



*Wayland Baptist University
School of Nursing*

Graduate Student Handbook

Revised February 25, 2022

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Mission Statement

The School of Nursing mission statement is based on the values and beliefs of the Wayland Baptist University mission. The mission of Wayland Baptist University School of Nursing is to educate students in a Christian environment. The goal is to prepare graduates who provide holistic nursing care at both beginning and advanced practice levels, in a diverse healthcare world. The school prepares graduates who are committed to providing excellent; evidence based patient care, teaching, service, and outreach.

Program Outcomes of the MSN Program:

Upon completion of graduate study in nursing, the students will be able to:

- Function as a leader and change agent in the field of nursing education.
- Facilitate learning in the classroom, laboratory, and clinical settings to achieve the desired cognitive, affective, and psychomotor outcomes.
- Assess and evaluate learners in various settings and domains.
- Formulate and participate in the development of curriculum design and program evaluation based on sound educational principles, theories, and strategies.
- Demonstrate a commitment to quality improvement and scholarship in the nurse educator role.
- Be knowledgeable about the educational environment with in which they practice and recognize how political, institutional, social and economic forces impact their role.

Admissions:

Master of Science in Nursing (M.S.N.)

Students must have graduated with a Bachelor of Science in Nursing from a program that has been accredited either by the Accreditation Commission for education in Nursing or the Commission on Collegiate Nursing Education.

Students desiring to enter the master's level graduate program must submit the following documents:

1. A completed graduate application for admission.
2. An application fee of \$50 (non-refundable). Any student who previously paid an application fee for undergraduate or graduate degree seeking status is exempt from this fee.
3. Official transcripts from each institution attended. A transcript is official if received by the Office of Graduate studies or the external campus office directly

- from the issuing institution. It must bear the college seal, date, and appropriate signature. Hand carried transcripts are considered official only if they are presented to Wayland in a sealed letterhead envelope from the issuing institution. If the bachelor's degree has not been conferred at the time the transcript is sent, an official transcript indicating the completion of the baccalaureate degree must be forwarded after graduation. It is the responsibility of the student to provide official transcripts of all college work completed as of the date of the application. Failure to list all colleges attended is considered grounds for denial of admission into Wayland as well as possible immediate suspension for those currently enrolled at Wayland.
4. Application files will not be evaluated until all of the above requirements have been met.
 5. Wayland will consider for admission those students with earned degrees from institutions accredited by an agency recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. Students with earned degrees from verified international institutions will also be considered for admission.

International Student Admission

In addition to the admission requirements stated above, an international student (a student attending Wayland on an F-1 student visa issued by the United States government) must also submit the following to the admissions Office:

1. Visa Authorization Form
2. All applicable transcripts-A student must have completed a program equivalent to the baccalaureate degree in the United States. Official transcripts from all colleges and universities attended must be provided.
3. It is the responsibility of the applicant to have all transcripts, certificates, or diplomas from institutions outside the United States sent to a credentials evaluation agency for evaluation. A list of agencies may be obtained from the Office of Admissions. This evaluation determines the authenticity of the documents as well as provides appropriate subject identification as well as a GPA calculation (in many instances, this will be termed a "detailed" report). A copy of the results must be sent directly to Wayland from the evaluation service.
4. Language Entrance Exam: International students whose first or home language is not English are required to take the Test of English as a Foreign Language (TOEFL). A minimum of 61 on the Internet-based test, 173 on the computer-based, or 500 on the paper-based test is required for unconditional admission. The TOEFL is administered by the Educational Testing Service. A registration form and a "Bulletin of Information for Candidates" may be obtained by contacting ETS through their web site at <http://www.ets.org>, or writing to TOEFL Registration Office, P. O. Box 6151, Princeton, New Jersey 08541-6151, USA.
5. Financial Support Statement: All international students must certify to Wayland and the U.S. Citizenship Immigration Service that the student has sufficient funds available to cover the first two semesters of study while in the United States. A completed Financial Statement form is required for the student file. This form is

available on the Wayland web site at <http://www.wbu.edu> or by contacting the international admissions representative.

Admission Appeal:

An applicant may appeal an admission decision to the graduate council. The appeal should be routed through the external campus executive director/dean or through the vice president of academic affairs.

Financial Aid:

Graduate student financial aid eligibility is contingent upon the category assigned the student. Programs available for funding for graduate study include the Federal Family Education Loan Program, Federal Perkins Loan Program, Tuition Equalization Grant, Federal Work Study Program, and Institutional Scholarships.

Nursing Course Descriptions:

The Masters in Nursing requires completion of 36 hours of course work. A three hour practicum course is required with a preceptorship that has been approved by the faculty teaching the course.

NURS 5308 Curriculum Development in Nursing Education – This course introduces the learner to processes involved in developing nursing curricula in baccalaureate, associate degree, and diploma nursing education. The emphasis is on analysis, interpretation, development of a philosophy and total program evaluation.

NURS 5309 Teaching Strategies in Nursing – provides the learner with knowledge necessary for competent classroom and clinical teaching. Methods of teaching students at the university, community college, and healthcare settings in classroom, seminar and electronic formats are explored.

NURS 5310 Evaluation of Learning in Nursing Education – provides the learner with evaluation tools and methods for evaluation in classroom and clinical settings for nursing students in all levels of higher education. The learner will gain knowledge in different types of test taking and assessments of higher level learning.

NURS 5311 Role Development in Nursing Leadership – allows the learner to gain knowledge of the leadership roles specific to nursing and to develop professional leadership skills necessary to be successful in nursing practice.

NURS 5312 Foundations of Adult Learning in Nursing Education – Introduces concepts of adult development and how adults learn and explore the different learning styles necessary to develop critical thinking and safe nursing practice in a student.

NURS 5314 Applied Learning Theories in Nursing Education – Explores major research-based theories of adult learning and the application of these theories to nursing education.

NURS 5313 Classroom Management in Nursing Education – Investigation of the major theories of classroom management and classroom skills for the nurse educators use in the management of the classroom to develop critical thinking skills and safe patient care in the practice setting.

NURS 5306 Research Methods in Nursing Education – development of research skills appropriate for educational and instructional environments in nursing education.

NURS 5307 Legal and Ethical Issues in Nursing Education – Examination of the legal and ethical issues that affect the delivery of quality nursing education to nursing students by the nurse educator.

NURS 5301 Organizational Structure and Systems Leadership in Nursing – introduces the theories of organizational structure and how to identify effective structure within an organization, such as institutions of higher education or clinical facilities. Identifies qualities of effective leaders within an organizational structure by identifying practices and leadership skills specific to nursing.

NURS 5360 Practicum – this nursing practicum experience is designed to integrate theory in a reality context of the teaching role. Opportunities are provided for teaching in the classroom, clinical setting, and healthcare educational setting.

BUAD 5302 Foundations of Economics and Finance Theory and Practice – elements of economics, finance, and quantitative methods. Transcripts evaluated to determine requirement.

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 him/her in such a manner as to uphold, not detract from, the good name of Wayland Baptist University 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.

Discipline Policy

Introduction

The purpose of the university discipline policy and system is to encourage appropriate behavior, discourage inappropriate behavior and ensure a safe, comfortable and educationally sound campus environment. The system is not primarily punitive, but rather educational in intent, although sanctions on certain behaviors violate university standards of conduct.

I. Judicial Council

A. The Judicial Council shall be made up of a representative from each occupied residence hall to be elected at the first residence hall meeting of the school year, an off-campus student to be appointed by the Dean of Students, five faculty members to be chosen by the faculty assembly and two staff members to be chosen by the Executive

Vice President. The Dean of Students will be an ex-officio member of the council and will not have a vote in disciplinary decisions but will be available to the council for reference. Alternates for each position will be selected at the same time and in the same fashion as the members.

B. Hearing times will be scheduled by the Dean of Students.

C. The council shall rule on all matters referred by the Dean of Students. It is the intent of this policy that disciplinary matters be resolved at the lowest appropriate administrative level possible. Referral to the next higher level for ruling will be at the discretion of university officials. Students may request that rulings and sanctions be appealed through the administration as stated in the section of this document entitled "Appeals."

D. Votes will be taken by secret ballot of "guilty" or "not guilty." A guilty verdict will require a 75% vote of members present. Decision will be made based on the greater weight of credible evidence.

The council will render a verdict and recommend appropriate sanctions to the Dean of Students. The Dean of Students will notify the student of the council's decision and enforce the sanction(s) with or without modification.

II. Jurisdiction

A. Any student enrolled at Wayland Baptist University for any number of hours is subject to this policy and by enrolling is agreeing to abide by the standards set forth in this document.

B. In the case of a student charged with a violation of the city, county, state or federal criminal or civil code, disciplinary actions by the university need not be delayed until such charges are resolved. The university may sanction a student although charges have been dropped or the student has been acquitted through the legal system.

C. Students who are registered or pre-registered for attendance at Wayland are subject to possible disciplinary actions by the university although they may not be in actual attendance at the time of the violation. Prospective³ students may have enrollment blocked for serious violations prior to actual enrollment or attendance.

D. Students in violation of the university's standards of conduct while off campus may be subject to disciplinary action by the university if deemed appropriate by university officials. Violations related to or in conjunction with university activities or functions will be considered on-campus violations.

E. All cases of academic dishonesty, cheating or plagiarism will be handled by the academic division and the Executive Vice President/Provost. Cases may be referred to the Dean of Students if deemed necessary by the Executive Vice President/Provost.

III. Conduct Standards

The following behaviors may be grounds for probation, suspension or expulsion from the university:

- Alcohol or illegal drug use, possession or distribution as outlined in the Student Substance Abuse Policy
- Premarital or extra-marital sexual relations or cohabitation on university property or in conjunction with university activities or functions
- Theft, destruction or vandalism of property
- Unauthorized use of university property
- Unauthorized possession of university keys, or other security breach
- Physical threat or assault
- Gambling
- Possession of firearms on campus
- Possession of drug paraphernalia
- Cheating, plagiarism or academic dishonesty
- Failure to comply with other conduct standards as set forth in university publications or by university officials
- Recurrence of lesser offenses
- Other behaviors which may be deemed as harmful or disruptive to the university community or the educational process

IV. Sanctions

A. The University allows for a wide range of possible disciplinary sanctions including, but not limited to fines, loss of privileges, restitution, and informal probation, loss of scholarship, suspension and expulsion. Sanctions for alcohol, illegal drug or inhalant use will be imposed in accordance with the Student Abuse Policy adopted by the Board of Trustees (1990).

B. Students have the right to plead innocence, and this will not be held against the student in the case of a guilty verdict. Students will, however, be expected to cooperate fully with university officials and the Judicial Council and comply with their requests. Lack of cooperation and compliance may have bearing on sanctions imposed.

C. Each disciplinary issue will differ in circumstance, severity and situation. Accordingly, differing sanctions may be imposed in similar cases at the discretion of university officials if such sanctions are considered by university officials to be appropriate and without arbitrary discrimination.

D. Sanctions may be appealed through the appeals process as outlined in the section of this document entitled "Appeals."

E. The Dean of Students has authority to temporarily sanction a student, if deemed necessary for the well-being of the university community and the educational process, pending the outcome of a judicial council hearing or a criminal or civil prosecution. Sanctions under appeal will be considered “in effect” until appeal is upheld and sanctions are over-ruled.

F. Fines may be levied by the Dean of Students, judicial council, housing staff and dormitory staff. Fines are a reminder that further violation of university rules and regulations may result in more stringent disciplinary action. A list of fines is available in the Housing Office and the Dean of Student’s Office.

G. Informal Disciplinary Probation entails the following sanctions:

Informal probation is a stern warning that any further violation of university rules and regulations during the probationary period could result in disciplinary probation, suspension or expulsion.

H. Disciplinary Probation entails the following sanctions:

1. Restriction from representing the university in any fashion. This sanction includes all public performances or appearances under the auspices of the University.
2. Restriction from any university sponsored travel
3. Restriction from holding offices in university organizations
4. Restriction from receipt of any scholarship assistance (federal financial aid State aid, or gifts directly to students from outside entities are not affected by this sanction.

I. Disciplinary Suspension entails the following sanctions:

1. The student will be restricted from enrollment during the period of Suspension
2. Re-enrollment after suspension will be contingent upon the approval of the Dean of Students or the Vice President for Academic Services

J. Disciplinary Expulsion permanently restricts the student from enrollment in the University.

V. Process

A. Summons

A student accused of a violation will be issued an administrative summons from the Dean of Students within seven working days of report of the incident to the Dean. The student will be directed to appear before the Dean for a preliminary hearing. Response to an administrative summons takes precedence over all other commitments or activities. Failure to respond will render the student liable, resulting in disciplinary action.

B. Preliminary Hearing

1. The preliminary hearing will be an informative meeting between the Dean of Students and the accused student. The Dean will present possible charges and consequences and the student will be allowed to respond. After this hearing the Dean may:
 - Dismiss the case
 - Postpone charges pending acquisition of evidence
 - Rule on the case
 - Refer the case to the Judicial Council
2. If the case is dismissed, no further action will be taken and there will be no record of the charge in the student's file.
3. If the Dean chooses to rule on the case, a written account of charges, rationale and sanctions will be given to the student within five working days of the preliminary hearing. The student will then submit a written response of acceptance or request for appeal (see section titled "appeals.")
4. If a decision is postponed the student will receive notification within 10 working days to re-appear for continuation of the preliminary hearing.
5. If the case is referred to the Judicial Council the student will be sent notification within 5 working days of the preliminary hearing. This notification will be sent to the student at least 10 days prior to the date of the Judicial Council hearing. Notification will contain a brief description of the to be considered, a list of council members, and a date, time and place of hearing. Challenges to council members must be made to the Dean within 2 days of receipt of such notification. Copies of complaints or disciplinary reports will be made available to the accused student at time of notification.
6. The time requirements outlined above are considered ideal and may be in situations as deemed necessary by university officials.
7. The preliminary hearing will be taped for the record.

C. Judicial Council Hearing

1. This hearing is to elicit relevant facts, determine verdict and recommend appropriate sanctions. Students may have counsel present for advice only and should keep in mind that the council does not function as a court of law. Rules of evidence that apply in a criminal proceeding do not necessarily apply in a college disciplinary proceeding.
2. Students will have the following rights:
 - a. An opportunity to make oral presentation to the council
 - b. An opportunity to present evidences and/or witnesses
 - c. An opportunity to question witnesses.
3. If a student does not appear for the hearing, the council may proceed without the student if reasonable attempts have been made to notify and contact the student. The council may recommend that a case be immediately referred to the appropriate law enforcement authorities if deemed necessary. The council may recommend that appropriate law enforcement authorities be brought in to help with the investigation.
4. The council will meet as long as necessary to reach a decision. The council may postpone the decision if there is reason to believe pertinent evidence is

forthcoming. The Dean of Students or the accused student may request a re-hearing if pertinent evidence is disclosed after the council's decision has been made. Such a request must be approved by the Judicial Council.

VI Appeals

A. Students found guilty of a violation by the Judicial Council may appeal the decision in writing to the President (or a designee appointed by the president). Appeal must be filed in the Dean of Students' office within three days of receipt of the council's decision. The Dean will present the appeal to the President (or designee) who will make a ruling on the basis of record. The President (or designee) will notify the Dean, who will notify the student of the decision. The student will be notified of the decision within a reasonable time, not to exceed 30 days from receipt of the appeal. The decision of the President or his designee is final and no further appeal may be made.

B. Sanctions may be appealed by the same process as detailed above. Rulings which are made by the Dean of Students without referral to the Judicial Council, may be appealed by the same process.

Substance Abuse Policy

Wayland Baptist University adheres to a high standard of moral conduct which includes prohibition of the use, possession, or distribution of alcohol or illegal drugs by students on university owned or controlled property or in conjunction with any university activity. The university may take action against students for off-campus use, possession or distribution of alcohol or controlled substances if deemed appropriate by university officials.

University Sanctions

Any cases involving alcohol, drugs or substances may be referred to the Judicial Council, which will enforce the standard stated above by implementation of sanctions as outlined below:

1. Students found to possess alcohol on university owned or controlled property or in conjunction with any university activity may be (at minimum) placed on disciplinary probation for a period of two long semesters. The university reserves the right to use discretion in determining the duration of sanction.
2. Students found to distribute alcohol on university owned or controlled property or in conjunction with any university activity will be (at minimum) suspended for a period of one long semester. The university reserves the right to use discretion in determining duration of sanction.
3. Students found to possess controlled substances, other than alcohol, on university owned or controlled property or in conjunction with any university activity will be (at minimum) suspended from the university for a period of two long semesters.

4. Students found to manufacture or distribute controlled substances, other than alcohol, on university owned or controlled property or in conjunction with any university activity will be expelled from the university.
5. Students found to use any type of inhalant as an intoxicant may be (at minimum) placed on disciplinary probation for a period of two long semesters.

These sanctions and their duration are to be imposed at the discretion of university officials upon recommendation of the Judicial Council. Recurrence of offenses will incur more stringent sanctions. Completion of a rehabilitation program may be required as a part of a sanction at any level. University officials in the context of the university's disciplinary system will make imposition of sanctions. The university may report any violations as outlined above to the proper law enforcement authorities for prosecution.

Criminal Sanctions

Local and county governments follow state sanctions as listed below:

The State of Texas prohibits the following acts and prescribes the corresponding penalties:

1. Being intoxicated in public such that one is a danger to oneself or others is punishable by a fine of up to \$200.
2. It is illegal to possess or distribute alcoholic beverages in dry areas. Violation of this law carries a penalty of up to \$1000 and/or up to one year in prison.
3. The purchase, possession or consumption of alcoholic beverages by a person under the age of twenty-one years of age subjects that person to a fine of up to \$200 for the first offense and up to \$500 for the second offense.
4. Furnishing alcoholic beverages to a minor is punishable by a fine of up to \$500.
5. The possession of an intoxicating beverage on the grounds of any public school carries a penalty of up to \$200.
6. Driving under the influence of alcohol is punishable by a fine of \$100 to \$2000 and/or three days to two years in prison for the first offense; and \$500 to \$200 fine and 60 days to five years in prison for subsequent offenses. A person under the age of one who misrepresents his/her age for the purpose of purchasing alcoholic beverages may be punished by a fine of up to \$500.
7. The illegal distribution, possession or use of controlled substances may be punished by five years to life in prison and up to a \$20,000 fine for the first offense. Repeat offenders are subject to a sentence of ten to life in prison and a fine of up to \$1,000,000.
8. The delivery or possession of controlled substances with the intent to manufacture controlled substances is punishable by a jail term of ten years to life and up to a \$100,000 fine.
9. The possession of marijuana may be punished by two to twenty years in prison and/or up to \$10,000 fine depending on the amount of marijuana involved.
10. The distribution of marijuana to a minor is punishable by 5 to 9 years in prison

and/or up to a \$50,000 fine.

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.” 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

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.

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 Master 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.

Requirements for the Master's Degree – General university requirements for the Master's degree include:

1. A minimum of 36 hours of approved graduate credit. See degree requirement for specific programs as they may require more.
2. A minimum of 24 graduate semester hours at Wayland Baptist University.

3. A minimum of cumulative GPA of 3.0 on a 4.0 scale computed on all graduate work taken at Wayland. No grade of less than C and no more than (4) semester hours with the letter grade of C earned at Wayland will be accepted as credit for any master's degree. No course with the grade of less than B will be accepted as graduate transfer credit.
4. Successful completion of a comprehensive examination and/or integrative capstone course, depending on the degree program.
5. Graduates from a master's degree are required to complete classes taught by at least four different full-time Wayland instructors during the course of their degree programs. The Graduate Studies Office will make students aware of the requirement at the time of acceptance into the master's degree program, and it is the student's responsibility to ensure requirement is met prior to completion of the master's degree program in which the student is enrolled.

Annual Notification of Rights under Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.
 - Students should submit to the University Registrar, Campus Executive Director/Dean, Dean of the Academic School, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading.
 - Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.
 - If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student.
3. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.
 - One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the University in an administrative, supervisory,

academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

- A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.
 - Upon request, the University discloses education records without consent to official of another school in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20202-4605.

Directory Information

Wayland Baptist University has designated certain information in the education records of its students as directory information for the purposes of the Family Education Rights and Privacy Act (FERPA). Students are required to complete a form in the Office of the University Registrar each academic year to control release of the information with respect to student's records. Notification must be given prior to the census day of each term.

The following types of information will be released to those requesting it unless the student specifically requests otherwise on the form provided or by submitting written notification to the Office of the Registrar:

- Students Name
- Local Address/Pone Number
- Permanent Address/Phone Number
- E-mail address
- Date and Place of Birth
- Hometown
- Degrees and Awards Received and Dates
- Dates of Attendance (Current, Past)
- Participation in Officially Recognized Activities
- Participation in Officially Recognized Sports
- Weight/Height of Members of Athletic Teams
- Most Recently Attended Educational Institute
- Major Field of Study
- Academic Level
- Residency Status
- Photographs

Directory Information may be disclosed by this institution for any purpose in its discretion, without the consent of the student. Students have the right, however, to refuse to permit the designation of any or all of the above information as directory information. In that case, this information will not be disclosed except with the consent of the student, or as otherwise allowed by FERPA. Any student refusing to have any or all of the designated directory information disclosed must file written notification of this effect with this institution at the Office of the Registrar, on or before the tenth day of the semester. Forms for this purpose are available at that office.

In the event a refusal is not filed, this institution assumes that neither a parent of a student or eligible student objects to the release of the directory information designated.

Student Grade Appeals

A basic aspect of the teaching-learning process is the evaluation of student performances and the assignment of grades. Student performance will be evaluated solely on an academic basis, and not on opinions or conduct in matters unrelated to the course taken. Faculty are responsible for providing syllabi which clearly specify course objectives and/or competencies, and for making clear the means of evaluation for purposes of grading students. Students are responsible for class attendance, for learning the content of any course of study and for those standards of academic performance established for a given course. Students who violate academic integrity and regulations (see policy 8.4.1 and current catalog) by plagiarism, classroom misdemeanor, or academic dishonesty will be held accountable to faculty and may have their grades adjusted accordingly. Students shall have protection through orderly procedures against prejudices or capricious academic evaluation. A student, who believes that he or she has not been held to realistic academic standards, just evaluation procedures, or appropriate grading, may appeal the final grade given in the course by using the following grievance and appeal procedures. Appeals are limited to the final course grade. Appeals may not be made for advanced placement examinations or course bypass examinations.

Students enrolled on the Plainview campus, virtual campus students associated with the Plainview campus (campus of record), and School of Nursing students - If a student in one of these enrollment categories feels the matter is not satisfactorily resolved at the student-faculty level, the student should follow the steps below:

1. The student shall first present, in writing, the matter of grievance to the instructor of the course. This must be done within thirty calendar days after the beginning of the next regular semester. If agreement is reached, the faculty member will either sustain the judgment made or make a change according to the agreement reached within two weeks.
2. If the student feels the matter is not satisfactorily resolved at the student-faculty level, the student should submit the grievance to the dean of the school in which the course is taught. The appeal must be made in writing within two weeks after the faculty member has acted on the grievance; otherwise, the grievance shall be considered withdrawn. The dean of the school will review all facts and evidence in the case and mediate a decision

within two weeks after the receipt of the grievance. If the grievance is not further appealed, it will be considered resolved.

3. If the student is not satisfied, he/she may request the executive vice president/provost to refer the appeal to the university Faculty Assembly Grade Appeals Committee. This request must be made in writing, must include the basis for the appeal, and must be submitted within two weeks following receipt of the decision of the dean of the school.

4. The student or faculty member may appeal the findings of the committee in writing to the executive vice president/provost within one week after receiving the committee's report. The executive vice president/provost will render a decision within two weeks and copies of such decision will be sent to the student, the faculty member, and the dean of the school involved. This decision shall be final in all cases of grade appeals.

5. Failure to submit grievances within the required time period will negate the student's complaint. No grievances will be considered after one full term has passed after the student has received the grade in question.

Students enrolled on external campuses and virtual campus students associated with an external campus (campus of record) - If a student in one of these enrollment categories feels the matter is not satisfactorily resolved at the student-faculty level, the student should follow the steps below:

1. A student shall first present, in writing, the matter of grievance to the instructor of the course. This must be done within thirty calendar days after the beginning of the next regular term. If agreement is reached, the faculty member will either sustain the judgment made or make a change according to the agreement reached within two weeks.

2. If the student feels the matter is not satisfactorily resolved at the student-faculty level, the external campus student should submit the grievance to the campus executive director within two weeks after the decision by the professor. The external campus executive director will either sustain the judgment of the professor or make a change according to the agreement reached with the student within two weeks. **The executive director will notify the appropriate school dean of this decision.**

3. If the student feels the matter is not satisfactorily resolved at student-executive director level, the grievance should be submitted to the dean of the school in which the course is taught. The appeal must be made in writing within two weeks after the faculty member or external campus executive director has acted on the grievance; otherwise, the grievance shall be considered withdrawn. The dean of the school will review all facts and evidence in the case and mediate a decision within two weeks after the receipt of the grievance. If the grievance is not further appealed, it will be considered resolved.

4. If the student is not satisfied, he/she may request the executive vice president/provost to refer the appeal to the university Faculty Assembly Grade Appeals Committee. This request must be made in writing, must include the basis for the appeal, and must be submitted within two weeks following receipt of the decision of the dean of the school.

5. The student or faculty member may appeal the findings of the committee in writing to the executive vice president/provost within one week after receiving the committee's report. The executive vice president/provost will render a decision within two weeks and copies of such decision will be sent to the student, the faculty member, the external

campus executive director, and the dean of the school involved. This decision shall be final in all cases of grade appeals.

6. Failure to submit grievances within the required time period will negate the student's complaint.

Online Degree Program students - Any students pursuing degrees through Wayland's on-line programs will follow the appeal process outlined for the Plainview campus. If the student is associated with one of the external campuses, the student will follow the process outlines for external campus students. The process may end at any step if the grievance is resolved or if a party fails to follow the above procedures.

The Faculty Assembly Grade Appeals Committee- The Faculty Assembly Grade Appeals Committee is an ad hoc committee whose membership shall consist of five members of the Faculty Assembly. The membership and chairperson shall be appointed by the Faculty Assembly president, in consultation with the executive committee for each occasion that a grievance is referred to the committee. The chairperson will not be a representative from the school from which the appeal emanates. The chairperson retains the right to vote on a case. The chairperson will keep appropriate records of meetings and committee actions and will make a report of the recommendation of the committee to the executive vice president/provost. Should a member of the committee be involved in the case, that faculty member shall withdraw from the committee for the hearing of that case.

Quorum- A quorum shall be four (4) members of the committee including the chairperson.

□ **Committee proceedings** - The committee shall convene, hear the complaint, review the data pertaining to the appeal, and present its findings in writing to the student, the faculty member, and the executive vice president/provost within two weeks after the grievance is referred. The case will be heard at a time and place chosen by the chair of the appeals committee. The burden of proof shall rest with the student bringing the charge. The committee shall hear all parties to the case and shall review all evidence presented. The chair of the committee may arrange telephone conference calls or a teleconference if a great distance is involved. Any cost associated with travel or accommodations will be borne by the student. Another person may accompany the student submitting a grievance during the hearing. The committee may also allow the faculty member or university counsel to be present during the proceeding. Witnesses, if deemed necessary, may be solicited by the committee. The committee will have the right to review the course objectives and syllabus, course criteria for grading, the student's work submitted for evaluation and the grade distribution for the course. The proceeding, findings and recommendations shall not be open to the general public or available to any individuals other than those concerned with the case. A simple majority vote shall be required in action. In case of a tie vote, this will become part of the written report.

□ **Committee decision** - The committee will determine the facts of the case and attempt to render a fair and appropriate resolution of the problem. If it is determined that the student has not been treated in a fair manner, the committee will instruct that the course grade be changed to a more proper evaluation.

Contact for Interpretation: Executive Vice President/Provost

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.

Academic integrity

As stated in Wayland Baptist University's Statement on Plagiarism and Academic Dishonesty, students are expected to conduct themselves in accordance with the highest standards of academic honesty and personal integrity. Students are subject to penalty for misconduct for all forms of cheating, such as illicit possession of examinations or examination materials, forgery, falsification of records or plagiarism (the presentation of the work of another as one's own work).

The university reserves the right, through proper procedures, to place any student on probation or suspension who violates academic integrity and regulations by providing misleading or incomplete information to the university, by falsification of university records, by plagiarizing, by exhibiting improper classroom demeanor, or by engaging in any other form of academic dishonesty.

The faculty member assigned to the course is responsible for disciplinary action for academic misconduct. The faculty member is charged with assessing the gravity of any case of academic dishonesty and with giving sanctions to any student involved.

The official written reprimand to the student will include one or more of the following penalties as applicable to the individual instance of or case of academic dishonesty.

- requirement to redo work in question
- requirement to submit additional work
- lowering of grade on work in question
- assigning the grade of "F" to work in question
- assigning the grade of "F" for course

In extreme instances such as group cheating, the faculty member assigned to the course also may recommend expulsion of involved students. This option would occur only after the executive vice president/provost's review and approval.

The student's first instance of academic dishonesty will result in an official reprimand from the faculty member detailing the faculty member's sanction. A second case of academic dishonesty will result in automatic suspension from the university. In this case, the student may reapply after the suspension is served. Subsequent offenses, or the decision of the executive vice president/provost, may result in permanent expulsion from the university.

Any student who has been penalized for violations of academic integrity - academic dishonesty, improper classroom demeanor, or providing false or misleading information - has the right to appeal the judgment or the penalty assessed. The appeals procedure will be the same as that specified for Student Grade Appeals, (policy 8.2.1).

Full-time faculty members, adjunct faculty members, or proctors must report all violations of academic integrity as described following. The faculty member or proctor should file a record of the offense electronically. The record of the offense should include:

- o Student's full name
- o PCID number
- o Instructor's full name
- o Term, course, section, and campus affiliation
- o Date, time and description of infraction and names of witnesses
- o Description of faculty member's imposed sanction and rationale, including a copy of the written reprimand
- o Letter of Acknowledgement from school dean or external campus executive director sent via email to student's Wayland email address, signed by student, faculty member, and school dean/external campus executive director

Any faculty member or proctor will follow these procedures for filing records of the offense:

- o Plainview Campus: Faculty member files a record of the offense with the school dean (based on course prefix), school dean reports to executive vice president/provost; and if the instance or case involves a graduate student, the school dean will provide a courtesy copy (cc) of the electronic record of the offense to the vice president of external campuses and graduate services
- o Virtual Campus: Faculty member files a record of the offense with the school dean (based on course prefix), school dean reports to executive vice president/provost with courtesy copy (cc) to appropriate external campus executive director. If the offense involves a graduate student, the school dean will provide a courtesy copy (cc) of the electronic record of the offense to the vice president of external campuses and graduate services
- o External Campus: Faculty member files a record of the offense with the external campus executive director; external campus executive director reports to executive vice president/provost, with courtesy copy (cc) of the offense to the vice president of external campuses and graduate services and appropriate school dean (as determined by course prefix).

The executive vice president/provost is responsible for monitoring cases of academic dishonesty. In the event of a second offense, the executive vice president/provost will notify the student, appropriate school dean, external campus executive director, and the registrar, financial aid, business office, and graduate studies (if applicable).

Contact for Interpretation: Executive Vice President/Provost

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 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."

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	Alamo Community College District
University of Texas Health Science Center	Northwest Vista College
St. Mary’s University	Palo Alto College
Our Lady of the Lake University	San Antonio College
University of the Incarnate Word	St. Philips 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.

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.

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.

Services for Students with a Disability

In compliance with the Americans with Disabilities Act of 1990 (ADA), it is the policy of Wayland Baptist University that no otherwise qualified person with a disability be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the university. The Coordinator of Counseling Services serves as the coordinator of students with a disability and should be contacted concerning accommodation requests at (806) 291-3765. Documentation of a disability must accompany any request for accommodations.

Discrimination

Wayland Baptist University will not discriminate nor tolerate discrimination toward students based solely on disability. Students who feel they have been the subject of discrimination should follow the procedure outlined in the Student Grievance Policy in this manual.

Ownership of Academic Works

Student intellectual property includes academic works such as student projects, papers, and dissertations which are created while at the university. Students retain copyright and ownership and ownership of these works.

Student Grievance Policy

In general, students wishing to review or file a complaint regarding the action of an individual, an academic department or an administrative unit of the University should direct their questions to the person responsible for supervision of the individual, department or unit. Procedures for specific problems are outlined below.

Sexual Harassment

Wayland Baptist University is committed to providing its students, faculty and staff with an environment free from implicit and explicit coercive behavior used to control, influence or affect the well-being of any member of the College community. Sexual harassment of any person is inappropriate, unacceptable and contrary to the Christian standards of conduct expected of all members of the University community, students, staff and faculty.

Students have the right to be free from sexual harassment. Sexual harassment can include physical conduct or verbal innuendo of a sexual nature, imposed on the basis of sex by an employee or agent of the University, when (1) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting such individual and (2) such conduct has the purpose or effect of creating an intimidating, hostile or offensive environment. Any person who engages in sexual harassment will be subject to disciplinary action including a warning, suspension or expulsion. Students who have a complaint regarding sexual harassment should contact the Dean of Students who will conduct an investigation.

Information Technology and Telecommunication Services

It is the intention of Information Technology to provide students with good Internet connectivity for academic purposes. The academic use of the Internet will be given a priority over recreational use. By using the Internet connectivity provided by Wayland Baptist University, the student indicates their compliance to abide by this agreement. In addition, the student is subject to applicable Texas and Federal laws. Any violation of these guidelines may result in termination of internet access without notification, in addition to referral to the appropriate campus, local, state, or federal authorities.

The IT (Information Technology and Telecommunication Services) department at Wayland provides the following services to students with the following expectations:

1. Wayland does not provide any dial-up modem services to the Internet.
2. The IT department will provide a checklist that specifies the configuration settings required to connect a computer to these services. Students are responsible for maintaining these configuration settings. IT department configuration specifications will apply only to Microsoft operating systems. The IT department provides no support for Mac, Linux, or other operating systems.
3. The IT department will provide each student with a username and password for connecting to the Internet. Students are responsible for remembering their passwords. When a student network account becomes locked out due to forgotten or mistyped passwords, that student must come to the IT department in person with a photo ID in order for the network account to be reset. Student accounts may also be locked out if the student fails to log off a computer. Locked out network accounts will be reset only during normal office hours in the IT department.
4. The IT department will run frequent scans of student network circuits to ensure compliance with these guidelines. At no time will the IT department gain access to any student's computer without the knowledge and permission of that student. However, students understand that network circuits are monitored for security and privacy reasons. Any violations of these guidelines that are discovered in a network scan will be reported to the Dean of Students.
5. Students are responsible for keeping their computers free of viruses, Trojans, or any other malicious code. The IT department may be consulted for occasional problems, but students are solely responsible for any maintenance or remedial services that may be required on personal computers.

6. Students are responsible for keeping their computers secure with current updates and/or patches for the operating system, browser, antivirus, and any other programs that need frequent updates to stay secure in a networked environment. All computers must be protected by an antivirus program that runs in active-protect mode and is updated with the latest virus definitions on a daily basis.
7. The IT department does not provide repair or remedial services for student computers.
8. Student may not download copyrighted files of any type from the Internet. Students may not share files and folders between computers located on this campus or beyond. Students may not connect to streaming audio or video services, or access any similar services that place inordinate demands on bandwidth.
9. Students may not allow any other person to use his or her network username and/or password. Any account found to be logged on more than once concurrently will be immediately disabled by the IT department. Disabled accounts will require the permission of the Executive Director to re-enable.
10. Students may not install wireless access points, routers, hubs, switchers, servers, or any other network related equipment at any place on the campus.
11. Students may not install software that is designed to bypass the university's firewalls, routers, or servers or to utilize any sort of network enumerating, sniffing, mapping, ping, trace route, or similar network traffic that would be used by hackers in an effort to determine the architecture of the WBU LAN (Local area Network.)
12. Students are expected to use the computer and telecommunication services provided by the IT department in a mature, ethical, and Christian-like manner. For example, students will not be permitted to download pornographic images, visit gambling sites, send spam messages, place prank phone calls, use any of the computing or telecommunications services for any kind of harassment, or create any kind of nuisance by use of these services.
13. Students may not utilize services on the Internet that allow a user to hide his or her identity or be identified on Internet related services as "anonymous".
14. Students may not gain, or attempt to gain access to routers, switchers, servers, or computers of the University or others without permission. This restriction includes, but is not limited to access by known passwords, password cracking, hacking, telnetting, or any other such techniques. Any action, whether intentional or unintentional, that would impair the function of the network is prohibited.
15. Network services may occasionally be interrupted; the IT office will restore service as quickly as possible. IT will not be responsible for any losses or damages caused by service interruptions.

Accessing your WBU EMAIL

Wayland Baptist University provides an e-mail address to ALL students. Official Wayland communication will be sent to this e-mail address, so it is important that you activate your account as soon as possible. An e-mail, with instructions and login information, will be sent to the personal e-mail address we have on record for you as soon as you register for classes for the first time. If we have no valid personal e-mail

address on record, you will receive a letter via regular mail. You MUST activate your account to begin receiving WBU e-mails. To activate your account:

1. Go to <http://email.wbu.edu> or www.hotmail.com.
2. Once you are on the site, you will need to enter your user name in the field that says: Windows LIVE I.D> Your username is normally in the following format: firstname.lastname@wayland.wbu.edu. If you have a more common name, it is possible that you will have a numeric character included in your username, so be sure to read the information sent to you by the IT department.
3. Enter your assigned password in the password field on the screen. You are assigned a temporary password by Wayland and it usually has twelve characters similar to the following: johnSMIT1234.
4. after this information has been entered, click the “Login” button.
5. The next screen that opens asks you to verify your account information and change your password.
6. It will first ask you to type in the old (temporary) password provided by Wayland, and will then ask you to type in a new password twice. The password has to be at least six characters, any combination.
7. Next it will request that you provide a question and secret answer to use in case you lose your password.
8. Finally, make certain that you provide a valid alternative (personal) e-mail address to receive your password, if it is forgotten.
9. Then click “Submit”. It will then log you out of the email system and ask you to log back in with your new password.
10. Your Wayland email account will now be active, and you will be able to receive email from Wayland and your instructors.

IMPORTANT: Your Wayland email account must be activated within 60 days of enrollment at WBU. Additionally, you must check your email often for important WBU communications. Your Wayland email account is the ONLY email account your instructors have access to. If you do not log in to your Wayland email account for six months, it will become inactive, resulting in lost emails and the potential loss of your account! So if you are waiting on information about school, homework, etc., make sure you check your Wayland email account often!

For more information on using the Wayland E-mail system (including instructions on forwarding to another mail service) point your web browser to: www.wbu.edu/emaihelp and click on “Student E-mail Quick Start Guide.” If you need further assistance, contact the IT Help Desk at 210-826-7595 ext. 225.

Revised July 2015