



Ben and Bertha Mieth
School of Nursing

Mieth School of Nursing Student Handbook 2024-2025

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General Information

Purpose of the MSON Student Handbook

The nursing student handbook provides general information, policies, and guidelines for students who are seeking admission to and/or enrolled in the specific programs offered at the MSON at WBU.

The *Wayland Baptist University Student Handbook*, along with WBU policies, and the *WBU Academic Catalog* are the ultimate authorities and supersede any items listed in other locations. The *MSON Student Handbook* should be used in conjunction with the WBU handbook, catalog, and policies to guide progress through the nursing program. It is the nursing student responsibility to read, review, and follow as provided.

Please click to access the [Wayland Student Handbook](#).

MSON Mission Statement

The MSON mission statement is based on the values and beliefs of the Wayland Baptist University Mission Statement. The mission of the MSON at WBU 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 committed to providing evidence-based patient care, teaching, service, and outreach.

MSON Philosophy

The MSON at WBU faculty believe that the profession of nursing should be able to respond to the healthcare 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 the study of disease, health promotion, and health prevention for individuals in the healthcare 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 nursing education. The student must be able to care for the individual holistically and 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 individual care. The baccalaureate nurse graduate should be able to communicate the 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.

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 continuous learning to provide for their growth and continued competence. The graduate will be able to demonstrate

entry level competencies in the roles of Member of the Profession, Provider of Patient-Centered Care, Patient Safety Advocate, and Member of the Health Care Team (Texas Board of Nursing, 2021).

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

MSON Vision

The MSON vision is to cultivate a student-centered environment that is conducive to excellent learning while expanding the ability to educate nurses in holistic care at the undergraduate and graduate levels. With an ever-changing healthcare environment in mind, the MSON's goal is to prepare students with the ability to critically think, communicate, and thrive in the diverse environment of nursing. As such, the MSON envisions a future preparing nurses to be healthcare leaders at all levels of practice.

As the faculty of the MSON believe that the educational process is a shared responsibility between students and faculty, collaboration with our partners within Wayland and in the community is essential for success. The MSON's vision is to cultivate and maintain strategic relationships within Wayland's institution and grow our relationships in our community. Ultimately, the MSON's obligation is to serve as a beacon of excellence in education and nursing.

Accreditation

The baccalaureate and master's nursing programs at Wayland Baptist University at the Plainview campus located in Live Oak, Texas is accredited by the: Accreditation Commission for Education in Nursing (ACEN).

3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326
(404) 975-5000

The most recent accreditation decision made by the ACEN Board of Commissioners for the baccalaureate and master's nursing programs is continuing accreditation.

View the public information disclosed by the ACEN regarding this program [on the ACEN website](#).

Approval

The Mieth School of Nursing has ongoing approval by the Texas Board of Nursing.

Texas Board of Nursing
Nursing Department
1801 Congress Avenue, Suite 10-200
Austin, Texas 78701
Ph: 512-305-6850 | Fax: 512-305-8101
www.bon.texas.gov

Undergraduate Programs

Bachelor of Science in Nursing Curriculum

Generic BSN

The in-person, or face-to-face program, offers students the opportunity to complete a Bachelor of Science in Nursing degree in two years after completion of the general education core.

LVN-BSN

The in-person, or face-to-face program, offers an LVN the opportunity to complete a Bachelor of Science in Nursing degree in two years. The LVN will receive eleven (11) hours of advanced placement credit for prior nursing education after validation of an official transcript.

RN-BSN

The online program is designed for working RNs who want to leverage their experience and streamline their path to an accredited BSN degree. Through online coursework, students further develop skills in the key areas of patient care, technology, information management, leadership, and generalist nursing practices to help improve the quality of patient care and community health. The RN may receive 29 hours of advanced placement credit for prior nursing education after the review and validation of an official transcript.

End-of-Program Learning Outcomes for Generic, LVN-BSN, and RN-BSN programs

Upon graduation, the graduate will be able to:

1. Function as practitioners and leaders of nursing who will be self-directed and responsible for making continuing contributions to the healthcare delivery system as evidenced by practicing in a health care environment that fosters safe and responsible nursing care.
2. The graduate will participate in nursing organizations that encourage professional leadership roles in the nursing community.
3. Continue lifelong learning and will have the foundation for graduate study as evidenced by the graduate participating in continuing education activities and acknowledgment by graduate nursing programs that the student is prepared for graduate study.
4. Promote involvement in both professional and community organizations and activities as evidenced by the graduate participating in these types of organizations.
5. Accept personal accountability for ethical and competent nursing practice, as well as for continuing professional and personal development as evidenced by acknowledging responsibility for the care provided to clients. The graduate will also continue to enhance her/his learning both professionally and personally to improve client care.
6. Base clinical practice on methods of scientific inquiry, including the nursing process, to meet client's needs for increasingly complex health care in various settings.
7. Apply concepts from nursing theories and research, cultural competencies, the sciences and humanities, to assess individual client's/families/communities' needs for nursing intervention.
8. Collaborate with clients and other health care professionals to plan and deliver health care services.
9. Communicate effectively, orally, and in writing, and will critically think about major concepts and processes essential to nursing (legal and ethical issues, effective leadership and clinical excellence). Admission and Progression Policies

Admission and Progression Policies

All students who plan to enroll in the Bachelor of Science in Nursing program must first complete admission requirements for Wayland Baptist University.

Admission Requirements: Generic BSN

Applications for admission to the Generic BSN and LVN-BSN programs open as follows:

- Fall entry: **April 1**
- Spring entry: **September 1**

Applications for admission to the RN-BSN program are accepted year-round, however enrollment may be delayed based on course rotation.

The student's application includes the following criteria:

1. Completion of all prerequisite courses with a minimum grade of C
2. Minimum cumulative GPA of 2.5 on a 4.0 scale
3. Basic Life Support for Healthcare Providers certification through the American Heart Association
4. Cleared criminal background check through the Texas Board of Nursing (TBON)
 - a. Students who are required to submit a declaratory order to the TBON will not be granted admission to the program until they have been cleared by the TBON.
5. Drug screen – negative results
6. Completion of all required immunizations and N-95 mask fit testing
 - a. [Texas Administrative Code Rule 97.64](#) requires that students may not participate in coursework activities involving direct patient contact until they have received the full vaccination series.

Admission Requirements: LVN to BSN

1. A minimum cumulative GPA of 2.5 on a 4.0 scale in all course work.
2. A clear drug screen and a clear background check through the Texas Board of Nursing.
3. Official documentation of the following immunizations: Baseline Tuberculosis (TB) testing, COVID-19 vaccine per current CDC guidelines, Hepatitis B vaccine (Hep B), Measles-Mumps-Rubella (MMR), Seasonal Influenza (Flu Shot), Tetanus-Diphtheria Acellular pertussis (Tdap), and Varicella (Chickenpox) vaccine.
4. Completion of Basic Life Support (BLS) for Healthcare Professionals certification through the American Heart Association.
5. An active and unencumbered LVN license is required.
6. Any additional considerations will be reviewed on an individual basis and will be approved at the discretion of the Dean of the School of Nursing.

Admission Requirements: RN to BSN

Applicants for admission to the nursing program must complete the application process by June 30th for fall admission and by November 30th for spring admission.

A student's overall academic record is considered for admission, including:

1. A minimum cumulative GPA of 2.5 on a 4.0 scale in all course work.

2. Completion of all prerequisite courses with a minimum of C.
3. Required prerequisites 15 credits:
 - a. BIOL 2305 – Nutrition 3 hrs
 - b. BIOL 2408 – Fundamentals of Human Anatomy and Physiology I and BIOL 2409 – Fundamentals of Human Anatomy and Physiology II 8 hrs – OR –
 - c. BIOL 3408 – Human Anatomy and Physiology I and BIOL 3409 – Human Anatomy and Physiology II 8 hrs
4. Completed Associate of Applied Science in Nursing (AAS) from an accredited institution.
5. An unencumbered Texas RN license. License must be valid throughout program completion.
6. NCLEX-RN® results if a recent AAS degree graduate.
7. Current employment as a professional nurse (employment verification required).
8. One recommendation letter from a healthcare employer (supervisor) or former nursing faculty.
9. Documentation of immunizations as determined by the respective clinical sites.
10. Completion of BASIC Life Support (BLS) for Healthcare Professionals certification through the American Heart Association.

Note: The MSON partners with CastleBranch® for required clinical document tracking. Applicants must submit immunization records to [CastleBranch®](#) by the enrollment date.

Basic Life Support

The following are required for entry/progression within the program:

- Certification is only accepted if obtained through an American Heart Association provider.
- Upload current BLS certification card into CastleBranch®
 - Certification must be maintained; card expires every two years.

Criminal Background Check

All students must have a clear criminal background prior to beginning a nursing program to be eligible for a nursing license.

The criminal background check is completed through the Texas Board of Nursing. Students are required to follow this process:

- Sign the *Texas Board of Nursing Statement Form* included in the application packet.
- The MSON office will submit a roster of all applicants to the TBON to initiate the criminal background check process.
- Students will receive an email with instructions for completing the process through the designated company (Identogo).
- All students must show proof of clearance by uploading a copy of the “Blue Card” or “Outcome Letter” from TBON into CastleBranch.
- If you have a criminal background and foresee incidents on your criminal background check, you can start gathering information such as statements and court documents but do **NOT** mail to the TBON until they are requested.
- A Declaratory Order may be requested if the student answers yes to questions 3-5 on the Declaratory Order. Students should **NOT** file a Declaratory Order until they receive a letter from the TBON to do so. Please see Licensure Eligibility below.

Drug Screen

All students are required to complete and pass a drug screen prior to beginning the program. All drug screens are scheduled through CastleBranch.

Immunizations

Immunization Statement

Students enrolling in the MSON at WBU and any other programs with external learning experiences (i.e., clinical, practicum, externship, cooperative, etc.) will be required to comply with the immunization requirements and policies of the clinical/external learning sites to engage in all clinical/external learning experiences.

Vaccination requirements at clinical/external learning sites are implemented pursuant to the independent authority of such facilities and are not mandated by Wayland Baptist University. Failure to meet the immunization requirements mandated by clinical/external learning sites may limit a student's ability to complete the program and/or may delay the student's graduation date.

Wayland Baptist University does not process vaccine exemptions for students for any clinical/external learning site.

Immunization Requirements

The following are required for entry/progression within the Generic BSN and LVN-BSN programs*:

- Measles, Mumps, Rubella (MMR) – 2 doses required and/or a positive titer**
- Varicella – 2 doses required and/or a positive titer**
- Hepatitis B series and/or a positive titer**
 - or TWINRIX series and/or a positive titer**
- Tdap (within the last 10 years)
- Flu vaccine (completed annually)
- COVID-19 (series complete)
- TB Two-Step Testing
 - May submit QuantiFERON-TB Gold Assay (QFT blood test) within last 12 months
 - Chest X-ray results if applicable

*Clinical affiliates may request additional components.

**Titers for Varicella, Hepatitis Bs, and MMR must be on file in the student's record.

N95 Mask Fit

All nursing students are required to be fit tested for N95 respirator masks. N95 filtering face-piece respirators are air-purifying respirators certified by the National Institute of Occupational Safety and Health (NIOSH) that protect against airborne contaminants (i.e., dusts, fumes, microbial agents such as tuberculosis bacteria and flu virus). Fit testing is the process used to determine the appropriate N95 respirator mask (type and size) to ensure consistent and proper mask use.

Students may be required to wear a N95 respirator mask when entering isolation rooms and other activities involving close contact with potentially infected persons during their clinical experiences. All students are responsible for maintaining compliance with the fit testing requirement.

Licensure Eligibility

Upon graduation from the MSON, you will be applying for licensure with the Texas Board of Nursing or the Board of Nursing from a state of your choice. When applying, the Board of Nursing will require you to answer the following questions. If you answer yes to any of these questions you will be required to petition for licensure. Please read the TBON Licensure Eligibility section below or check with the Board of Nursing in which you wish to apply.

All students will be required to sign a form stating that they have received, read and understand the eligibility information. All students applying for admission to the Mieth School of Nursing must have a clear background check from the Texas Board of Nursing prior to being admitted to the nursing program. SB 1508, passed by the Texas Legislature, states that all students attending a program that requires licensure must have a clear background check prior to attending the program. The student must provide the school with one of five documents stating their eligibility for licensure: (1) a blue card; (2) an operations outcome letter; (3) an enforcement letter; (4) an eligibility order; or (5) a denial letter. If the student is denied licensure eligibility, they will not be allowed admission into the nursing programs.

[Texas Board of Nursing Licensure Eligibility](#) (click hyperlink to TBON website)

The Board of Nursing looks at responses to questions relating to criminal conduct to determine eligibility for renewal. To check your eligibility for renewing your license, please review the following:

To check your eligibility for renewing your license, please review the following questions:

1. Have you ever had any disciplinary action on a nursing license or a privilege to practice in any state, country, or province?
2. Do you have an investigation or complaint pending on a nursing license or a privilege to practice in any state, country, or province?
3. Have you, in the last 5 years*, been addicted to and/or treated for the use of alcohol or any other drug?
4. For any criminal offense*, including those pending appeal, have you:
(You may only exclude Class C misdemeanor traffic violations or offenses previously disclosed to the Texas Board of Nursing on an initial or renewal application.)
 - a) Been arrested and have a pending criminal charge?
 - b) Been convicted of a misdemeanor?
 - c) Been convicted of a felony?
 - d) Pled nolo contendere, no contest, or guilty?
 - e) Received deferred adjudication?
 - f) Been placed on community supervision or court-ordered probation, whether or not adjudicated guilty?
 - g) Been sentenced to serve jail, prison time, or court-ordered confinement?
 - h) Been granted pre-trial diversion?
 - 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 judgement/punishment/action?

NOTE: Expunged and Sealed Offenses: While expunged or sealed offense, 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. Non-disclosure of relevant offenses raises questions related to truthfulness and character. (See 22 TAS §213.27).

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. However, a criminal matter that is the subject of an order of non-disclosure may become a character and fitness issue. Pursuant to 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 and fitness.

5. Have you ever had any licensing (other than a nursing license) or regulatory authority in any state, jurisdiction, country, or province revoked, annulled, cancelled, accepted surrender of, suspended, placed on probation, refused to renew or otherwise discipline any other professional or occupational license, certificate, nurse aide registration or multistate privilege to practice that you held?
6. Are you currently suffering from any condition for which you are not being appropriately treated that impairs your judgment or what would otherwise adversely affect your ability to practice nursing in a competent, ethical, and professional manner?
7. *Are you currently the target or subject of a grand jury or governmental agency investigation?
8. *Are you currently a participant in an alternative to discipline, diversion, or a peer assistance program? (This includes all confidential programs.)

NOTE: Any positive response will remain confidential and not subject to public disclosure unless required by law.

9. Have you ever been granted the authority to practice nursing in any country, state, province, or territory?

NOTE: This does not apply to any nursing license(s) issued by another US state or territory, excluding Puerto Rico. If you were licensed in Puerto Rico, you should be answering yes.

*Pursuant to the Texas Occupations Code §301.207, information, including diagnosis and treatment, regarding an individual's physical or mental condition, intemperate use of drugs or alcohol, or chemical dependency and information regarding an individual's criminal history is confidential to the same extent that information collected as part of an investigation is confidential under the Texas Occupations Code §301.466.

Transfer Policy

Wayland Baptist University will consider transferring 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 (BSN) 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 send

such transcripts directly to WBU. 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 unopened 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.

Progression Policy

To progress in the program:

1. A minimum of grade of "C", identified as a 75-79, is required in each course in the curriculum to progress to the next level, or semester.
2. Courses in the curriculum are sequential and all courses within each level must be completed prior to moving to the next level.
3. Any grade of "I" will prevent progression in the program.
4. Students who have a failure in a course or withdraw/failing from a course may have one re-entry attempt.
5. Having received a final grade of "D", "F", or "W" necessitates a repetition of that course, constituting a one re-entry attempt.
6. Students with two (2) unsuccessful outcomes in any nursing course will not be allowed to progress and are ineligible to return to that particular nursing program track.
7. Students who earn an unsatisfactory "U" in the clinical evaluation as a final clinical grade, will receive an "F" for the course regardless of the grade earned in the didactic component of the course.
8. The maximum number of course failures or course withdraw/failures is two (2) or any combination, such as 1 failure and 1 withdraw/failure, cumulative throughout the program and not limited to a single term.
9. If a student is not enrolled in nursing courses for more than one semester they will have to reapply to the program.

Withdrawal Policy

Students contemplating withdrawal from the nursing program are to schedule a conference with the Dean of the MSON along with the Academic Advisor and, if indicated, the Financial Aid Office. If withdrawing, the student is required to:

1. Schedule an exit interview with the Dean of the MSON prior to withdrawing from nursing courses. Students who do not meet with the Dean will not be eligible to return to the program.
2. Submit a letter of withdrawal and complete the exit interview with the Dean of the MSON.
3. If student is not enrolled in nursing courses for more than one term, they will have to reapply to the program.
4. Those who do not follow the withdrawal process will not be eligible to return to the program.
5. Withdrawal from a theory course due to a failing grade, constitutes a withdrawal/failing in the nursing program and will be considered as a course failed.

Note: Any veteran, international students, or student receiving financial aid should check with their appropriate office to see how a withdrawal may affect their status.

Re-Entry Guidelines

1. Students are considered to have re-entered the program when repeating a course or those who have not been enrolled in the program for more than one term.
2. Re-entry to the program is not automatic and is contingent upon availability of space.
3. Non-academic dismissals will not be considered for re-entry. Non-academic includes but is not limited to Code of Conduct violations as identified by Wayland Baptist University, Mieth School of Nursing programs, and the Texas Board of Nursing's Rule 217.11 Standards of Practice and Rule 217.12 Unprofessional Conduct.
4. Any student who has withdrawn or failed one nursing course must complete the following steps:
 - a. Students must submit a written letter requesting re-entry to the program to the Dean of the MSON. The letter may be emailed as an attachment or delivered in person.
 - b. Students requesting re-entry into subsequent semesters must meet current admission requirements.
 - c. Stipulations may apply to those granted re-entry (i.e. learning contract).
 - d. Students who elect not to re-enter the program on the next available semester for which they qualify, may forfeit their one re-entry attempt and no further attempts to re-enter may be made.
 - e. Students on academic probation or suspension are ineligible for re-entry.
 - f. If a student withdraws for a change in health status, the student must provide a medical release without restrictions.
 - g. Students who are re-entering the program must provide proof of current physical exam, immunizations, TB screening, drug screening, and BLS certification. All documents must be uploaded to the third-party vendor.

Attendance Policy

Students enrolled at WBU 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. Every faculty member will provide a copy of his/her syllabus and written attendance policy to each student enrolled in the class on the first day of class each term. Regardless of course format (face-to-face or hybrid), it is the student's responsibility to understand and meet the attendance requirements set forth in the course syllabus.

Any student who misses **twenty-five percent (25%)** or more of the regularly scheduled class meetings, skills lab or clinical hours in a course is at risk for failing the course. When a student reaches **absences of 25%** the instructor will advise the student and file an unsatisfactory progress report with the Dean. Clinical attendance is required to pass the course.

Clinical Attendance Policy

Students are required to attend all clinical classes. An accurate record of each student's attendance is kept by each instructor. The student is required to notify the clinical instructor if unable to attend as assigned. Additionally, students may be required to notify their clinical facility. Follow the procedure given by the instructor as it varies with each clinical site.

- Arriving one (1) to fourteen (14) minutes late will result in a tardy.
- Any student arriving fifteen (15) minutes after the shift begins (at the designated meeting place) or after the shift report, will be counted absent, but will remain for the clinical day.
- Students should contact their clinical instructor **prior** to beginning patient care that day.
- A student who does not communicate directly with their clinical instructor regarding attendance is considered a **no call/no show**, which may result in the dismissal from the course and/or program.
- Clinical absences may result in a reduction of the daily clinical grade.

Clinical/Skills Lab

- Clinicals include actual clinical time in an outside facility, skills lab, and simulation. Clinical may also include other experiences that the faculty deem as a clinical day.
- Orientation to the clinical facility is also considered a clinical day.
- A student will notify their clinical/skills lab instructor at least one hour prior to an absence/tardy and notify course coordinator with 24 hours.
- Students may not attend clinical or labs to which they are not assigned.
- If a student is tardy 3 times to class and/or skills lab it will count as 1 absence. If you are late to the clinical for a total of 3 times this will count as 1 absence.
- Any excused clinical absence will be required to be made up by additional hours.

Online Students: RN to BSN

Online students are expected to participate in all required instructional activities in their courses. Online courses are no different in this regard, however, participation must be defined in a different manner. Please see WBU policies/student handbook for more detailed explanations of the following:

1. Student “attendance” in an online course is defined as active participation in the course as described in the course syllabus.
2. Students aware of necessary absences must inform the professor with as much advance notice as possible in order to make appropriate arrangements.
3. Any student absent 25 percent or more of the online course may receive an F for that course.
4. Any student who has not actively participated in an online class prior to the census date for any given term is considered a “no-show” and will be administratively withdrawn from the class without record.
5. Additional attendance and participation policies for each course, as defined by the instructor in the course syllabus, are considered a part of the university’s attendance policy.

MSON Holidays

The MSON follows the holidays as scheduled by the Plainview campus.

COVID-19 Policy

WBU campuses, where Community Levels are low, no longer require masks. However, due to the nature of the schools’ clinical curriculum, MSON students will comply with the current guidance for managing Healthcare Personnel with SARS-CoV-2 exposure or infection at:

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-risk-assessment-hcp.html>

If a student has symptoms of COVID-19 or has been exposed/tested for COVID-19, the student is to notify applicable faculty/Dean and follow the guidelines established by the CDC for exposure/infection. During the time in quarantine, faculty will provide a link to participate in class via a cloud-based video conferencing platform, e.g. Zoom.

If the student is absent (not present on conferencing platform) during the time in quarantine, the 25% absent rule policy will apply.

Dress Code

Classroom Attire

Clothing worn in the classroom may be business casual. This is a professional program and development of appropriate professional presentation is a component of professional practice. Clinical uniforms (scrubs) should be worn in the following courses, which include a skills lab component:

- NURS 3311 Health Assessment
- NURS 3322 Accelerated Health Assessment

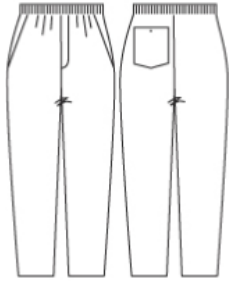
Clinical Attire/Uniform

The uniform dress code is designed to assist the students and faculty to maintain consistency in dress attire as is considered appropriate and safe for professional nursing practice through the clinical learning experiences of the nursing program.

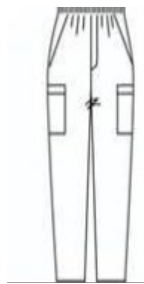
Students are not to wear the MSON scrub uniform, lab coat, patches or pins when working in hospitals or other health care agencies for pay. Students are role models and should be clean, neat, and well-groomed at all times. Specific requirements are stated in the following outline.

Clinical Uniform

- Royal blue scrubs, Skechers brand only (examples illustrated below)
 - Women: Royal blue (tops/pants) with the school log embroidered on the left sleeve and left front side scrub top.
 - Men: Royal blue (tops/pants) with the school log embroidered on the left sleeve and left front side scrub top. A plain white short or long-sleeved T-shirt under the scrub top is required.
- A plain white or royal blue t-shirt (long or short sleeve with a crew neck) may be worn under the scrub top if needed to cover tattoos.
- No thermal undershirts, hoodies or sweaters are to be worn on the clinical units.
- Pants and tops should only be in the styles depicted below. The hem of the pants should NOT touch the floor, joggers are allowed.
- Shoes should be black leather or vinyl, with closed toes with a full back around the heel. No nylon mesh or sneakers are allowed.
- Socks are to be dark (black, navy blue, brown).
- School patches are to be fixed, sewn, or glued to the left sleeve of both the scrub top and lab coat.
- Lab coats are to have collars with lapels, button down front, and fall just below the hip or at the fingertips. Knee-length lab coats are not permitted.



Skechers Tapered w/Pockets



Skechers Men's (Unisex) Cargo



Skecher's Scrub Top

Hair

- Hair must be clean and secured back from the face, and off the shoulders.
- Hair should not fall in front of the shoulders while in clinical or lab areas.
- Headbands must be white, gray or black.
- Head scarves worn for religious reasons must be white, gray or black.
- Facial hair must always be clean, neatly trimmed, and must not hinder the use of personal protective equipment.

Nails

- Nails must be well-groomed and cannot extend beyond the length of the fingertips.
- Nail polish is **NOT** permitted of any type (including clear).
- Artificial fingernails or permanent/semi-permanent nail decorations will not be worn in any clinical areas where client contact will take place.

Jewelry

- Jewelry, including hair jewelry, must not be excessive in the clinical or lab environment.
- Earrings must fit snugly against the ear lobe.
- No other jewelry or body piercing materials should be visible while in uniform.
- Jewelry must not hinder the use of personal protective equipment.
- Temporary or permanent body art (tattoos) is acceptable. Tattoos should be covered with a long-sleeved white crew neck T-shirt.
- Watch with second hand.

Smoking

The WBU campus and all healthcare facilities adhere to smoke-free policies. Students who smoke must follow these policies and be aware of the impact of second-hand smoke to others.

Miscellaneous

No perfume, cologne, or scented body lotions, powders or aftershave are to be worn in the clinical setting.

Exam Policy

Testing time

All students will be given 2 minutes per question. All exams must process one question at a time with no backtracking.

Exam Day Progression

Prior to Exam start

- All personal belongings must be placed in the designated area of the Testing Center or classroom.
- Cell phones are to be **turned off** and placed in the designated area determined by the instructor of record.
- If the phone rings, vibrates, dings, etc., it will be perceived as an opportunity to cheat, and the student will be given a grade of "0" (zero) on the examination.
- "Smart" watches/glasses are not allowed during the examination period.

During Exam.

- No food or drink allowed during exam. NO EXCEPTIONS.
- Students may get up to use the restroom during the examination, but the time continues running down. NO EXCEPTIONS.
- No verbal or nonverbal communication between students. This will result in a grade of "0" (zero) for the examination.
- Any information/notes found on, or in the immediate vicinity of the individual during a testing situation will be grounds for termination of the testing and could result in dismissal of the individual involved.
- The professor will provide scratch paper or an MSON calculator if calculation is required on the exam. Personal calculators cannot be brought into the testing center by the student.

After Exam

- When students have completed the examination, they must leave the Testing Center or classroom and take a break until class resumes.
- Students **MAY NOT RE-ENTER** the classroom until the testing period is completed.
- When leaving the room, be courteous to classmates and exit as quietly as possible.

Late Arrival

If a student arrives late for an exam, they will not be given additional time to complete the exam. If a student is late for the exam, then they will utilize the remaining time to complete the exam. All exams will be scheduled to be completed within the specified time agreed upon within this policy. (For example: The test time is 60 minutes. If the student arrives 20 minutes late, he/she now has 40 minutes to take the exam.)

Absence

If a student is absent on an exam day, and the instructor has not been notified and arrangements made, the student will receive a grade of "0" (zero) on the exam.

The faculty will review each case individually to decide if the student can make up the exam. If the faculty allows the student to take the exam, a different version of the exam will be administered that meets the same student learning outcomes (SLOs). The makeup exam must be completed within 5 business days of the original exam. If the student does not complete the makeup exam within the time period, the student will receive a "0" (zero) on the exam.

Exam Review

Faculty will review all unit exams including the final once all students have completed the exams. Students may request to review their exams including final exams in a 1:1 format. During the review, the student meets with the faculty of record during office hours and reviews their exam. During the meeting, all personal belongings including but not limited to cell phones will not enter the faculty's office space.

Off-Campus Proctoring

In the event that online proctoring of exams must take place, students must take the exam at the specified time by the faculty of record. Late arrival into the online exam will result in the same time deduction. If unable to take the exam at the time specified, the student must notify the faculty one hour prior to the exam.

The student must be in a secure room with the door closed and no other people in the room at the time they take the online proctored exam. Any student found taking an exam in the home of a classmate will be considered as collaborating on the exam and will be given a grade of "0" (zero) on the exam.

The webcam the student uses must remain on at all times, and the student must remain fully visible. The student must present their student ID prior to taking the exam. Any anomalies noted from the proctoring service will be reported to the faculty and decisions as to next steps with the student concerning the exam will be given to the student by the faculty.

Computer Testing

Students may **NOT** navigate from the testing web page during any examination. Navigating from the exam web page will result in a grade of "0" (zero) on the exam.

Grading Policy

All nursing courses must be passed with a grade of 75 or better to be considered for progression to the next level. Each instructor, based on the MSON grading scale, assigns a letter grade of A, B, C, D, F, WP, or WF.

MSON GRADING SCALE

A	90-100
B	80-89
C	75-79
D	60-74
F	<60

Clinical Learning Experiences

Clinical experience is an essential part of the nursing student's education. The student must be able to demonstrate safe, competent practice of nursing care to clients during each clinical course. The clinical learning experiences may be in local community agencies and health care facilities throughout the metro-San Antonio area. Students may be assigned to a clinical experience during day, evening, night or weekend hours. Please be aware that students are responsible for their own travel during all clinical experiences. All clinical experiences will be supervised by a MSON faculty member in addition to a designated preceptor at the clinical site.

Clinical Placement

Student assignment to clinical sites is coordinated through CB Bridges®. MSON clinical partners utilize CB Bridges® for onboarding and orientation of students to the specific clinical agency for the clinical learning experience. Students are required to create a CB Bridges® account.

Clinical Preparedness

If a student arrives unprepared for client care (out of dress code in any way, lacking any portion of required paperwork, Clinical Evaluation Tool, Skills Passport, etc.) that student will be dismissed from the clinical and counted absent.

Students who are unable to successfully demonstrate/perform any psychomotor skill, for which they have been previously trained in the lab, safely and competently in the clinical setting will be dismissed from the clinical setting. The student will be required to practice and be checked off by the instructor of record before returning to the clinical site. Students unable to return to clinical, due to a lack of psychomotor skills, will be counted absent.

Clinical Learning Experience Guidelines

1. Students should have clinical faculty present when performing any skill for the first time.
2. Students should have documented competencies of performing all skills, clinical faculty permission, and must have direct supervision of a licensed nurse. (All procedures must follow the facility's policies and procedures.)
3. Students are not allowed to administer experimental drugs, anti-neoplastic, or blood products.
4. Students should check for client allergies prior to medication administration.
5. Students should have direct supervision of a clinical faculty or designated preceptor when administering medications. (Direct supervision is defined as the presence of a licensed nurse.)
6. Students will work with clinical faculty if involved in an encounter requiring an Incident Report, and will follow the facility's policies and procedures.
7. Students cannot serve as a witness for any documentation.
8. Students cannot take verbal/telephone orders, or transcribe orders.
9. Students should be prepared to provide safe nursing care to clients at each clinical learning experience.
10. Students should follow all policies regarding smoking, eating, drinking, vaping (use of e-Cigarettes) or chewing gum on any patient care unit or on any clinical facility property.
11. Students should not assume possession of narcotic keys.
12. Students should report to clinical with professional appearance.

13. Students should maintain updated clinical documents for BLS certification, health physical exam, and immunization records.
14. Students are required to remain in the clinical facility for lunch and/ or breaks.)
15. Students must request clinical faculty's permission before leaving the clinical site prior to the designated departure time.

Clinical Grading Policy

The clinical portion of the course is on a pass/fail basis and must be passed to pass the course. Students must meet the following criteria to pass the clinical portion of the course:

- Meet all criteria of the Clinical Attendance Policy, clinical expectations, and tardiness policy.
- Complete all clinical assignments with a passing score
 - 85% or greater on ALL clinical assignments
 - 85% or greater on Simulation Evaluation(s) average
- No more than 3 UNMETS on all clinical assignments.
- If > 3 UNMETS, student risks clinical failure
- Pass the medication Calculation Test as per the Medication Calculation Testing Policy.
- Clinical failing behaviors are linked to the Texas Board of Nursing Standards of Professional Practice

Student's will be evaluated on clinical performance and mastery of skills in each clinical course.

1. Clinical evaluations are based on the competencies specified in the Clinical Evaluation Tool (CET). A formative and summative evaluation will be completed.
2. Failure to meet the minimum requirements on the CET will result in a grade of "D" or below and the student will fail the course.
3. The student will be responsible for documenting their student learning activity data. Faculty will be responsible for the assessment of their performance on this tool, as described above. The clinical faculty may include observations/comments/concerns of hospital staff, patients, or others as appropriate.
4. The student must bring all required documentation to the clinical site each day, for documentation and grading. Failure to present the CET for documentation and grading will result in being dismissed from the clinical for that day, an absence, and a grade of zero (0) for that clinical day. Please refer to the clinical attendance policy for more information regarding absences.
5. Students will be given the opportunity to comment on their clinical experience/grade through written documentation. Student signature will be required on the CET and indicates acknowledgement of all recorded grades and student/faculty feedback.

Clinical Grading Guidelines

Grading Rubric	
Clinical Evaluation Tool (if applicable for course)	Met/Unmet
Skills Proficiency/Test Outs (Must pass skills test in 2 attempts, if applicable for course)	Pass/Fail
Clinical/Simulation Assignments	Met/Unmet

Lab Assignments	Met/Unmet
EHR for Simulation & Clinical	Met/Unmet
Dosage Medication Exam (90% proficiency-see policy, if applicable for course)	Pass/Fail
All clinical assignments MUST meet 85% or > to receive a "MET"	

Skills Lab Passport & Sign-Off

All students are required to purchase a nursing passport at the beginning of their first term. Passports will be required to be with the student at all times during all clinicals and labs throughout the two-year program. Once the student has completed a skill in the lab the faculty will sign-off in the Passport that the student has performed the skill in the lab. The faculty must be present to observe the skill. It is both the students' and faculty's responsibility to ensure the passport is signed during each session.

Competency/Skill Check-Off

Students are responsible for their skills performance competency as follows: successfully perform the skill safely and accurately by the deadline (per course syllabus/calendar).

1. Achieve an **85% or >** on the Skills Check-Off to pass the skills being evaluated. Inability to demonstrate proficiency will require documentation of successful remediation within 1 week of the first unsuccessful attempt.
2. The student will reschedule skills testing within 1 week of completion of remediation and provide the faculty a signed copy of the remediation report prior to retesting.
3. Student must meet an 85% or > on 2nd attempt. If the student is not successful on the 2nd attempt, the student will receive a grade of "F" for the course.
4. Students who do not adhere to the Skills Competency demonstration deadlines will not pass the course.
5. Students will not receive greater than 3 UNMETs on clinical/lab paperwork/assignments or will result in clinical failure.
6. Students must meet a Satisfactory (S) completion on the final CET completed by the clinical faculty at the end of the course.
7. Clinical will be graded as pass/fail. Unsuccessful completion of clinical will result in failure of the course.
8. A clinical failure may also be issued for unsafe behavior performed in clinical, unprofessional behavior, or failure to pass a skills-check-off during the testing period. Clinical failure will result in immediate dismissal from all course activities.

Competency/Dosage Calculation

1. All students must demonstrate competency in dosage calculation during the designated week of each academic term. Notice of the Dosage Calculation testing date will be provided in the course syllabus at the beginning of the term.
2. Students will have 2 attempts to pass a Dosage Calculation exam with a score of 90% or greater.
3. A passing score on the Dosage Calculation exam must be achieved to progress to clinical experiences.
4. Students will demonstrate competency and proficiency by passing a mastery skills check-off appropriate to the level of entry.

Confidentiality/HIPAA Policy

Clients and family members have the right to confidentiality of all records and communications, written or verbal, between patient and healthcare providers. Nursing students will follow these standards:

1. Student nurses will not reveal to anyone, other than their instructor, any confidential information that may come to their knowledge in the course of their work/studies.
2. Student nurses will hold in confidence all personal matters and all family affairs, which the student has been made aware of during the course of caring for the individual clients.
3. Students **may** be dismissed from the program for breach of confidentiality.
4. Students signing the Confidentiality standard form, confirm that they have received this information, both written and verbal.

Course Evaluation

At the end of the course all students are given the opportunity to evaluate the course including the instructor. All students are given instructions on accessing the website where they select the term and the course number and are provided with an evaluation form for the course. Faculty do not receive individual evaluations. 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 asking to suggest how the faculty could make improvements.

Professional Character

Good professional character is the integrated pattern of personal, academic, and occupational behaviors which, in the judgment of the Texas Board of Nursing 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 standard of nursing practice including, but not limited to, behaviors indicating honesty, accountability, trustworthiness, reliability, and integrity.

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 ensure 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.

MSON Student Conduct

Standards of conduct expected of a student at the Mieth School of Nursing at Wayland Baptist University are:

- Personal integrity in keeping with New Testament standards.
- Respect for the property, knowledge, and rights of other people.
- Behave in such a manner as to uphold, not detract from, the good name of the Mieth School of Nursing at Wayland Baptist University.
- Improper behavior includes cursing, gossip, or other language that is abusive or offensive to others.

Expectations for MSON Students

Students in the MSON at WBU are preparing to enter a profession that requires the continuous manifestation of a deep personal commitment to integrity, compassion, and concern for others. Nursing students must demonstrate these qualities along with high levels of motivation and effective interpersonal skills. For nurses, the development of mature, sensitive, and effective relationships with patients and other members of the health care team is essential.

To assess the student's ability to develop such relationships, the MSON faculty and WBU administration expect all nursing students to reflect these professional expectations continuously.

Should a student fail to demonstrate the professional knowledge, skills, values, and competencies expected specifically and generally in nursing education, the Dean of the MSON, and the faculty, reserve the right to take disciplinary action up to and including dismissal from the nursing program. This reservation of ultimate authority and responsibility to assess the student's fitness for nursing is in addition to the specific administrative rights and responsibilities addressed in the various sections of this handbook.

Specific professional qualities that MSON students must manifest during their academic programs include:

- Completion of all responsibilities in the classroom and clinical settings.
- Acceptance of supervision in clinical settings as well as in the nursing program generally.
- Sound and stable judgment.

- Emotional maturity.
- Ability to accept and integrate constructive criticism.
- Ability to function as part of a health care team.
- Flexibility and ability to adapt to changing environments.
- Impeccable personal integrity.

Aspects of Professionalism

Nursing students shall express an awareness of and always display the following qualities while participating in all educational experiences including classroom, laboratory, clinical, and at any time while representing the university.

Integrity: Ethical and Professional (To instill confidence and trust.)

- Character
- Projection of a professional image
- Honesty and forthrightness
- Trustworthiness
- Professional maturity and conduct
- Proper manners
- Confidence

Excellence and Innovation (To achieve quality results through application and knowledge, skill, insight, and imagination)

- Pressing excellence
- Displaying continual improvement

Student Success and Accountability (To achieve goals through commitment and outcomes.)

- Being responsible and accountable
- Doing what is right
- Following instructions

Diversity (To celebrate the diversity of ideas and cultures.)

- Showing appreciation, respect, and understanding of all others

Sense of Community (To care for those we serve and for ourselves.)

- Showing genuine concern for the well-being of the community
- Showing genuine concern for yourself

Collaboration (To work together for the benefit of one and another and for those to whom we provide care.)

- Being a team player

Disciplinary Actions

The programs of the MSON at Wayland Baptist University assist the student in becoming a safe practitioner. The primary purpose of the Texas Board of Nursing is to protect and promote the welfare

of the people of Texas by assuring that nurses are competent and safe practitioners. The MSON at Wayland Baptist University holds the students accountable for the following:

The ANA Nursing Code of Ethics along with professional standards of behavior helps the student in meeting the TBON's expectations. Please refer to the **TBON Rule 213.27-213.30, 217.11, and 217.12**, which refers to Good Professional Character and the Rule for Unprofessional Conduct.

Ethical and professional behavior is mandated for all students while in class, lab, clinical, or anytime representing the MSON at Wayland Baptist University. **Unprofessional and unethical behavior will NOT be tolerated in the MSON programs.**

Failure to abide by the aspects of Professional Behavior Guidelines and/or Wayland Baptist University's **Code of Student Conduct Policy** may result in suspension from class/clinical and/or dismissal from the program.

Disciplinary action, which may include interim suspension and/or program dismissal, will follow documented evidence of:

- Unprofessional/dishonorable conduct: including, but not limited to, coming to class unprepared, tardiness, absenteeism, and not submitting assignments in a timely manner
- Unethical behavior
- Failure to adhere to classroom and/or laboratory policies
- Failure to adhere to clinical policies
- Failure to adhere to and follow the policies and procedures as stated in the **MSON Student Handbook**.

Interim Suspension

Interim suspension is defined as the removal from the class (theory), laboratory, or clinical setting for the remainder of the day. Interim suspensions may result in student probation or dismissal from the program after review of the infraction.

Immediate Dismissal

The program may follow documented evidence of any one or more of the following infractions:

1. Willful lying or deceit.
2. Verbal or physical abuse of patients, faculty, peers, hospital staff.
3. Falsification of records, including, but not limited to, signing another student's name to any document.
4. Cheating, plagiarism, collusion, fabrication, stealing.
5. Patient neglect of any kind.
6. Failure to acknowledge and honor patient's rights.
7. Failure to successfully pass psychomotor skills as outlined in the syllabus.
8. Misuse of drugs and/or alcoholic beverages and/or abusive substances.
9. Inability to render safe competent patient care.
10. Giving any form of medication without direct supervision of the instructor or designated preceptor.

11. Documentation of medication errors in the program, including any violation of the seven rights of drug administration (**right patient, right medication, right dose, right route, right time, right to refuse, right documentation**). Students must show all work for drug calculation: Calculators will be permitted.
12. Refusal of a clinical agency to allow a student affiliation in that agency.
13. Breach of confidentiality/violating HIPAA.
14. Leaving the clinical setting without prior and proper notification to the faculty member and Dean of the MSON.

Acknowledgement of Resources

The policies and guidelines provided in this handbook reflect expectations of the Texas Board of Nursing for baccalaureate and graduate nursing programs. The following resources were used:

Texas Board of Nursing. (2021). *Differentiated essential competencies of graduates of Texas nursing programs*. Texas Board of Nursing.

https://www.bon.texas.gov/pdfs/publication_pdfs/Differentiated%20Essential%20Competencies%202021.pdf

Texas Board of Nursing. (2024). *Texas Board of Nursing rules and regulations relating to nurse education, licensure and practice*. Texas Board of Nursing.

https://www.bon.texas.gov/pdfs/law_rules_pdfs/rules_regulations_pdfs/March%202024%20Rules%20and%20Regulations%20Rev%202.pdf