ASN Student Handbook

Academic Year 2016-2017

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The ASN Program is accredited by:

Accreditation Commission for Education in Nursing (ACEN)
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Atlanta, GA 30326
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www.acenursing.org

ATTENTION: All WKU nursing students are required to read and follow School of Nursing Policies, which are posted in the separate School of Nursing Student Handbook on the nursing website. The following student handbook policies apply only to students enrolled in the ASN Program.

TABLE OF CONTENTS

WKU School of Nursing

Mission
The mission of the School of Nursing (SON) of Western Kentucky University is to produce culturally sensitive nurses for an increasing global society at the associate, baccalaureate and graduate levels and to provide continuing education opportunities for lifelong learning to our constituents.

Philosophy
The SON faculty members believe that education for professional nurses is built upon knowledge from the liberal arts and sciences and occurs within institutions of higher learning. The School of Nursing provides two options for entry into practice, the Associate of Science in Nursing (ASN) and the Bachelor of Science in Nursing (BSN) degrees. The Master of Science in Nursing (MSN) degree builds upon the baccalaureate degree and is the foundation for advanced nursing practice and doctoral education.

Nursing is a professional discipline, an art and science, which applies knowledge from the liberal arts and sciences to meet the health care needs of patients. The goal of professional nursing practice is to assist patients in achieving an optimal level of functioning across the lifespan.

Professional nursing practice encompasses the application of the nursing process, critical thinking skills, communication and scientific inquiry in the delivery of nursing care in a variety of settings. Nurses assume multiple roles based on educational preparation. Generalist nurses prepared at the Associate and Baccalaureate levels assume the roles of provider of care, designer/manager/ coordinator of care, and member of a profession. Masters prepared nurses assume specialty roles based on educational preparation and experience. Nurses at all levels use inter and intra-professional communication and collaborative skills to deliver evidenced based interventions aimed at health promotion, risk reduction, disease surveillance/prevention/management and patient centered care for patients of all ages and diverse cultures. All professional nurses are accountable for their practice within the guidelines of standards of care and ethical codes set forth by professional organizations.

The **patient**, the recipient of nursing care and/or services, is conceptualized as an individual, family, group, community or population that is unique with intrinsic worth and dignity. The patient does not exist in isolation but as part of a complex interaction among other persons and the environment. Patients come from diverse backgrounds that require culturally sensitive nursing care. Patients have the right to self-determination. The unique interaction between the nurse and the patient is the essence of professional nursing practice.

Health reflects the patient's optimal level of functioning. Health is a dynamic process influenced by the complex interaction of biological, economic and environmental factors, values and beliefs, societal interactions, and health behaviors. Professional nursing practice enhances the patient's optimal level of functioning.

The **environment** consists of internal and external parameters that affect patients. The parameters include biological, cultural, economic, political, psychosocial, and spiritual factors. Any change in the environment has the potential to influence the patient's health. Nurses assist patients to modify the environment for improvement of health.

The Associate of Science in Nursing (ASN) program prepares the graduate as a generalist to give nursing care in a variety of health care settings and provides the knowledge base for career mobility. ASN Program graduates are eligible to write the NCLEX exam to become a registered nurse.

Organizing Framework

The organizing framework reflects the philosophy of the SON Program and identifies the basic structural components of the curriculum. The organizational framework of the curriculum is based on the concepts of nursing, patient, health, and environment which is guided by theoretical principles including Maslow Hierarchy of Needs and Erikson's Developmental Stages.

The core values central to nursing practice are caring, diversity, integrity, excellence, ethics, patient-centeredness, and holism (NLN, 2011). The role of the associate degree nursing graduate includes provider of care, manager of care, and member within the discipline of nursing. Integrated concepts inherent in these three roles focus on the nurse as caregiver, teacher, coordinator, communicator, collaborator, and advocate. Professional nurses are accountable for their practice within the ANA's *Nursing: Scope and Standards of Practice*, ANA's *Code of Ethics for Nurses*, licensing laws, professional standards, and established policies and procedures.

Operational Definitions

Advocacy -Giving patients the information they need to make decisions and then supporting those decisions. It implies that caregivers try to understand and clearly state a patient's point of view (Potter and Perry, 2011, p. 64-65).

Caring- A fundamental part of the nursing profession, characterizes our concern and consideration for the whole person, our commitment to the common good, and our outreach to those who are vulnerable (NLN, 2010, p. 65, 2011).

Diversity-Recognizing differences among "persons, ideas, values and ethnicities," while affirming the uniqueness of each (NLN, 2010, p. 66).

Evidence-Based Nursing-The practice of nursing in which the nurse makes clinical decisions on the basis of the best available current research evidence, his or her own clinical expertise, and the needs and preferences of the patient (Mosby, 2009).

Nursing Judgment-Encompasses three processes: namely, critical thinking[1], clinical judgment[2], and integration of best evidence into practice. Nurses must employ these processes as they make decisions about clinical care, the development and application of research and the broader dissemination of insights and research findings to the community, and management and resource allocation (NLN, 2010, p. 67; Tanner, 2006).

> [1]*Critical thinking-*Identifying, evaluating and using evidence to guide decision making by means of logic and reasoning.

> [2]*Clinical judgment* - a process of observing, interpreting, responding, and reflecting situations within

and emerging from the nurse's knowledge and perspective.

Nursing Process-A critical thinking model comprising the integration of singular, concurrent actions of these six components: assessment, diagnosis, identification of outcomes, planning, implementation, and evaluation (ANA, 2010).

Patient Centeredness-An orientation to the care that incorporates and reflects the uniqueness of an individual and supports optimal health outcomes by involving patients in decisions about their care(NLN, 2010, p. 14; Cronenwett et al, 2007).

Teaching-An interactive process that promotes learning. It consists of a conscious, deliberate set of actions that help individuals gain new knowledge, change attitudes, adopt new behaviors, or perform new skills (Potter and Perry, 2011, p. 188; Bastable, 2008; Redman, 2007).

Therapeutic communication-"Interactive verbal and nonverbal strategies that focus on the needs of the patient and facilitate a goal-directed, patient-oriented communication process" (Keltner, Bostrom, and McGuinness, 2011). "It is nonjudgmental, discourages defensiveness, and promotes trust" (Townsend, 2011).

March 5, 2014

Student Learning Outcomes

The graduate:

1. Applies knowledge from the behavioral, biological, physical and social sciences, and the liberal arts to provide a holistic approach to nursing care.
2. Functions within the ANA Scope and Standards of Practice, Code of Ethics, licensing laws and established policies and procedures to provide patient-centered care.
3. Provides safe, high-quality care utilizing nursing process, critical thinking skills, therapeutic communication and cultural sensitivity within the patient's context.
4. Uses caring behaviors and therapeutic evidence-based nursing interventions to assist patients to achieve an optimal level of health or to die with dignity.
5. Uses organizational and priority-setting skills to effectively manage multiple nursing demands.
6. Seeks appropriate resources when encountering situations beyond knowledge and experience.
7. Demonstrates accountability for nursing care given by self and/or delegated to others.
8. Collaborates with other health care providers to coordinate care.
9. Provides the patient with information to make informed decisions regarding health.
10. Serves as patient advocate to support optimal health outcomes.
11. Demonstrates the importance of a spirit of inquiry, lifelong learning, and a commitment to evidence-based nursing practice.

February 2015

REQUIRED CURRICULUM

The supporting courses listed in each semester must be taken prior to or concurrent with the Nursing Courses listed in the same semester. Students MUST SUCCESSFULLY COMPLETE all courses listed in each semester before enrolling in the next nursing course.

First Semester
NUR 104	Calculations for Nursing	1
NUR 105	Fundamentals of Nursing	6.5
NUR 106	Fundamentals of Nursing Clinical***	1.5
PSYS 220	Developmental Psychology	3
BIO 131	Anatomy & Physiology **	4

Second Semester
NUR 155	Medical-Surgical Nursing I	5.5
NUR 156	Medical-Surgical Nursing I Clinical***	2.5
NUR 157	Medical-Surgical Nursing I Skills***	1
NUR 165	Mental Health Nursing	2.5
NUR 166	Mental Health Nursing Clinical***	1.5
CHM 109	Chemistry for Health Science**	4

Third Semester
NUR 208	Medical-Surgical Nursing II	5
NUR 209	Medical-Surgical Nursing II Clinical***	3
NUR 215	Maternal-Newborn Nursing	2.5
NUR 216	Maternal-Newborn Nursing Clinical***	1.5
ENGL 100	Intro to College Writing	3
BIO 207	Microbiology**	3

Fourth Semester
NUR 254	Pediatric Nursing	2
NUR 255	Medical-Surgical Nursing III	3
NUR 257	Nursing Seminar & Practicum***	4
SOC 100	Sociology*	3
AH Elective	Arts & Humanities Elective*	3
Math 109	General Mathematics*	
	or	
Math 116	College Algebra*	3

Total Program Hours   69

*Math 109 or 116, SOC 100 and the AH Elective may be taken at any time during the four semester curriculum.
**Students must achieve a minimum grade of "C" in all science courses in order to progress to the next nursing course.
***Clinical courses require students to complete 3-clock hours each week for each clinical credit hour.

September 2013

TESTING POLICY

All personal items, purses, hats, sunglasses, cell phones, PDAs, books, papers, etc. must be placed away from the testing area in the front or side of the classroom. All cell phones must be turned off and placed in your backpack/bag or in a designated area. Pockets must be emptied when entering the room. Leave anything of value in your car.

Testing Supplies
You may not use books, notes, calculators, or other aids when taking your exam unless your instructor allows. Any scratch paper, scantrons or calculators will be supplied by the instructors.

Food and drink
No food, candy or drink of any kind will be allowed inside the testing room.

Cheating on exams
Proctors in the testing centers will monitor you during your exam. Monitoring includes watching from a seated position in the room, walking through the room, and viewing computer screens.

If you are caught cheating on an exam, any behavior of academic dishonesty will be addressed in a conference with the student and a panel of faculty. A score of zero will be applied to the examination or assignment for academic dishonesty. Additional actions which may be taken involve probation, suspension or expulsion from the university as deemed by the Offices of Student Life and Judicial Affairs.

Technological Issues
As the ASN Program utilizes web-based testing, technological issues could arise that either delay or prevent retrieval of student test results. Therefore, ASN Program faculty reserve the right to add additional test questions to a future exam, increase the point value of future exam questions, or require retesting as necessary.

<div align="right">May 2015</div>

STUDENT ABSENCE FROM EXAMINATIONS/TESTS

A student may not take an examination other than the scheduled date without satisfactory justification. Students are responsible for notifying their instructor if they are unable to take a scheduled unit test or final examination prior to the scheduled test time. The faculty members responsible for the course will jointly decide if the justification is satisfactory. The student who does not notify the faculty of an absence for an examination and/or who cannot provide satisfactory justification for the absence can still take a makeup examination but the achieved score will be reduced by 10% of total points possible. At the discretion of the course instructors, any makeup exam may consist of different test items or essay questions. Makeup exams will be given as soon as possible, preferably within one week of the date of the original exam.

STUDENT ASSISTANCE FOR SUCCESS

To promote student success in the ASN Program:
1. It is required that any student who achieves less than 80% on a unit exam must contact course faculty within one week after the exam.

2. It is required that students complete remediation activities as assigned by the course faculty. Remediation assignments are due within one week of student receipt. Students failing to complete remediation activities within one week will receive a 10% reduction in score achieved for the course's next unit exam/final.

3. Students who do not follow the Student Assistance for Success policy may not qualify for future readmission to the nursing program if unsuccessful.   April 2015

GRADES

Didactic course grades will be determined by assignments and exams. Clinical course grades are pass/fail and based on student skill performance and clinical evaluation. If a student is unsuccessful in either the didactic or clinical component of a course, both courses must be successfully repeated before the student is allowed to progress in the program. Course letter grades are assigned using the following scale:

100.0 – 91.0% = A
 90.9 – 84.0% = B
 83.9 – 77.0% = C
 76.9 – 69.0% = D
 68.9 - 0.0% = F

PROMOTION AND RETENTION POLICIES

1. Students must achieve a minimum of 90.0% in NUR 104, Calculations for Nursing, and a minimum of 77% in all other required nursing courses. In order to successfully complete the course a 77.0% minimum will be required. A student with an average of 76.9% or below will not be successful.

2. If a student is unsuccessful in NUR 104, Calculations for Nursing, the student must withdraw from NUR 105, Fundamentals of Nursing, and NUR 106, Fundamentals of Nursing Clinical. Failure of NUR 104 does not count as a nursing course failure.

3. A student who is unsuccessful in a nursing course <u>must repeat</u> the course before taking the next sequential nursing course. <u>A student who fails a nursing course must write a letter to the Academic Standards Committee requesting readmission</u>. Consideration for a student to repeat a nursing course will be given on an individual basis by the Academic Standards Committee and dependent upon available resources. The student must have a <u>minimum GPA of 2.0 excluding the nursing course(s) which is to be repeated</u>. A second failure in a required nursing course or the failure of a subsequent nursing course will result in dismissal from the ASN Program. For the purpose of this policy, failure of a course with a required clinical section counts as a one-course failure, even if the student fails both the lecture and clinical section simultaneously.

4. The student must follow the required curriculum. Any exceptions must be approved by the Academic Standards Committee.

5. The student must achieve a grade of "C" or higher in Biology 131, Human Anatomy and Physiology; Chemistry 109, Chemistry for the Health Sciences; and Biology 207, Microbiology, in order to progress to the next nursing course. Biology 131 or 231 must have been completed within 5 years of application to the nursing program with a grade of "C" or higher.

6. A student considering to either audit or withdraw from a nursing course should consult with both course faculty and the WKU Student Financial Assistance office prior to making their decision. It is the student's

responsibility to determine how such action would affect their financial standing (grant/scholarship/loan/etc.) and admission eligibility with the university.

7. A student who wishes to continue in the ASN Program after having withdrawn must submit a written request to the Academic Standards Committee for readmission into the next immediate semester. The request must explain the rationale for the unsuccessful performance and a plan for success if readmitted. Students who are readmitted to the program must complete remediation assigned by faculty. Readmission to the program may be influenced by faculty recommendations, attendance and effort put forth by student. Readmission to the program will depend upon resources available and time since initial admission. Students have a maximum of 3 years from admission to graduation to complete the ASN Program. Students with English as a second language may be granted an additional two semesters to complete the program.

8. If a student has health problems that in the opinion of the nursing faculty negatively influence his/her progress in the nursing program, the faculty may require certification by a medical doctor (approved by the nursing faculty) as to the person's fitness to continue in nursing.

May 2013

NURSING CO-REQUISITE WITHDRAWAL POLICY

If a student withdraws from a nursing course with a clinical component, the student must also withdraw from the corresponding didactic/clinical component. For example, if a student withdraws from Nursing 208, that student must also withdraw from Nursing 209. If a student withdraws from Nursing 209, the student must also withdraw from Nursing 208. Nursing 105, 155, 165, 208, and N215 have clinical components.

August 2010

CLINICAL SKILLS CHECK-OFF POLICY

Clinical skills are essential to nursing practice. Therefore, a student must master all selected skills at a satisfactory level before utilizing the skills in the clinical area. Each clinical course's syllabus will identify selected skills for which students are to demonstrate skill competency. Students will be provided requirements for successfully completing each identified skill. A student has two attempts to successfully complete a skill. If a student is unsuccessful on their first attempt, a second faculty member will evaluate the student on their second and final attempt. Failure to successfully complete any selected skill within two attempts will result in clinical failure.

May 2008

EVOLVE REACH TESTING AND REMEDIATION POLICY

The ASN Program has partnered with Elsevier to ensure student preparation for the national licensing exam. Benefits to utilizing the Evolve Reach Testing and Remediation Program are:

- Allows faculty to easily identify students who may be at-risk, throughout the curriculum.
- Exposes students to test items that simulate NCLEX questions and a computerized testing environment, preparing them for the NCLEX examination throughout their program of study.
- Provides customized remediation based on individual student areas of weakness, ensuring targeted review prior to taking the NCLEX examination.
- Offers flexibility for reviewing, as the student can access the appropriate remediation resources from any computer with access to the internet, and provides the option of printing remediation resources for study away from their computer.

Select nursing courses have scheduled standardized tests. The student's standardized test score will account for 10% of the student's overall course grade. Returning students are required to complete the HESI remediation prior to the start of the following semester.

Nursing 105 – Fundamentals of Nursing
Nursing 155 – Medical-Surgical Nursing I
Nursing 165 – Mental Health Nursing
Nursing 208 – Medical-Surgical Nursing II
Nursing 215 – Maternity Nursing
Nursing 254 – Pediatric Nursing
Nursing 255 – Medical-Surgical Nursing III

The HESI RN Exit Exam will be administered during the last semester of the nursing program. Each student is required to take the HESI RN Exit Exam and achieve a score of 900. Two HESI Exit exams are required and each will be calculated as 10% of the NUR 255 course grade. After the first attempt, the student is required to complete quizzing specific to all content topics scoring less than 900 prior to taking the second HESI Exit Exam. If the required score of 900 is not achieved on the 2nd HESI Exit attempt, the student will receive a grade of "Incomplete" in NUR 255 and will be required to complete additional remediation. Once the assigned remediation is complete, the students' name will be placed on the program's certified list of graduates for submission to the Kentucky Board of Nursing for NCLEX-RN eligibility and the student will receive the grade earned for the course.

December 10, 2014

Please note that Evolve Reach Testing is a web-based program, therefore, technological interruptions may occur during testing. ASN Faculty will make every effort to resolve any issues/interruptions as they occur in order to resume student testing as scheduled.

NCLEX-RN PREPARATION PLAN

In order to be successful, students must prepare for the national licensing exam, NCLEX-RN. Therefore, the ASN Program requires all nursing students to complete NCLEX style questions throughout the program and to take the program required live NCLEX-RN Review Course at completion of Medical-Surgical Nursing II and at the completion of the program. Failure to complete the review course at the end of Medical-Surgical Nursing II will result in the student not progressing to Medical-Surgical Nursing III. Failure to complete the review course at completion of the program will result in the student receiving a grade of incomplete in his/her last semester nursing course(s). NCLEX questions will be completed using Lippincott's NCLEX-RN PassPoint quizzing system. Each nursing course syllabus will outline the number of questions per quiz and required mastery level. Quizzes will be assigned as follows:

NUR 105	**NUR 155**	**NUR 165**
Basic Physical Care	Med/IV Administration	Basic Psychosocial Needs
Basic Physical Assessment	Gastrointestinal	Mood and Affect
The Nursing Process	Musculoskeletal	Behaviors
Elimination	Respiratory	Caring
Communication	Genitourinary	Caring Interventions
Basic Care & Comfort	Acid Base	Foundations of Psych Nursing
Ethical	Cellular Regulation	Anxiety
Legal Issues	Fluid & Electrolytes	Mood, Adjustment, and Dementia
Mobility	Immunity	Psychotic Disorders
Safety	Infection	Substance, Eating, Impulse Control
Tissue Integrity	Inflammation	Advocacy
Wellness	Informatics	Cognition
Teaching & Learning	Diversity	Stress & Coping
Assessment	Time Management	Violence
Culture	Critical Thinking	Psychosocial Integrity
Spiritual	Oxygenation/Gas Exchange	Self
	Technical Skills	

NUR 208	**NUR 215**	**NUR 255**
Cardiovascular Disorders	Antepartum	Intracranial Regulation
Oncology	Intrapartum	Sensory Perception
Endocrine/Metabolic	Postpartum	Neurosensory Disorders
Metabolism	Neonate	Grief/Loss
Perfusion	Family	Health/Wellness/Illness
Clinical Decision Making	Reproduction	Leadership/Management
Diversity	Sexuality	Management of Care
Health Care Systems	Accountability	Safety/Infection Control
Health Care Policy		Health Promotion Maintenance
Evidence Based Practice	**NUR 254**	Pharmacological/Parenteral Therapies
Collaboration	Infant	Reduction of Risk Potential
Managing Care	Toddler	Physiological Adaption
Quality Improvement	Pre-Schooler	Comprehensive Exam
Professional Behavior	School Age	Comprehensive Exam
Informatics	Adolescent	
Thermoregulation	Development	April 24, 2015

STUDENT PARTICIPATION IN GOVERNANCE

The ASN Program values student participation in governance. Student representatives are elected at the beginning of each semester in each nursing course in Bowling Green and Glasgow. Elected student representatives are invited to attend ASN Faculty meetings to provide suggestions for program improvement. In addition, student representative input is sought by program committees during discussion of proposed program policy changes.

November 2011

KENTUCKY ASSOCIATION of NURSING STUDENTS (KANS)

Western Kentucky University Nursing Students Association is a student organization affiliated with the state and national student nursing associations. The purposes of the association are to aid in the development of the individual student of nursing and the improvement of health care, and to provide educational activities designed to promote personal and professional growth. Membership in the National Student Nursing Association and the Kentucky Association of Nursing Students is mandatory for all students admitted into the ASN Program. You will receive information about the benefits of membership in the pre-professional organization during orientation.

As part of your development within the nursing profession in your leadership role within the community, all nursing students are required to maintain active membership in the local chapter of the Kentucky Nursing Association of Nursing Students of Western Kentucky University. Active membership includes participation in at least one KANS meeting and one KANS event per semester. Failure to comply with this participation each semester will result in a failing grade in the nursing course (s) in which you are enrolled.

March 2011

TRAVEL

The student will provide his/her own transportation for clinical experiences, some of which may be located outside the Bowling Green area.

Fall 2009

ATTENDANCE POLICY

Classroom Attendance
Classroom attendance is an expectation of the University and the Nursing Program. Students are responsible for information presented and assignments made in all class sessions. Absences from three or more class sessions will result in the student being reported to the WKU Academic Advising and Retention Center.

Clinical/Laboratory Attendance
Attendance in the clinical facility or laboratory is essential in order to achieve the educational objectives of the nursing program. A student must notify his or her clinical instructor prior to any clinical absence. The student must meet with course/clinical faculty immediately following any absence. Students who are absent from clinical, regardless of the reason, will be required to make up clinical time by completing a learning assignment as determined by the course coordinator. Students are given up to one week to complete the assigned learning

assignment.

Maximum hours allowed for absence
N106 – 6.5 hours
N156 – 9.5 hours
N157 – 5 hours
N166 – 6.5 hours
N209 - 11 hours
N216 - 8 hours

An additional clinical absence will be given to a student who submits an incomplete or late learning assignment. A student absent more than the designated number of hours for that course will fail the clinical nursing course. If the clinical nursing course failure occurs prior to the official university withdrawal date, the student will withdraw from the clinical course and corresponding didactic course. If the clinical course failure occurs after the official university withdrawal date, the student will receive a failing grade for the clinical course. If eligible for readmission, the student may request readmission into the program for the following semester.

Tardiness for and/or leaving early from the clinical/laboratory experiences is unacceptable and may result in the student not being admitted to the clinical/laboratory, which will then be counted as an absence. Students may be sent to an alternate learning experience if unprepared to perform clinical assignment.

If a student misses clinical due to a medical reason (e.g., hospitalization, invasive procedure, or infectious process), the student must present a signed medical release indicating no restrictions prior to return to clinical. It is the student's responsibility to provide this signed release. Individual cases will be considered at the discretion of that student's clinical instructor and/or course coordinator.

April 2016

CLASSROOM AUDIO TAPING POLICY

Students may audiotape nursing lectures. The taped lecture content is intended as an adjunct to the student's learning. In order to preserve patient confidentiality, the use of these audiotapes is restricted to student use only. Anyone violating this intended use will be reprimanded. The faculty reserve the right to prohibit the taping of lectures if the mechanics of audio taping become distractive or disruptive. This policy does not apply to guest speakers who must be asked individually if they allow audio taping of their lectures.

AUDIO/VIDEO TAPING POLICY

As a nursing student of WKU ASN Program, students may be photographed, videotaped and/or audio taped for educational purposes. Recorded material may be viewed by instructors and other students or outside sources for educational advancement during and beyond a student's enrollment. Students are to dress appropriately and use appropriate language during any media recording. No media content will be copied by a student for any reason.

Fall 2008

CELLULAR PHONE AND PAGER POLICY

No cellular phones or pagers are allowed in any classroom, clinical or laboratory setting. Phones and pagers must remain off in a student's purse or backpack. Students may check for messages during breaks. No photographs or videos may be taken of patients. Instructors will have a phone in the classroom for receipt of emergency transmissions.

March 2010

ADDITIONAL CLASSROOM RULES
- **Attendance:** Students are expected to be present, punctual, and attentive for the classroom period.
- **Tardiness:** Students are expected to arrive prior to the start of class, to avoid disrupting the classroom. Students who arrive after class begins may be asked to wait until break to enter the classroom.
- **Class Preparation:** Students are expected to read the assignments before coming to class and are responsible for information presented.
- **Laptop Computers:** May only be used in the classroom for note taking and/or other activities related to the course.
- **Other Possible Distractions:** Children, pets, friends, parents, significant others, etc. are not permitted to attend classes. Invited guest speakers are an exception.
- **The faculty reserves the right to ask any student to halt behaviors that are viewed as disruptive and will ask the student to leave the classroom if the behavior continues (see also the professional conduct statement).**

GUIDE FOR WRITTEN PAPERS

The Faculty requires students to follow the standards for written papers as stated in the Publication Manual of the American Psychological Association (6th Ed). This manual is available in the bookstore, at the reference desk in the library and in individual faculty offices. Each course syllabus identifies the specific criteria for papers, projects, or reports. Plagiarism is unacceptable.

STUDENT EMPLOYMENT

1.   The ASN Program is responsible for students' performance only while in nursing laboratory experiences under guidance of Western Kentucky University faculty members.

2.   Student employees are the responsibility of the employer. It is the responsibility of individual faculty members to counsel students if employment seems to be interfering with educational experience.

3.   Nursing students may not wear student photo ID badges or nursing school emblems during non-school activities including employment.

4.   Nursing students must adhere to the requirements of the Kentucky Board of Nursing as stipulated in the Advisory Opinion Statement 18, revised April 2008.

UNIFORM GUIDELINES/DRESS CODE

A program approved uniform and WKU name badge must be worn in all clinical settings in accordance with the policy of that agency. An official WKU patch designating the ASN program must be worn on the left sleeve. The skirt length of the uniform shall be no shorter than the middle of the knee. Plain black leather shoes with black socks or hosiery is required. Scrub jackets may be worn with the uniform. Uniforms may be worn from residence to agency and return. Students may wear uniforms only when functioning in their capacity as a WKU nursing student.

May 2013

PHOTO ID BADGE

A photo ID badge must be purchased during nursing orientation. Students are responsible for wearing the photo ID badge anytime in nursing uniform and/or scrub jacket.

ASN PIN

Those students in Nursing 255 may purchase the official Associate of Science in Nursing Program pin which may be worn after graduation from the University bookstore.

JEWELRY

Jewelry must be limited to a watch, engagement and wedding rings, and one pair of small post earrings. All other visible piercings must be removed. The watch must have the ability to calculate seconds.

SCHOOL PATCH

The patch must be worn on both the scrub jacket and uniform. The emblem is to be centered on the left sleeve, two and one-half inches below the shoulder seam, with the raw edges turned under.

PERSONAL HYGIENE

At all times students are required to be clean, neat and appropriately groomed. If inappropriately dressed, the student will be asked to leave the clinical area. Hair must be clean, of natural hair color, and neatly styled at all times when wearing scrub jacket and/or student uniform. Long hair must be secured at the back of the neck or up off of the collar. Barrettes must be the same color as the hair. Beards and mustaches must be neatly trimmed. Fingernails should be of medium length. No fingernail polish, artificial nails, perfumes/cologne, and fragrant lotions allowed. Visible tattoos must be covered. Gum chewing is prohibited in patient care areas.

May 2013

National Student Nurses' Association, Inc.
Code of Academic and Clinical Conduct

PREAMBLE

Students of nursing have a responsibility to society in learning the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities 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 with which society has placed in us. The statements of the Code provide guidance for the nursing student in the 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.

A CODE FOR NURSING STUDENTS

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 patients

2. Maintain patient confidentiality.

3. Take appropriate action to ensure the safety of patients, self, and others.

4. Provide care for the patient in a timely, compassionate and professional manner.

5. Communicate patient care in a truthful, timely and accurate 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 patient 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 patient, self, or others.

14. Assist the staff nurse or preceptor in ensuring that there is full disclosure and that proper authorizations are obtained from patients 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.

Fall 2007

National Student Nurses' Association, Inc.
Code of Professional Conduct

As a member of the National Student Nurses' Association, I pledge myself to:

• Maintain the highest standard of personal and professional conduct.

• Actively promote and encourage the highest level of ethics within nursing education, the profession of nursing, and the student nurses' association.

• Uphold all Bylaws and regulations relating to the student nurses' association at the chapter, state and national levels, reserving the right to criticize rules and laws constructively, but respecting the rules and laws as long as they prevail.

• Strive for excellence in all aspects of decision making and management at all levels of the student nurses' association.

• Use only legal and ethical principles in all association decisions and activities.

• Ensure the proper use of all association funds.

• Serve all members of the student nurses' association impartially, provide no special privilege to any individual member, and accept no personal compensation from another member or non-member.

• Maintain the confidentiality of privileged information entrusted or known to me by virtue of an elected or appointed position in the association.

• Refuse to engage in, or condone, discrimination on the basis of race, gender, age, citizenship, religion, national origin, sexual orientation, or disability.

• Refrain from any form of cheating or dishonesty, and take action to report dishonorable practices to proper authorities using established channels.

• Always communicate internal and external association statements in a truthful and accurate manner by ensuring that there is integrity in the data and information used by the student nurses' association.

• Cooperate in every reasonable and proper way with association' volunteers and staff, and work with them in the advocacy of student rights and responsibilities and the advancement of the profession of nursing.

• Use every opportunity to improve faculty understanding of the role of the student nurses association.

• Use every opportunity to raise awareness of the student nurses' association's mission, purpose, and goals at the school chapter level.

• Promote and encourage entering nursing students to join and become active in NSNA.

• Promote and encourage graduating seniors to continue their involvement by joining professional nurses' associations upon licensure as Registered Nurses.

Fall 2007

MANDATORY REPORTING OF CRIMINAL CONVICTIONS

State law requires that licensed/credentialed individuals report criminal convictions to the Kentucky Board of Nursing within ninety (90) days of the conviction, KRS 314.109. Kentucky Board of Nursing Administrative Regulation 201 KAR 20:370, an application for license/credential, also requires applicants to report criminal convictions and states what must be submitted when reported.

This brochure addresses the most commonly asked questions by individuals with criminal convictions. For additional information, contact the Board office or visit our website.

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KENTUCKY BOARD OF NURSING
312 WHITTINGTON PKY, SUITE 300
LOUISVILLE KY 40222-5172
1-800-305-2042 OR 502-429-3300
http://kbn.ky.gov

</div>

What criminal convictions must I report to the Kentucky Board of Nursing?
The *Kentucky Nursing Laws* require that **ALL** misdemeanor and felony convictions occurring in Kentucky or any other state, regardless of when they occurred, must be reported to the Kentucky Board of Nursing (KBN). Federal and military convictions must also be reported**.** Any person licensed/credentialed by the KBN shall, within ninety (90) days of entry of the final judgment, notify the KBN in writing of any misdemeanor or felony criminal conviction in this or any other jurisdiction. Upon learning of any failure to notify the KBN under this section, the KBN may initiate disciplinary action under KRS 314.089. Traffic related misdemeanors, with the exception of Driving Under the Influence (DUI), conviction(s) do not have to be reported.

What is the Board's definition of a conviction?
KRS Chapter 314.011(22) defines a conviction as the following: (a) An unvacated adjudication of guilt; (b) Pleading no contest or nolo contender or entering an *Alford* plea; or (c) Entering a guilty plea pursuant to a pretrial diversion order; Regardless of whether the penalty is rebated, suspended, or probated. You should contact the court to determine whether the above definition of conviction applies to you.

How do I know whether I've been convicted of a crime?
You have been convicted if you have pled guilty to, entered an *Alford* plea or *Nolo Contendre* plea, have entered into a pre-trial diversion program or were found guilty of a criminal offense in any court. You should contact the court to determine whether the conviction was a violation, misdemeanor or felony offense.

What if my charge was dismissed?
You are not required to report charges that have been dismissed by the court.

Do I report convictions when I was a juvenile?
Juvenile convictions that occurred when you were under the age of 18 do not need to be reported unless you were convicted as an adult.

How will my conviction be reviewed?

There are three methods of criminal conviction review:
1. Staff Member Review
2. Board Member Review
3. Credentials Review Panel
A determination will be made to request additional information, request a personal interview with you or approve your application.

How long will it take for my conviction to be reviewed?
It may take up to three or more months to review your information. You may be contacted by mail if additional information is needed.

Will my conviction make me ineligible for a nursing license?
Not necessarily. The statute states that the KBN may take action on criminal convictions that bear directly on an individual's qualifications or ability to practice nursing. The regulation clarifies that the type of convictions referred to are those that involve dishonesty, substance abuse, sexual offenses, breach of trust, danger to the public safety, or physical harm or endangerment.

Can I be denied licensure?
Yes. The KBN can deny a license for criminal conviction(s).

What if l am denied licensure, what can I do?
You may request a formal hearing before a KBN hearing panel. Your request must be in writing:
o You will be notified of the date, time, and location of the hearing
o You may bring legal counsel
o The panel will make a recommendation regarding the approval or Denial of your application for licensure.

Will a Denial of licensure be on my permanent KBN record?
Yes. Denial of licensure is a formal disciplinary action. The Denial will be published in the KBN Connection and reported to the National Council of State Boards of Nursing's Disciplinary Data Bank.

What if the KBN previously reviewed my conviction?
Attach a letter of explanation to the application to inform the KBN about previous conviction reviews.

What documents do I need to submit to the Board when reporting my conviction(s)?
For felony conviction(s):
o Submit a letter of explanation for each conviction
o Provide certified copy of court records
For misdemeanor conviction(s) and (DUI) conviction(s) five (5) years old or less:
o Submit a letter of explanation for each conviction
o Provide certified copy of court records
For misdemeanor conviction(s) and (DUI) conviction(s) over five (5) years old:
o No documentation required

When do I send the information to the KBN?
The letter of explanation and certified copy of the court record must accompany your letter of self-report and/or your application.

What is the letter of explanation?

The letter of explanation is a personally written summary of the events that led to your conviction. It gives you the opportunity to tell what happened and to explain the circumstances that led to your conviction.

Where do I get the certified copy of the court record?
You should contact the court clerk in the county where the conviction occurred to obtain a certified copy of the court record. The certification verifies the conviction, date of the conviction and the judgment entered against you.

What if the court can't find a record of my conviction?
If a court record has been "purged" or expunged, you may submit a statement from the court to affirm that the physical record no longer exists. This statement will be accepted in lieu of the court record.

What additional information may be requested from me?
The most frequently requested information is proof of compliance with a court ordered alcohol education/treatment program or of successful completion of a court ordered probation.

Do I report a conviction that has been appealed?
You should report the appealed conviction to the KBN.

Will the KBN verify my criminal history?
Yes. The KBN requires a state and federal criminal history search on applicants. The record search is NOT the official court record. Discrepancies related to criminal convictions or failure to report a criminal conviction will delay the processing of the application.

What if I fail to report a conviction(s)?
Failing to report a conviction on your application, or failing to report a conviction within ninety (90) days of entry of the final judgment is a violation of the nursing law and you could be subjected to disciplinary action. In some situations the Board may issue a consent decree. A consent decree is not "formal" disciplinary action taken by the Board. The consent decree will consist of the applicant paying a civil penalty to the Board before the license is issued.
06/11

Traditional ASN Program Phase Out – "What If Plan"

Over the next few years, the School of Nursing will transition away from the traditional Associate of Science in Nursing Program (ASN) and increase students in the Bachelor of Science in Nursing (BSN) program to meet the workforce need for more BSN nurses. The last class of traditional ASN students will be admitted into the program in January 2017. These students have the opportunity to progress through the program and complete their degrees in May 2019. Unfortunately and for various reasons, student progression through the program may be delayed. As the ASN Program is phased out, not all nursing courses will be available each semester. Therefore, the following "What If" plan has been developed to identify what happens should a student fail, withdraw, or audit or a nursing course over the next few years. Scenarios for each nursing course are listed below. The course in question is highlighted in red and the subsequent nursing course enrollment plan is then highlighted in yellow.

Students are recommended to review ASN Program Promotion and Retention policies at this time.

What happens if a student fails **N104** Fall 2016?

Semester	Fall 2016	Spring 2017 Last time 1st semester ASN classes will be taught	Fall 2017 Last time 2nd semester ASN classes will be taught	Spring 2018 last time 3rd semester ASN classes will be taught)	Fall 2018 (last time 4th semester ASN classes will be taught)
1st	N104 N105, N106 Must withdraw from N105/N106	N104, N105, N106			
2nd			N155, N156, N157		
2nd			N165, N166		
3rd				N208, N209	
3rd				N215, N216	
4th					N254, N255, N257

What happens if a student fails, withdraws, or audits **N105 and/or N106** Fall 2016?

Semester	Fall 2016	Spring 2017 Last time 1st semester ASN classes will be taught	Fall 2017 Last time 2nd semester ASN classes will be taught	Spring 2018 last time 3rd semester ASN classes will be taught)	Fall 2018 (last time 4th semester ASN classes will be taught)
1st	N104				
1st	N105, N106	N105, N106			
2nd			N155, N156, N157		
2nd			N165, N166		
3rd				N208, N209	
3rd				N215, N216	
4th					N254, N255, N257

What happens if a student fails, withdraws, or audits **N155 and/or N156 and/or N157** in Spring 2017?

Semester	Fall 2016	Spring 2017 Last time 1st semester ASN classes will be taught	Fall 2017 Last time 2nd semester ASN classes will be taught	Spring 2018 Last time 3rd semester ASN classes will be taught	Fall 2018 Last time 4th semester ASN classes will be taught
2nd		N155, N156, N157	N155, N156, N157		
2nd		N165, N166			
3rd				N208, N209	
3rd				N215, N216	
4th					N254, N255, N257

What happens if a student fails, withdraws, or audits **N165 and/or N166** in Spring 2017?

Semester	Fall 2016	Spring 2017 Last time 1st semester ASN classes will be taught	Fall 2017 Last time 2nd semester ASN classes will be taught	Spring 2018 Last time 3rd semester ASN classes will be taught	Fall 2018 Last time 4th semester ASN classes will be taught
2nd		N155, N156, N157			
2nd		N165, N166	N165, N166		
3rd				N208, N209	
3rd				N215, N216	
4th					N254, N255, N257

What happens if a student fails, withdraws, or audits **N208 and/or N209** in Fall 2017?

Semester	Fall 2016	Spring 2017 Last time 1st semester ASN classes will be taught	Fall 2017 Last time 2nd semester ASN classes will be taught	Spring 2018 Last time 3rd semester ASN classes will be taught	Fall 2018 Last time 4th semester ASN classes will be taught
3rd			N208, N209	N208, N209	
3rd			N215, N216		
4th					N254, N255, N257

What happens if a student fails, withdraws, or audits **N215 and/or N216** in Fall 2017?

Semester	Fall 2016	Spring 2017 Last time 1st semester ASN classes will be taught	Fall 2017 Last time 2nd semester ASN classes will be taught	Spring 2018 Last time 3rd semester ASN classes will be taught	Fall 2018 Last time 4th semester ASN classes will be taught
3rd			N208, N209		
3rd			N215, N216	N215, N216	
4th					N254, N255, N257

What happens if a student fails, audit, or withdraws from **N254 1st bi-term** in Spring 2018?

Semester	**Fall 2016**	**Spring 2017** Last time 1st semester ASN classes will be taught	**Fall 2017** Last time 2nd semester ASN classes will be taught	**Spring 2018** Last time 3rd semester ASN classes will be taught	**Fall 2018** Last time 4th semester ASN classes will be taught
4th				<mark style="background:red">N254 1st bi-term,</mark> N255, N257 <mark style="background:yellow">N254</mark> 2nd bi-term	

What happens if a student fails, audit, or withdraws from **N254 2nd bi-term** in Spring 2018?

Semester	**Fall 2016**	**Spring 2017** Last time 1st semester ASN classes will be taught	**Fall 2017** Last time 2nd semester ASN classes will be taught	**Spring 2018** Last time 3rd semester ASN classes will be taught	**Fall 2018** Last time 4th semester ASN classes will be taught
4th				<mark style="background:red">N254 2nd bi-term,</mark> N255, N257	<mark style="background:yellow">N254, N257</mark>

What happens if a student fails, audit, or withdraws from **N255** in Spring 2018?

Semester	**Fall 2016**	**Spring 2017** Last time 1st semester ASN classes will be taught	**Fall 2017** Last time 2nd semester ASN classes will be taught	**Spring 2018** Last time 3rd semester ASN classes will be taught	**Fall 2018** Last time 4th semester ASN classes will be taught
4th				N254,<mark style="background:red">N255</mark>, N257	<mark style="background:yellow">N255, N257</mark>

What happens if a student fails, audit, or withdraws from **N257 1st bi-term** in Spring 2018?

Semester	**Fall 2016**	**Spring 2017** Last time 1st semester ASN classes will be taught	**Fall 2017** Last time 2nd semester ASN classes will be taught	**Spring 2018** Last time 3rd semester ASN classes will be taught	**Fall 2018** Last time 4th semester ASN classes will be taught
4th				N254 1st bi-term, N255, N257 1st bi-term Will try to find placement for N257 2nd bi-term.	N255, N257 (if 2nd bi-term placement is not available in Spring 2018)

What happens if a student fails, audit, or withdraws from **N257 2nd bi-term** in Spring 2018?

Semester	**Fall 2016**	**Spring 2017** Last time 1st semester ASN classes will be taught	**Fall 2017** Last time 2nd semester ASN classes will be taught	**Spring 2018** Last time 3rd semester ASN classes will be taught	**Fall 2018** Last time 4th semester ASN classes will be taught
4th				N254 1st bi-term, N255, N257 2nd bi-term	N255, N257

What happens if a student fails, withdraws, or audits **N104** Spring 2017?

Semester	**Spring 2017** Last time 1st semester ASN classes will be taught	**Fall 2017** Last time 2nd semester ASN classes will be taught	**Spring 2018** Last time 3rd semester ASN classes will be taught	**Fall 2018** Last time 4th semester ASN classes will be taught
1st	N104			
1st	N105, N106 Must withdraw from N105/N106	Apply to another nursing program		

What happens if a student fails, withdraws, or audits **N105 and/or N106** Spring 2017?

Semester	**Spring 2017** Last time 1st semester ASN classes will be taught	**Fall 2017** Last time 2nd semester ASN classes will be taught	**Spring 2018** Last time 3rd semester ASN classes will be taught	**Fall 2018** Last time 4th semester ASN classes will be taught
1st	N104			
1st	N105, N106	Apply to another nursing program or change to the pre-BSN program or take the BSN fundamentals and health assessment courses as space and resources available		

What happens if a student fails **N155** in Fall 2017?

Semester	**Fall 2017** Last time 2nd semester ASN classes will be taught	**Spring 2018** Last time 3rd semester ASN classes will be taught	**Fall 2018** Last time 4th semester ASN classes will be taught	**Spring 2019**
2nd	N155, N156, N157	N155 in online LPN to ASN program		
2nd	N165, N166			
3rd			N208, N209 in online LPN to ASN program	
3rd			N215 in online LPN to ASN program and N216	
4th				N254, N255, N257 in online LPN to ASN program

What happens if a student withdraws or audits **N155** in Fall 2017?

Semester	**Fall 2017** Last time 2nd semester ASN classes will be taught	**Spring 2018** Last time 3rd semester ASN classes will be taught	**Fall 2018** Last time 4th semester ASN classes will be taught	**Spring 2019**
2nd	N155, N156, N157	N155 in online LPN to ASN program		

What happens if a student fails, audits, or withdraws from **N156** in Fall 2017?

Semester	**Fall 2017** Last time 2nd semester ASN classes will be taught	**Spring 2018** Last time 3rd semester ASN classes will be taught	**Fall 2018** Last time 4th semester ASN classes will be taught	**Spring 2019**
2nd	N155, N156, N157	Apply to another nursing program or take the BSN clinical section of the equivalent clinical course while completing the online didactic N155 section in the LPN to ASN program as space and resources available		

28

What happens if a student fails, audits or withdraws from **N157** in Fall 2017?

Semester	**Fall 2017** Last time 2nd semester ASN classes will be taught	**Spring 2018** Last time 3rd semester ASN classes will be taught	**Fall 2018** Last time 4th semester ASN classes will be taught	**Spring 2019**
2nd	N155, N156, N157	Apply to another nursing program or take the BSN clinical section of the equivalent clinical course N156 while completing the online didactic N155 section in the LPN to ASN program and N157 skills lab as space and resources available		

What happens if a student fails **N165** in Spring 2017?

Semester	**Fall 2017** Last time 2nd semester ASN classes will be taught	**Spring 2018** Last time 3rd semester ASN classes will be taught	**Fall 2018** Last time 4th semester ASN classes will be taught	**Spring 2019**
2nd	N155, N156, N157			
2nd	N165, N166	N165 in online LPN to ASN program		
3rd			N208, N209 in online LPN to ASN program	
3rd			N215 in online LPN to ASN program and N216	
4th				N254, N255, N257 in online LPN to ASN program

What happens if a student withdraws or audits **N165** in Spring 2017?

Semester	**Fall 2017** Last time 2nd semester ASN classes will be taught	**Spring 2018** Last time 3rd semester ASN classes will be taught	**Fall 2018** Last time 4th semester ASN classes will be taught	**Spring 2019**
2nd	N155, N156, N157			
2nd	N165, N166	Apply to another nursing program or take the BSN clinical section of the equivalent clinical course while completing the online N165 didactic section in the LPN to ASN program as space and resources available		

What happens if a student fails **N166** in Spring 2017?

Semester	**Fall 2017** Last time 2nd semester ASN classes will be taught	**Spring 2018** Last time 3rd semester ASN classes will be taught	**Fall 2018** Last time 4th semester ASN classes will be taught	**Spring 2019**
2nd	N155, N156, N157			
2nd	N165, N166	Apply to another nursing program or take the BSN clinical section of the equivalent clinical course while completing the online N165 didactic section in the LPN to ASN program as space and resources available		

What happens if a student fails, withdraws, or audits **N208** in Spring 2018?

Semester	**Spring 2018** Last time 3rd semester ASN classes will be taught	**Fall 2018** Last time 4th semester ASN classes will be taught	**Spring 2019**
3rd	N208, N209	N208 & N209 in online LPN to ASN program	
3rd	N215, N216		
4th			N254, N255, N257 in online LPN to ASN program

What happens if a student fails, withdraws, or audits **N209** in Spring 2018?

Semester	**Spring 2018** Last time 3rd semester ASN classes will be taught	**Fall 2018** Last time 4th semester ASN classes will be taught	**Spring 2019**
3rd	N208, N209	N208 & N209 in online LPN to ASN program	
3rd	N215, N216		
4th			N254, N255, N257 in online LPN to ASN program

What happens if a student fails, withdraws, or audits **N215** in Spring 2018?

Semester	**Spring 2018** Last time 3rd semester ASN classes will be taught	**Fall 2018** Last time 4th semester ASN classes will be taught	**Spring 2019**
3rd	N208, N209		
3rd	N215, N216	N215 in online LPN to ASN program & N216	
4th			N254, N255, N257 in online LPN to ASN program

What happens if a student fails, withdrawals, or audits **N216** in Spring 2018?

Semester	Spring 2018 Last time 3rd semester ASN classes will be taught	Fall 2018 Last time 4th semester ASN classes will be taught	Spring 2019
3rd	N208, N209		
3rd	N215, N216	N215 in online LPN to ASN program and N216	
4th			N254, N255, N257 in online LPN to ASN program

What happens if a student fails, withdrawals, or audits N216 in Fall 2018?

Semester	Fall 2018 Last time 4th semester ASN classes will be taught	Spring 2019
3rd	N208, N209	
3rd	N215, N216	Apply to another nursing program or take the BSN clinical section of the equivalent clinical course while completing the online N215 didactic section in the LPN to ASN program as space and resources available

What happens if a student fails, audit, or withdraws from **N254 1st bi-term** in Fall 2018?

Semester	Fall 2018 Last time 4th semester ASN classes will be taught	Spring 2019
4th	N254 1st bi-term, N255, N257 N254 2nd bi-term	

What happens if a student fails, audit, or withdraws from **N254 2nd bi-term** in Fall 2018?

Semester	Fall 2018 Last time 4th semester ASN classes will be taught	Spring 2019
4th	N254 2nd bi-term, N255, N257	N254, N257 in online LPN to ASN program

What happens if a student fails, audit, or withdraws from **N255** in Fall 2018?

Semester	Fall 2018 Last time 4th semester ASN classes will be taught	Spring 2019
4th	N254, N255, N257	N255, N257 in online LPN to ASN Program

What happens if a student fails, audit, or withdraws from **N257 1st bi-term** in Spring 2018?

Semester	Fall 2018 Last time 4th semester ASN classes will be taught	Spring 2019
4th	N254, N255, N257 1st bi-term	N255, N257 in online LPN to ASN Program

What happens if a student fails, audit, or withdraws from **N257 2nd bi-term** in Fall 2018?

Semester	Fall 2018 Last time 4th semester ASN classes will be taught	Spring 2019
4th	N254, N255, N257 2nd bi-term	N255, N257 in online LPN to ASN Program