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General Guidelines for BSN Nursing Students

Welcome to the Weber State Annie Taylor Dee School of Nursing RN- BSN Program! The *Annie Taylor Dee School of Nursing Handbook*, and this *BSN Student Handbook* are a required text for all students and can be accessed online at the SON Bulletin Board. Students are responsible for understanding the information provided in both of these handbooks and are accountable for following the guidelines and policies outlined. After reviewing both handbooks, students should sign the Handbook Acknowledgement form in Appendix A and Submit it in the RN-BSN Orientation Course.

I. Communication

Communication between the SON and the student is accomplished through several different methods. Please be aware of the following information:

a. WSU Email Account

Program information, including updates or policy changes, will be sent to students’ email accounts. Therefore, each student is required to establish and maintain a Wildcat e-mail address upon admission. Students are responsible for regularly checking their email and will be held responsible for the information distributed through student email. Please set up your Wildcat e-mail account by going to [http://departments.weber.edu/it/eservices/](http://departments.weber.edu/it/eservices/) and following the links and instructions. If there are any questions or concerns, please contact computing support at 801-626-7777. Any changes to student contact information should be sent to the Program Administrative Assistant by email within two (2) weeks of the change.

b. School of Nursing Bulletin Board

Students will also receive program information via the BSN Student Bulletin Board. Students are expected to access and review this information frequently. The BSN Student Bulletin Board can be accessed by going to [weber.edu/nursing](http://weber.edu/nursing)

c. Canvas Email

Faculty usually communicate with their students regarding course information using the in-Canvas email system and course announcements. Students should check these systems of communication at least weekly. Students can forward their Canvas emails to their WSU email accounts if desired.

II. Admission to the Program

Admission to the BSN program is based upon official acceptance granted by the BSN admissions committee. Applicants must hold a valid unencumbered RN license in the State of Utah or be eligible to complete the NCLEX at the time of application. Specific application requirements and deadlines can be obtained from the Dumke College of Health Professions Admissions office.

Students are required to have passed the NCLEX and hold an RN license by the completion of the first semester of the RN-BSN program. Students who do not pass NCLEX by the deadline will be placed on inactive status at the completion of the first semester and will only be allowed to reactivate when they have obtained their license as a Registered Nurse.

Students planning to take nursing program pre-requisite coursework through a distance learning program should be aware of the following rules:

- The courses must be completed and the grade must be posted two weeks prior to the start of the nursing program/semester.
- Nursing deadlines override all distance learning guidelines.
a. Registration

After admission, students will coordinate with the BSN Program Administrative Assistant/secretary. The secretary will ensure that all required documents are complete and will then provide departmental approval for registration. All students must have departmental clearance prior to actual registration. If BSN courses are full, students will be assisted in making other course selections.

b. Withdrawing from Courses

It is the student’s responsibility to withdraw from their courses. When a student withdraws from a course, the student must contact the Administrative Assistant/BSN Advisor via email and complete and submit the Notification of Change to Part-Time Status form (Appendix C) within seven (7) business days. We also suggest that students contact their instructor if they are planning to withdraw from their course.

c. Declaring Part-Time, Full-Time, or Inactive Status

- **Full-Time Status:** When students are accepted into the BSN Program, they may elect full-time status. Full-time requires students to complete the BSN Program in two (2) semesters.

- **Part-Time Status:** When students are accepted into the BSN Program, they may also choose to attend the program at a part-time load (less than 12 credits/semester). Part-time students are required to complete the BSN Program within *three years* from the start. Students who fail to complete the program in this timeframe will be dismissed from the program. If they wish to reapply later, they may have to repeat coursework that is over 3 years old.

- **Changing from Full-Time to Part-Time:** Once admitted, if students wish to change from full-time to part-time status, they will need to notify the RN-BSN Program Director and Administrative Assistant/BSN Advisor using the Notification of Change to Part-Time Status form located in *Appendix C*.

- **Inactive Status:** Students admitted to the BSN program who are unable to progress through the program sequentially must notify the Administrative Assistant/RN-BSN Advisor. Students must complete their first semester in the BSN program to be eligible for inactive status. When ready to resume BSN coursework, the student must contact the Administrative Assistant/RN-BSN Advisor and complete the form located in *Appendix B*. Inactive status is considered a period of one year. If inactive status lasts longer than one year, students will be required to reapply to Please Note the program.

*Please Note:* Students who are admitted to the program, but fail to register for classes, or elect to stop taking classes and do not notify the Administrative Assistant/BSN Advisor in writing (email, etc.) of their intent to be classified as inactive will be withdrawn from the nursing program. Students who change status may find new and/or additional program requirements necessary if curriculum changes have occurred while on an inactive or involuntarily withdrawn status.

III. Advisement Policy & Process

All students should take an active role in tracking their degree requirements through the WSU Cattracks system and in communicating with their advisors. Below are the specific student responsibilities:

**Student Responsibilities:**

1. Review the advisement list and determine the name and email of your personal faculty advisor.

2. Go to the WSU student portal. Follow the directions provided to access Cattracks.

   a. Go to www.weber.edu and choose ‘current student’ to log into the student portal. Use your Wildcat ID and password to log in. If you have problems with your Wildcat ID or password, call computing services at 801-626-7777.
b. Once you are logged into your student portal, go to the Student Services tab. If you do not see the Student Services tab, contact computing support at 801-626-7777. Locate the box with the title “Cattracks Degree Evaluation and Planning Tool.”

c. Type in your W# or click on the “Find” box to search by name. The degree evaluation information will appear. This provides you with information on what classes you have left to take within the major.

3. Review your graduation records. Complete two copies of the BSN Graduation Evaluation Record. Keep one for yourself and prepare the other for your faculty advisor.

4. By week three of the semester, contact your advisor and send them your graduation evaluation. Tell them you have completed the review and detail any identified problems. It is important to do this by week 3 so you allow sufficient time for problems to be resolved.

5. This process should be repeated each semester until you graduate.

IV. Delivery Methods, Grading, & Scholarly Writing

a. Course Delivery Methods

The BSN Program offers courses in two different styles of course delivery: asynchronous online and virtual online courses (see explanation below). Students are free to choose either type, but they should be aware that they are different in their methods of delivery. Both methods cover the same content and learning activities.

• Virtual-online Delivery

The virtual-online courses are fully online courses that have the added bonus of providing students with four scheduled interactive virtual learning opportunities during the semester. The virtual-online teaching-learning modality supports the accomplishment of the program goals by employing a combination of synchronous and asynchronous online learning activities and faculty-student interaction. This teaching format allows for the convenience of online classes balanced with virtual personal interaction with professors and peers. The virtual dates and times for these courses will be listed in the course catalog.

• Asynchronous-online Delivery

BSN courses are also available in a fully online asynchronous format. This format includes asynchronous online learning activities and faculty-student interaction. This format allows students the convenience of an online class. While students in this format still have due dates for assignments, they are free to learn and complete coursework when they have time.

b. Grading

The grading scheme (below) utilized in the BSN program is specific to the WSU ATD SON. All RN-BSN courses must be passed at the 80% (B-) level. All non-BSN courses must be passed with a 73% (C) or above. An unofficial withdrawal (UW) constitutes a failing grade. Students are allowed to repeat only one BSN course. After the second BSN course failure, students will be dismissed from the program. Students seeking readmission who have been dismissed from any program for any reason must submit a letter to the program director requesting readmission before submitting an application.

The letter requesting consideration for readmission must be emailed to the current program director and addressed to the WSU Annie Taylor Dee SON Admissions and Advancement Committee. Each case is considered individually, and a student is not guaranteed readmission. Students who are given permission from the Admissions and Advancement Committee to reapply to the program must reapply through the standard application process.

SON Grading Scheme:
c. Scholarly Writing/ APA Style

In the WSU SON, students are required to write scholarly papers using the American Psychological Association’s (APA) style. All students are required to purchase and use the current APA Publication Manual. Failure to follow the APA format may result in grade deductions.

V. List of Required Courses

Students in the BSN program must sign up for their course as suggested in the following schedule and order. First-semester courses must be completed before second-semester courses can be taken. Below is a list of all required courses and the suggested order for full-time students. Part-time students should also complete all semester 1 courses before moving on to semester 2 courses. In addition, all students must take an additional 3 credit upper division elective outside of nursing.

Example of Sequence of Courses for Full-time Students:

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Course #</th>
<th>Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRSG 4100</td>
<td>Care Coordination &amp; Interdisciplinary Collaboration for Safe Patient Outcomes</td>
<td>(3)</td>
<td></td>
</tr>
<tr>
<td>NRSG 4200</td>
<td>Scholarship for Evidence-Based Practice</td>
<td>(3)</td>
<td></td>
</tr>
<tr>
<td>NRSG 4600</td>
<td>Communication, Collaboration, &amp; Information Management in Healthcare</td>
<td>(3)</td>
<td></td>
</tr>
<tr>
<td>NRSG Elective</td>
<td>Your Choice from list below*</td>
<td>(3)</td>
<td></td>
</tr>
<tr>
<td>Total Hours:</td>
<td></td>
<td></td>
<td>12</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 2</th>
<th>Course #</th>
<th>Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRSG 4300</td>
<td>Healthcare Policy and Decision Making</td>
<td>(3)</td>
<td></td>
</tr>
<tr>
<td>NRSG 4400</td>
<td>Population Health in Nursing</td>
<td>(4)</td>
<td></td>
</tr>
<tr>
<td>NRSG 4500</td>
<td>Nursing Management and Leadership</td>
<td>(3)</td>
<td></td>
</tr>
<tr>
<td>NRSG Elective</td>
<td>Your Choice from list below*</td>
<td>(3)</td>
<td></td>
</tr>
<tr>
<td>Total Hours:</td>
<td></td>
<td></td>
<td>13</td>
</tr>
<tr>
<td>Select a Non-nursing upper-division course for at least three credits</td>
<td></td>
<td></td>
<td>(3)</td>
</tr>
<tr>
<td>Total Program Hours: 28</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Upper Division Electives (Need 2 to graduate)

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRSG 3400</td>
<td>Mental Health: The Complex Role</td>
<td>(3)</td>
</tr>
<tr>
<td>NRSG 4045</td>
<td>ELNEC: End-of-Life Nursing Education Consortium</td>
<td>(3)</td>
</tr>
<tr>
<td>NRSG 4050</td>
<td>Nursing Assessment Across the Life Span</td>
<td>(3)</td>
</tr>
<tr>
<td>NRSG 4060</td>
<td>Nursing Management and Leadership</td>
<td>(3)</td>
</tr>
<tr>
<td>NRSG 4070</td>
<td>Disaster Nursing</td>
<td>(3)</td>
</tr>
<tr>
<td>NRSG 4080</td>
<td>Adult Critical Care</td>
<td>(3)</td>
</tr>
</tbody>
</table>
### VI. Graduation

1. Students must complete 28 credit hours for the BSN program. Twenty-five credit hours will be taken through the BSN nursing program, and 3 credit hours will be taken through an upper-division elective outside of the nursing program.

2. General Education Requirements: Students with an AS or BS have usually completed all general education requirements. However, please keep in mind that all students are required to complete the University's general education requirements.

3. Residency Requirements: Students must take a minimum of 30 credit hours through Weber State University.

4. Upper Division Requirements: Students must complete 40 total upper-division hours. Twenty-eight hours will be earned as part of the BSN program. Up to twelve credit hours from a student’s AD program will be grandfathered from lower-division to upper-division credits.

5. Total Hour Requirement: Students must complete a total of 120 credit hours to graduate with a BSN.

6. Students are required to complete coursework for the BSN program within three years of official admission to the BSN program. This requirement refers to both full-time and part-time students.

### VI. Additional Opportunities for Students

#### a. Departmental Honors in Nursing

Nursing students may seek “Departmental Honors in Nursing” while in the nursing program. The honors option allows students the opportunity to have an expansion of study and knowledge as they work toward their “capstone honors project.” Faculty will guide and mentor students through their honors work.

Nursing students must qualify for, and be accepted into, the W.S.U. Honors Program to participate in the School of Nursing Honors program. They must also complete the requirements for “Departmental Honors in Nursing” which includes completion of “Progression Honors work” as well as the completion of their Capstone Honors Project in Nursing 4840 Honors Seminar in Nursing. Nursing honors students will be recognized as honors graduates in W.S.U. graduation ceremonies.

#### Honors Requirements:

1. Maintain a cumulative GPA of 3.5 or higher.

2. Obtain a final grade of “A” or “A-” in all nursing coursework.

3. Complete all Progression Honors Work requirements (prior to registering for NRSG 4840 Honors Seminar in Nursing), and obtain approval of completed work by an honors advisor. Progression honors work should advance and/or complement the capstone honors project (completed in NRSG 4840).

   - First-semester B.S.N. courses- Complete Progression Honors Work
   - Second-semester B.S.N. coursework- Register for NRSG 4840 and complete the capstone honors project.
   - In the final semester of BSN program, students should register for NRSG 4840, Honors Seminar in Nursing. The focus of this course is to complete the capstone honors project. All students will
Present their projects to a community audience in some manner as a requirement for NRSG 4840. Most students will prepare a poster presentation or a short oral presentation for the Honors Banquet.

- Students must earn an “A” grade in Nursing 4840 to qualify to graduate with Departmental Honors in Nursing.
- Required: Attend Nursing Honors Orientation and/or meet with the nursing department honors chair upon first entering the BSN program (during the first week of classes) and declare intent to obtain departmental honors.
- Complete and submit Progression Honors contracts by Week 3 of the starting semester (honors contracts obtained during orientation).
- Submit application (online) for acceptance into the W.S.U. Honors program.
- Identify an honors track – (choose one): Service-Learning Track, Scholarly Paper Track, or Research Track.

4. Submit abstract/outline of proposed capstone honors project (“Deciding on an Honors Project”) during Progression Honors Work.

5. Maintain honors expectations in academic, professional, and student conduct. See WSU School of Nursing Student Handbook. Honors students cannot be on a behavioral contract for misconduct.

Note: Honors students may choose to enter their projects in the W.S.U. Undergraduate Research Conference, which is held each spring on campus. Winners in the competition receive cash awards and may advance to a National competition. Students may also choose (if appropriate) to submit their work for publication in Ergo – W.S.U. Undergraduate Research Journal.

b. Scholarship Information

2. In order to be eligible to apply for a School of Nursing scholarship, nursing students must have successfully completed or be currently enrolled in the first semester of their nursing program to apply for the upcoming semester. Please note that prerequisite courses are not considered nursing courses.
3. Submission for scholarships deadlines:
   4. October 1-15 for Spring semester
   5. January 1-15 for Summer semester
   6. March 1-15 for Fall semester
7. Nursing scholarships may be based on financial need, GPA, and community service performed.
8. Please check the nursing bulletin for more information regarding further requirements.
9. Any scholarship questions may be submitted to Tiffany Bennett at tiffanybennett@weber.edu.

c. Information on Nursing Organization Membership

- SIGMA THETA TAU INTERNATIONAL, NU NU CHAPTER
  Students who have completed the first semester of the BSN program and have demonstrated scholastic achievement (GPA 3.3 or better) may be invited to membership. This is a one-time invitation. Application and membership information is available from Nursing Program Honor Society Faculty Counselor.

- UTAH NURSES ASSOCIATION (UNA)
  Students are encouraged to join the Utah Nurses Association (UNA) and to participate in other professional organizations (ANA) and activities.

- WESTERN INSTITUTE OF NURSING (WIN) & WESTERN SOCIETY FOR RESEARCH IN NURSING (WSRN)
d. Challenge Exams for Nursing 4500 and Nursing 4300

Challenge examinations are instructor-developed exams that are specific to the WSU Nursing Baccalaureate curriculum. These challenge exams are for expert nurses who have long-term job experience in nursing leadership or policy development (see specifics below). Nursing 4500, Management and Leadership in Nursing, and NRSG 4300, Healthcare Policy and Decision Making, are the only courses that have challenge exams.

1. General Rules for Challenge Exams:
   - Challenge exams are designed for experienced nurses only.
   - The challenge exam cannot be taken if a student has previously registered for either course.
   - The challenge examination must be passed at 80% or higher.
   - A challenge exam can only be taken one time.
   - If student does not pass the exam, fees will not be refunded.

2. Procedure for Taking a Challenge Exam:
   a. Review the Student Handbook to confirm specific course criteria. Contact the BSN Secretary at (801) 626-6122 or tiffanybennett@weber.edu to make arrangements to take the exam and obtain an Application for Credit form.
   b. Gather letters and other documentation as listed above.
   c. Submit documentation to the BSN secretary a minimum of three weeks prior to the exam. The secretary will forward the information to the identified faculty member for review. Submit Application for Credit form.
   d. Once the student is approved to take the challenge exam, they must obtain the signed Application for Credit form from the BSN secretary and take it to the WSU cashier and pay the fee. The form will be stamped as a receipt for verification of payment. If the student does not pass the exam the first time, they must pay the testing fee to take it again. Bring the stamped form back to BSN Secretary, who will give the student a copy to take to the testing center on test day. The original will be held by the BSN secretary until testing has been completed.
   e. Date and time for taking the test will be determined by the nursing faculty.
   f. The student will be notified of the challenge exam score by the identified faculty member.
   g. When the student passes the challenge exam, the BSN secretary will forward the Application for Credit form to the Records office.
   h. Appropriate upper-division credits for the course will be given. Letter grades are not given. Credit given will not be considered for residency requirements.

3. Specific Challenge Exam Requirements

There are two courses that student who are experienced nurses can challenge; the requirements for each course are listed below.

**Nursing 4500 Management and Leadership in Nursing Challenge Exam**

To meet the course challenge requirements for Nursing 4500, students must have prior experience and knowledge related to nursing management and leadership concepts. The student must meet criteria and requirements related to minimum work experience in a nurse manager position, validated through supervisor documentation.

**Requirements:**

1. **Work Experience**
   - Five (5) years of experience in a nurse manager position. This manager position must have 24/7 accountability of a patient care unit, including the job functions of hiring, disciplinary action, budget planning, resource allocation, staffing and scheduling, and overall patient care delivery.
(Important note: Case manager, house supervisor, and charge nurse roles do not meet the criteria.)

2. **Submit the Documentation**
   - Letter from supervisor verifying your position title and years in the position.
   - Up-to-date resume or vitae.
   - A current job/performance description for your manager role.

3. **Submit an Academic Paper**
   Write a scholarly paper demonstrating the following:
   - Critical thinking.
   - Synthesis of information from multiple sources - use literature from regulatory sources
   - Application of APA 7th edition format for in-text citations as well as references.
   - Use of current references (within the last 5 years).

4. **Complete the One-on-One Interview**
   Schedule an interview with associated faculty member(s) to discuss the written paper submitted and further assess nursing management and leadership knowledge.

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**Nursing 4300 Healthcare Policy and Decision-Making Challenge Exam**

To meet the course challenge requirements for Nursing 4300 by completing an academic evaluation of the student’s knowledge related to nursing policy and policy concepts via scholarly paper format/policy development/review and a one-on-one interview with associated nursing faculty. In addition, the student will meet criteria and requirements related to minimum work experience in a quality management position - validated through supervisor documentation.

1. **Work Experience**
   - Five (5) years of full-time experience in a Quality Management Nursing position AND Five (5) years or more experience as a registered nurse.

2. **Submit the Documentation**
   - Letter from supervisor verifying your position title and years in the position.
   - Up-to-date resume or vitae.
   - A current job/performance description for your Quality Management/Policy Development role.

3. **Submit an Academic Paper**
   Write a scholarly paper demonstrating the following:
   - Critical thinking.
   - Synthesis of information from multiple sources - use literature from peer-reviewed professional journals, periodicals, and current textbooks as reference material.
   - Articulation demonstrating the application of leadership and management principles in current practice.
   - Articulation demonstrating critical analysis of personal leadership and management style.
   - Knowledge of classic and contemporary management and leadership theories.
   - Application of APA 7th edition format for in-text citations as well as references.
   - Use of current references (within last 5 years).

   The written paper must address six (6) of the following topics with an accompanying parallel of specific examples from your current management practice.

   Note: Topics designated with an asterisk* are required to be addressed in the written paper.
   - Change implementation using a team* (Collaboration)
   - Theoretical basis for leadership (Theory)
• Qualities of a leader (Professionalism)
• Coaching, role-modeling, and mentoring (Socialization)
• Human resource issues, interviewing, hiring, disciplinary action (Management)
• Nursing unit budgeting, labor, operations, supplies* (Management)
• Ethical and legal issues in the nursing workplace (Ethics and Legal/Regulatory)
• Collaboration within care delivery systems (Leadership)
• Utilization of nursing research to shape the future (Evidence-Based Practice)

4. **Complete the One-on-One Interview**
Schedule an interview with associated faculty member(s) to discuss the written paper submitted and further assess nursing management and leadership knowledge.
All BSN student: please complete and submit this form by the end of week 1 of the semester.

I, (please print) ________________________________, have read the policies in the Nursing Student Handbook for the School of Nursing and BSN Nursing Program. I understand that I will be given the opportunity to have questions concerning said policies answered by the Student Affairs Coordinator, Campus Coordinators, or BSN Program Director at orientation.

- I understand that, as a student in this program, if I need further clarification of the policies, I am free to ask the Student Affairs Coordinator, Campus Coordinators, or BSN Level Director and faculty throughout the year.
- I understand that any deviation from the standards in the handbook is cause for counseling procedures and/or dismissal procedures.
- I shall abide by the policies as a student in the program.

_______________________________________________  _________________________________
Signature                               Date
Appendix B
WEBER STATE UNIVERSITY
RN-BSN PROGRAM
NOTIFICATION OF CHANGE TO INACTIVE PROGRAM STATUS

Before inactive student status can occur, students must notify the RN-BSN Program Administrative Assistant/Advisor using this form.

PRINT NAME: ________________________________

Explanation for inactivity: ____________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

My Weber e-mail address is: ________________________@mail.weber.edu (For portfolio information).

_____________________________ _______________________
STUDENT SIGNATURE DATE

_____________________________ _______________________
RN-BSN PROGRAM DIRECTOR SIGNATURE DATE

Written notification received of intent to continue in RN to BSN Program:

_____________________________ _______________________
STUDENT SIGNATURE DATE

_____________________________ _______________________
RN-BSN PROGRAM DIRECTOR SIGNATURE DATE

PLEASE RETURN COMPLETED & SIGNED FORM TO:

WSU Nursing
3875 Stadium Way Dept 3912
Ogden, Utah 84408-3912
Attn: RN-BSN Program Advisor
(MH 420D)
Appendix C
WEBER STATE UNIVERSITY
RN-BSN PROGRAM
NOTIFICATION OF CHANGE TO PART-TIME STATUS

Before any change from full-time to part-time status can occur, students must notify the RN-BSN Program Director and Administrative Assistant/Advisor using this form. It would benefit the student to make this change before the Weber State University official withdrawal date to avoid course failures and dismissal from the RN to BSN Program.

PRINT NAME: ____________________________

My Weber e-mail address is: ____________________________

_____________________________________________________

SIGNATURE ____________________________ DATE ____________

Mark this box if you would like Part-Time Status □

_____________________________________________________

DATE ________________

RN-BSN PROGRAM DIRECTOR SIGNATURE

PLEASE RETURN COMPLETED & SIGNED FORM TO:

WSU Nursing
3875 Stadium Way Dept 3912
Ogden, Utah 84408-3912
Attn: RN-BSN Program Advisor
(MH 420D)