



WESTERN
NEW MEXICO UNIVERSITY

**STUDENT HANDBOOK FOR
THE BACHELOR OF SCIENCE IN
NURSING (BSN)
PRE-LICENSURE TRACK**

Western New Mexico University

School of Nursing and Kinesiology (SONAK)

Academic Year 2026-2027

Reviewed & Revised 08/06/2026

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THIS HANDBOOK SETS FORTH THE GENERAL GUIDELINES OF WESTERN NEW MEXICO UNIVERSITY'S (WNMU) PRELICENSURE BACHELOR OF NURSING (BSN) TRACK. IT IS NOT AN ALL-INCLUSIVE, EXHAUSTIVE SET OF WNMU'S REQUIREMENTS FOR THE BSN TRACK REQUIREMENTS AND POLICIES. OTHER DOCUMENTS AND POLICIES MAY APPLY TO STUDENTS IN THE PROGRAM AND SUCH POLICIES ARE SUBJECT TO CHANGE AT ANY TIME, WITHOUT NOTICE. THESE POLICIES APPLY TO ALL STUDENTS ENROLLED IN THE PRELICENSURE BSN COURSES. IF YOU HAVE SPECIFIC QUESTIONS ABOUT THIS HANDBOOK OR ANY REQUIREMENT OF YOU, YOU ARE INSTRUCTED TO RESOLVE SUCH QUESTIONS BEFORE THE BEGINNING OF THE SEMESTER. REFERENCING THE HANDBOOK SHOULD BE AN ONGOING PARTICIPATIVE PRACTICE. IF QUESTIONS ARISE AS YOU REVIEW THE HANDBOOK, PLEASE CLARIFY WITH YOUR FACULTY.

Student Acknowledgement

Students enrolled in the Pre-Licensure BSN track at Western New Mexico University are responsible for their knowledge of and adherence to regulations printed in this prelicensure BSN Student Handbook. The School of Nursing reserves the right to modify any provisions or requirements when such an action serves the interest of the client/patient, the nursing program, track, or its students. Notification of changes will be communicated to students.

Nursing Degrees Offered by SONAK

The School of Nursing and Kinesiology (SONAK) offers a generalist, concept-based Bachelor of Science in Nursing track, RN to BSN track, traditional Master of Science in Nursing (MSN), two accelerated RN to MSN tracks, and a Post-Master's Family Nurse Practitioner (FNP) certificate.

Mission and Vision of our Program

Mission

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

Vision

The School of Nursing (SON) educates and mentors nursing health care professionals as clinicians, educators, and leaders to serve in rural, frontier, and global health communities. *Reviewed 08/05/2025*

University Mission, Vision, and Values

Mission

An open-access Hispanic-Serving Institution (HSI) and New Mexico's Applied Liberal Arts and Sciences University, Western New Mexico University combines a foundation of liberal arts education with quality professional programs and career and technical preparation in a diverse, inclusive, creative, and caring community of learners empowered with the essential skills and knowledge for lifelong success in work and life.

Al ser una Institución al Servicio de Hispanos (HSI) y de inscripción abierta, así como la Universidad de Artes Liberales y Ciencias Aplicadas de Nuevo México, Western New Mexico University combina una base de educación en artes liberales con programas profesionales de calidad y preparación técnica en una comunidad diversa, inclusiva, creativa y solidaria de estudiantes capacitados con habilidades y conocimientos esenciales para el éxito permanente en la vida y el trabajo.

Vision

Western New Mexico University is a premier and innovative Applied Liberal Arts and Sciences University in combination with internationally recognized professional programs and career and technical preparation. Its students achieve career goals, become conscientious citizens, practice social and environmental responsibility, and impact their communities and their futures as independent thinkers who know themselves within the changing context of a global, digital world. Embracing its identity as a Hispanic Serving Institution, WNMU is the central contributor in its region for public service, economic development, and cultural enrichment.

Western New Mexico University es una Universidad de Artes Liberales y Ciencias Aplicadas líder e innovadora que combina programas profesionales reconocidos internacionalmente y la preparación profesional técnica. Sus estudiantes alcanzan metas profesionales, formándolos en ciudadanos comprometidos, que practican la responsabilidad social y ambiental, que tienen impacto en sus comunidades y en su futuro como pensadores críticos independientes que se conocen a sí mismos dentro del contexto cambiante de un mundo global y digital. Adoptando su identidad como una institución al servicio a hispanos, WNMU es la contribuyente central en su región para el servicio público, el desarrollo económico y el enriquecimiento cultural.

Core Values

1. **Innovation/Creativity:** In every obstacle we see opportunities to provide practical solutions to problems, addressing and redefining them to match our institutional strengths. We embrace continuous improvement, encourage invention, and continually seek better, more efficient ways to achieve our goals. We reward

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creativity and support actions toward positive changes for society.

2. **Integrity:** We operate ethically, and hold ourselves accountable to our students, the community, and all who serve WNMU's mission. We uphold standards of honesty, confidentiality, trust, respect, and transparency. We recognize that we are individually accountable and collectively responsible for living and encouraging the highest of ethical standards.
3. **Intellectual Curiosity:** We seek the advancement of knowledge, critical thinking, inquiry, and discovery through our teaching, service, and research. We continuously learn from our achievements and our challenges. We encourage our students and colleagues to challenge each other in the support of academic freedom: inquiry, pursuit of ideas, and creative activity.
4. **Personal Responsibility:** We recognize our responsibilities to the students, to each other, and to the community. Individually and collectively, we strive to exceed our students' and our colleagues' expectations, achieving teaching and service excellence and creating a welcoming positive learning environment.
5. **Service to University and Community:** We are good neighbors and a positive force for change. We foster communities of caring, respect, and civility. We engage with our communities, serve society, and build capacity for relating to one another.
6. **Student Success:** We provide our students with the tools essential to build their futures and succeed in life as productive, educated citizens who can think critically about, adapt to, and change the world around them.

Program Goals

The graduate of the Pre-Licensure BSN Program will:

1. Pursue a path of life-long learning that incorporates leadership, evidence-based practice, quality improvement initiatives, and the integration of advanced technology into the nursing role.
2. Provide patient-centered, culturally appropriate care that is professional, safe, competent, and compassionate to individuals, families, groups, communities, and populations.

Learning Outcomes

Graduates of the WNMU Pre-Licensure BSN Program, as members of the New Mexico Nursing Education Consortium (NMNEC) are prepared to:

1. Engage in professional nursing practice that is patient-centered and culturally appropriate for individuals, families, and communities.
2. Integrate principles of quality improvement and safety into nursing practice within

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- healthcare organizations and systems.
3. Deliver nursing care that is evidence-based across the lifespan.
 4. Demonstrate leadership behaviors through the application of policies that apply to healthcare delivery.
 5. Engage in effective interprofessional collaboration in the delivery of healthcare for quality patient outcomes.
 6. Utilize technologies for the management of information and the delivery of patient care.

School of Nursing 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 Academic Year (AY) 2034-2035. Please see <https://www.hlcommission.org/Directory-of-HLC-Institutions.html> for additional details.

The baccalaureate tracks in nursing at Western New Mexico University are accredited by the Commission on Collegiate Nursing Education (<https://www.ccneaccreditation.org>), 655 K Street NW, Suite 750, Washington, DC, 20001, Telephone (202) 887-6791.

The Essentials: Core Competencies for Professional Nursing Education (AACN, 2021) are integrated throughout the BSN program.

School of Nursing Team

Associate Dean, School of Nursing and Kinesiology Professor	<i>Dr. Kimberly Petrovic, PhD, MSN, MA, RN</i>
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Simulation Technician Analyst	<i>Marlene Holman, CHSOS, BS-Engineering</i>

Pre-Licensure Track Enrollment

Western New Mexico University offers the pre-licensure nursing track leading to a Bachelor of Science in Nursing (BSN). The pre-licensure BSN track is an active member of the statewide [New Mexico Nursing Education Consortium \(NMNEC\)](#) and uses its curriculum. Students who complete this track are eligible to take the [licensure examination \(NCLEX\)](#) through the National Council of State Boards of Nursing required to become a Registered Nurse (RN).

The pre-licensure nursing track is a limited enrollment track. Students are admitted once per year in the fall semester. All students interested in applying for admission must first be admitted to WNMU as specified in the WNMU catalog. Upon admission to WNMU, interested students may then contact the School of Nursing through its website or in person to apply for admission to the pre-licensure nursing track. All pre-licensure nursing students are advised by a dedicated nursing advisor following completion of the first semester at WNMU. This includes assistance with the completion of developmental courses if needed. All students admitted to the pre-licensure nursing track must have a minimum 2.75 grade point average (GPA) on a scale of 0.00-4.00 in designated supporting courses and must successfully complete all pre-requisite coursework before being considered for admission to the nursing track.

Students convicted of a felony may not be eligible for nursing licensure in the state of New Mexico. Any individual who has a felony conviction should contact the [New Mexico Board of Nursing](#) for further information prior to enrolling in the WNMU Pre-Licensure BSN program. A criminal background check is performed on all students entering the track, and students may be unable to complete clinical rotation because of the host facilities policy regarding felony convictions or failure to disclose a felony conviction in the application process. Students unable to participate in a clinical rotation due to a previous felony conviction or students who failed to disclose a felony conviction in the application process will not be able to complete the track.

Successful completion of the pre licensure nursing education track does not guarantee licensure as a registered nurse, nor does it guarantee passage of the NCSBN NCLEX-RN licensure exam. Students who are applying NCLEX-RN in other

states or countries need to check with the appropriate board of nursing to make sure that WNMU nursing education is compliant with their requirements. WNMU does not guarantee that all states or countries accept their nursing curriculum.

Pre-Licensure pre-requisites

Table 1

Pre-Licensure BSN General Education Track of Study

Course Number	Course Title	Credits	Semester
ENGL 1110	Composition I	3	Fall
BIOL 1140/L	Biology for Health Sciences/Lab	4	Fall
MATH 1220	College Algebra	3	Fall
PSY 1110	Introduction to Psychology	3	Fall
ALAS	Applied Liberal Arts & Science Course	3	Fall
Total		16	
GEN ED	Area I	3	Spring
ENGL 1120	Composition II	3	Spring
BIOL 2210/L	Human Anatomy & Physiology I/Lab	4	Spring
CHEM 1120/L	Introduction to Chemistry/Lab	4	Spring
ALAS	Applied Liberal Arts & Science Course	3	Spring
Total		17	
MATH 1350	Introduction to Statistics	3	Fall
PSY 2120	Developmental Psychology	3	Fall
BIOL 371/373	Microbiology/Lab	4	Fall
BIOL 2225/L	Anatomy & Physiology II/Lab	4	Fall
Total		14	
BIOL 2505	Pathophysiology	4	Spring
KINS 300	Nutrition	3	Spring
GEN ED	Area 5*	3	Spring
ALAS	Applied Liberal Arts & Science Course	3	Spring
GEN ED	Area 6*	3	Spring
Total		16	

**These courses must be completed before graduation*

Pre-Licensure BSN Core Nursing Courses

Table 2*Pre-Licensure BSN Core Courses*

Course Number	Course Title	Credits	Semester
<i>Level I</i>			
NMNC 3110	Introduction to Nursing Concepts	3	Fall
NMNC 3120	Evidence Based Practice	3	Fall
NMNC 3135	Principles of Nursing Practice	4	Fall
Total		10	
<i>Level II</i>			
NMNC 3210	Health & illness Concepts I	3	Spring
NMNC 3220	Health Care Participant	3	Spring
NMNC 230	Nursing Pharmacology	3	Spring
NMNC 3235	Assessment & Health Promotion	4	Spring
Total		13	
<i>Level III</i>			
NMNC 4310	Health & Illness Concepts II	3	Fall
NMNC 4320	Professional Nursing Concepts I	3	Fall
NMNC 4335	Care of Patients with Chronic Conditions	4	Fall
Total		10	
<i>Level IV</i>			
NMNC 4410	Health & Illness Concepts III	4	Spring
NMNC 4435	Clinical Intensive I	4	Spring
NMNC 4445	Clinical Intensive II	4	Spring
Total		12	
<i>Level V</i>			
NMNC 4510	Concept Synthesis	3	Fall
NMNC 4520	Professional Nursing Concepts II	3	Fall
NMNC 4535	Clinical Intensive III	4	Fall
NMNC 4545	BSN Capstone	4	Fall
Total		14	

Nursing Elective Options

Table 3

Suggested Nursing Elective Courses

Course Number	Course Title	Credit Hours
CHDP 2110	Introduction to Addiction	3
CHDP 304	Helping Skills in Chemical Dependency	3
CHDP 305	Chemical Dependency and Family	3
CJUS 322	Substance Abuse and Crime	3
CJUS 347	Response to Terrorism/Natural Disasters	3
CJUS 367	Women and Crime	3
CJUS/SWK 413	Human Trafficking	3
COMM 400	Cross-Cultural Communications	3
HLTH 470	Human Sexuality	3
KINS 300	Nutrition	3
PSYC 2120	Developmental Psychology	3
PSY/SOC 406	Social Psychology	3
PSY 411	Health Psychology	3
PSY 425	Theories of Personality	3
PSY 435	Human Motivation	3
PSY 440	Interpersonal Psychology	3
PSY 441	Cultural Psychology	3
PSY 445	Psychology of Sports/Exercise	3
PSY 447	Psychology of Prejudice	3
SOC 313	Social Inequality	3
SOC 352	Sociology of Gender	3
SWK 342	Human Behavior in a Social Environment	3

Note: This table is a list of suggestions for nursing elective courses. Most of these courses are offered online. Not all courses are taught every semester. Please contact the School of Nursing advisor to seek substitution/approval for a different course.

Specific Admissions Criteria

1. Students interested in the nursing track must arrange for transcripts from all other universities attended to be sent as soon as possible to the admissions office of

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WNMU no later than April 1st of each academic year.

2. Students wishing to be considered for fall admission in the current year are required to apply to the School of Nursing to request admission. Students who applied previously must submit a new, updated application for each year that the student is requesting consideration for admission. Deadlines for the submission of applications are found on the [School of Nursing website](#).
3. The selection process for the nursing track begins after receipt of the student's application to the School of Nursing between February 15th and May 15th of each calendar year. It is the responsibility of the student to notify the School of Nursing of any change of address, telephone number, or other information potentially affecting the student's application.
4. Nursing student selection ordinarily will be made by June 15th of each year. Students selected for admission will be notified by an email sent to the student's WNMU email account. No information regarding selection status will be given by telephone nor will any such information be posted prior to the release of admission status for all applicants.
5. The following outlines the selection process followed by the WNMU School of Nursing in alignment with the NMNEC Admissions guidelines. Please see the WNMU Pre-Licensure Track website for specific information related to criteria for candidate selection for admission.
6. Students shall be selected for admission based on their ranking using the system described in the selection process (5#). Selection is competitive, with the highest scoring students selected first in order of ranking from high to low.
7. All courses must be completed with a minimum grade of "C" or higher (including pre-requisite supporting courses).
8. All supporting courses must be completed by the end of the spring semester prior to admission.
9. Pre-requisite science support courses may be repeated only once for a maximum of two attempts for each course.
10. Selected science courses are required to be repeated if completed more than seven years prior to the entrance track.
11. Science courses that students have taken more than twice but are greater than seven years old may be taken again, with a maximum of two attempts.
12. Students must have a TEAS test score of 64% overall and 50% on the reading section within the same calendar year as the start of nursing school, no later than May 15th.
13. Students may not enroll in core nursing courses without admission to the nursing track.
14. Students are admitted to the WNMU School of Nursing, which is inclusive of the Silver City and Deming campuses. ***NO GUARANTEE is made as to the clinical site accommodation either regarding geographic location or specialty unit (e.g. ICU, Labor & Delivery, etc.).*** All students shall be expected to attend clinical agencies at multiple sites located throughout the region of Grant/Luna/Dona Ana/Hidalgo counties. Students shall be required to rotate among available clinical

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sites in different locations and campuses throughout the duration of the track. Student clinical agency assignments may occur at any point throughout the week and are not restricted to weekdays or daytime shifts. Students are responsible for their own transportation to and from clinical sites, which may be as much as two hours from the campus.

Transfer Student Guidelines

1. Transfer students applying to a nursing track at WNMU from another academic track the student must be admitted to WNMU and must submit official transcripts from **all** colleges or universities attended. Transcripts must be submitted to the WNMU admissions office. Transfer credit may be granted after review of transcripts by the WNMU transcript evaluator and the School of Nursing associate Dean. A minimum grade of “C” or higher is required for transfer of any credits from any nursing course in the WNMU nursing track.
2. Students wishing to transfer to the WNMU School of Nursing may be asked to submit a catalog course description or syllabus in effect at the time the course is taken to verify transferability.
3. Students requesting transfer credit for nursing courses must have attended a State Board of nursing approved track or an accredited college or university. Such students may be asked for a letter of recommendation from the director of the former track. Students requesting credit for clinical nursing courses may be asked to take a clinical challenge and/or written exam to demonstrate competency prior to being granted credit for previous nursing courses.
4. Any student wishing to transfer to WNMU should review the academic regulations regarding transfer credit in the [university catalog](#). Transfer students will be admitted on a space-available basis only.
5. Any attempt to misrepresent or obscure student status at any other school or institution will result in disqualification from the transfer process.

Entry & Annual Clinical Agency Clearance Requirements

Table 4

Pre-Licensure Track Clinical Agency Requirements

New students must submit requirements by July 1st to be eligible to start the program. Returning students must submit their requirements before the dates designated by the clinical agencies. Returning students will be given a deadline by the School of Nursing via email.

Requirement	Criteria
Acknowledgement and Admission/Disclosure of Criminal Record	MUST be received by July 1st for new students.

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CPR Certification	American Heart Association ONLY No other certification is accepted Card must be VALID through the end of the semester in which student is enrolled
Completion of required background checks	NMDOH (fingerprinting) National background check CastleBranch/DISA background check
Drug screen	Annual requirement <i>and at any time throughout the program</i> , depending on clinical site requirements or because of signs of mental/physical impairment indicative of alcohol or drug use. A urinalysis is required annually – if a background check or urinalysis is >12 months old, new background check and urinalysis will be required. Change in clinical sites may result in a new urinalysis and background checks being required, depending on facility policy.
Blood Borne Pathogen Certificate	Annual requirement

Proof of Immunity from the following:

Rubella (German measles) Rubeola (measles); Mumps; Varicella (Chicken Pox)	Two vaccinations or titer
Hepatitis B	May include documentation that vaccination is in progress for the series of three (3) injections. Students with a false positive reaction history to the PPD will follow CDC guidelines. CDC recommendation for the Heplisav, a two-vaccine series, is accepted.
Tdap (tetanus, diphtheria & pertussis)	Received within the last ten (10) years
Influenza (flu)	Annual requirement - after admission and prior to clinical agency experiences in keeping with annual release schedules of the updated flu vaccine formulation or documented exemption
Tuberculosis (TB)	Recent (within the last 12 months) two (2) step skin test or negative chest x-ray; after initial requirement, 1-step TB skin test (PPD) or a negative chest x-ray is required annually

Disqualifying Convictions

The following felony convictions may disqualify an applicant for licensure as a Registered Nurse in the State of New Mexico.

1. Homicide
2. Trafficking in controlled substances

3. Kidnapping, false imprisonment, aggravated assault or aggravated battery, domestic violence
4. Rape, criminal sexual penetration, criminal sexual contact, incest, & indecent exposure
5. Crimes involving adult abuse, neglect or financial exploitation
6. Crimes involving child abuse or neglect

Student applicants whose background includes any of the above-noted felony convictions (as well as any other criminal background findings) may request consideration for granting of a nursing license by the State of New Mexico. Any such considerations are the responsibility of the student applicant and the New Mexico Board of Nursing and are not relevant to the nursing education process itself. Successful completion of and graduation from the WNMU School of Nursing does not guarantee licensure for practice as a Registered Nurse. The granting of a nursing practice license is the responsibility of individual states within the United States and not educational institutions.

Essential Eligibility Requirements

Table 5

Essential Eligibility Requirements for Participation in the School of Nursing

ESSENTIAL FUNCTIONS (with or without accommodation)	SOME EXAMPLES OF NECESSARY ACTIVITIES
Critical thinking abilities sufficient for clinical judgment	Identify cause/effect relationships in clinical situations; develop nursing care plans.
Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.	Establish rapport with patients/families and colleagues.
Communication abilities sufficient for interactions with others in verbal and written form.	Explain treatment procedures, initiate health teaching, document and interpret nursing actions and patient/client responses.
Abilities sufficient for observation and assessment necessary in nursing care.	Observe patient/client responses.
Abilities sufficient to monitor and assess health needs.	Hear monitor alarms, emergency signals, auscultate sounds, and cries for help.
Abilities sufficient to move from room to room and to maneuver in small places.	Move around in patients' rooms, workspaces, and treatment areas, and

Abilities sufficient for physical assessment.	administer cardio-pulmonary resuscitation. Perform palpation, functions of physical examination and/or those related to therapeutic intervention, e.g., insertion of a catheter.
Abilities sufficient to provide safe and effective nursing care.	Calibrate and use equipment, position patients/clients. Safely lift and move clients/patients.

ANA Code of Ethics for Nurses and Scope & Standards of Practice

Table 6

Code of Ethics for Nurses with Interpretive Statements

Provision	Description
Provision 1	The nurse practices with compassion and respect for the inherent dignity, worth and unique attributes of every person.
Provision 2	The nurse's primary commitment is to the recipient(s) of nursing care, whether an individual, family, group, community, or population.
Provision 3	The nurse establishes a trusting relationship and advocates for the rights, health, and safety of recipient(s) of nursing care.
Provision 4	Nurses have authority over nursing practice and are responsible and accountable for their practice consistent with their obligations to promote health, prevent illness, and provide optimal care.
Provision 5	The nurse has moral duties to self as a person of inherent dignity and worth including an expectation of a safe place to work that fosters flourishing, authenticity of self at work, and self-respect through integrity and professional competence.
Provision 6	Nurses, through individual and collective effort, establish, maintain, and improve the ethical environment of the work setting that affects nursing care and the well-being of nurses.
Provision 7	Nurses advance the profession through multiple approaches to knowledge development, professional standards, and the generation of policies for nursing, health, and social concerns.
Provision 8	Nurses build collaborative relationships and networks with nurses, other healthcare and nonhealthcare disciplines, and the public to achieve greater ends.
Provision 9	Nurses and their professional organizations work to enact and resource practices, policies, and legislation to promote social justice, eliminate health inequities, and facilitate human flourishing.

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Provision 10 Nursing, through organizations and associations, participates in the global nursing and health community to promote human and environmental health, well-being and flourishing. (ANA, 2025)

Table 7

ANA Nursing: Scope and Standards of Practice, 4th edition

Standard	Description
Standard 1: Assessment	The registered nurse collects pertinent data and information relative to healthcare consumer's health or information.
Standard 2: Diagnosis	The registered nurse analyzes assessment data to determine actual or potential diagnosis, problems, and issues.
Standard 3: Outcomes Identification	The registered nurse identifies expected outcomes for a plan individualized to the healthcare consumer or the situation.
Standard 4: Planning	The registered nurse develops a collaborative plan encompassing strategies to achieve expected outcomes.
Standard 5: Implementation	The registered nurse implements the identified plan.
Standard 5a: Coordination of Care	The registered nurse coordinates care delivery.
Standard 5b: Health Teaching and Health Promotion	The registered nurse employs strategies to teach and promote health and wellness.
Standard 6: Evaluation	The registered nurse evaluates progress toward attainment of goals and outcomes.

National Student Nurses Association

Code of Academic and Clinical Conduct

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

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

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

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

*See this code adopted by the NSNA Board of Directors, October 27, 2009 in Phoenix, AZ. On April 8, 2022, in Salt Lake City, Utah. To review these standards visit the [NSNA.org website, Code of Ethics, Section 3](https://www.nsna.org/code-of-ethics).

Code of Civility (Conduct)

To promote a positive, professional atmosphere among students, faculty, and staff, the following Code of Civility has been adopted:

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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. Student actions should reflect pride in themselves, the university, and their 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 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 and ideas and everything else that makes us unique individuals.

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

Code of Conduct Policy

Students who distract faculty, other students, or clinical partners with disruptive behavior during class are in violation of the *Code of Conduct* for students at WNMU. These students may be asked to leave the classroom, laboratory, simulation, or clinical settings. The student may return to the classroom after meeting with and receiving the approval of the instructor, Program Director, and the Associate Dean of the School of Nursing & Kinesiology (SONAK). Continued disruption may result in suspension or permanent dismissal from the nursing track and/or from WNMU following the Student Disciplinary Procedures. Students need to review and ensure compliance with the Student Code of Conduct. Please see the WNMU website for the Student Handbook with an extensive description of the student code of conduct or see the [Academic Regulations section of the WNMU catalog](#).

Classroom Etiquette

To maintain an environment that is conducive to learning, students must adhere to proper classroom etiquette. Students may be asked to leave the classroom if a disruption occurs. Expectations for classroom etiquette include:

- Food/Drinks are not allowed in the computer testing or simulation areas.

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- Please reserve your food consumption to break time
- Drinks are allowed in classrooms if they are covered except in room 104, where no food or drink is allowed.
- Conversations need to stop when the instructor begins or is conducting class
- No use of cell phones or other high-tech devices during class is allowed unless directed by your instructor. (This includes not texting or checking phone messages, etc.).
- No unrelated course content should be viewable on laptop computers, cell phones, or computer screens during scheduled classes.

Communication Etiquette

As with all practices in the School of Nursing, students, faculty, and staff are expected to conduct themselves ethically and professionally. This includes professionalism with respect to all written and verbal communication, regardless of the purpose of communication. When sending written communication, the use of correct grammar, spelling, and punctuation, appropriate professional titles, and generally accepted professional etiquette is essential to maintaining a professional atmosphere conducive to a positive working and learning environment.

For telephone communication, professionalism is also required, which includes the provision of identifying information and a return contact number as part of any voicemail message. Parties who do not leave a voicemail message with identifying information and/or contact information should not expect that their call will be returned.

Program faculty and staff strive to respond to student email and telephone communication in a timely manner and are allotted up to 2 working days to respond to communication. Please note that this timeline may be adjusted due to a variety of conditions such as holiday or break schedules, timing (during finals week or the first week of classes, for instance), workload, or other factors, so patience is appreciated. If urgent attention is required, students should follow up an initial communication with a second follow-up communication. After the second follow-up, students should contact the School of Nursing main line (575) 538-6960 or the department's main email at nursing@wnmu.edu for support in reaching the party they are trying to contact.

Contacting Students in Emergencies

Students may be contacted in an emergency directly from the course instructors or from the School of Nursing main numbers. The main number for the Silver City Campus School of Nursing is (575-538-6960) and for the Deming John Arthur and Jeanette Smith Educational Center is (575-545-0019).

General Guidelines

The Pre-licensure bachelor's degree in nursing (NMNEC-BSN) track is divided into five regular semesters. (Semesters are referred to as "Levels" in the NMNEC Curriculum.) Admission into the track occurs for the fall semester of each year. Holidays and breaks follow the regular WNMU academic calendar for the nursing degree tracks.

Clinical agency coursework is conducted at various clinical facilities and agencies within the Silver City and/or Deming/Southwest NM regional area. Students are provided schedules and locations for clinical assignments at the beginning of each clinical course. Established schedules may require modification based on clinical or school issues; and notification of any changes will be provided by instructors. Simulation is part of clinical hours and in accordance with the guidelines of the New Mexico State Board of Nursing up to 50% of all clinical hours within the entire nursing track can be substituted with simulation. The status of any public health emergency will be monitored in conjunction with the percentage of simulation approved for substitution of clinical hours per the New Mexico Board of Nursing.

Students should check announcements and campus emails at least daily. Students are responsible for securing their own transportation to and from clinical facilities. *This includes out-of-town clinical rotations and any lodging associated with such rotations.* If the student misses clinical, the clinical absence policy applies immediately.

Student Success Plans

Student Success Plans will be created to support retention, success, and progression and may be initiated by the student or faculty. Reasons may include life circumstances, failing, or at risk for failing. Success Plans are designed to outline strategies that may help the student complete the nursing track and optimally are a collaborative and supportive effort between faculty and student. Success Plans are strategies for success and are not intended to be punitive. If applicable, conditions of probationary status will be detailed within a Student Success Plan.

Fundraising

Fund-raising activities undertaken by students must be approved by the School of Nursing administration (up to and including the Associate Dean) or faculty advisor for the WNMU Chapter of the National Student Nurse Association (NSNA). Efforts must adhere to established WNMU and NSNA rules, regulations, and guidelines (if applicable) before any undertakings.

Nursing Student Involvement in School of Nursing Governance

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Students are encouraged to participate in governance activities related to their nursing track. Faculty meeting agendas include time for student representative participation. Students may bring requests and concerns to faculty. Students will be excused from faculty meetings when discussion items are confidential or not appropriate for student participation.

Accessibility Services

Services for students with disabilities are provided through Wellness and Accessibility Services: <https://css.wnmu.edu/accessibility/students> . Services include, but are not limited to: alternate text, assistive technology information, campus housing arrangements, campus accessibility, testing accommodations, advocacy, or assistance with any other campus disability-related needs (Available to all WNMU students). To qualify for these services, documentation must be provided by certified health care professionals. The Coordinator of Wellness and Accessibility Services can be contacted by phone (575) 538-6277 or by email at accessibility@wnmu.edu .

Pregnancy

Western New Mexico University does not discriminate against any student based on pregnancy or related conditions. Absences due to medical conditions relating to pregnancy will be excused for as long as deemed medically necessary by a student's doctor, and students will be allowed to make up missed work. Students needing accommodation can seek assistance with accommodation from the Wellness and Student Accessibility Services Coordinator at (575) 538-6277 or for more information, visit the Title IX website at [Title IX Pregnancy and Childbirth Resources](#)

Students who qualify for accessibility services will receive an accommodation letter. The accommodation letter must be submitted to the faculty teaching the course two weeks before test(s) are administered. Exceptions will be made for exams administered within the first two weeks of a semester. Letters will be accepted up to 24 hours before any exam administered within the first two weeks of a semester. A new accommodation letter must be submitted to the faculty at the start of each semester. The School of Nursing will have specific areas within the testing room that will be set up for privacy and noise reduction.

Title IX: Confidentiality and Mandatory Reporter Statement

Western New Mexico University faculty are committed to creating a safe learning environment for all members of our community, free from gender and sex-based discrimination, including sexual harassment, domestic and dating violence, sexual assault, and stalking, in accordance with Title IX of the Education Amendments of 1972. Please note that the Title IX: Sex Discrimination and Sexual Harassment Policy designates all faculty members, including teaching assistants, as "Mandatory Reporters." Under WNMU's Title IX: Sex Discrimination and Sexual Harassment Policy, all "Mandatory

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Reporters” must report all disclosures of sex or gender-based discrimination or violence to WNMU’s Title IX Coordinator. The Title IX Coordinator will reach out to provide resources, support, and information after receiving a report, but community members are not required to respond to such outreach. Reported information will remain private.

If you have (or someone you know has) experienced any form of sex or gender-based discrimination or violence and wish to speak with someone confidentially, please contact WNMU’s Mental Health Therapist at (575) 538-6888 or visit WNMU’s Ombuds website at [University Ombuds](#). For more information regarding WNMU’s Title IX procedures, reporting, or support measures, please visit [Title IX Procedures](#)

Student Retention and Progression

WNMU nursing students must achieve a minimum score of 77.0% or higher in nursing course content to pass any course and progress to the next semester or level. Total exam scores must be a minimum of 77% for the students to progress to the next semester. Individual assignments and/or exam scores shall not be rounded up nor down. For example, a 76.999.....% does **not** round up to a 77.0%.

There are no retakes of exams or extra credit opportunities offered within individual courses. Complete scoring and grade calculation information is offered within the course syllabus for each individual course, and the scoring and grade calculation information contained within an individual course syllabus shall determine the final grade calculation for that course.

WNMU SON Progression Policy was developed in conjunction with the NMNEC Progression Policy. See Appendix B.

LPN Referral

A student who does not progress past Level IV didactic, Clinical Intensive II, or does not pass at any point in Level V may, at faculty discretion, be referred to an LPN bridge course.

Grading Policy

The grading scale utilized by the WNMU School of Nursing complies with the grading scale established by NMNEC and is as follows in Table 8:

Table 8

Pre-Licensure BSN Program Grading Scale

Numeric Scale	Letter Grade
90 – 100	A
80- 89.99	B
77 -79.99	C
67 – 76.99	D
Below 67	F

As adult learners, students are expected to assume responsibility for monitoring their own progress throughout the semester. If a student has trouble, then it is the **student's responsibility** to seek help from the nursing faculty and/or the academic support center.

Extra Credit Policy

The WNMU School of Nursing does not allow extra credit assignments within courses. Students who encounter difficulties with course material are recommended to contact faculty as soon as such difficulties surface within a course. *There will be no extra credit opportunities to allow students who are unsuccessful in course assignments and/or exams to achieve passing scores.*

Assigned Written/Electronic Work Guidelines

Submission Instructions: All assignments will be submitted electronically through the Canvas LMS unless notified by faculty of alternative requirements.

Turnitin® Parameters: The nursing track utilizes Turnitin® to help detect problems related to improper citations, duplicate submissions throughout the country, plagiarism, and other issues involving the quality of assigned work. Faculty will utilize Turnitin® and other AI/LLM detectors to “flag” written assignments requiring further scrutiny and to review for the issues identified above.

Late assignments will have 5% deducted for each day that the assignment is late, including weekends and holidays/breaks. After five days, the student will earn a “0” for the late assignment.

A student who anticipates an assignment will be late may ask the instructor in an email for an extension before the assignment's due date. The extension may or may not be granted at the discretion of the faculty. If an extension is granted, a new due date will be

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given to the student for the assignment. If a student has not requested/received an extension, late work will be deducted by 5% per day for five days; after five days, the student will earn a “0” for the late assignment.

Late assignments will not be afforded an opportunity for re-submission.

APA Style Guidelines for Nursing Assignments

Nursing students are required to follow American Psychological Association (APA) stylesheet guidelines for all written work unless specified otherwise. WNMU uses the **APA 7th edition**. For tutorials on APA, an excellent resource is [Purdue Online Writing Lab](#). See also WNMU Academic Integrity Policy. Students are encouraged to use the [WNMU Writing Center](#) for assistance.

Academic Integrity Policy and Code of Civility (Conduct)

Western New Mexico University policies on Academic Integrity and Student Code of Conduct specified in the [WNMU Catalog](#) and [WNMU Student Handbook](#) apply to students enrolled in any program offered by the School of Nursing and Kinesiology. Students are expected to abide by these policies and by all policies and procedures established by WNMU.

Violations include any behavior that misrepresents or falsifies a student’s knowledge, skills, or abilities. Such violations include two broad categories: (1) cheating and (2) plagiarism.

Cheating

Cheating includes but is not limited to using or attempting to use unauthorized materials such as notes, texts, images, electronic devices, and unauthorized copies of test materials. Cheating is also understood to mean unauthorized collaboration with others, copying the work of another, interfering with the work of another, taking an examination for another student or knowingly permitting another person to take an examination for oneself, or any action that presents the work of other to misrepresent the student’s knowledge, skills, or ability.

Plagiarism

Plagiarism includes, but is not limited to, the intentional or unintentional representation of another’s work as one’s own without proper acknowledgement of the original author or creator of the work, failure to quote and/or cite sources, providing or receiving unauthorized assistance in the preparation of any academic work, the fabrication of sources or information, or submitting the same work for more than one

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course/instructor without the permission of the current course instructor.

Utilization of Artificial Intelligence (AI)

Artificial Intelligence (AI) resources can be useful and powerful tools in the educational experience. As an institute of higher learning, WNMU also promotes expectations for the development of human skills and learning. For each WNMU course, the instructor will establish guidelines and rules for the use of AI-based resources, including whether their use is permitted at all. To satisfy University standards of academic integrity, students must read and adhere to the specific AI usage policies and guidelines that have been established for each course by its instructor. This information will be in each course syllabus.

Wearable AI and Recording Devices

To protect patient and student privacy, maintain HIPAA and FERPA compliance, and uphold professional standards, students may **not** use wearable AI devices or recording technologies (including but not limited to AI note-taking tools, smart glasses such as Meta or similar devices, AI-enabled earbuds, wearable cameras, or audio recording devices) in any setting unless expressly authorized in writing by the clinical agency and course faculty. The use of these devices to record, transcribe, summarize, photograph, or otherwise capture patient, student, or staff interactions or protected health information (PHI) is prohibited. Students are expected to comply with all applicable clinical agency and university policies and guidelines, as well as federal and state privacy regulations. Students must use only approved methods of documentation and note-taking during clinical experiences. Unauthorized use of these devices may result in dismissal from the track.

Exam Policies

Proctored exams are given at scheduled times. Students must notify the instructor before the exam if they cannot take the exam at the designated time. ***Failure to notify faculty will earn the student a grade of zero, with no option of a make-up exam.*** Missed exams must be rescheduled with course faculty within **24 hours** and taken within one week of the original exam day/time. Students can make up a maximum of one exam per course if the faculty receives notification at least 2 hours before the missed exam. Any additional exams missed after the student has completed one make-up exam shall receive a score of zero (0). Severe or extenuating circumstances will be reviewed individually at the course lead's discretion.

Please review the next three items carefully as they are important to student success!

- 1. The unweighted arithmetic mean (average) of all exams within a course must be greater than or equal to 77% (excluding quizzes or other written**

and/or scored activities) to be successful in the course.

- 2. Quizzes and/or other scored activities shall not be factored into course grades in the event that the unweighted written exam arithmetic mean (average) is less than 77%.**
- 3. No exam scores will be dropped from the student's grade calculation**
In such circumstances, the student's final grade in the course shall be the letter grade corresponding to the unweighted arithmetic mean (average) of all written exam scores, *excluding* open-book quizzes or other scored activities. Individual scores shall not be rounded up or down, nor shall there be any normative (curve) adjustments made to scores that have not met the minimum 77% standard.

General Information Regarding Exams

- Unit exams will be at least 50 questions with a limit of 75 questions for a unit exam. Course faculty determine the number of exam questions within these guidelines.
- Final exams are 100 to 125 questions.
- Next-generation exam questions will be added starting with Level I. Exams with NextGen questions will have increased time allotted to them by faculty based on the level of difficulty.
- Exams will be time-limited as follows:
 - Level I & II Students will have 1 minute per question
 - Level III & IV Students will have 1.5 minutes per question
 - Level V will have 2 minutes per question
- Students with accommodations will have exam time adjusted according to their accommodation letter.

Exam Administration In Class

- High-tech devices (e.g. Smart Watches, AI glasses, cell phones) are to be turned off and not accessible (within reach of the student) in the classroom and testing areas.
- All student possessions (backpacks, cell phones, water bottles, hats, etc.) must be left at the designated area of the room and completely out of reach of students. The student may have nothing, but a pencil, paper, and approved calculator provided by the instructor during the testing period. No other electronic devices, even if used as a calculator, are permitted.
- Any last-minute study must be conducted outside the test room. No notes and/or textbooks are allowed in the test room. Students may not write on their blank paper before the exam timer has begun.
- There will be no discussion of test items between students and faculty on the day of the exam.
- If a student is absent from a test, the student may take a different test than

the one administered to the class at the regularly scheduled time. The replacement test may be of a different format (essay, short- answer, etc.) but will be of similar complexity and will address the assigned content.

- Exams may be proctored utilizing Zoom, classroom cameras, and/or face-to-face methods. When Zoom is utilized, the recording function will be turned on.
- Students are not permitted to talk to one another during exams.
- No testing artifacts (scratch paper, print screens, etc.) may be removed from the testing area. To do so constitutes grounds for a grade of zero on the exam and dismissal from the track.
- Exams will be taken electronically via computerized testing wherever possible. Dosage calculation exams may be offered in paper-and-pencil format.
 - Students may make an appointment with a faculty member to review concepts within the exam should students have questions or concerns after exam completion and after all students have taken the exam.
- Exams are not shown to students. ***Any requests to meet with faculty to discuss an individual examination or assignment must be received within five (5) university working days of the date of the posting of results or scores.*** Student requests to remediate exams and/or meet with faculty concerning a specific examination or assignment shall not be honored if received more than five (5) university working days after the date of the posting of results or scores. Final Exams will not be reviewed or remediated.

Guidelines for Canvas Exam Administration

In some cases, exams may be given on Canvas. Guidelines for testing in Canvas are as follows:

- Tests will be administered via a student laptop or desktop in an environment that is private and quiet.
- Students should have childcare and a place to take the exam without interruption.
- Students are required to have two cameras set up on their individual laptop, desktop, or cell phone. One camera is required to show the student's computer screen, and the second camera must show the student's entire face and microphone must be unmuted throughout testing. Both cameras will be logged into Zoom prior to the start of the exam.
- Students will be assigned a zoom number to enter the zoom classroom to take the exam.
- Students will each have a designated instructor to test under using the instructor's Zoom link.
- Students need to be ready to start their exam on time. Students should enter the zoom room 15 minutes before the exam starts.
- Students will not be allowed to test if they enter the Zoom room late. There is no window for this. Be ready to start the exam at the time designated.

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- Late students will have to reschedule their exam at another time. The instructor reserves the right to test the student with alternate means of delivery if the student is late. Examples include essay questions, concept maps, or another test with different questions.
- Students who need to reschedule an exam must contact the instructor within the 24-hour time period to reschedule the exam. Failure to do this will result in a zero for the exam.
- When a student reschedules an exam, this counts towards a missed exam. As per our testing policy, students can only reschedule one exam per course.
- Upon finishing the exam students will notify their instructor via chat and wait for permission to exit the exam.

Proctored Exam Testing Policy (ATI-Specific)

- Examinees should not engage in other activities, such as using a cell phone, during the testing process.
- Students will be provided with two blank pieces of paper, calculator, and a pen/pencil for the test. The paper(s) will be turned in at the end of the exam, and the paper(s) may be kept on file. Student papers will be identified to make sure all papers are turned in.
- All personal belongings must be stored out of reach; this includes books, coats, jackets, hats, and sunglasses with discretionary allowances for religious apparel.
- No electronics of any kind are allowed.
- No food or drink is allowed in the computer testing room.
- Students should plan to use the bathroom before the start of the exam. Students may go to the bathroom during the assessment but will not be allowed to make up for the time missed. Proctor approval is required. Only one student may go at a time. Time in and out will be documented.
- Students cannot leave the testing room during the assessment without proctor approval.
- No communication is permitted among students while taking the assessment.
- Questions will not be answered concerning the exam content while the exam is being administered.
- If a student clicks outside of the assessment greater than three times, the test proctor will investigate the occurrence and will deny or allow the student to restart the exam.
- If reentry into the exam is denied the student must talk with the proctor, the faculty of record and the program director. Based on the investigation, the student and faculty will meet with the Associate Dean of Nursing concerning the circumstances and outcomes of exam non-completion. University and SON student guidelines will be followed in the event of academic misconduct.
- The ATI test platform Proctorio screens data from assessments for

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anomalous student responses. Students should be aware that their responses on all exams will be statistically analyzed for possible academic misconduct.

Collaborative Testing Review

Collaborative Testing Review Guidelines

- Some courses within the School of Nursing may make use of collaborative testing (group testing) procedures. This is at faculty discretion and can be discontinued if it is no longer productive to complete group testing in the classroom. ***Incivility is a reason for stopping collaborative review.***
- After students finish the exam, those who choose to participate in the collaborative review must **remain in their seats and quietly wait for all students to complete the exam.**
- No student is required to participate in the collaborative review.
- While awaiting the collaborative review, all backpacks, books, phones/smartwatches (turned off) and other belongings should remain in the designated areas and may not be accessed.
- After the allotted time for the exam has finished, or when all students have completed the exam (whichever comes first), students will be placed in groups by the instructor.
- Each group will be given one paper test to complete as a group. The groups will quietly discuss each question and select an answer. There are NO resources that may be used to find the answer other than the small group discussion. In other words, students may NOT look up information in any manner.
- Groups shall submit the paper test to the instructor when completed, and the written exam shall have the names of all group members printed on it at the top. **Time allowed for collaborative exam review will depend on the number of Next Generation Testing Items on the exam and will be determined by individual instructors.**
- All collaborative exams, whether complete or not, will be turned in when the allotted time is reached.
- Students who take an exam later will not be able to participate in collaborative exam process.
- Final exams will not have collaborative exam review.

Grading the Group Collaborative Exam

- Students who do not pass the individual exam (< 77%), will not receive extra points for participation in the group exam.
- Students who do pass the individual exam with a score of 77% or greater, will receive extra points as outlined below.
 - Group exam grades:

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- If the group scores an 'A' on the group exam, two points will be added to individual exam scores.
- If the group scores a 'B' on the group exam, one point added onto their individual exam scores.
- If the group scores a 'C' or less on the group exam, no points will be added to individual exam scores.
- **There is NO penalty for a low collaborative exam score.**

Test Analytics and Score Release

- The faculty will perform test analytics on the exam within 3 working days of all students taking the exam.
- Faculty will not review the test questions with the students.
- If the analytics suggest further review, points may be given back to students who missed the question or those who received credit for a second correct answer. Students who answered the question correctly will not receive additional points.
- Test analytics will be reviewed by three faculty with knowledge of the exam content.
- Final scores may increase only if test analytics and questions are approved, and the item analysis of the question supports points being given back.
- Students' grades will be posted in the Canvas grade book.

Dosage Calculation Exams

Dosage calculation (aka medication calculation) exams are given at each level throughout the pre-licensure nursing track.

A score of 90% must be achieved on the medication calculation exam for a student to pass the exam in each level of the nursing track.

- For Levels 1, 2, & 3, the exam may be repeated for a **total of three attempts**.
- For Levels 4 & 5, the exam may be repeated once for a **total of two attempts**.

Students who are unsuccessful with the final allowed dosage calculation exam in a given level (either attempt number 3 or attempt number 2 as identified above) shall not continue in the nursing track in that semester.

- The student will not be allowed to continue in any program courses for that level regardless of grade, as the courses are concurrent.
- The student will be dismissed from the level and will be eligible to re-apply for admission to the nursing program at the level from which they were dismissed. If a student has more than one failure or more than one program attempt, please review the NMNEC progression policy for re-admission eligibility.
- A "Withdrawal" (W) will be given for the course in which the dosage

calculation exam was failed – for the purposes of the NMNEC and WNMU progression policies, this Withdrawal (W) will count as a failure of a course.

- For the other concurrent courses, a “Withdrawal” (W) will be given but WILL NOT count as failed courses per NMNEC progression policies.

Lab/Clinical/Simulation Experiences

The criteria for passing clinicals are included in the syllabus and clinical evaluation tools in every nursing course. To receive a passing clinical grade (77% or higher), the nursing student must receive a cumulative satisfactory rating on ALL requirements in the summative evaluation tool.

The rating criteria are as follows:

S = Satisfactory: Meets expectations and competencies

U = Unsatisfactory: Unsafe, consistently needs guidance, unable to perform independently, unable to demonstrate appropriate clinical judgment.

Note: To be successful, all level objectives, course competencies, and program clinical objectives need to be met at satisfactory level as determined by the instructor in the summative evaluation.

Students will be evaluated each clinical day, at mid-semester, and again before completing the course. Student evaluations will provide a chance to assess skills and professional behaviors and identify areas that may need improvement.

Students may be videotaped within the lab or simulation settings. Students will be recorded for all objective structured clinical examinations (OSCE) safety assessments, simulations, and checkoffs at the discretion of faculty.

Patient safety in clinical, lab, & simulation settings is of utmost concern. If at any time the clinical instructor determines that student conduct or performance is **unsafe** then the student may be immediately removed from the lab, clinical, or simulation setting by the clinical instructor. The WNMU clinical faculty will notify the course lead and/or the pre-licensure program director that the student’s conduct or performance in the clinical, lab, or simulation setting is unsafe. The School of Nursing will determine if the student will be allowed to continue in the clinical, lab or simulation setting.

Skills Lab and Safety Assessment Competency

Skills labs are part of the student requirements for achieving clinical competence in Levels 1, 2 & 3. Completing a skills checkoff satisfactorily is required for the student to progress in the course. In **levels 1, 2 and 3** students will have **three** attempts to

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complete a skill check-off. Students who do not complete their skills checkoff per the guidelines in the allotted number of attempts will be dismissed from the track. The student will be dismissed from the level and will receive a “Withdrawal” in the clinical course. NMNEC progression policies count this withdrawal as a course failure. The student can reapply for readmission to the level within one year, depending on space availability and alignment with the NMNEC progression policies.

Objective Structured Clinical Examinations (OSCE)/Safety Assessments

Are given in Levels IV and V in Clinical Intensive courses. Safety assessments are composed of patient care scenarios with skills that the student has already completed and passed in the previous levels. Students will be allowed two attempts to complete a safety assessment. The student may not attend clinical until the safety assessment is successfully completed. If a student does not complete the safety assessment per the guidelines, they cannot progress in the level. If unable to progress, the student will be dismissed from the level and will receive a “Withdrawal” in the clinical course. NMNEC progression policies count this withdrawal as a course failure. The student can reapply for readmission to the level within one year, depending on space availability and alignment with the NMNEC progression policies.

Clinical Hours Definition

Clinical hours ***are faculty-planned, supervised, and evaluated experiential learning*** activities designed to assist students in achieving the clinical learning outcomes and course objectives of the nursing curriculum. Clinical learning experiences may occur in hospitals, outpatient facilities, community agencies, simulation laboratories, skills laboratories, virtual simulation environments, and other approved clinical settings.

Clinical hours are intended to provide students with opportunities to integrate theoretical knowledge, develop psychomotor and communication skills, apply clinical judgment, demonstrate professional behaviors, and provide safe, evidence-based nursing care. All clinical activities must be directly aligned with course outcomes and comply with university policies, clinical agency requirements, and applicable regulatory and accreditation standards.

See clinical hour policy in **Appendix C**.

Clinical/Lab/Simulation Attendance

Students are expected to attend clinicals prepared to care for their assigned patient(s) according to guidelines in this handbook, the course syllabus, and other directions as provided by instructors. Students deemed unprepared will be dismissed from the setting and will accrue an unexcused absence. Students will be placed on a student success plan.

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Clinical, lab, and simulation experiences are vital components of the educational process and are necessary to meet course objectives. Achieving the correct number of clinical hours is mandatory. Required clinical hours will vary from semester to semester and from course to course, in keeping with New Mexico Board of Nursing (NMBON), New Mexico Nursing Education Consortium (NMNEC), and the Commission on Collegiate Nursing Education (CCNE).

Clinical Absences

Students who miss clinical, lab, or simulation experiences shall be allowed to make up to a maximum of two clinical experiences per 16-week semester. Upon accumulation of two absences, the student must attend a meeting in which their clinical instructor(s), Program Director, and the Associate Dean determine what actions will be taken. This may include a student success plan or failure of the course and dismissal from the track.

Clinical/Laboratory/Simulation Absences

- Each student is expected to contact and verify response from the clinical faculty member if they will be absent or late to clinical.
- ***Clinical courses and simulation may have preparation assignments required as a ticket to attend.*** If these are not turned in as required, the student will not participate and may be sent home. This will count as an unexcused absence.
- “Make-up” hours for missed clinical, laboratory, or simulation will be determined by the course faculty.
- **All missed clinical hours, whether excused or unexcused, must be made up.**
- The student will contact the clinical instructor to arrange make-up of missed clinical experiences within 24 hours of the missed experience. If a student fails to contact faculty within 24 hours, the absence is unexcused.
- **More than two unexcused clinical absences in a 16-week semester will result in an “F” (failure) for the final course grade and dismissal** from the track for that semester or permanently based on NMNEC and WNMU readmission policies.

Definitions of Excused and Unexcused Absences

A clinical absence is defined as “excused” when the student personally notifies the instructor prior to the absence (notification method is at the discretion of the faculty). Examples of excused clinical absences include, but are not limited to personal illness, family death, unexpected life emergencies. Determination of what constitutes an excused absence is at the discretion of the assigned clinical faculty member.

- An *unexcused* absence is defined as:

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- A student being absent without prior notification to the instructor facilitating that clinical experience.
- A student sent home when determined by faculty to be unprepared or unsafe
- An *excused* absence is defined as:
 - A student absent with prior notification to clinical faculty per the guidelines may avoid an unexcused or late penalty. However, even excused absences may impact a student's grade for that course. Multiple absences may make it impossible for the student to meet the clinical course requirements, resulting in a failing grade. Students should consult with faculty and the nursing advisor early when absences are repetitive.
 - Upon accumulation of two absences (excused or unexcused or any combination thereof) the student must meet with the faculty member(s), the Program Director, and the Associate Dean for the School of Nursing to determine if the student will need to withdraw and re-enroll per the NMNEC progression policy. Students will be placed on a Success Plan.

Clinical Absences Related to Illness/Injury

Should a student with an injury or illness not be able to fulfill the scheduled clinical activities the clinical activities may be accomplished per the clinical instructor's discretion through alternate methods such as: rearrangement of clinical schedule, virtual technology, or another assignment that meets the clinical objectives.

Students must be in the clinical setting with patients to successfully progress in the nursing track in Levels IV and V. Alternative clinical activities such as in-person simulation and virtual simulation are limited to 50% of total clinical hours in the track per the New Mexico State Board of Nursing regulations.

Specific abilities are required for certain tasks to protect the students and the patients from injury or illness. See "Essential Eligibility Requirements for Participation in the School of Nursing." Additional information on clinical experiences will be specified in individual course syllabi.

Healthcare Provider Release Requirement

Any student who is absent from the clinical setting due to health conditions will need to check with their faculty of record to see if the School of Nursing will require a provider's release before returning to class, clinical, lab and simulation.

Tardiness

Students are expected to arrive at the designated clinical on time as indicated in the

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course schedule. Students are expected to notify their clinical instructor of anticipated tardiness at least one-half hour before the designated clinical start time.

Students arriving late will have their tardiness documented and may be sent home. Tardiness may result in an excused or unexcused absence at the clinical instructor's discretion.

Clinical, Laboratory & Simulation Guidelines

Students are to wear a clean, wrinkle free uniform for all clinical, simulation, or laboratory experiences.

- Students are expected to return all equipment and supplies to the original state and location in the clinical and laboratory setting unless instructed otherwise.
- Students shall help keep the area clean and neat.
- Students are not to leave the clinical area until officially dismissed. This expectation applies to lunch and personal breaks during clinical days.
- Students are expected to always exhibit professional and courteous behavior in all clinical settings.

Clinical and Laboratory Dress Code

When attending clinical agency sites, laboratory, simulation, or attending any other scholarly function, students will wear the school uniform and identification badge, unless advised otherwise by faculty. The required nursing student uniform consists of the following:

- Purple (Grape) short sleeved scrub top with pockets
- Student nurse patch sewn on the **left** shoulder of the scrub top. No other patches or ornamentation are permitted.
- Optional undershirt (plain white/black or purple) under the scrub top and/or
- Purple Scrub jacket/ No street wear such as hoodies/jackets, etc.
- Matching purple scrub pants
- University photo ID with Track Level identification ribbon
- Clinical facility ID as required.
- Stethoscope, Bandage scissors, Penlight
- Watch with a second hand that remains functional for more than one minute (i.e. a smartwatch must be able to remain on and functional for more than one minute)
- Surgical masks may be required during simulation and clinical practice
- Clinical facilities will have their own guidelines which must be adhered to
- Nursing shoes can be of any color or design appropriate to the nursing profession with closed toes (no holes i.e. Crocs). An example of inappropriate design would be skull and cross bones. Shoes must be as impermeable as

possible to fluids.

- If students have a question about uniform choices, they are encouraged to reach out to the faculty for verification of appropriateness before purchasing. ***If a student presents to clinical in questionable shoes, faculty will require that shoe covers be worn and appropriate/approved shoes obtained by the student for subsequent clinicals.***

Professional Appearance, Hygiene & Behavior

Students are expected to follow good hygiene rules and be clean, odor-free, and well-groomed. Hair must be neat and clean. Long hair must be secured back, so that it does not fall forward. Beards, mustaches, and sideburns must be neatly trimmed and must meet infection control guidelines for personal protective equipment.

While in uniform, undergarments must be worn but must not be visible. Fragrance may not be worn in class or clinical settings.

In the nursing laboratory and clinical settings, students must wear the complete student uniform. A flat wedding band with no protrusions, wristwatch, and small pierced jewelry (studs) are the only permissible articles of jewelry. Tobacco products of any kind and foul language are not permitted in clinical or classroom settings. Students in violation will be asked to leave the classroom, lab, simulation, or clinical agency, and will accrue an absence.

Fingernails may have polish, but it cannot be chipped and must conform to clinical facility policy. Fingernail length may not extend beyond fingertips. No acrylic or “fake” fingernails.

Picture identification badges are to be worn by lanyard or pocket clip. It is considered unprofessional (and an infection control concern) to wear the uniform anywhere other than the clinical setting. ***Students may not wear the student uniform after clinical agency experiences while shopping, eating out at restaurants, etc.***

Students who present themselves to the clinical setting in violation of the dress code will be sent home to change, resulting in either an unexcused absence or a tardy.

Nursing Student Suspected of Impairment

Students who exhibit signs of impairment during class or clinical time may be asked to submit to a drug or alcohol test at their own expense. Faculty may request another faculty member or facility staff to validate suspected impairment. Students who refuse to submit to testing will not be allowed to participate in any classroom, laboratory,

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simulation, or clinical agency experiences. Depending on the circumstances, absences related to impairment will result in a clinical absence at a minimum and may result in dismissal from the track.

Although WNMU enforces policies regarding substance and alcohol use, the special needs of the School of Nursing tracks require additional procedures for handling the suspected drug/alcohol impairment of students enrolled in nursing coursework. Due to the nature of the course of study, students enrolled in nursing courses must not be under the influence of any substance (regardless of whether the use of the substance is legal or illegal, prescription or otherwise), which impairs or is likely to impair the student's clinical judgment while in the classroom, clinical practicum, or laboratory setting.

This policy demonstrates the School of Nursing's commitment to safeguard the health of the students and the public and provides a safe place for students to learn. Drug or alcohol use, either on-campus or in a classroom, clinical practicum, or laboratory setting, can seriously endanger the safety of patients and students and make it impossible to provide safe healthcare and service. Impairment or potential impairment of judgment in the clinical, practical or laboratory setting places the safety of students, patients, clinical staff, faculty, and the general public at unacceptable risk.

The purpose of this policy is to:

- Provide clear guidelines and consistent procedures for handling incidents of student use/abuse of alcohol, drugs (legal or illegal) or controlled substances that affect or are likely to affect judgment in the classroom, clinical, practical or laboratory setting.
- Inform students of their responsibility to conform to all state and federal laws and regulations and WNMU policies regarding alcohol and drugs.
- Provide substance abuse guidelines for all nursing faculty regarding problem recognition and implementation of this policy.
- Balance the need to safeguard the public with the student's rights.

Definitions

- **Impairment:** the state of being diminished, weakened, or damaged, especially mentally or physically (Toney-Butler & Siela, 2022).

Factors Suggesting Impairment

Students while in setting may be asked to submit to a drug test, if cause or reasonable suspicion of substance use exists. Factors which could establish cause/reasonable suspicion include, but are not limited to:

- Unsteady gait

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- Unusual sleepiness or drowsiness
- Slurred speech or change in the student's usual speech pattern
- Blood-shot eyes
- Unusually disheveled appearance
- Aggressive tone of voice or body language
- Physical aggression
- Odor of alcohol or marijuana, including residual odor peculiar to some chemical or controlled substances
- Unexplained and/or frequent absenteeism during a scheduled class or clinical laboratory
- Personality changes or disorientation
- Inappropriate behavior which suggests that the student is under the influence of a chemical substance that impairs or could impair clinical, practical or laboratory judgment.
- Repeated failure to follow instructions, policies, or procedures
- Violation of clinical, practical or laboratory facility or WNMU or School of Nursing safety policies
- Involvement in an accident or near-accident
- Decrease in manual dexterity and/or coordination in body movement
- Presence of alcohol, drugs, or drug paraphernalia in student's possession
- Theft or absence of narcotics from the student's clinical or practical site(s)
- (Toney-Butler et al., 2022; Trinkoff et al., 2021; Lengel, 2023; Knipe & Petula, 2007).

Substance Use Testing Procedures

- 1) The student will be removed from the classroom or clinical laboratory without delay and will be informed by the faculty that the student is suspected of being impaired.
 - a) The student will be given an opportunity to explain their behavior.
 - b) If the instructor/agency RN reasonably suspects impairment, then the student shall be sent for a drug screen to a suitable laboratory designated by WNMU.
 - c) For situations in which the student is under the independent supervision of a agency RN at a clinical site, the agency RN should follow the facility policy for suspected impairment.
 - d) WNMU SONAK recommends that the student suspected of impairment arrange for transportation from the clinical site; a person suspected of impairment should not drive themselves from the clinical site.
- 2) The student will not be able to return to the class, lab, clinical or practicum site until they have met with the Program Director and Associate Dean of the School of Nursing to review the urinalysis results. The student remains responsible for all course or program requirements during such period.

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- a) If the urinalysis is negative, after meeting with the student as outlined above, relevant faculty, and the Associate Dean of Nursing will complete a plan with the student to return to class, lab, clinical and/or practicum site(s). Faculty will notify any clinical agency RNs of the student's ability to return to a clinical or practicum site.
- b) If the urinalysis is positive, after meeting with the student as outlined above, the student will be dismissed from the program, and faculty will notify the agency RN that the student is not able to return to the clinical site.
 - i) If the test result is positive, then the student may request and pay for a retest of any original collected (split) urine specimen at the original laboratory or another certified laboratory, if a split-specimen is available (see 3c, 3ci). The student remains responsible for all coursework pending the results of the second test.
- 3) The SONAK will only accept urinalysis results sent certified mail from the testing facility.
 - a) A copy of the urinalysis will be uploaded to the students Castle Branch account, but it will not be accepted as the final result without a paper copy that originates from the testing site, sent to the Associate Dean of SONAK via certified mail.
 - b) If the test results are negative, then the student will meet with the instructor, Program Director, and the Associate Dean of the School of Nursing within two working days of the receipt of the test results to discuss returning to classes (see 2a).
 - c) If the test result is positive, then the student may request and pay for a retest of the collected (split) urine specimen at the original laboratory or another certified laboratory.
 - i) Results from the second test will be sent to the Associate Dean of SONAK via certified mail, originating from the testing facility. This is the only way a second test result will be accepted by SONAK Prelicensure Program.
- 4) If the initial drug or alcohol screen is positive and the student declines a second test at their own expense (see item see 2bi, 3c, 3ci), then the following actions will occur:
 - a) The student will be notified by the Associate Dean of the School of Nursing or identified designee of the results of the test and will be dismissed from the program.
 - b) All documentation will be sent to the Dean of the College of Professional Studies, the Vice President of Academic Affairs, and the Vice President of Student Affairs and Enrollment Management for further action per the WNMU Sanctions for Violations of the WNMU Student Code of Conduct.
 - c) If the student opts for a re-test of the split specimen at their own

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expense, they remain on suspension from clinical site activities awaiting the test results of the second specimen. Students are responsible for all coursework during this period.

- 5) The results of the second test will follow the same procedure as outlined above, depending on the results. If a student admits to being impaired by drugs or alcohol, then the student will be removed from the site and treated as for a positive drug screen. The admission of drug or alcohol related impairment follows the same protocol as a positive drug screen.
 - a) Impairment related to other factors that do not include drug or alcohol, i.e. sleep deprivation, will be assessed individually. The student may still be asked to submit to a urinalysis and follow all applicable clinical site policies and procedures.
- 6) If a student fails to comply with the WNMU and/or clinical site protocol for urinalysis, or refuses to have a drug screen completed, then such failure or refusal shall be treated as a positive drug screen. All documentation will be forwarded to the Dean of the College of Professional Studies, the Vice President of Academic Affairs and the Vice President of Student Affairs and Enrollment Management for further action.
- 7) Students testing positive for drugs and/or alcohol will be strongly advised to complete Drug/Alcohol Rehabilitation Program.
- 8) Results of the test(s) and the contents of the Student Documentation Form shall remain confidential and may be released only to the appropriate faculty of the School of Nursing, Associate Dean for Nursing and Kinesiology (SONAK), Dean of the College of Professional Studies, the Vice President of Academic Affairs, and the Vice President of Student Affairs and Enrollment Management and those with a legitimate need to know.
 - a) of the second test.

Student Scope of Practice

Table 9

Student Scope of Practice

WNMU Student Nurse Scope of Practice	
Students may perform or administer <u>with direct supervision</u> of faculty or agency RN	
	Cardiac compressions, place IVs, NGTs, during a code or Rapid Response when directed by faculty or partnering agency RN.
	Nursery IV or medication administration
	Removal of subcutaneous sutures/staples
	IVs with potassium (main or secondary bags)

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	Removal of intraosseous (IO) lines
	Removal of central, arterial, external jugular (EJ) lines
	The student may discuss telephone orders with an appropriate prescribing professional, but <i>the partnering agency/supervising nurse must listen in on the call and write/enter the order into the health record</i>
Students may monitor <i>with direct supervision</i> of faculty or agency RN	
	Patients receiving blood products (assessments and vital signs)
	Drips in Labor and Delivery: Oxytocin/Magnesium
	Heparin drips
	Insulin drips
Activities Beyond Student Scope of Practice	
The following are activities in which nursing students may not perform during clinical.	
Activities of this nature may result in dismissal from the track.	
	Preparation or IV administration of complex critical care drugs including but not limited to: Amiodarone, Dopamine, Dobutamine, Levophed, Lidocaine, Nitroglycerin, Nipride, Thrombolytics, Mucomyst or Chemotherapeutic Drugs. (Contact your clinical instructor for clarification before hanging these types of medications if not listed).
	Witnessing consent forms, Living Wills, Belonging Sheets, and/or other legal documents.
	Assuming responsibility for client's valuables or signing/completing belonging sheets.
	Language translations for procedures, consents, or discharge instructions.
	Signing out, hanging, changing the IV pump rate or cross-checking of blood products.
	Unsupervised presence in the medication area or use of the medication pyxis.
	Unsupervised narcotic sign-out (any licensed faculty or licensed registered nurse is considered a supervisor). Students may not carry narcotic keys.
	Operation of hemodynamic equipment (observation only).
	Insertion of intraosseous (IO) lines may not be performed.
	Operation or removal of temporary pacemakers.
	Examinations related to labor progression (vaginal and/or rectal, and internal monitoring).
	Primary Circulating or Scrub Nurse.
	Unsupervised charge of a unit.
	Independent application of restraints.

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	Participate in mental health emergencies or be assigned primary responsibility in 1:1 patient observation.
	Students may not assume the duties as the primary nurse for any patient assignment.
	Serve as the official scribe for rapid response and/or code arrests.
	Administer any medication while participating in a rapid response and/or code arrest.

Medication Administration Policy (Clinical Courses)

To ensure safe and accurate patient care during clinical rotations that involve medication administration, the student nurse is required to adhere to the following guidelines in accordance with the hospital's policies and procedures and regulations and clinical faculty/Registered Nurse expert discretion.

Medication Administration within a Clinical Facility

- a. Students will administer medications with the direct (physically present) supervision of the clinical faculty or assigned Registered Nurse expert. Medications will not be administered by a student during a rapid response or code situation.
- b. Students must not accept verbal or telephone orders from any healthcare provider.
- c. Students will prepare/draw up medications and/or add medications to solutions ONLY with direct (physically present) supervision from the clinical instructor or unit R.N. at this level. Critical drips should not be prepared by a student.
- d. Students should be supervised at all times when in the medication room.

Procedure: The student must

- e. Identify key information regarding the medication to not be administered:
 - a. Mechanism of action
 - b. Major side effects and incompatibilities
 - c. Rationale for medication use
 - d. Correct medication dosage/IV rate calculation completed.
 - e. Available assessment considerations (i.e. BP, HR, drug levels, blood sugar)
 - f. Selection of proper needle/syringe size, site (for IM/SQ administration), and volume capacity for site chosen
 - g. Saline flush guidelines
- f. Identify/verify patient's allergies prior to medication administration.
- g. Identify at least the six rights of medication administration as follows:
 - a. Right patient
 - b. Right medication
 - c. Right dose
 - d. Right route

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- e. Right time/frequency
- f. Right documentation
- h. Maintain standards of patient safety, including proper hand washing and clean or sterile techniques, and disposal of sharps as appropriate during the entire medication administration process.
- i. Use two patient identifiers prior to medication administration to ensure safety. The two acceptable identifiers include: Date of birth, and the individual's name in addition to the use of bar-code scanning technology where it is available.
- j. If the Clinical Partner's policy allows document with the clinical faculty or Registered Nurse expert's supervision in the patient's medication administration record with attention to the following: providing correct medication, dose, and administration time according to the institutional procedures and the licensed personnel's signature/initials.
- k. A student who displays unsafe behaviors in this area will be placed on a student success plan and individualized remediation plan which may include the following:
 - 1. A second instructor may be assigned to attend clinical to work individually with the student.
 - 2. Evaluation from the individualized encounters will be used to determine if the student is safe to return to performing medication administration with a facility R.N. and/or the clinical instructor who is monitoring all students in the clinical setting.
- l. Students who continue to demonstrate unsafe medication administration behaviors will not be able to continue in the clinical settings and will be unable to progress in the program.
- m. Student guidelines will be followed if the student is unable to progress in the program.
- n. The student may receive an "F" or withdraw (as appropriate) for that course and will have to repeat the course based on the NMNEC progression policy.

ATI Content Mastery Series

WNMU ATI Policy 2026 – 2027

The Western New Mexico University School of Nursing is committed to preparing graduates who demonstrate the knowledge, clinical judgment, and professional competencies necessary for safe nursing practice and success on the NCLEX-RN® examination. Assessment Technologies Institute (ATI) standardized assessments are integrated throughout the curriculum to support student learning, measure achievement of program outcomes, and promote continuous improvement.

ATI assessments are designed to identify students' strengths and opportunities for growth while providing individualized guidance for focused review and remediation. Faculty utilize ATI assessment data to support student success, evaluate curriculum effectiveness, and inform continuous quality improvement in accordance with the Commission on Collegiate Nursing Education (CCNE) Standards.

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The goal of the ATI Testing Policy is to establish consistent expectations for testing and remediation while fostering a culture of accountability, lifelong learning, and continuous academic growth. Students are expected to actively engage in the assessment and remediation process to strengthen nursing knowledge, enhance clinical judgment, and prepare for successful entry into professional nursing practice.

ATI Content Mastery Assessments by Level

Table 10

Placement of ATI Content Mastery Assessments by Level

The ATI Content Mastery Assessments will be taken by students in the following levels:		
Program Level	Course	ATI Assessment
Level I	Introduction to Nursing Concepts	Fundamentals (Practice and Proctored)
Level II	Health and Illness I	Maternal Newborn (Practice and Proctored)
Level II	Nursing Pharmacology	Pharmacology (Practice and Proctored)
Level III	Health and Illness II	Pediatric Nursing (Practice and Proctored)
Level III	Professional Nursing Concepts I	RN Leadership (Practice and Proctored)
Level IV	Health and Illness III	Medical-Surgical Nursing (Practice and Proctored)
Level V	Professional Nursing Concepts II	Mental Health Nursing (Practice and Proctored)

The combination of practice and proctored assessments will be utilized to achieve 10% of the course grade, with a course worth 100 points. In a 16-week semester, the following schedule will be followed, with awareness that nursing faculty may need to give their exams at different times based on the course assignments.

- Two practice exams will be given.
- Practice Exam A –at approximately 9-11-weeks with required remediation.
- Practice Exam B- at approximately 11-13-weeks, with required remediation.

The Standardized Proctored Assessment will be given around the 14th-15th week of the semester

Content Mastery Series Grading Rubric

The grade received for the standardized proctored assessment will be a combination of the test score plus remediation.

Table 11*Content Mastery Series Grading Rubric*

Content Mastery Series (CMS) Grading Rubric			
PRACTICE ASSESSMENT 60 POINTS			
Complete Practice Assessment A (30 points)		Complete Practice Assessment B (30 points)	
Remediation		Remediation	
Minimum 1-hour focused review* Submit report showing proof of focused review time. Complete the post-exam quiz with a score of 78%, and submit a report with proof of time spent in the quiz and the quiz score.		Minimum 1-hour focused review* Submit a report showing proof of focused review time. Complete the post-exam quiz with a score of 78%, and submit a report with proof of time spent in the quiz and the quiz score.	
STANDARDIZED PROCTORED ASSESSMENT			
Level III (per ATI assessment) Proficiency Level	Level II (per ATI assessment) Proficiency Level	Level I (per ATI assessment)	Below Level I (per ATI assessment)
30 points	20 points	10 points	0 points
REMEDIATION INSTRUCTIONS			
Remediation = 10 points Minimum 1-hour focused review* Submit report showing focused review time completion	Remediation = 10 points Minimum 2-hour focused review* Submit report showing focused review time completion	Remediation = 10 points *Minimum 3-hour focused review* Submit report showing focused review time completion	Remediation = 20 points *Minimum 4-hour focused review* Submit report showing focused review time completion
100%	90%	80%	80%

Figure 1*ATI recommended cut level*

ATI RECOMMENDED CUT SCORES			
RN CMS 2023 PROCTORED ASSESSMENTS	LEVEL 1 CUT SCORE	LEVEL 2 CUT SCORE	LEVEL 3 CUT SCORE
 Adult Medical Surgical (90 items)	56.7% to 68.8%	68.9% to 82.1%	82.2% to 100.0%
 Community Health (50 items)	58.0% to 73.9%	74.0% to 83.9%	84.0% to 100.0%
 Fundamentals (60 items)	50.0% to 64.9%	65.0% to 81.6%	81.7% to 100.0%
 Leadership (60 items)	60.0% to 76.6%	76.7% to 89.9%	90.0% to 100.0%
 Maternal Newborn (60 items)	55.0% to 66.6%	66.7% to 81.6%	81.7% to 100.0%
 Mental Health (60 items)	56.7% to 66.6%	66.7% to 84.9%	85.0% to 100.0%
 Pediatric Nursing (60 items)	51.7% to 64.9%	65.0% to 78.2%	78.3% to 100.0%
 Nutrition (60 items)	48.3% to 66.6%	66.7% to 83.2%	83.3% to 100.0%
 Pharmacology (60 items)	53.3% to 71.6%	71.7% to 86.6%	86.7% to 100.0%

..... UNDERSTANDING ATI PROFICIENCY LEVELS DEFINITIONS	
 LEVEL 1	Scores meeting the Proficiency Level 1 standard can be considered to meet the absolute minimum expectations for performance in this content area. Scores at this level were judged by the content expert panel to indicate a student as likely to just meet NCLEX-RN® standards in this content area. ATI advises these students to develop and complete a rigorous plan of focused review in order to achieve a firmer grasp of this content.
 LEVEL 2	Scores meeting the Proficiency Level 2 standard can be considered to exceed minimum expectations for performance in this content area. Scores at this level were judged by the content expert panel to indicate a student as fairly certain to meet NCLEX-RN® standards in this content area. ATI advises these students to engage in continuous focused review in order to improve their knowledge of this content.
 LEVEL 3	Scores meeting the Proficiency Level 3 standard can be considered to exceed most expectations for performance in this content area. Scores at this level were judged by the content expert panel to indicate a student as likely to exceed NCLEX-RN® standards in this content area. ATI advises these students to engage in continuous focused review to maintain and improve their knowledge of this content.
	<i>These proficiency levels help guide student growth and support focused learning to achieve NCLEX-RN® readiness.</i>

End-of-Track (Level V) Comprehensive Testing

A comprehensive exit exam (ATI Comprehensive Predictor) will be administered to all nursing students in their final semester in the Level V Concept Synthesis Course.

The ATI Comprehensive Predictor Assessment is a 180-item examination designed to evaluate students' overall nursing knowledge and readiness for the NCLEX-RN® licensure examination. The assessment includes content from the major areas of the nursing curriculum, including fundamentals of nursing, pharmacology, adult medical-surgical nursing, maternal-newborn nursing, mental health nursing, pediatric nursing, nutrition, leadership, and community health nursing. The distribution of questions closely reflects the NCLEX-RN® test blueprint and its client need categories.

Upon completion of the assessment, students receive an individualized performance report that includes their total score, predicted probability of passing the NCLEX-RN®, national and program averages, personalized topics for review, and detailed performance across nursing content areas and key outcome measures, including the Nursing Process, Clinical Judgment, Priority Setting, Bloom's Taxonomy, AACN Essentials, QSEN Competencies, and NCLEX-RN® Client Need Categories.

ATI Comprehensive Predictor Grading Policy

- A minimum score of 90% percentage of passing per ATI is needed to receive full credit for this exam. This exam is a predictor of a nursing student's ability to pass the NCLEX exam on a first attempt. Please see the ATI rubric for scoring and performance guidelines.
- Students must take a second ATI Predictor if they do not pass the first one.
- *The scores for both predictors for students who take the second ATI Predictor will be averaged in the gradebook.*
- *The ATI Predictor grade will comprise no more than ten percent of the overall grade.*
- Low scores on the predictor(s) can affect a student's final grade. If the student's final class average is less than 77%, the student will not pass the Concept Synthesis course and will be required to repeat the course per the guidelines.
Students are not eligible to sit for the NCLEX until the course is passed.

Table 12*Comprehensive Predictor Grading Rubric*

Comprehensive Predictor Grading Rubric			
PRACTICE ASSESSMENT 40 POINTS			
Complete Practice Assessment A (20 points)		Complete Practice Assessment B (20 points)	
Remediation		Remediation	
Minimum 1-hour focused review* Submit report showing proof of focused review time. Complete the post-exam quiz with a score of 78%, and submit a report with proof of time spent in the quiz and the quiz score.		Minimum 1-hour focused review* Submit a report showing proof of focused review time. Complete the post-exam quiz with a score of 78%, and submit a report with proof of time spent in the quiz and the quiz score.	
STANDARDIZED PROCTORED ASSESSMENT			
95% probability of passing or above passing predictability = 40 points	90% probability of passing or above passing predictability = 30 points	85% probability of passing or above passing predictability = 10 points	84% probability of passing or below passing predictability 0 points
REMEDIAL INSTRUCTIONS			
Remediation = 20 points Minimum 1-hour focused review* Submit report showing focused review time completion	Remediation = 20 points Minimum 2-hour focused review* Submit report showing focused review time completion	Remediation = 20 points *Minimum 3-hour focused review* Submit report showing focused review time completion	Remediation = 20 points *Minimum 4-hour focused review* Submit report showing focused review time completion
100%	90%	70%	60%
The second predictor uses the same rubric, and the scores from both predictors will be counted towards your final grade			

Disciplinary Action

Upon investigation of the incident the student may receive a Serious Letter of Concern, Success Plan, or additional assignments may be applied prior to dismissal.

Dismissal Policy

In addition to those conditions described elsewhere in this handbook, the student may be dismissed from the nursing track for any of the following or a combination of the following.

- Failure to maintain academic and Professional standards.
- Failure to achieve a 77.0% average on unit exams.
- Failure to achieve a 77.0% overall average in all supporting coursework.
- Failing to adhere to professional expectations and standards, including failure to meet generally accepted standards of professional conduct, personal integrity, or emotional stability requisite for professional practice, or not demonstrating professional behavior toward colleagues, faculty, and staff (at school and clinical). This includes actual, threatened, or implied physical or verbal aggression, harassment, or intimidation.
- Failure to earn a “77% and a ‘satisfactory’ rating” in all nursing lab courses.
- Failure to satisfactorily (pass) all required skills in the skills lab or clinical settings and dosage calculation exams.
- Failure to successfully perform skills checkoffs within 3 attempts in Levels I, II, and III.
- Failure to successfully perform safety assessments in 2 attempts in Levels IV and V.
- Failure to maintain attendance as outlined in the clinical attendance policy.
- Demonstrating an inability to perform the functions of a registered nurse, despite reasonable accommodation, including the failure to demonstrate effective interpersonal skills necessary for forming professional helping relationships (e.g., unable to demonstrate nonjudgmental attitude, unable to allow client self-determination, etc.).
- Unresolved personal issues which impair performance or safety in the classroom (in person or online) or in the field.
- Inappropriate use or abuse of substances or other behaviors indicative of impairment.
- Issuance of criminal charges. Students are expected to inform their course coordinator/and the program director immediately (within 24 business hours) of any criminal charges. Applicable state and federal rules and laws will be followed.
- Any unacceptable clinical behavior, including but not limited to:
 - 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 RN (when one is involved), and the instructor's evaluation of the student's behavior. The instructor is alerted of behavior in the student which violates principles of safety, and/or lack of student preparation.

- 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 RN, which creates emotional distress to the student's patients. Documentation is the responsibility of the instructor
- Failure to maintain patient confidentiality: Students must comply with Health Insurance Portability and Accountability Act (HIPAA) standards within each clinical/practicum facility. These standards for security, privacy and confidentiality apply to paper documents, electronic documents, information systems and verbal communications

Violations may include, but are not limited to:

- Username/Password/Log-in sharing
- Inappropriately accessing a record of a patient that is not assigned to the student.
- Verbally communicating information about a patient outside structured clinical activity.
- Releasing, disclosing, or sending patient data inappropriately or without proper permission or authorization, including social networking sites.
- Releasing data for personal gain.
- Intentional destruction or falsification of data.
- 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 the student's own medical records information or those of one or more relatives and taking inappropriate actions because of this access.
- Removal of patient data from the facility upon which the patient's identifying information is displayed.
- Photographing or recording a client/patient without appropriate consent.
- 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, breaching academic

integrity, and failure to maintain ethical standards, legal standards, and client/ patient confidentiality.

- ***Violation of codes of conduct specified in this handbook, the WNMU catalog, the WNMU Student Handbook, or partner agency policies.***

If a student violates one of the above areas of concern, the student may receive an “F” for the course and may be dropped from the track. The student may appeal such actions under the WNMU Program Dismissal Appeals Policy. Students may not remain in the track pending appeal for any of the above reasons.

Students who are dismissed from the track for unacceptable behavior or jeopardizing the client may not be considered for readmission.

In addition to dismissal, nursing students may be subject to grade reduction, suspension, expulsion, or other forms of discipline as deemed appropriate by WNMU Administration in accordance with WNMU policies and procedures.

Student Grievance and Appeal Process

A nursing student dismissed or recommended for dismissal may appeal such action under the WNMU Program Dismissal Appeals Policy.

Students with a complaint involving the assignment of grades or the professional conduct of an instructor that does not involve a complaint of discrimination or harassment will refer to the WNMU Student Handbook Student Academic Complaint Policy for the appropriate steps and information to address said complaint.

Re-admission Opportunities After Program Dismissal for Impairment

If a student is dismissed from the School of Nursing and/or WNMU for impairment and thereafter appeals and can return to the nursing program, the following steps will be required prior to re-entry.

- a) All WNMU School of Nursing requirements associated with the dismissal must be met.
- b) All general admission criteria to WNMU and the Pre-Licensure Program must be met.
- c) The student must provide a negative drug and alcohol urinalysis prior to re-entry.
 - i. The student will pay for the test, which will be conducted at a designated or certified laboratory.
 - ii. For results to be accepted by the School of Nursing and Kinesiology, the results must be sent from the testing laboratory to the Associate Dean of Nursing via certified mail.

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- iii. The student may be requested to submit to a random urinalysis at the discretion of faculty /clinical RN/agency per their facility policy and protocol.
- iv. A positive test will result in immediate dismissal and referred to the Vice President for Student Affairs office for further action with a recommendation from the School of Nursing for permanent dismissal from the nursing program. University guidelines, policies, and procedures will be followed.

Conviction of a criminal drug statute while enrolled in the nursing track will result in referral to the Dean of the College of Professional Studies, the Vice President of Academic Affairs and the Vice President of Student Affairs for possible further action, which may include disciplinary action including but not limited to reprimand, probation, suspension, and/or dismissal from the nursing track.

Students who appeal any of the above decisions will remain on suspension pending outcome of the appeal. The procedure for the student appeal process may be found in the WNMU Program Dismissal Appeals Policy.

Legal Use of Substance under Direction of Healthcare Provider

(see Nursing Student Suspected of Impairment)

Legal drugs – Legal drugs are prescription drugs and controlled substances that are required by law to be prescribed by a physician or licensed health care provider for a specific individual. Legal Drugs also include over-the-counter medications (OTC). The drug is considered legal if the person has a current written prescription from their health care provider and verified by WNMU School of Nursing. WNMU SONAK prohibits the use/abuse of such drugs to the extent that behavior or judgment is adversely affected.

Medical Marijuana and Cannabinoids – Cannabis is not recognized as a legal drug under federal law. The WNMU policy for urine drug screening services which report a detectable levels of marijuana metabolites as a positive result regardless of whether the donor holds a New Mexico Department of Health Medical Cannabis Card (“Card”). Per WNMU SONAK’s clinical affiliation agreements, we are unable to send students to partnering facilities with positive drug screens even if students hold a valid Card. Please be advised that some cannabidiol (CBD) products can be contaminated with cannabitol (CBN) which can cause positive test results.

Needle Sticks

Students sustaining a needle stick injury and/or percutaneous or mucous membrane

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exposure to blood and/or body fluids should utilize the following procedure:

- Report the incident to the clinical instructor immediately.
- Report the incident to the infection control nurse at the facility.
- If the patient agrees to be tested and the necessary prescriber's order is obtained, blood work will be drawn from the patient per facility policy.

The student will have samples drawn for laboratory tests according to the following protocol for WNMU:

- If the needle stick is sustained during clinical the student may go to the emergency room or Hidalgo Medical Services if open to collect and process samples for related laboratory work following current CDC guidelines and based on the risk from the source patient. Evaluation and management of exposure will follow the latest CDC guidelines for exposures which place students at risk of blood borne infection.
- Risk assessment will be determined by patient health history and/or actual or suspected disease diagnosis. Laboratory tests will include screening for Hepatitis and HIV status, as well as other laboratory tests as needed based on the source-patient risk concerning the exposure.
- Post-exposure-prophylaxis should be initiated for the student within 72 hours if the source patient is actively infected with HIV or is considered a high-risk patient. This protocol should follow the latest CDC guidelines as well.
- Complete an Incident Report form for the facility and WNMU School of Nursing.
- Current CDC guidelines can be obtained by calling 1-888-448-4911 Clinicians Post Exposure Prophylaxis (PEP). [CDC information is available to healthcare providers as needed.](#)
- The student is responsible for scheduling any follow-up laboratory work needed with their private healthcare provider, then Hidalgo Medical Services, health department or the hospital in the student's locale.
- Financial costs related to such testing and/or examination will be the responsibility of the student and not the university.
- Post-exposure prophylaxis medications, if needed and accepted by the student, will ideally be prescribed by the student's primary care provider. Other possible areas are in the setting of the emergency room depending on the situation.

Illnesses or injury incurred during participation in the nursing track are not covered by the university risk management policy or the clinical agency policies (employee health or worker compensation policies). Students are encouraged to purchase personal medical insurance coverage before attending an affiliated clinical agency. Any accidents in the clinical setting must be reported immediately to the instructor.

Active Infection/Outbreak Policy

Use of masks will be based on the current state of public health in each School of Nursing location. These requirements are fluid and notifications for mask use will be sent as needed throughout the school semester. Students who feel ill will be asked to stay home or leave if they present to the School of Nursing building or to the clinical setting. If a student becomes ill, the guidelines from the Centers for Disease Control, New Mexico Department of Health, WNMU, and facility policy will be followed.

Compliance with each clinical site's requirements for vaccinations will be expected. ***This can include exclusion from certain healthcare areas like nursery and maternal child, depending on agency guidelines. In some cases, clinical sites may refuse the student's entry into the facility if unvaccinated. This may cause the student(s) to be unable to fulfill the clinical requirements needed for graduation. This is subject to change based on WNMU policy.***

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Appendix A

WNMU School of Nursing and Kinesiology Student Success Plan Sample

Student Name:	Program Track:	Date:
Course:	Instructor:	Grade/Code:

Student's Strengths (completed by student and instructor)	Concerns (include level specific SLO followed by brief narrative)	Strategies to address concerns: (what student can do to help with improvement; can include what student needs from faculty member)	Measures/Outcomes (What student behaviors need to be exhibited consistently by the end of the course)	Evaluations

- Failure to demonstrate program expectations and/or course evaluation guidelines may lead to removal for the duration of the course(s) involved and/or a failing grade.
- The Student Success Plan may be shared with instructors involved in the course to assist the student in successfully completing the plan.
- The student must demonstrate passing performance for each of the program expectations to avoid removal from the course.
- Student signature indicates receipt and understanding of the Student Success Plan. **Signatures:**

Student:		Program Director:
Date:		Date:
Course Instructor:		Agency RN (if needed):
Date:		Date:

Appendix B

Abbreviated NMNEC Progression Policy

NMNEC is dedicated to the success of nursing students and safest nursing practice for our communities throughout New Mexico. In support of nursing student success and safe nursing practice, this policy applies to all NMNEC nursing courses in the NMNEC statewide curriculum degree plans with NMNC prefix.

NMNEC Progression Policy Summarized	WNMU Policy
All NMNEC nursing courses in each level must be completed with a minimum passing grade (77%) or greater before a nursing student can continue to the next level.	Withdrawals from NMNEC courses are counted as failures. Please contact our nursing advisor for guidance in withdrawal procedures
NMNEC nursing course failures/withdrawals cumulate from Level 1 through Level 5 and across all NMNEC programs. If a student takes classes <i>at one NMNEC program and wants to transfer to another NMNEC program, the course failures, and withdrawals from the first NMNEC program will count in the second NMNEC program.</i>	With two NMNEC nursing course failures/withdrawals, the nursing student will be dismissed from the NMNEC nursing program and if wanting to complete a NMNEC nursing program, will need to wait to reapply for admission or readmission.
Waiting periods before being able to apply or reapply for admission vary by NMNEC nursing program from a minimum of one year to a maximum of two years. NMNEC programs base their waiting periods based on a number of factors which include but are not limited to number of annual admissions, program size, and demand for seats. NMNEC nursing program applicants who have been dismissed from NMNEC nursing programs for NMNEC nursing course failures or withdrawals, will need to meet the minimum nursing program requirements in effect at the time of application or reapplication to be	WNMU has a 1-year waiting period WNMU admits annually in the fall Maximum Total of 2 admissions and then student can no longer reapply to WNMU School of Nursing

considered for admission or readmission and if accepted, restart the NMNEC nursing program in Level 1.	
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Abbreviated NMNEC Progression Policy Specific to Levels 1 – 5

NMNEC nursing students wanting to utilize an appeal process in relation to progression, need to follow the appeal process in place in their program as each NMNEC nursing program has their own program-specific student appeal process.

Level 1	Level(s) 2,3,4,5
1. With one NMNEC nursing course withdrawal, the nursing student may continue with their other courses in the nursing program in Level 1. 2. With one NMNEC nursing course failure or withdrawal, the nursing student must repeat and successfully pass the failed or withdrawn NMNEC nursing course before progressing to the next level. NMNEC programs will determine when progression into the next level is feasible based on a number of variables to include but not limited to course offerings and seat availability. 3. With two NMNEC nursing course failures/withdrawals, the student will be dismissed from the program.	1. With one NMNEC nursing course withdrawal, the nursing student may continue with their other courses in the nursing program in the level. 2. A nursing student who is considering withdrawal from a NMNEC nursing course needs to communicate with the program director or designee first to prevent the student from inadvertently dropping all NMNEC nursing courses for the level. 3. With one NMNEC nursing course failure or withdrawal, the nursing student must repeat and successfully pass the failed or withdrawn NMNEC nursing course before progressing to the next level. 4. NMNEC programs will determine when progression into the next level is feasible based on a number of variables to include but not limited to course offerings and seat availability.

Appendix C

Clinical Hour Policy

Definition

Clinical hours are faculty-planned, supervised, and evaluated experiential learning activities designed to assist students in achieving the clinical learning outcomes and course objectives of the nursing curriculum. Clinical learning experiences may occur in hospitals, outpatient facilities, community agencies, simulation laboratories, skills laboratories, virtual simulation environments, and other approved clinical settings.

Clinical hours are intended to provide students with opportunities to integrate theoretical knowledge, develop psychomotor and communication skills, apply clinical judgment, demonstrate professional behaviors, and provide safe, evidence-based nursing care. All clinical activities must be directly aligned with course outcomes and comply with university policies, clinical agency requirements, and applicable regulatory and accreditation standards.

Purpose

The purpose of this policy is to establish consistent expectations for the completion of clinical hours required within the Bachelor of Science in Nursing (BSN) program. Clinical experiences are essential to the development of competent, safe, and professional nurses and provide opportunities for students to translate classroom knowledge into clinical practice.

This policy defines activities that constitute clinical hours, establishes expectations for participation, and ensures that all clinical learning experiences are planned, supervised, and evaluated to support achievement of course and program learning outcomes.

Policy

Students are required to complete all required clinical hours and demonstrate achievement of the clinical competencies established for each nursing course. Clinical hours are earned through participation in faculty-directed and supervised learning experiences that are designed to meet the stated clinical objectives. Clinical activities may include but are not limited to:

Direct Patient Care

- Patient assessment and reassessment
- Medication preparation, administration, and evaluation
- Development and implementation of nursing care plans
- Patient and family education

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- Clinical documentation, including use of the electronic health record when permitted
- Participation in bedside shift report and interdisciplinary communication
- Observation and participation in procedures appropriate to the student's level of education and scope of practice
- Clinical decision-making and prioritization of patient care

Simulation Experiences

- High-fidelity simulation
- Medium- and low-fidelity simulation
- Standardized patient encounters
- Faculty-approved virtual simulation
- Structured simulation pre-briefing and debriefing conducted as part of the scheduled learning experience

Skills and Competency Laboratory

- Faculty-supervised laboratory instruction
- Skills practice
- Competency validation
- Return demonstrations
- Medication administration practice
- Intravenous therapy skills
- Electronic health record training
- Clinical judgment and clinical reasoning exercises

Clinical Conferences

- Pre-conference
- Post-conference
- Faculty-led clinical discussions
- Case presentations
- Reflective debriefing
- Care plan review
- Clinical reasoning and evidence-based practice discussions

Community and Population Health Experiences

- Public health clinical experiences
- School nursing
- Community health screenings
- Health promotion and education activities

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- Home health experiences
- Long-term care experiences
- Hospice and palliative care experiences
- Other faculty-approved community-based learning activities

Alternative Faculty-Directed Clinical Learning Activities

- Structured unfolding case studies
- Evidence-based practice activities directly related to patient care
- Quality improvement and patient safety projects
- Clinical documentation exercises
- Interprofessional education activities
- Telehealth learning experiences
- Disaster preparedness and emergency response simulations
- Faculty-approved observational experiences with guided reflection

Activities That Do Not Constitute Clinical Hours

- Independent studying
- Reading assignments
- Homework completed outside scheduled clinical time
- Independent ATI or NCLEX preparation
- Travel to and from clinical sites
- Unstructured or independent meal and break periods
- General orientation activities not directly related to course objectives
- Employment in any healthcare role, including nurse aide, technician, or other healthcare positions

All clinical hours must be completed through scheduled learning experiences under the direction of nursing faculty or approved clinical preceptors as designated by the School of Nursing. Completion of the required number of clinical hours alone does not constitute successful completion of a clinical course. Students must also demonstrate satisfactory achievement of all clinical learning outcomes, professional behaviors, patient safety expectations, and clinical competencies required for progression in the nursing program.

Appendix D

ATI Content Mastery Series (CMS)

INTEGRATION BEST PRACTICES

Student Acknowledgement

ATI suggests the use of a Student Acknowledgment, such as:

STUDENT ACKNOWLEDGEMENT

Initial all and sign below:

_____ I have received a copy of and have read and understand Western New Mexico
Universities ATI Assessment and Review Policy

_____ I understand that it is my responsibility to utilize all of the books, tutorials and online
resources available from ATI, as designated by Western New Mexico University.

Student printed name Date _____

Student Signature _____ Date _____

Appendix E

ATI Comprehensive Predictor

INTEGRATION BEST PRACTICES

Student Acknowledgement

STUDENT ACKNOWLEDGEMENT

Initial all and sign below:

_____ I have received a copy of and have read and understand Western New Mexico Universities ATI Assessment and Review Policy

_____ I understand that it is my responsibility to utilize all of the books, tutorials and online resources available from ATI, as designated by Western New Mexico University.

Student printed name Date _____

Student Signature _____ Date _____