.538.6138 ([jobeth.erling@wnmu.edu](mailto:jobeth.erling@wnmu.edu) [accessibility@wnmu.edu](mailto:accessibility@wnmu.edu)))

Testing accommodations are provided when there is a disability-related need for them. Faculty are not expected to lower their academic standards using accommodations available, students should be able to demonstrate their knowledge without the need for alternative tests or different evaluation/grading standards. The accommodation letters state the appropriate testing accommodations, depending upon the nature of the course-work and the disability-related needs of the student.

### Some of the most commonly requested accommodations:

- **Extended time:** the request for extended time is one of the most common accommodations for all disability groups. The most frequent accommodation is time and one half, although rarely double time is requested. Unlimited time is not recommended unless this option is available to all students.
- **Accessible testing site and accessible seating:** students who may need front row seating include those who cannot walk up or down steps, have difficulty maneuvering through a row of seats, have vision or hearing impairments, or have disabilities that affect their ability to remain focused on visual or auditory lecture material.
- **Computer access:** many students can independently complete essay exams on computers; others may need technology such as print enlargement, speech output, speech recognition or a spell-check program, available through the service office by advance arrangement.
- **Quiet /separate testing environment:** some students may require a low distraction environment, need to verbalize the questions or their responses, have physical needs to change position, or stand inside the test room to relieve pressure on an injured area. All students should have testing environments comparable to those of their classmates – i.e. testing space free from frequent interruptions, with proper writing surface, seating and lighting.

### **JOBETH ERLING, MSW**

Coordinator of Student Accessibility Services  
 Center for Student Success  
 Student Affairs and Enrollment Management  
**WESTERN NEW MEXICO UNIVERSITY**  
 PO Box 680 | Silver City, NM 88062  
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**Attendance**

Attendance is important and is tracked in online courses within the learning management system faculty tracking mechanisms. Absences from arranged practicum hours require that the community agency/preceptor be notified at least one hour prior to the absence. Any missed practicum hours must be rescheduled with the community preceptor.

**Appearance**

Professional dress is expected for all community experiences during the BSN program. Check with the community practicum leader and the facility for expectations regarding dress code.

**STUDENT CLINICAL ERROR POLICY**

The faculty recognizes that no student will intentionally make an error when providing patient care. They also realize that students are human and that mistakes can and do occur.

In order to ensure client safety and as a result of an increasingly litigious society, the faculty has determined that in order to protect the patient, the student, and to verify that the student is a safe practitioner, the following procedures will be followed if a clinical error occurs.

When a student or licensed personnel recognizes that an error has been made, it is the student's responsibility to report the error immediately to the BSN nursing faculty, community agency and to follow liability insurance and community agency protocol. An incident/clinical occurrence report will be filled out and filed with WNMU School of Nursing, and the community agency according to agency policy. See appendix I for the clinical occurrence form.

Failure to complete the steps outlined within 10 class days will result in suspension of the student from the community setting, and may result in dismissal from the program.

**Student Health**

Student Health Services (<https://health.wnmu.edu/?lang=en>) are now being provided by Hidalgo Medical Services (HMS). WNMU student fees cover health service expenses as follows: Registered students who pay tuition and fees are eligible to receive five medical visits, 15 mental health visits and one dental visit to HMS annually. Additional visits or outside referrals and services will be seamlessly provided and billed according to the students' insurance or income levels, as the students will have become established patients of HMS upon their first visit by HMS. To make a medical, dental or mental health appointment at HMS, call 1-888-272-3596.

**Student Health**

Any accidents that occur while in the practicum setting must be reported immediately to the instructor.

Abuse of drugs and/or alcohol is grounds for dismissal from the program. Students who appear to be impaired while engaged in public contact related to coursework can be asked to submit to a drug or alcohol tests at their own expense. Student who refuse to submit to testing will be sent home by their community preceptor. The preceptor will notify the faculty of the incident.

**Needle-stick Policy**

Students sustaining a needle stick injury and/or percutaneous or mucous membrane exposure to blood and bodily fluid should:

Report the incident to the faculty immediately.

Complete an Incident Report form for the facility and WNMU School of Nursing.

Report the incident to the infection control nurse at the facility.

If the patient agrees to be tested and the necessary provider's order is obtained, lab work can be drawn from the patient.

If the patient refuses to have the necessary lab tests run, the student is to report the Public Health Department for laboratory work.

The student will have lab work drawn at the time of injury, with follow-up labs to be done according to the latest CDC guidelines. The student is responsible for setting up a schedule with the staff at the Health Department. Lab tests will include screening for hepatitis and HIV.

Evaluation and management of exposure will follow the latest CDC guidelines for exposures.

## STUDENT RETENTION AND PROGRESSION

1. Students enrolled in the BSN program must complete supporting coursework and upper division nursing courses with a “C” or better.
2. If a student fails an 8-week course taken the first half of the semester, then the student may continue on for the remainder of the semester in whatever other courses they are presently enrolled in.
3. The criteria for passing practicum components are included in the evaluation tool for each nursing course. Students will be evaluated at mid-course and again just prior to completion of the course.

## CODE OF CIVILITY

In order to promote a positive, professional atmosphere among students, faculty and staff, the following Code of Civility has been developed:

**Respect:** Treat all students, faculty, staff and property with respect and in a courteous and professional manner. This includes all communications, whether verbal or written. Let your actions reflect pride in yourself, your university, and your profession.

**Kindness:** A kind word and gentle voice go a long way. Refrain from using profanity, insulting slang remarks, or making disparaging comments. Consider another person’s feelings. Be nice.

**Truth:** Exhibit honesty and integrity in your dealings with fellow students, faculty, and staff members. Don’t lie, don’t cheat, and don’t steal.

**Responsibility:** Take responsibility for your actions. This includes gracefully accepting the consequences of your behavior.

**Cooperation:** Exhibit a cooperative manner when dealing with students, faculty and staff so we may all work towards our common goals and mission.

**Acceptance:** Accept differences in others, as they accept differences in you. This includes diversity in opinions, beliefs, ideas, and everything else that makes us unique individuals.

**Professionalism:** Always conduct yourself in a manner that will bring pride to your profession, to the School of Nursing, to Western New Mexico University, and most importantly, to yourself.

## **SOCIAL NETWORKING POLICY**

Students, faculty and staff of the School of Nursing shall not post or contribute any content to any social networking, or other internet site, (including to Myspace, Facebook, Twitter, YouTube, texting, etc.) that reflects negatively on the school faculty, administrative staff, other students, classes, clinical sites, and their personnel, clients/patients, and/or visitors.

Inappropriate material placed on these sites may be subject to Professional Behaviors policies. Individuals or groups within the School community are not permitted to present personal opinions in ways that imply endorsement by the School. Anyone using these social networking sites should become familiar with the concepts of defamation and invasion of privacy, HIPPA, and FERPA. Elements of a defamation claim include:

1. Conveying any message about a person(s) through words, images, etc. that could be reasonably understood as being factual. For instance, a statement of opinion such as “I think Nancy Nurse cheats on tests” could be considered factual depending upon the context;
2. The message is conveyed intentionally or inadvertently to someone other than the person(s) who is the subject of the message;
3. The message conveyed is understood by others to be about the person(s) who is the subject of the message;
4. The message conveyed would reasonably be understood as being harmful to the reputation of the person(s) who is the subject of the message;
5. The message conveyed ultimately harms the subject’s reputation.

In response to concerns or complaints or information provided by individuals, the School of Nursing faculty may look up profiles on social networking sites and may use the information in formal proceedings. If faculty in the School of Nursing and/or the Associate Dean find/s the information to be in violation of this policy, then probation, suspension, or dismissal from the nursing program may result.



## **APA STYLE GUIDELINES FOR NURSING PAPERS**

Nursing students should use the most current APA edition and guidelines for all written work unless specified in the guidelines for the paper. A tutorial is provided at the following web-link: <https://apastyle.apa.org/learn/tutorials/basics-tutorial>

## **PLAGIARISM**

The nursing student does not present the work of another (student or author) as if it were his or her own work. This can extend to ideas as well as written words. Quotation marks should be used to indicate the exact words of another. *Each time* you paraphrase another author (i.e., summarize a passage or rearrange the order of a sentence and change some of the words), you will need to credit the source in the text. Bear in mind that plagiarism is academic dishonesty and students can be dismissed from the program for it. Student work can be assessed by the faculty for plagiarism by using the learning management system “Turnitin”.

## **GRADING SCALE**

A 90 – 100

B 89 - 80

C 79 - 70

D 69 - 60

F 59 and below

Again, it is necessary to obtain a grade of “C” or better to remain in all core and supporting courses, maintain progress and remain in the BSN program. The School of Nursing will not round off any score.

### **Transfer Student Policy**

Students applying to transfer to the Nursing Program at Western New Mexico University from another academic program must be admitted to the University and submit official transcripts from the college/university they attended to the admissions office.

Transfer credit will be granted after a review of transcripts by the Admissions Officer and the School of Nursing Chair. A grade of “C” or better is required for transfer of credit.

Students wishing to transfer may be asked to submit a catalog or course description in effect at the time the course was taken as a condition to receiving transfer credit for such coursework. Students requesting transfer credit for nursing courses must have attended a state board of nursing approved school of nursing or an accredited college/university.

Any student wishing to transfer to WNMU should review the academic regulations regarding transfer credit in the University catalog.

### **DISMISSAL POLICY**

In addition to those conditions described elsewhere in these guidelines, any of the following or a combination of the following are grounds for dismissal from the BSN program: Performance in the clinical agency which could jeopardize the client including:

- **Physical Hazard:** Any action or inaction on the part of the student, which threatens the patient’s physical well-being. The critical elements for concluding that the student has caused a physical hazard will depend on the situation as judged by the instructor, in conjunction with the clinical preceptor (when one is involved), and the instructor’s evaluation of the student’s behavior. The instructor is alert for behavior in the student which violates principles of safety, and/or lack of student preparation. Documentation is the responsibility of the instructor.
- **Emotional Hazard:** Any action on the part of the student, which threatens the patient's emotional well-being. There are no pre-determined criteria listed under this area because they are entirely dependent upon the student, the patient, and the situation. The instructor will evaluate student behaviors, in conjunction with the clinical preceptor, which create emotional distress to the student's patients. Documentation is the responsibility of the instructor.

• **Failure to maintain client confidentiality:** Students must comply with Health Insurance Portability and Accountability Act (HIPAA) standards within each clinical facility. These standards for security, privacy and confidentiality apply to paper documents, electronic documents, information systems and verbal communications. Students will be cited and summarily dismissed from the program for failure to maintain client confidentiality. Violations may include, but are not limited to:

1. Username/Password/Log-on sharing
2. Accessing a record of a patient and/or verbally communicating information about a patient without a legitimate reason.
3. Releasing, disclosing or sending patient data without proper permission or authorization. Releasing data for personal gain.
4. Destroying or falsely altering data intentionally

Releasing data with the intent to alter any personal or associated outcome, or to harm any individual or the organization.

Inappropriate use of systems resources with knowledge and intent to cause corruption of data or network systems.

Accessing his/ her own medical records information or those of relative and taking inappropriate actions as a result of this access.

Removal of patient data from the facility upon which the patient's identifying data is displayed. (without blackening out or otherwise covering the identifying data)

**Unacceptable behavior including:** Behavior that is contrary to the philosophy of the University, the nursing program and/or the clinical agency. This includes any of the above listed behaviors, exceeding the proper scope of practice, cheating, plagiarism, academic dishonesty, and failure to maintain ethical standards, legal standards and client confidentiality.

• Violation of codes of conduct specified in these guidelines, the WNMU catalog or student handbook.

If a student violates one of the above areas of concern, he/she will receive an "F" for the course or will be dropped from the course. Appeal of such action shall be provided under the Student Academic Complaints in the WNMU Student Guidelines. Students who are dismissed from the program for jeopardizing the client or for unacceptable behavior will not be considered for readmission.

**Scope of Discipline:** In addition to dismissal, nursing students may be subject to grade reduction, suspension or expulsion from WNMU or other forms of discipline as deemed appropriate by the School of Nursing Chair or WNMU Administration in accordance with WNMU Student Guidelines.

**Appeal from Dismissal:** A nursing student dismissed or recommended for dismissal may appeal such action under the Student Academic Complaints Procedure as outlined in the WNMU Student Guidelines.

## **STUDENT ACADEMIC COMPLAINTS PROCEDURE**

### **Complaints Involving:**

- Assignment of Grades (after verification of grade with registrar's office)
- Professional Conduct
- Allegations of Discrimination

1. Students shall state complaint in writing to the instructor within 30 university working days of receiving the grade or experiencing the disputed conduct. Copies of the complaint shall be sent to the ASWNMU President, the Vice President for Student Affairs, the Vice President for Academic Affairs, and the Affirmative Action Officer, if appropriate. The instructor shall, within 10 days of receiving the complaint, investigate the matter and advise the student in writing as to the instructor's response and decision. Copies shall be sent to the ASWNMU President, the Vice President for Student Affairs, the Vice President for Academic Affairs, and the Affirmative Action Officer, if appropriate.

2. Should the matter not be resolved by step 1, the same procedure shall be repeated by the student within 5 days of receiving the instructor's response. The response should be given in writing to the School of Nursing Chair. Copies shall be sent to each of the people stated above. The Chair shall within 10 days after receiving the complaint, investigate the matter and advise all parties involved in writing as to the findings and decision. The investigation may include interviews of the student, the instructor, other students in the course, other instructors who have taught the course, and a review and comparison of pertinent papers and examinations. The School of Nursing Chair shall preserve confidentiality of the complainant and the nature of the complaint to the degree possible under the circumstances.

3. Should the matter not be resolved via steps 1 and 2, the student shall within 5 days of receiving the School of Nursing Chair's response, submit a written request for a hearing to the Student Appeals Committee Chairperson. Copies shall be provided to the Vice President for Student Affairs, Vice President for Academic Affairs, and the Affirmative Action Officer, if appropriate.

4. The chairperson of the Appeals Committee will notify all parties in writing of the date, time and place of the hearing, giving the student and the professor at least 24 hours' notice and the opportunity to request an alternate meeting date. The procedure to be followed during the hearing should be established by the members of the Appeals Committee in accordance with due process procedures and explained in writing to both parties in advance of the hearing. It should be the responsibility of the Vice President for Student Affairs to provide copies of all the correspondence to the members of the Appeals Committee.

The recommendations of the Appeals Committee will be the final action of the Student Academic Complaint process. Copies of this recommendation will be sent to all the parties involved. **NOTE:** This policy is the same as the policy in the WNMU Student Guidelines.

**Scope of Practice** – Students in the RN-to-BSN program will function within the scope of practice outlined by the NM State Practice Act.

## **PROGRAM EVALUATION**

I. Faculty members will meet each semester to review all courses required of nursing students. Data from student evaluations will be reviewed.

II. Course evaluation forms submitted by students will be available to nursing faculty. A summary of student comments and suggestions are utilized to revise course content. Changes in course sequence, teaching methods, required courses and prerequisite courses will be discussed by faculty in May of each year. Data needed for the meeting will be presented by the Undergraduate Program Director/Associate Dean of Nursing. Information on the evaluation process will be submitted to the Vice President for Academic Affairs.

A. Students will be asked to submit information on clinical/practicum learning. This information will be used to evaluate and revise plans for clinical/practicum experience.

B. Information on library and audiovisual resources will provide data for future acquisition of materials. The Undergraduate Program Director will set a meeting for collaboration between library personnel and nursing faculty.

C. Review of course evaluation forms will be done at the end of each semester and/or summer session. Specific course revisions will be implemented before the course is presented again.

D. The Undergraduate Program Director and/or Program Coordinator will be responsible for collecting and summarizing the data necessary for curriculum revision. All revisions will be submitted to university committees and the Board of Nursing.

## **Technology Requirements**

It is required that students have access to a laptop computer that is capable of high-speed internet use, and has a working microphone and camera. A minimum of 8 GB of ram is the least amount of memory that will facilitate ease of access, 16 GB is recommended. Tablets are not acceptable. Computers are available for check out, on a first-come, first-serve basis –at the WNMU media center. Computers should have the capability to support the Canvas learning management system. A current version of JAVA, Microsoft Office 365, 2016 or higher for documents and written assignments and Adobe Reader for opening PDF files is needed. Chrome web-browser, the latest version is suggested for the best experience.

**Internet connection:** High speed internet at least 10 (Mb) or higher. Dial up networks will not work for most school applications and testing.

## **Technology Skills**

Use of the Canvas Learning Management System (LMS) with the ability to open and respond to email. Communicate via email including sending attachments. Assignment submission using Microsoft word, with ability to submit files to the online Canvas LMS. Downloading and installing software, using applications in digital devices. Using spreadsheet programs like Microsoft Excel for concept mapping. Using presentation and graphics programs. Using web conferencing tools and software. Ability to learn and implement Voice Thread in class, and assigned work.

Access to WNMU information technology help is available at the following link:

<https://wnmu.edu/itdept/itmain.shtml>

## **Digital Literacy Skills**

Students will need digital literacy skills to complete assignments in the nursing program. These include use of online libraries and databases to locate and gather appropriate information. Using computer networks to locate and store files or data. Using online search tools for specific academic purposes, including the ability to use search criteria, keywords and filters. Properly citing information sources in APA format. Preparing a presentation of research findings

## Communications Policy Statement Regarding Official Email

*WNMU policies require that all official communication be sent via Mustang Express/WNMU email addresses.* As a result, all emails related to enrollment at WNMU and class communication (including changes in assignments and grades) will be sent to wnmu.edu email addresses. It is very important that students access their Mustang Express email daily to check for correspondence from the University. **If students receive most of their email at a different address, they are expected to forward their messages from Mustang Express to the other address.** For the purposes of this program, students are required to check email on a daily basis.

How to forward your WNMU email to your home email address:

1. Log into Mustang Express
2. Click on the purple **MAIL** icon
3. When this opens, click on the **tool icon** on the top right of the screen
4. Scroll down to Your App Settings and click on **Mail Communications Policy Statement Regarding Official Email (cont.)**
5. On the left of the screen, scroll down to Accounts and click on **Forwarding**
6. Enter your home email address.

**RELEASE AND WAIVER**

I hereby grant to Western New Mexico University, its successors, licensees, affiliates, agents, and assignees, the right to photograph me, to make audio and video recordings of me, and to use such photographs and recordings in University publications, including the University’s website.

Signature: \_\_\_\_\_

Please print name: \_\_\_\_\_

Date: \_\_\_\_\_

**Licensure as a Registered Nurse**

The BSN student will maintain a current RN license while enrolled in the BSN program.

Student Signature: \_\_\_\_\_

Please print name: \_\_\_\_\_

Date: \_\_\_\_\_

**Acceptance of BSN Student Guidelines**

**\_\_\_\_\_ I have read the Student Guidelines for the BSN Nursing Program and agree to abide by these guidelines.**

Signature: \_\_\_\_\_

Please print name: \_\_\_\_\_

Date: \_\_\_\_\_

This statement will be filed in the student’s permanent record.



APPENDIX 1 WESTERN NEW MEXICO UNIVERSITY SCHOOL OF NURSING

**CLINICAL OCCURRENCE FORM**

Date: \_\_\_\_\_ Location of Occurrence: \_\_\_\_\_ Time: \_\_\_\_\_

Initials of Patient: \_\_\_\_\_ Room Number: \_\_\_\_\_ Facility Representative Notified \_\_\_\_\_

Instructor(s): \_\_\_\_\_

Describe the occurrence:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To whom occurrence was reported:

\_\_\_\_\_

Action(s) taken to correct occurrence or prevent incident from happening in the future:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If applicable, student/instructor/facility remediation plan:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student Signature

Date

Faculty Signature

Date

**After form is completed, please file in the student's official SON folder.**