



*Wayland Baptist University
School of Nursing*

Student Handbook

Revised June 2009

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Mission Statement

The Wayland Baptist University School of Nursing derives its Mission from the purpose of the Wayland Baptist University which is to educate students in an academically challenging, leaning focused and distinctively Christian environment for professional success, lifelong learning and service to God and humankind. The School of nursing strives to prepare baccalaureate nursing graduates that are competent and caring in the delivery of patient care in a diverse health care environment.

Philosophy

Wayland Baptist University School of Nursing faculty believes that the profession of nursing should be able to respond to the health care needs of individuals in an ever changing environment. A knowledge base built from both the arts and the sciences helps build a foundation for core competency in professional nursing. The nurse then expands knowledge, skills and critical thinking through study of disease, health promotion, and health prevention for individuals in the health care environment.

The faculty believes the educational process involves a shared responsibility between students and faculty. The development of clinical skills, communication, critical thinking and the understanding of diversity are essential acquisitions from a nursing education. The student must be able to care for the individual holistically, and also understand the social, cultural, racial and ethnic needs of the individual.

The faculty believes collaboration with members of the health care team is an integral part of care for individuals. The baccalaureate nurse graduate should be able to communicate needs of individuals with members of other disciplines on the health care team so that a plan of care can be developed and delivered providing quality care. During this care the graduate will be cognizant of the legal, ethical and professional standards necessary in providing individuals with competent quality care.

The faculty believes the graduate will provide continuous teaching opportunities to individuals as an integral part of their plan of care. Learning needs assessment is always essential in the delivery of care. The graduate will also accept the responsibility for their own continuous learning to provide for their growth and continued competence. The graduate will be able to demonstrate entry level competencies in the roles of Provider of Care, Coordinator of Care and as a Member of the Profession.

The Wayland Baptist University School of Nursing faculty is committed to meet the needs of the health care community by graduating dedicated baccalaureate prepared nurses who engage in safe, quality nursing practice.

Admissions:

School of Nursing Admission

All students who plan to enroll in the Bachelor of Science in School of Nursing at Wayland Baptist University must have completed admission requirements for the University first.

Applicants for admission to the School of Nursing must complete the application process by April 1st for Fall admission and by December 1st for Spring admission.

Prospective students seeking the Bachelor of Science in Nursing degree must also apply to the School of Nursing prior to admission to that program. Admission to the program may be limited based on the availability of faculty and practice sites.

The students over all academic record is considered for admission including the following criteria:

- Completion of all prerequisite courses with a minimum grade of C
- A minimum cumulative GPA of 2.5 on a 4.00 scale in all course work to date
- A minimum cumulative GPA of 2.5 on a 4.00 scale in all science course work to date (i.e., Microbiology, Chemistry, Anatomy and Physiology)

Fulfillment of these guidelines does not guarantee admission. Those applicants who have higher GPA's will be considered first.

RN to BSN Admission

All students who plan to enroll in the RN to BSN program at Wayland Baptist University must have completed admission requirements for the University first. The student must have completed all of the general academic core for admission and have a grade point average of 2.0 or better.

Prospective students must also apply to the School of Nursing prior to admission to that program.

International Student Admission

In addition to the procedures and requirements listed above, an international student must meet with an academic advisor and have on file at the IG-35 location the following documents prior to applying for admission:

1. The TOEFL exam. A student whose native language is not English must take the Test of English as a Foreign Language (TOEFL). A minimum score of 500 is required for unconditional admission.
2. An affidavit of Support. The U.S. Immigration and Naturalization Service and the University require all international applicants to provide an "Affidavit of

Support” form certifying ability to finance study in the United States. Verification of support sufficient for completing two semesters at Wayland Baptist University School of Nursing School of Nursing School of Nursing is required.

3. A valid Student Visa issued by the U.S. government.

New Student Admissions Process:

1. Meet with an Academic Advisor/Preliminary Degree Plan
2. Complete an Application for Admission and BSN Application
3. Pay \$35.00 Application Fee (Non-refundable)
4. Complete Credit Agreement
5. Complete New Student Orientation form
6. Permit to Register (obtain online at www.wbusa.wbu.edu)
7. Request official transcripts from all colleges and universities attended

General Academic Core/Course Descriptions:

ENGL 1301. Composition and Rhetoric – Principles of clear, correct, effective expository writing, with illustrative readings and frequent essays and conferences.

ENGL 1302. Composition and Reading – Readings from imaginative literature; the research paper and shorter critical and interpretive essays. Prerequisite: ENGL 1301.

English 2303 is required. The student will need 3 semester credit hours from the other two literatures listed.

ENGL 2301. English Literature – Selected studies in important works of English literature beginning with Beowulf. Prerequisite: ENGL 1302.

ENGL 2302. American Literature – Selected studies in important works in American literature beginning with Jonathan Edwards. Prerequisite: ENGL 1302.

ENGL 2303. World Literature – Introduction to selected studies in important works of world literature beginning with Homer. Prerequisite: ENGL 1302.

HIST 2301. United States History to 1877 – European background, exploration and discovery, colonization, the War for Independence, the Constitution, early national period, Jefferson and Jackson, expansion, and the era of sectionalism culminating in the Civil War and Reconstruction.

HIST 2302. United States History since 1877 – American experience from the frontier and rise of industrial America, through overseas expansion, agrarian agitation, Progressivism, World Wars I and II, and the Cold War to the present.

MATH 1304. College Algebra – Rational expressions, radicals, complex numbers, graphs, second-degree equations in one or two variables, exponential and logarithmic functions, conic sections, sequences, series, and the binomial theorem. Prerequisite: Two years of high school algebra or MATH 1300.

MATH 1306. Elementary Statistics – Statistical measures, binomial and normal distributions, normal approximations, t-distribution, Chi-square distribution, regression, correlation, hypothesis testing, and statistical software use. Prerequisite MATH 1304.

SPAN 1301. Elementary Spanish (first semester) Beginning – grammar, vocabulary, pronunciation, listening, speaking, reading and writing. Three hours lecture, (Or any other three hour Language course, cannot be a conversational course)

RLGN 1301. Old Testament History – An introductory survey of the historical literature with special attention to the institutions, religion, and national life of the Hebrew people.

RLGN 1302. New Testament History – An introductory survey of the historical literature with special attention to the background and origins of Christian beliefs and practices, and to the life of Jesus Christ and the early Christian community.

COSC 2311. Computer Competence – Information technologies including hardware, software, and operating systems concepts are discussed. Prerequisite Demonstrative Computer competency.

POLS 2301. Federal and State Government – Constitutions, organization, structure, and functioning of the government of the United States and of Texas (or state where course is taught).

EXSS 1112. Concepts of Fitness. Plus 2 hours of Physical Education, to include one fitness course and one recreation course or **EXSS 2304** Safety and First Aid.

Three semester credit hours from any of the following speech courses:

COMS 1301. Speech Communication – Survey of basic processes, theories, and skills focused on developing competence in various levels of human interaction. Emphasis on research, organization, presentation, and evaluation of oral messages and presentations. May be taken to meet the general education speech requirement.

SPCH 1302. Interpretation and Performance of Literature – Theories and skills related to the selection, analysis, adaptation, rehearsal, performance, and evaluation of readings from a variety of literary genres. Recommended for students interested in performance as well as for students interested in mass communications, acting, teaching, or the ministry.

SPCH 1303. Professional Communication – Survey of Theories, skills, and practices needed for communicating effectively in professional and citizenship roles in organizational contexts. Emphasis on basic communication theories and skills needed for productive interpersonal relationships; effective participation in groups, teams, and committees, and for making and evaluating formal and informal presentations in professional and social contexts. May be taken to meet the general education speech requirement. Meets TEA standards for the speech requirement and for concurrent enrollment.

BIOL 3408. Human Anatomy and Physiology I – Structure and function of the human body, its major organs, and its skeletal, muscular, and neural systems. Lecture three hours, laboratory three hours. Prerequisite: BIOL 1401 or CHEM 1403 or consent of instructor. \$25 fee.

BIOL 3409. Human Anatomy and Physiology II – Structure and function of systems involved with regulation, maintenance and continuity, endocrine, sensory, cardiovascular, reproduction, and renal systems. Lecture three hours, laboratory three hours. Prerequisite: BIOL 3408. \$25 fee.

BIOL 4401. Microbiology – Identification, growth, nutrition, metabolism, and infectious nature of bacteria. Consideration is also given to fungi, protozoa, and viruses. Lecture three hours, laboratory three hours. \$25 fee.

CHEM 1403. Chemistry and Life – Chemistry and Life is designed for students in the School of Nursing and non-science majors or minors. Emphasis will be placed on the metric system and topics related to introductory chemistry. Additional topics included will be introductory organic and biochemistry. Laboratory provides exposure to a wide variety of experimental techniques. Lecture three hours, laboratory three hours. Prerequisite: High school algebra. \$25 fee.

PSYC 1301. General Psychology – History of psychology, physiology, learning perception, social psychology, personality, abnormal behavior, and therapy.

PSYC 2301. Developmental Psychology – Physical, intellectual, emotional, and social maturation of the individual from conception through adulthood. Prerequisite: PSCY 1301.

SOCI 1301. Introduction to Sociology – Nature and scope of sociology, its terminology and concepts.

Three semester credit hours from any of the courses listed below:

ART 1301. Art Appreciation – Introduces students to studio art, art history, and art criticism. Open to all students and includes basic principles of design, critical evaluation, and actual media manipulation in selected studio areas.

MUSI 1303. Music Appreciation – A historical survey of Western Art Music from early Greek civilization to the present. Study of non-Western and American music is included.

THEA 1303. Introduction to Theatre – A survey of the theatre including history, aesthetics, production, literary movements, criticism, and theatrical styles and forms. Viewing live productions and films is required.

Nursing Courses:

Generic BSN

First Term:

NURS 3622. Fundamentals of Nursing – This course introduces students to fundamental concepts basic to Nursing. A strong emphasis is placed on the acquisition of theory and skills necessary for the practice of nursing. Students will learn Standards of Practice and Ethical and Legal principles related to patient care and professional practice. Four lecture hours, 4 lab hours and 8 clinical hours. Prerequisite: Admission to BSN program.

NURS 3424. Pharmacology: Nursing Implications – This course will focus on the fundamental principles of pharmacology and investigation of the major classifications of drugs with emphasis on pharmacotherapeutic actions and nursing implications will be presented. Previously learned skills and concepts as well as prerequisite science courses are integrated into the discussions. Three lecture hours and two lab hours. Prerequisite: Admission to BSN program.

Second Term:

NURS 3421. Health Assessment – Basic technical aspects of anatomy, pathophysiology, bedside assessment skills, laboratory tests and diagnostic tests are emphasized. The emphasis on caring is displayed through themes of assessment of the whole person: cultural, spiritual, familial, and environmental considerations, patient dignity and health promotion. Emphasis will be placed on communication of specific health assessment findings and acquiring health assessment knowledge and skills based on scientific rationale. Two lecture hours and six lab hours. Prerequisite: NURS 3622, NURS 3424.

NURS 3410. Health Promotion and Maintenance – This course will focus on specific community and individual needs in the delivery of disease prevention and health promotion. The student will learn the importance of cultural diversity and health practices. A thorough study of wellness and health promotion will be examined. 3 lecture hours and 12 clinical hours. Prerequisite: NURS 3424, NURS 3622

Third Term:

NURS 3833. Adult Health I – This course integrates knowledge and skills learned previously with disease processes affecting adults today. The clinical focuses on providing care for adults in need of hospital care and rehabilitation. Patient teaching in the clinical setting will take on importance, as well as, higher levels of critical thinking and evidenced-based practice. Four lecture hours, 2 lab hours and 16 clinical hours. Prerequisites: NURS 3410, NURS 3421, NURS 3424, NURS 3622.

Fourth Term:

NURS 3335. Mental Health Nursing – This course focuses on the physiological and psychological aspects of the mental health related to acute and chronic health problems across the lifespan. The role of the professional nurse in health promotion and illness prevention are key components. Emphasis is placed on the mental health milieu that exists in a community setting. Three lecture hours and 8 clinical hours. Prerequisites: NURS 3410, NURS 3421, NURS 3424, NURS 3622, NURS 3421, NURS 3833.

NURS 3423. Childbearing Family – This course focuses on the care of childbearing women and their families through all the stages of pregnancy and childbirth, as well as the first four weeks after birth. It will include the high risk mothers as well as high risk neonates. Three lecture hours and 8 hours clinical. Prerequisites: NURS 3410, NURS 3421, NURS 3424, NURS 3622, NURS 3421, NURS 3833.

Fifth Term:

NURS 4423. Pediatric Nursing – This course introduces the student to the care of the well child, the child with special needs and the child with acute and chronic health care needs. A strong emphasis on maintaining the dignity of the child and promoting healthy growth and development, even during illness, will be evident. The child's families needs will also be examined. Three lecture hours 8 clinical hours. Prerequisites: NURS 3410, NURS 3421, NURS 3424, NURS 3622, NURS 3421, NURS 3833, NURS 3335, NURS 3423.

NURS 4348. Nursing Theories and Research – Students are introduced to nursing theorists, and their theories of nursing, explore the development and process of nursing research. Opportunities are provided for the student to critique and evaluate nursing research and explore the application of theory and research in the clinical practice of nursing. Four hours lecture. Prerequisites: NURS 3410, NURS 3421, NURS 3424, NURS 3622, NURS 3421, NURS 3833, NURS 3335, NURS 3423.

Sixth Term

NURS 4653 Adult Health II – This course continues to integrate knowledge and skills learned previously with disease processes affecting adults today. The clinical focuses on providing care for adults in need of a higher level of nursing care and skills and intensive

care. The student will expand on even higher levels of critical thinking and focus on evidence-based practice. Three hours lecture and 16 hours clinical. Prerequisites: NURS 3410, NURS 3410, NURS 3421, NURS 3424, NURS 3622, NURS 3421, NURS 3833, NURS 3335, NURS 4423, NURS 4348.

NURS 4332 Ethical and Legal Issues in Nursing – This course helps students identify current ethical issues facing nursing today. It also looks at legal issues that have affected nursing in the past and are currently affecting nursing today. Four lecture hours. Prerequisites: NURS 3410, NURS 3421, NURS 3424, NURS 3622, NURS 3421, NURS 3833, NURS 3335, NURS 3423, NURS 4348.

Seventh Term

NURS 4535 Community and Public Health Nursing – The focus of this course is the presentation of key concepts, theories, and issues relevant to practice as a public health/community health nurse. This course will explore the major concepts and conceptual issues underlying the specialty of community-oriented nursing, including the dimensions of public health and community health nursing. The course is intended to assist students in clarifying conceptual issues in the specialty and in beginning to develop positions on critical health care issues including access to care, disparities, vulnerable populations, health promotion across the lifespan and the implementation and progress of *Healthy People 2010 National Health Objectives*. Three lecture hours and 16 hours of clinical. Prerequisites: NURS 3410, NURS 3421, NURS 3424, NURS 3622, NURS 3421, NURS 3833, NURS 3335, NURS 3423, NURS 4348, NURS 4653, NURS 4332.

NURS 4343. Leadership and Management in Nursing – This course explores concepts of leadership and management through an examination of various leadership/management theories, application of ethical and legal principles, organizational and resource management styles, meeting consumer needs and delegation of nursing care. Emphasis will be on the student demonstrating critical thinking in the application of the leader/manager role. 4 lecture hours. Prerequisites: NURS 3410, NURS 3421, NURS 3424, NURS 3622, NURS 3421, NURS 3833, NURS 3335, NURS 3423, NURS 4348, NURS 4653, NURS 4332.

NURS 4211. Current Issues in Nursing – This course will take a look at all the current issues that are presently affecting the Nursing Profession today. This course will follow a writing intensive and seminar type class. Students will be able to present current issues and using critical thinking be able to voice their opinions concerning the issues. Three lecture hours. Prerequisites: NURS 3410, NURS 3421, NURS 3424, NURS 3622, NURS 3421, NURS 3833, NURS 3335, NURS 3423, NURS 4348, NURS 4653, NURS 4332.

RN to BSN Curriculum Plan

The RN to BSN program allows a Registered Nurse to complete a Bachelor of Science Degree in Nursing in one year full time and two years part-time. The student completes 74 semester credit hours of prerequisite coursework prior to beginning the program. The

student will receive 28 semester credit hours of upper-level nursing credit for their previous course work for their RN. The student will complete the program with 30 semester credit hours of upper-level nursing courses.

The 73 hours of prerequisite course work is the same course work that the generic BSN student must take. See the above General Academic Core for course descriptions. The nursing courses must be sequential. The student may enter the program beginning fall or spring term. The following are the course descriptions for the RN to BSN program. The courses will be offered in the following sequence.

First Term:

NURS 4210 Professional Nursing Role-- This course is designed to promote transition to roles that enhance the professional practice and growth built on prior nursing knowledge and experience.

NURS 4651 Evidence Based Practice I—This course examines physiological and psychological adaptation to responses dealing with the stressors/stimuli related to acute and serious health problems. Emphasis is placed on the Gerontological population.

Second Term:

NURS 4845 Evidence Based Practice II—This course examines physiological and psychological adaptation to responses dealing with the stressors/stimuli related to acute and serious health problems. Emphasis is placed on the Pediatric population.

NURS 4332 Ethical and Legal Issues in Nursing—This course helps the students identify current ethical issues facing nursing today. It also looks at legal issues that have affected nursing in the past and are currently affecting nursing today.

Third Term:

NURS 4343 Leadership and Management—This course explores concepts of leadership and management through an examination of various leadership/management theories, application of ethical and legal principles, organizational and resource management styles, meeting consumer needs and delegation of nursing care. Emphasis will be on the student demonstrating critical thinking in the application of the leader/manager role.

NURS 4348 Nursing Theories and Research—Students are introduced to nursing theorists, and their theories of nursing, explore the development and process of nursing research. Opportunities are provided for the student to critique and evaluate nursing research and explore the application of theory and research in the clinical practice of nursing.

Fourth Term:

NURS 4335 Community and Public Health Nursing—The focus of this course is the presentation of key concepts, theories, and issues relevant to practice as a public health/community health nurse. The course will explore the major concepts and conceptual issues underlying the specialty of community-oriented nursing, including the dimensions of public health and community health nursing. The course is intended to assist students in clarifying conceptual issues in the specialty and in beginning to develop positions on critical health care issues including access to care, disparities, vulnerable population, health promotion across the lifespan and the implementation and progress of Healthy People 2010 National Health Objectives.

NURS 4211 Current Issues in Nursing—Current issues that exist in nursing and health care are examined and discussed as a method of assisting the nursing student in continuing development (Speech intensive).

Tuition and Fees

<u>Tuition:</u>	Per Semester hour	3-hour course
Nursing	\$280.00	\$840.00
Internet	\$276.00	\$834.00
Undergraduate	\$192.00	\$576.00
Audit (Nursing)	\$94.00	
Audit (Undergraduate)		\$192/class

Fees:

Note: All fees are due in full upon registration

WBU photo ID (selected 1-4 years)	\$5.00 (\$5 per year up to 4 years)
Replacement ID	\$10.00 per year
Application for Admission (non-refundable)	\$35.00
Late registration (per day, max \$50.00)	\$10.00
Drop fee (per class)	\$10.00
Lab fee (science, computer lab classes)	\$25.00
EXSS 2304 class fee	\$25.00
Technology Fee	\$9.00 per cr. hr.
Nursing Fee	\$100.00 per semester

In the last term of the program students will be required to take an ATI Comprehensive predictor exam that they must pass in order to graduate from the program. The passing score will be set by the ATI Company.

For a complete list of tuition and fees, see the 2009-2010 Wayland Baptist University School of Nursing catalog.

Office Hours

San Antonio Main Campus Office (academic advising, bookstore, and financial services) hours are 9:00a.m.-5:00p.m., Monday through Friday.

Faculty will post office hours each term and must keep 2.5 hours of office hours per 3 semester credit hours taught. Faculty will provide all students with current office hours each term.

Parking Information

A vehicle in a parking lot is an inviting target for theft, vandalism, or burglary. To minimize the risk of these crimes:

- Remove ignition key
- Lock all doors
- Secure all windows
- Avoid having valuables visible in the vehicle. Lock them in the trunk or place them under the seat.
- Report suspicious activities in parking lots.

San Antonio Campus Facility Rules and Regulations

- STUDENT LOUNGE – Vending machines are located in the student lounge.
- EMERGENCIES – In case of an emergency inside the building, contact a faculty member or security officer. If one is not available, contact the appropriate officials: Fire School, etc. (by dialing 911).
- EXTERIOR DOORS – The front door is unlocked until 10:10p.m. when there are evening classes.
- PARKING - Students may park in any parking space except those reserved for the handicapped.
- RESTROOMS – Restrooms are located across from room 113 and across from room 102. The restrooms are equipped with a motion detector to activate the lights.
- SMOKING – Smoking is not allowed in the building. The designated smoking area is outside the exit door that is between classrooms 103 and 104.
- BULLETIN BOARD ANNOUNCEMENTS – Information for bulletin boards must be submitted to the office. Upon approval, the notes will be placed on the bulletin boards in the classrooms.

Nursing Student Conduct

Some of the standards of conduct expected of a Wayland Baptist University School of Nursing student are:

- Personal integrity in keeping with New Testament standards.

- Respect for the property, knowledge, and rights of other people.
- Behave himself/herself in such a manner as to uphold, not detract from, the good name of Wayland Baptist University School of Nursing School of Nursing School of Nursing. Improper behavior includes cursing, gossip, or other language that is abusive or offensive to others.

(a) Good professional character is the integrated pattern of personal, academic and occupational behaviors which, in the judgment of the Board, indicates that an individual is able to consistently conform his or her conduct to the requirements of the Nursing Practice Act, the Board's rules and regulations, and generally accepted standards of nursing practice including, but not limited to, behaviors indicating honesty, accountability, trustworthiness, reliability, and integrity.

(b) Factors to be used in evaluating good professional character in eligibility and disciplinary matters are:

(1) Good professional character is determined through the evaluation of behaviors demonstrated by an individual in his or her personal, academic and occupational history. An individual's age, education, and experience necessarily affect the nature and extent of behavioral history and, therefore, shall be considered in each evaluation.

(2) A person who seeks to obtain or retain a license to practice professional or vocational nursing shall provide evidence of good professional character which, in the judgment of the Board, is sufficient to insure that the individual can consistently act in the best interest of patients/clients and the public in any practice setting. Such evidence shall establish that the person:

(A) is able to distinguish right from wrong;

(B) is able to think and act rationally;

(C) is able to keep promises and honor obligations;

(D) is accountable for his or her own behavior;

(E) is able to practice nursing in an autonomous role with patients/clients, their families, significant others, and members of the public who are or who may become physically, emotionally, or financially vulnerable;

(F) is able to recognize and honor the interpersonal boundaries appropriate to any therapeutic relationship or health care setting; and

(G) is able to promptly and fully self-disclose facts, circumstances, events, errors, and omissions when such disclosure could enhance the health status of patients/clients or the public or could protect patients/clients or the public from unnecessary risk of harm.

Any behavior deemed unprofessional in the classroom or in the clinical area can lead to immediate dismissal from the program by the Dean. This includes any act that could be considered unsafe practice.

Holidays

Since there are four (4) eleven-week semesters per year, few holidays are scheduled. Normally there are breaks from classes at Thanksgiving, Christmas, and Spring Break. In the case of other holidays, classes may be scheduled on those dates. A student should expect to make up additional class time when an individual faculty member does not hold

a class on a holiday not officially recognized by Wayland Baptist University School of Nursing School.

Semesters

Most classes are scheduled in four (4) eleven-week semesters (terms) each year. Although the calendar schedule is on a quarterly basis, credit is awarded in semester hours.

Withdrawal from the University

Withdrawal from Wayland Baptist University School of Nursing is defined as “dropping all classes in which the student is currently registered.” The student must come to the IH 35 location to withdraw from the University. A Drop/Add/Withdrawal form is completed and signed by the student. A fee of \$10.00 will be charged for each class dropped. All outstanding debts and fees owed to Wayland Baptist University must be paid at that time. The form is then sent to the central campus in Plainview, TX. A student is officially withdrawn from the University only after the form has been received by the registrar’s office. A student will not be allowed to withdraw after the ninth week of classes. Ceasing to attend classes will not cause one to be withdrawn from Wayland Baptist University School of Nursing.

A student who withdraws from the University after the second meeting of class and is receiving financial aid will automatically be placed on financial aid suspension for the next semester for which he/she enrolls at Wayland Baptist University School of Nursing.

Note: If a class is dropped that has met at least two times, a grade of W, WP, or WF will be listed on the student’s Wayland Baptist University School of Nursing. See the current semester “Special Dates” notification posted in your classroom for pertinent dates.

Registration

Adding Classes

Students who register using the IQ-Web online registration system may add classes until the close of IQ-Web registration. Otherwise, the student must come to the IH 35 location to add a class. A Drop/Add/Withdrawal form is completed and signed by the student. A new class cannot be added to the student’s schedule after the class has met two (2) times. To add a class, refer to the current Registration and Class Schedule for the applicable dates and times.

Dropping Classes

The student must come to the I H 35 location to drop a class. A Drop/Add/Withdrawal form is completed and signed by the student. A fee of \$10.00 will be charged for each class dropped. All outstanding debts and fees owed to Wayland Baptist University must

be paid at that time. The form is then sent to the central campus in Plainview, Texas. A student is officially dropped from a class only after the form has been received in the Registrar's office. A student will not be allowed to drop a class after the ninth week of classes. Ceasing to attend class will not cause one to be dropped from the course.

Note 1: If a class that has met at least two times is dropped, a grade of W, WP, or WF will be listed on the student's Wayland Baptist University School of Nursing transcript. See the current semester "Special Dates" notification posted in your classroom for pertinent dates.

Note 2: If a class is dropped, a student's financial aid and/or VA educational benefits may be affected.

Prior to registration, a student:

1. Should make every effort to meet with his/her academic counselor to address any question(s) concerning his/her program.
2. Should contact the San Antonio campus financial services counselor to address any question(s) concerning his/her account and/or financial aid.
3. Must pay any outstanding debts owed to Wayland Baptist University. If the student is unable to pay at this time, he/she must make arrangements with the San Antonio campus financial services office.
4. Should refer to the Registration and Class Schedule for registration information, available classes, location(s) dates, day(s), and time(s).

At the time of registration, a student

1. Should be prepared to pay educational costs at the time of registration.
2. Should have the necessary forms and information with him/her if using any type of "tuition assistance."

Note: A student is not considered as officially enrolled at Wayland Baptist University School of Nursing until all the necessary admission, evaluation, and registration forms are submitted and sufficient payment of the required tuition and fees have been received.

Eligibility Requirements

Upon graduation from the School of Nursing you will be applying for licensure with the Texas Board of Nursing (BON). When applying, the Bon will require you to answer the following questions. If you answer yes to any of these questions you will be required to petition to the Bon for licensure. Wayland Baptist University School of Nursing recommends that you start the petition process now so that you will have clearance upon graduation.

- For any criminal offense, including those pending appeal, have you:

- A. been convicted of a misdemeanor?
- B. been convicted of a felony?
- C. pled nolo contendere, no contest, or guilty?
- D. received deferred adjudication?
- E. been placed on community supervision or court-ordered probation, whether or not adjudicated guilty?
- F. been sentenced to serve jail or prison time? court-ordered confinement?
- G. been granted pre-trial diversion?
- H. been arrested or have any pending criminal charges?
- I. been **cited** or charged with any violation of the law?
- J. been subject of a court-martial; Article 15 violation; or received any form of military judgment/punishment/action?

(You may only exclude Class C misdemeanor traffic violations.)

NOTE: Expunged and Sealed Offenses: While expunged or sealed offenses, arrests, tickets, or citations need not be disclosed, it is your responsibility to ensure the offense, arrest, ticket or citation has, in fact, been expunged or sealed. It is recommended that you submit a copy of the Court Order expunging or sealing the record in question to our office with your application. Failure to reveal an offense, arrest, ticket, or citation that is not in fact expunged or sealed, will at a minimum, subject your license to a disciplinary fine. Non-disclosure of relevant offenses raises questions related to truthfulness and character.

NOTE: Orders of Non-Disclosure: Pursuant to Tex. Gov't Code § 552.142(b), if you have criminal matters that are the subject of an order of non-disclosure you are not required to reveal those criminal matters on this form. However, a criminal matter that is the subject of an order of non-disclosure may become a character and fitness issue. Pursuant to other sections of the Gov't Code chapter 411, the Texas Nursing Board is entitled to access criminal history record information that is the subject of an order of non-disclosure. If the Board discovers a criminal matter that is the subject of an order of non-disclosure, even if you properly did not reveal that matter, the Board may require you to provide information about any conduct that raises issues of character.

- Are you currently the target or subject of a grand jury or governmental agency investigation?
- Has any licensing authority refused to issue you a license or ever revoked, annulled, cancelled, accepted surrender of, suspended, placed on probation, refused to renew a license, certificate or multi-state privilege held by you now or previously, or ever fined, censured, reprimanded or otherwise disciplined you?
- Within the past five (5) years have you been addicted to and/or treated for the use of alcohol or any other drug?
- Within the past five (5) years have you been diagnosed with, treated, or hospitalized for schizophrenia and/or psychotic disorder, bipolar disorder,

paranoid personality disorder, antisocial personality disorder, or borderline personality disorder?

All students will be required to sign a form with these requirements on them stating that they have received and read the eligibility information and that they understand them. See form in Appendix A.

Transfer Policy

The University will consider for transfer collegiate-level work completed at an institution of higher education at the time the course work was completed. To be acceptable for transfer, the work must be of comparable level and content with the Bachelor of Science in Nursing Degree. In no instance will remedial, high school, or duplicate work be accepted for transfer. The student must provide official transcripts from each institution attended. The records facility of the granting institution must mail such transcripts directly to the University. A hand-carried document will be accepted for evaluation if it is in a sealed institution envelope with a school seal, stamp, or signature on the back flap of the envelope. Transfer credit will be assessed and students will be informed of the amount of credit which will transfer, preferably prior to their enrollment, but at least prior to the end of the first academic term in which they are enrolled or permitted. A grade of D will not be accepted on transfer for the BSN Program.

Academics

Catalog Requirements

The student is bound by the catalog under which he/she enrolled and received a grade of A, B, C, D, F, or WF. A student not graduating within the time allowed for his/her catalog will be moved up to the next or subsequent catalog and must meet all requirements in that catalog. The student may request a change to a subsequent catalog, but must meet all the requirements in effect for that catalog.

Class Attendance

1. The student must attend the class(es) for which he/she is enrolled.
2. A student enrolled at Wayland Baptist University School of Nursing should make every effort to attend all class meetings. All absences must be explained to the satisfaction of the instructor, who will decide whether the omitted work may be made up.
3. A student who misses twenty-five percent (25%) or more of the regularly scheduled class meetings will receive a grade of "F" for that class.
4. When a student reaches a number of absences considered by the instructor to be excessive, the instructor will so advise the student and file an Unsatisfactory Progress Report at the San Antonio Campus.
5. The instructor may count three tardies as one absence.

6. If an instructor fails to appear or fails to send notification of arrival within the first ten minutes of a class period, the student may leave without incurring an absence.

Clinical Attendance

Attendance to clinical is critical. This is the opportunity for the student to learn and practice skills in the Skills Lab and then apply them later in patient care. All time spent in the skills lab and receiving instruction is considered clinical time. Any student missing a clinical must call in to the instructor prior to the scheduled clinical so arrangements can be made for their patient assignment to be taken care of. Any clinicals missed must be made up.

Grading System

All nursing courses must be passed with a grade of 75 or better to be considered for progression to the next nursing courses. A student may only take a nursing course twice after a student has failed a course twice they will be removed from the program. All students choosing to retake a course must notify the Dean of the School of Nursing in writing. Enrollment in the course will be based on space availability.

***All students will be required to pass an exit exam prior to graduation. This exam will be administered during their last term.**

Each instructor based on Wayland Baptist University School of Nursing policy assigns a grade of A, B, C, D, F, WP, or WF.

Change of Grade

A change of grade may be made only if there has been an error in computation, recording of the grade, or if a change has been ordered as a result of the grade appeal process. A grade may not be changed because of consideration of work completed following the end of the grading period for which the grade is issued. Only the instructor can initiate a change of grade.

Student Appeals

The University recognizes that circumstances may occur which are beyond the student's control and which adversely affect academic progress. If students are withdrawn for failure to comply with satisfactory progress criteria or enrollment requirements, or if students feel that the grade assigned for a class is unfair, they may follow the appeal process in writing within a 48 hour period after grades have been issued. The appeal process starts with the instructor; if a satisfactory decision is not rendered, the process continues through the Dean, a Faculty Assembly ad hoc committee (for a grade appeal), the Faculty Assembly, and finally to the Vice President for Academic Services/Graduate Studies for a final hearing.

Unsatisfactory Grades

A student may receive a Report of Unsatisfactory Progress (ROUP) when his/her class performance is below average and/or has incurred excessive absences. Students should make every effort to adhere to the suggestions noted on the report.

Readmission to the Program

Any student who fails a nursing course must submit a letter to the student development committee requesting eligibility to re-enter the course the next term it is offered. The students' eligibility to be readmitted to the course is based on space availability. A student only receives two admissions to the nursing program, one initial admission, and one readmission.

Student Clinical Evaluation

The student's clinical performance is evaluated in three levels. The first and second term courses are evaluated on the Level I clinical evaluation tool. The Level II Evaluation form will evaluate the students in courses taught in term three, four, and five. The student will end the program with the evaluation form for Level three, which is used to evaluate the courses from the sixth and seventh term. Evaluations will be performed at mid-term and again at the end of the term. Students must satisfactorily pass all critical elements by the end of each term. Interrater reliability in the clinical setting will be completed when needed.

Plagiarism

Intellectual integrity and truthfulness are fundamental to learning. Scholars, whether they are performing as students or as teachers, are engaged in a search for truth. Plagiarism is a form of cheating and also a form of thievery, since it is the presentation of the work of another as one's own work. As such, it is a breach of scholarly responsibility, it is also unethical and in some cases, illegal. Plagiarism occurs when the student fails to give proper credit when information is paraphrased. Carelessness is no excuse. If a student has any doubt about what constitutes plagiarism in any doubt about what constitutes plagiarism in any particular class, he/she should consult the instructor before submitting the paper in question. The potential penalty for plagiarism at Wayland Baptist University School of Nursing has been outlined in a Board of Trustees resolution, which states that "dishonesty, such as cheating or plagiarizing, is considered to be misconduct for which students are subject to suspension or expulsion."

Nursing Uniform and Supplies

All students in the School of Nursing must wear either a white uniform or white scrubs with white nursing shoes or all-white tennis shoes. They must place a Wayland Baptist

University School of Nursing patch on the left sleeve of the uniform. Lab coats are required when leaving specialized nursing units such as Labor and Delivery or the Operating Room area. Lab coats must also have a school patch on the left sleeve of the uniform. All students in the School of Nursing will be required to carry a stethoscope, bandage scissors, and a pen light to clinical.

Library and Research Resources

In addition to being able to borrow materials from several local area libraries, students are also able to borrow books and receive photocopies of articles at no expense from the mail campus in Plainview (officially, the “Learning Resources Center” or LRC). Access the computer catalog of books or the electronic indexes of journal articles and request them from the LRC at <http://www.wbu.edu>.

The quality of the local libraries cannot be guaranteed or controlled by Wayland. In research, students are strongly encouraged to use the college, and especially university libraries.

Learning Resources Center (LRC), Wayland Baptist University, Plainview – The main library for Wayland Baptist University School of Nursing.

1900 W. 7th St.

Phone: (800) 459-8648 or (806) 291-5096

Plainview, TX 79072

Fax: (806) 296-4736

Contract: Distance Librarian

Internet: <http://www.wbu.edu>

E-mail: LRCREF@mail.wbu.edu

- Books may be searched using the LRC’s catalog of books and audiovisuals (available via the Internet). Requests made for materials to be sent to students freely via 2-3 day priority mail (campuses farther from Plainview) or First Class mail (near campuses).
- Databases are available on our home page to search for journal articles. Some citations allow full text access to the article, some may be requested freely from the LRC, and some may be requested via Interlibrary Loan or Document Delivery through a local library.
- Reference Assistance is also available from the LRC. If students desire assistance locating information for research, or have library-related questions, please call, email, write, or fax the librarians at the main campus.

TexShare Library Cards – Using a TexShare card, you may borrow from the following libraries:

University of Texas at San Antonio
University of Texas Health Science Center
St. Mary’s University

Alamo Community College District
Northwest Vista College
Palo Alto College

- TexShare cards are available from the Wayland Baptist University San Antonio office. Call or drop by the main office to get one. Cards are good for one semester only, but students may re-register for one as often as needed.
- Even without a TexShare Library card, many libraries will permit individuals to use journals, books, and databases within the building.
- Complete TexShare information is available on the Internet at: www.texshare.edu.

Testing

Test dates and content will be published in the course syllabi provided to the students at the beginning of each term. A test blueprint will be prepared by the faculty and distributed to the student at least one week prior to the exam. The blueprint will provide the student with the subject content of the exam, the number of questions in that subject area and the type of question. The type of question will be categorized two ways. First the question will be categorized by the areas of the nursing process; assessment, planning, implementation and evaluation. The question will also be categorized by cognitive level; knowledge, analysis, application, and comprehension. In the event a faculty must change a test date, they must notify the students at least one week before the scheduled exam. If the student must miss an exam, they must notify the faculty that they will not be present for the exam and schedule a date for the make-up exam within one week of the date of the exam.

Make-up Tests

Occasionally a student will miss a test that is scheduled for a class. A student should contact his/her instructor to arrange the make-up test. The make-up test may be administered by the staff at the IH 35 location on Wednesdays, if both the instructor and the individual student contact the office to schedule the test. Tests begin at either 9:00 a.m. or 1:00 p.m. on Wednesday s and must be completed before the office closes at 5:00 p.m.

Textbooks

Textbooks are available in the bookstore during registration and for the first two weeks of the semester. Textbooks should be purchased prior to attending class.

Course Evaluations

At the end of the course all students are given the opportunity to evaluate the course including the instructor. All students are handed out instructions on accessing the web site where they select the term and the course number and are provided an evaluation form for the course. Faculty does not receive each individual evaluation. Faculty are

provided with a summary of the percentages of responses to each question, and a summary of the comments provided by all students in his or her class. Students are encouraged to comment on each question, and for each question they have selected either “Disagree” or “Totally Disagree” they are ask to suggest how the faculty could make improvements.

School Committees

There is student representation on the Curriculum Committee and the Student Development Committee. One student from each year, Junior and Senior, will be selected to serve on the committees. The student must be willing to attend all meetings or notify an alternate to attend, assume responsibility for getting suggestions and comments from the student body in order to represent student thinking, and report committee issues to students either in a class meeting or through written communication.

Institute for Professional Development

The Institute for Professional Development consists of the Career Development Center, the Continuing Education Center, and the Center for Quality and Improvement. The Career Development Center extends the San Antonio campus’ services to help students and alumni find jobs to match their new skills. From learning to interview and writing a résumé, to selecting employment that best suits a person’s talents and interests; the Center offers an array of services which prepare our students to become productive members of the work force.