# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mission Statement</td>
<td>3</td>
</tr>
<tr>
<td>Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>Program Outcomes of the BSN Program</td>
<td>4</td>
</tr>
<tr>
<td>Admission</td>
<td>4</td>
</tr>
<tr>
<td>General Academic Core</td>
<td>5</td>
</tr>
<tr>
<td>Nursing Course Descriptions</td>
<td>5</td>
</tr>
<tr>
<td>Nursing Student Conduct</td>
<td>11</td>
</tr>
<tr>
<td>Discipline Policy</td>
<td>12</td>
</tr>
<tr>
<td>Substance Abuse Policy</td>
<td>16</td>
</tr>
<tr>
<td>University Sanctions</td>
<td>16</td>
</tr>
<tr>
<td>Criminal Sanctions</td>
<td>17</td>
</tr>
<tr>
<td>Holidays</td>
<td>18</td>
</tr>
<tr>
<td>Semesters</td>
<td>18</td>
</tr>
<tr>
<td>Withdrawal from the University</td>
<td>18</td>
</tr>
<tr>
<td>Registration</td>
<td>19</td>
</tr>
<tr>
<td>Eligibility Requirements</td>
<td>20</td>
</tr>
<tr>
<td>Transfer Policy</td>
<td>21</td>
</tr>
<tr>
<td>Class and Clinical Attendance</td>
<td>22</td>
</tr>
<tr>
<td>Grading system</td>
<td>23</td>
</tr>
<tr>
<td>Annual Notification of Rights under Family Educational Rights &amp; Privacy Act</td>
<td>23</td>
</tr>
<tr>
<td>Directory Information</td>
<td>24</td>
</tr>
<tr>
<td>Students Grade Appeals</td>
<td>25</td>
</tr>
<tr>
<td>Student Clinical Evaluation</td>
<td>28</td>
</tr>
<tr>
<td>Academic integrity</td>
<td>28</td>
</tr>
<tr>
<td>Plagiarism</td>
<td>30</td>
</tr>
<tr>
<td>Library and Research Resources</td>
<td>30</td>
</tr>
<tr>
<td>Testing Policy</td>
<td>31</td>
</tr>
<tr>
<td>Examity Proctor System Guidelines for Online Exam</td>
<td>32</td>
</tr>
<tr>
<td>Licensure readiness policy.</td>
<td>33</td>
</tr>
<tr>
<td>Textbooks</td>
<td>33</td>
</tr>
<tr>
<td>Course Evaluations</td>
<td>34</td>
</tr>
<tr>
<td>School Committees</td>
<td>34</td>
</tr>
<tr>
<td>Statement on Plagiarism and Academic Dishonesty…(ownership)</td>
<td>34</td>
</tr>
<tr>
<td>Disability Statement</td>
<td>34</td>
</tr>
<tr>
<td>Discrimination</td>
<td>34</td>
</tr>
<tr>
<td>Student Grievance Policy</td>
<td>34</td>
</tr>
<tr>
<td>Sexual Harassment</td>
<td>35</td>
</tr>
<tr>
<td>Information Technology and Telecommunication Services</td>
<td>35</td>
</tr>
<tr>
<td>Accessing Your WBU Email</td>
<td>37</td>
</tr>
<tr>
<td>Wayland Baptist University Policy on Social Media</td>
<td>37</td>
</tr>
<tr>
<td>School of Nursing Student Handbook and Eligibility Requirements</td>
<td>39</td>
</tr>
<tr>
<td>Photo Release</td>
<td>41</td>
</tr>
<tr>
<td>Uniform Dress Code Policy</td>
<td>43</td>
</tr>
</tbody>
</table>
**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 health care world. The school prepares graduates who are committed to providing excellent, evidenced based patient care, teaching, service and outreach.

**Philosophy**

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

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

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

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

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

- Upon graduation the graduate will be able to 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. The graduate will participate in nursing organizations that encourage professional leadership roles in the nursing community.

- Upon graduation the graduate will continue lifelong learning and will have the foundation for graduate study as evidenced by the graduate participating in continuing education activities and acknowledgement by graduate nursing programs that the student is prepared for graduate study.

- Upon graduation the graduate will promote involvement in both professional and community organizations and activities as evidenced by the graduate participating in these types of organizations.

- Upon graduation the graduate will 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.

- Upon graduation the graduate will 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.

- Upon graduation the graduate will apply concepts from nursing theories and research, cultural competencies, the sciences and humanities, to assess individual client’s/families/communities’ needs for nursing intervention.

- Upon graduation the graduate will collaborate with clients and other health care professionals to plan and deliver health care services.

- Upon graduation the graduate will 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).

Admissions:

School of Nursing Admission

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

Applicants for admission to the School of Nursing must complete the application process as follows: BSN - February 15 for Summer admission and by August 15 for Winter admission. LVN-BSN: May 15 for Fall Admission and Nov 15 for Spring admission. Admission to the program may be limited based on the availability of faculty and practice sites.
The students’ academic record and the Test of Essential Academic Skills (TEAS) are considered for admission including the following criteria:

- Completion of all prerequisite courses with a minimum grade of C
- A minimum cumulative GPA of 2.5 on a 4.0 scale in all course work
- A minimum cumulative ranking score of 18 (criteria include TEAS overall score, TEAS reading comprehension score, TEAS English score, grades for Anatomy and Physiology I and II, grades for Microbiology and Pathophysiology, and cumulative GPA). In the event that we have to make a decision between several students with the same scores, the students with the highest overall TEAS score will be admitted.

All students will be required to obtain a background check through the Texas Board of Nursing (TXBON). Any student who must submit a declaratory to the TXBON will not be granted admission to the program until they have been cleared by the TXBON.

All students will be required to pass a drug screen prior to admission.

**Nursing Courses:**

**Generic BSN**

**First Term:**

**NURS 3622 Fundamentals of Nursing** – This course introduces students to the role of nursing as a profession and a practice. Emphasis is on the nurse as a provider of patient-centered care, patient advocate, member of the healthcare team, and member of the nursing profession. Focus on understanding of select fundamental biophysical, psychosocial, and professional nursing concepts with nursing interventions and clinical decision making for patients and their families. A strong emphasis is placed on the acquisition of theory and skills necessary for the practice of nursing. Eight lecture hours, four lab hours, and 8 clinical hours.

**NURS 3421 Health Assessment** - The presentation of key concepts, theories and techniques involved in the physical assessment for the adult, geriatric adult, infant and expected mother relevant to practice as a registered nurse. This course will explore the major concepts and conceptual issues underlying the normal and abnormal physical presentation of the client. Introduction to pathophysiological concepts of the disease processes will be covered. The course is intended to assist students in clarifying conceptual issues in the basic technical aspects of assessment of anatomy, pathophysiology, including bedside application of these assessment skills. Laboratory tests and diagnostic tests are also incorporated. The emphasis on caring is displayed through themes of assessment from a holistic approach: cultural, spiritual, familial, and environmental considerations, are included. Client dignity and health promotion are reinforced in conjunction with the Fundamentals course content. Emphasis will be placed on communication of specific health assessment findings and acquiring health
assessment knowledge and skills based on evidence based scientific rationale. Two lecture hours, 6 lab hours.

Second Term:

**NURS 3430 Introduction to Medical Surgical Nursing:** Integration of professional competencies in the nursing care of diverse adult patients throughout the lifespan. Emphasis is on the nurse as a provider of patient-centered care, patient advocate, member of the healthcare team and member of the profession. Focus on understanding of selected biophysical, psychosocial, and professional nursing concepts with nursing interventions and clinical decision making for patients and their families. Four lecture hours, 2 lab hours, 12 clinical hours.

**NURS 3424 Pharmacology: Nursing Implications:** This course introduces the student to the fundamental principles of pharmacology. Investigates the major classifications of drugs with emphasis on pharmacotherapeutic actions and nursing implications. Previously learned skills and concepts, as well as, prerequisite science courses are integrated into the discussions. Four lecture hours.

Third Term:

**NURS 3423 Childbearing Nursing:** This course focuses on the culturally diverse childbearing women, their families and their adaptation to pregnancy and childbirth. Students will study the holistic nursing care related to the prenatal, antepartum, intrapartum, and postpartum phases of maternity care, the high risk mother, high risk neonate, labor and postpartum complications. Focus is on the application, analysis and synthesis of selected biophysical, psychosocial, and professional nursing and health care system concepts utilizing evidence based practice in the interventions and clinical decision making for patients and their families. Four lecture hours, 8 clinical hours.

**NURS 3425 Pediatric Nursing:** This course introduces the student to the care of the well child, the child with special needs and the child with acute and chronic health care needs. Strong emphasis is on maintaining dignity of the child and promoting healthy growth and development, even during illness. The child’s family needs will be examined. Three lecture hours, 8 clinical hours.

Fourth Term:

**NURS 3210 Health Promotion and Maintenance:** This course will focus on specific community and individual needs in the delivery of disease prevention and health promotion. The student will have an overview of conceptual foundations and theoretical approaches. Factors related to health promotion will be discussed. Health promotion will be examined throughout the life cycle and promotion strategies and interventions will be addressed. Three lecture hours.
NURS 3630 Intermediate Medical Surgical Nursing: In depth coverage of health care concepts with application through selected exemplars. Analysis of previous knowledge and skills forms the foundation with the emphasis on the nurse as a provider of patient-centered care, patient advocate, and professional member of an interdisciplinary health care team. Focus is on the application, analysis, and synthesis of selected biophysical, psychosocial, and professional nursing concepts utilizing evidence based practice in the interventions and clinical decision making for patients and families. Three lecture hours, sixteen clinical hours.

Fifth Term: Break

Sixth Term:

NURS 4535 Community and Public Health Nursing: The presentation of key concepts, theories, and issues relevant to practice as a public health/community health nurse. This course will explore the major concepts and conceptual issues underlying the specialty of community-oriented nursing, including the dimensions of public health and community health nursing. The course is intended to assist students in clarifying conceptual issues in the specialty and in beginning to develop positions on critical health care issues including access to care, disparities, vulnerable populations, health promotion across the lifespan and the implementation and progress of Healthy People 2020 National Health Objectives. Three lecture hours, eight clinical hours.

NURS 4445 Mental Health Nursing: Focuses on the physiological and psychological concepts of mental health related to acute and chronic health problems across the lifespan. The role of the professional nurse in health promotion and illness prevention are key components. Emphasis is placed on mental health milieu that exists in both the hospital and community settings. Three lecture hours, eight clinical hours.

Seventh Term

NURS 4442 Leadership and Management: This course explores concepts of leadership and management through an examination of various leadership/management theories, organizational and resource management styles, meeting consumer needs and delegation of nursing care. The course will explore essentials of the nurse leader and manager, such as delegation, decision-making, and conflict management. Throughout the course, the emphasis will be on the use of critical thinking and critical reasoning. Four lecture hours, eight clinical hours.

NURS 4348 Nursing Theories and Research: In-depth coverage of nursing today, the history and social context of nursing, defining nursing and socialization to professional practice, conceptual and philosophical bases of nursing, and nursing theory. Emphasis is given to the concepts of evidence based practice which is utilized in patient centered care, professionalism, quality improvement, safety and team/collaboration. Four lecture hours.
Eighth Term

**NURS 4630 Advanced Medical Surgical Nursing:** This course integrates previously learned professional nursing competencies in the care of a diverse adult population with advanced medical surgical disease processes. Analysis of previous knowledge and skills forms the foundation with the emphasis on the nurse as provider of patient-centered care, patient advocate, and professional member of an interdisciplinary health care team. Focus is on the application, analysis and synthesis of selected biophysical, psychosocial, and professional nursing concepts utilizing evidence based practice in the interventions and clinical decision making for patients and their families. Three hours lecture, Sixteen clinical hours.

**NURS 4332 Ethical and Legal Issues in Nursing:** This course investigates current ethical issues facing nursing today and current historical legal issues. Previously learned skills and concepts, as well as prerequisites science courses are integrated into the discussions. Four lecture hours.

LVN-BSN Curriculum Plan

The LVN to BSN program allows a Licensed Vocational Nurse to complete a Bachelor of Science Degree in Nursing in seven semesters instead of 8. The student completes 70 semester credit hours of prerequisite coursework prior to beginning the program. The student will receive 9 semester credit hours of upper-level nursing credit for their previous course work for their LVN. The student will complete the program with 60 semester credit hours of upper-level nursing courses.

The prerequisite course work is the same course work that the generic BSN student must take, with the exception of BIOL 3310 Medical Terminology. See the above General Academic Core for course descriptions. The nursing courses must be sequential. The student may enter the program beginning fall or spring term. The following are the course descriptions for the LVN to BSN program. The courses will be offered in the following sequence.

**First Term:**

**NURS 3424 Pharmacology: Nursing Implications:** This course introduces the student to the fundamental principles of pharmacology. Investigates the major classifications of drugs with emphasis on pharmacotherapeutic actions and nursing implications. Previously learned skills and concepts, as well as, prerequisite science courses are integrated into the discussions. Four lecture hours.

**NURS 3422 Accelerated Health Assessment and Skills Lab:** Basic technical aspects of anatomy, pathophysiology, bedside assessment skills, with the application of laboratory tests and diagnostic tests are emphasized. The focus on caring is displayed through themes of assessment of the whole person: cultural, spiritual, familial, and environmental considerations, including patient dignity and health promotion. Emphasis will be placed on communication of specific health assessment findings and acquiring
health assessment knowledge and skills to perform a complete head to toe assessment expected of the entry level BSN. The content incorporates current scientific rationale and evidence based practice.

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

Second Term:

NURS 3423 Childbearing Nursing: This course focuses on the culturally diverse childbearing women, their families and their adaptation to pregnancy and childbirth. Students will study the holistic nursing care related to the prenatal, antepartum, intrapartum, and postpartum phases of maternity care, the high risk mother, high risk neonate, labor and postpartum complications. Focus is on the application, analysis and synthesis of selected biophysical, psychosocial, and professional nursing and health care system concepts utilizing evidence based practice in the interventions and clinical decision making for patients and their families. Four lecture hours, 8 clinical hours.

NURS 3425 Pediatric Nursing: This course introduces the student to the care of the well child, the child with special needs and the child with acute and chronic health care needs. Strong emphasis is on maintaining dignity of the child and promoting healthy growth and development, even during illness. The child’s family needs will be examined. Three lecture hours, 8 clinical hours.

Third Term:

NURS 3210 Health Promotion and Maintenance: This course will focus on specific community and individual needs in the delivery of disease prevention and health promotion. The student will have an overview of conceptual foundations and theoretical approaches. Factors related to health promotion will be discussed. Health promotion will be examined throughout the life cycle and promotion strategies and interventions will be addressed. Three lecture hours.

NURS 3630 Intermediate Medical Surgical Nursing: In depth coverage of health care concepts with application through selected exemplars. Analysis of previous knowledge and skills forms the foundation with the emphasis on the nurse as a provider of patient-centered care, patient advocate, and professional member of an interdisciplinary health care team. Focus is on the application, analysis, and synthesis of selected biophysical, psychosocial, and professional nursing concepts utilizing evidence based practice in the interventions and clinical decision making for patients and families. Three lecture hours, sixteen clinical hours.

Fourth Term: Break
Fifth Term:

**NURS 4535 Community and Public Health Nursing:** The presentation of key concepts, theories, and issues relevant to practice as a public health/community health nurse. This course will explore the major concepts and conceptual issues underlying the specialty of community-oriented nursing, including the dimensions of public health and community health nursing. The course is intended to assist students in clarifying conceptual issues in the specialty and in beginning to develop positions on critical health care issues including access to care, disparities, vulnerable populations, health promotion across the lifespan and the implementation and progress of *Healthy People 2020 National Health Objectives*. Three lecture hours, eight clinical hours.

**NURS 4445 Mental Health Nursing:** Focuses on the physiological and psychological concepts of mental health related to acute and chronic health problems across the lifespan. The role of the professional nurse in health promotion and illness prevention are key components. Emphasis is placed on mental health milieu that exists in both the hospital and community settings. Three lecture hours, eight clinical hours.

Sixth Term:

**NURS 4442 Leadership and Management:** This course explores concepts of leadership and management through an examination of various leadership/management theories, organizational and resource management styles, meeting consumer needs and delegation of nursing care. The course will explore essentials of the nurse leader and manager, such as delegation, decision-making, and conflict management. Throughout the course, the emphasis will be on the use of critical thinking and critical reasoning. Four lecture hours, eight clinical hours.

**NURS 4348 Nursing Theories and Research:** In-depth coverage of nursing today, the history and social context of nursing, defining nursing and socialization to professional practice, conceptual and philosophical bases of nursing, and nursing theory. Emphasis is given to the concepts of evidence based practice which is utilized in patient centered care, professionalism, quality improvement, safety and team/collaboration. Four lecture hours.

Seventh Term:

**NURS 4630 Advanced Medical Surgical Nursing:** This course integrates previously learned professional nursing competencies in the care of a diverse adult population with advanced medical surgical disease processes. Analysis of previous knowledge and skills forms the foundation with the emphasis on the nurse as provider of patient-centered care, patient advocate, and professional member of an interdisciplinary health care team. Focus is on the application, analysis and synthesis of selected biophysical, psychosocial, and professional nursing concepts utilizing evidence based practice in the interventions and clinical decision making for patients and their families. Three hours lecture, Sixteen clinical hours.
NURS 4332 Ethical and Legal Issues in Nursing: This course investigates current ethical issues facing nursing today and current historical legal issues. Previously learned skills and concepts, as well as prerequisites science courses are integrated into the discussions. Four lecture hours.

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

A student who withdraws from the University after the second meeting of class and is receiving financial aid will automatically be placed on financial aid suspension for the next semester for which he/she enrolls at Wayland Baptist University School of Nursing.
Note: If a class is dropped that has met at least two times, a grade of W, WP, or WF will be listed on the student’s Wayland Baptist University School of Nursing. See the current semester “Special Dates” notification posted in your classroom for pertinent dates.

Registration

Adding Classes

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

Dropping Classes

The student must come to the IH 35 location to drop a class. A Drop/Add/Withdrawal form is completed and signed by the student. A fee of $10.00 will be charged for each class dropped. All outstanding debts and fees owed to Wayland Baptist University must be paid at that time. The form is then sent to the central campus in Plainview, Texas. A student is officially dropped from a class only after the form has been received in the Registrar’s office. A student will not be allowed to drop a class after the ninth week of classes. Ceasing to attend class will not cause one to be dropped from the course.

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

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

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

Eligibility Requirements

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

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

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

NOTE: Expunged and Sealed Offenses: While expunged or sealed offenses, arrests, tickets, or citations need not be disclosed, it is your responsibility to ensure the offense, arrest, ticket or citation has, in fact, been expunged or sealed. It is recommended that you submit a copy of the Court Order expunging or sealing the record in question to our office with your application. Failure to reveal an offense, arrest, ticket, or citation that is not in fact expunged or sealed, will at a minimum, subject your license to a disciplinary fine. Non-disclosure of relevant offenses raises questions related to truthfulness and character.
NOTE: Orders of Non-Disclosure: Pursuant to Tex. Gov’t Code § 552.142(b), if you have criminal matters that are the subject of an order of non-disclosure you are not required to reveal those criminal matters on this form. However, a criminal matter that is the subject of an order of non-disclosure may become a character and fitness issue. Pursuant to other sections of the Gov’t Code chapter 411, the Texas Nursing Board is entitled to access criminal history record information that is the subject of an order of non-disclosure. If the Board discovers a criminal matter that is the subject of an order of non-disclosure, even if you properly did not reveal that matter, the Board may require you to provide information about any conduct that raises issues of character.

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

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

Transfer Policy

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

Catalog Requirements

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

Class Attendance Policy

Students enrolled at Wayland Baptist University 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 for each term. Regardless of course format (face to face, online, 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 25% or more of the class will fail the course.

Online Students: 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.

1. Student attendance in an online course is defined as active participation in the course as described in the course syllabus. Faculty in online courses are responsible for providing students with clear instructions for how they are required to participate in the course. Additionally, faculty are responsible for incorporating specific instructional activities within their course and will, at a minimum, have weekly mechanisms for documenting student participation. These mechanisms may include, but are not limited to, participating in a weekly discussion board, submitting/completing assignments in Blackboard, or communicating with the faculty.

2. Any student absent 25 percent or more of the online course (non-participatory during 3 or more weeks of an 11 week term, may receive an “F” for that course. Faculty may also file a Report of Unsatisfactory Progress for students with excessive non-participation.

Clinical Attendance Policy

Clinical attendance is an integral part of your performance in a course that contains a clinical. Any student that misses 20% (twenty percent) or more of the total clinical hours in a course will fail the course. If a student has a course with 80 hours of clinical in the course, 16 hours of missed clinical will result in a failure of that course. Clinicals include actual clinicals in an outside facility, skills labs and simulation. Clinicals may also include other experiences that the faculty deem as a clinical day. Also, orientation to the clinical facility is considered a clinical day.
Grading System
90-100 A
80-89 B
75-79 C
60-74 D
below 60 F

All nursing courses must be passed with a grade of 75 or better to be considered for progression to the next nursing courses. Students only have one readmission to the program. All students choosing to retake a course must notify the Dean of the School of Nursing in writing. Enrollment in the course will be based on space availability. Each instructor, based on Wayland Baptist University School of Nursing policy, assigns a grade of A, B, C, D, F, WP, or WF.

Change of Grade

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

Annual Notification of Rights under Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) afford 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/Phone 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. 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.

Student Clinical Evaluation

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

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:

- Student’s full name
- PCID number
- Instructor’s full name
- Term, course, section, and campus affiliation
- Date, time and description of infraction and names of witnesses
- Description of faculty member’s imposed sanction and rationale, including a copy of the written reprimand
- 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:

- 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

- 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

- 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:

<table>
<thead>
<tr>
<th>University of Texas at San Antonio</th>
<th>Alamo Community College District</th>
</tr>
</thead>
<tbody>
<tr>
<td>University of Texas Health Science Center</td>
<td>Northwest Vista College</td>
</tr>
<tr>
<td>St. Mary’s University</td>
<td>Palo Alto College</td>
</tr>
<tr>
<td>Our Lady of the Lake University</td>
<td>San Antonio College</td>
</tr>
<tr>
<td>University of the Incarnate Word</td>
<td>St. Philips College</td>
</tr>
</tbody>
</table>

- 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](http://www.texshare.edu).

**Testing Policy**

All students testing in the School of Nursing will be taking computerized testing unless otherwise notified. All students must be present for the exam at the scheduled time and place. In the event that the student cannot make the testing date and time, the student must contact the faculty member at least one hour prior to the test. The faculty member has the right to choose whether the reason for the student not testing is an excusable reason and whether or not a makeup test will be given. If the faculty allows the student to complete a makeup exam, the student must complete the exam not later than one week following the scheduled exam. If the student does not complete the makeup exam in the one week time period the student will receive an “F” on the exam. If the student does not notify a faculty member that he/she is missing exam the student will receive an “F” on the exam. If a student arrives late for an exam they will not be given additional time to complete the exam.

Faculty review exams once all students have completed an exam. If 66% or more of the student population selected the incorrect answer the question will be reviewed for validity and reliability. The question will be considered for retain as is, throw out, or accept more than one answer. If a question is thrown out then the total number of questions will be reduced by one. Exam reviews can only be done with the current exam and must be done within one week of the exam. Final exams will not be reviewed unless the student has failed the course. Any challenges to test questions must be submitted in writing and be supported with rationale and text with page numbers and why you feel the answer you are
suggesting is correct. The faculty will review your challenge and respond to you within 72 hours.

Make-up Tests

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

Examity Proctor System Guidelines for Online Exams

As recommended

Objective: This policy outlines proctoring and examination security expectations for students when online examinations are given in a course.

Standards: Examinations are important mechanisms for evaluation of student learning. The College of Nursing programs adhere to standards of academic integrity as articulated by the College of Nursing Honor Code and Wayland Baptist University Student Conduct Code. Cheating on examinations is contrary to both academic integrity standards and to ethical standards and constitutes reason for academic withdrawal and/or expulsion from the College or University. Review the Student Conduct Policy in the student handbook, available online at http://www.sa.wbu.edu/

Some courses in the College of Nursing use the Examity System. Examity may contain a web-camera, microphone and fingerprint reader. These devices identify the student and capture video and audio throughout the exam and upload it to the secure servers. This video will be used for the purpose of establishing if any suspicious activity occurred during the test. The video feed provides a 360 degree view of the exam environment and all video records are subject to review by faculty.

Process: The Examity system will be used with online examinations as instructed by course faculty members. Students are required to take online examinations using a Windows or Mac based computer that meets the minimum requirements as outlined in the instructions.

- Students are responsible for self-testing the functionality of their units well in advance, so that any troubleshooting that is required can be accomplished. A practice quiz for this purpose can be found in the course.

Test Environment Requirements: The online testing environment should mimic the ‘in class’ testing environment, and must conform to the following:
- A quiet, secure, fully lighted room for the examination
  - No other people in the room
  - No pets in the room
  - No communicating with others by any means (with the exception of contact with the faculty member in an emergency)
  - No leaving the room
  - Clean desk or table with nothing except computer and remote proctor system on the desktop or tabletop including removal of all books, papers, notebooks or other materials, unless specifically permitted in written guidelines for a particular examination
  - No writing visible on desk or on walls
  - No music, videos, or TV playing
  - No use of headphones
  - No use of cell phone for any reason other than to contact support or your instructor

**Licensure Readiness Policy**

All students in the program will be required to take an ATI Comprehensive Assessment Predictor Exam at the end of the program. Each student is expected to attain a minimum score of a 90% predictability of passing the NCLEX-RN.

If a student is unsuccessful reaching that target, he/she will not be permitted authorization by the program Dean to sit for the NCLEX-RN exam. Each of those students, identified by an unsuccessful attainment of a 90% predictability score, is required to complete a targeted remediation program offered through the school. Faculty members will be identified to serve as individual coaches to each of these students.

The goal of the remediation program is to further assist students with additional preparation to take the NCLEX-RN exam. Upon complete of the remediation program, each of these students is required to re-take a third ATI Predictor Exam and should score a 90% Predictability of passing the NCLEX-RN. The student will be required to pay for their third predictor.

If the student does not score a 90% on the third predictor they will be required to purchase Virtual ATI review course. Once they have completed the course and have been given a “green light” to go and sit for NCLEX-RN the dean will sign the students affidavit.

**Textbooks**

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

At the end of the course all students are given the opportunity to evaluate the course including the instructor. All students are handed out instructions on accessing the web site where they select the term and the course number and are provided an evaluation form for the course. Faculty does not receive each individual evaluation. Faculty are provided with a summary of the percentages of responses to each question, and a summary of the comments provided by all students in his or her class. Students are encouraged to comment on each question, and for each question they have selected either “Disagree” or “Totally Disagree” they are ask to suggest how the faculty could make improvements.

School Committees

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

Disability statement: 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 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. Students 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, telneting 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.

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!

Wayland Baptist University Policy on Social Media:

Wayland Baptist University recognizes the increasing importance of using social media technologies to enhance communication, collaboration, and information exchange in support of Wayland’s mission and make meaningful connections all over the world. Social media forums can include but are not limited to blogs, wikis, social networks (e.g., Facebook, Twitter, LinkedIn, YouTube, etc.) and personal websites. This is the official social media policy for all Wayland Baptist University accounts and applies to the entire university, including all of its external campuses.

Stated Goals for the Use of Social Media

- Enhance communication with the Wayland community
- Make meaningful world-wide connections
- Promote Wayland’s programs and events
- Reach followers with last-minute news and alerts

General Guidelines

Disclosure: The user must identify her/himself as an employee of Wayland Baptist University when posting a comment regarding the university. Promoting your place of employment without identifying yourself as an employee of the organization is a violation of the Federal Trade Commission Act.

Accuracy: The user must post only those facts he/she knows to be accurate. Cite your sources when possible. If a mistake is made, admit it and correct as soon as possible. Make it clear that a correction has been made.

Respect for Others: Comments should be constructive and respectful while discussing a
Bad experience or disagreeing with a concept or person. Do not make comments about Wayland Baptist University, its students, its alumni, or its employees that are vulgar, obscene, threatening, intimidating, harassing, or discriminatory.

**Maintain Confidentiality:** Do not post confidential or proprietary information about Wayland Baptist University, its students, its alumni, or its employees. Use good ethical judgment and follow university policies and federal requirements, such as the Health Insurance Portability and Accountability Act (HIPAA) of 1996 and the Family Educational Rights and Privacy Act (FERPA).

**Maintain Privacy:** Do not discuss a situation involving named or pictured individuals on a social media site without their permission. Do not post anything that you would not present in a public forum.

**Respect University Time and Property:** It is not appropriate to post to personal account while on the job unless it is directly related to accomplishing work goals and approval has been received from your supervisor. Personal social media conversations should occur on your own time. All use of the Internet via the university’s computer systems, networks, and related equipment is nonprivate, and by using the university’s computer systems, networks and related equipment, the employees consent to have the university access, review, monitor, record, and restrict all such use.

**Liability:** You are responsible for what you post on your own site and on the sites of others. Individual bloggers have been held liable for commentary deemed to be copyright infringement, defamatory, proprietary, libelous, or obscene (as defined by courts). Be sure that what you post today will not come back to haunt you tomorrow.
Wayland Baptist University School of Nursing
Student Handbook and Eligibility Requirements

This statement verifies that I have received a copy of the student handbook.

____________________________
Print Name and Date

____________________________
Student Signature

Eligibility Requirements

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

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

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

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

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

I understand that I will be required to answer these questions when applying for licensure with the Texas Board of Nursing once I have graduated from Wayland Baptist University School of Nursing.

__________________________
Print Name

__________________________
Student Signature
PHOTO RELEASE

In consideration of my engagement as talent/model, and for valuable consideration received, I hereby give Wayland Baptist University, the absolute and irrevocable right to copyright, use publish and republish photographic pictures of me and written copy by me, or in which I might be included, in whole or in part, without restriction as to changes or alterations from time to time, or reproductions thereof, made through any media at Wayland Baptist University, or elsewhere for art, editorial, advertising and trade use for the purpose of:

Marketing print materials, news releases and web site promotion for Wayland Baptist University

I hereby waive any right that I may have to inspect or approve the finish product or products, or the advertising copy, or printed matter that may be used in connection therewith, or the use to which it may be applied. I also consent to the use of any printed matter in conjunction therewith, as well as, use and re-use by Wayland Baptist University for the purpose of its own advertising and self-promotion.

I hereby release, discharge and hold harmless Wayland Baptist University from any and all claims and demands arising out of, or in connection with, the use of the photographs, including any all claims libel.

This authorization and release shall also inure to the benefit of the legal representatives, licensees, or assigns of Wayland Baptist University as well as those for whom it is acting.

I hereby warrant that I am of legal age, and have every right to contract in my own name in the above regard. I state further that I have read the above authorization, release and agreement prior to its execution, and that I am fully familiar with the contents thereof.

__________________________________________  _________________________
SIGNATURE                                  DATE

NAME (please print) ________________________________

CITY  STATE  ZIP CODE ________________________________

I hereby certify that I am the parent or guardian of ____________________________ the model named above, and for value received I do give consent, without reservation, to the forgoing on their behalf.

______________________________
Signature of Parent or Guardian

______________________________  _________________________
WITNESS                                  WITNESS
Uniform Dress Code Policy
NURS003

Uniform Dress Code
The uniform dress code is designed to assist the students and the faculty to maintain consistency in dress attire as is considered appropriate and safe for professional nursing practice. When representing the School of Nursing in the hospital and the community, students are expected to adhere to dress codes as specified by the Uniform Dress Code policy. When representing the School of Nursing during class lectures or labs held at Wayland Baptist University (WBU), The Simulation Lab, and/or clinical sites, the student is required to wear the Clinical Uniform. Students are to wear their uniform only when in class, clinical, or lab settings. Students are not to wear WBU uniform, lab coat, patches or pins when outside the class, clinical, or lab setting or when working in hospitals or other health care agencies for pay. (Example when not to wear uniform: volunteering at soup kitchen, eating out with friends, shopping at the mall, etc.) 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
1. Ladies: Students will wear a gold scrub top and royal blue pant with a white lab coat (hip length). A plain white t-shirt (long or short sleeve with a crew neck or a navy long sleeved t-shirt if needed to cover tattoos) under a gold scrub top is required so as not to reveal midriff or cleavage. No thermal undershirts, hoodies or sweaters are to be worn on the clinical units.
2. Men: Students will wear a gold scrub top and royal blue pant. A plain white, short or long sleeve t-shirt under the scrub top is required.
3. Pants and tops should only be in the styles depicted below. Hem of pants should NOT touch the floor.
4. Shoes should be black leather or vinyl, 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).
5. School patches are to be fixed (sewn or glued) to the left sleeve of both the scrub top and lab coat.
6. Lab coats are to have collars with lapels, button down front and fall just below the hip or at the finger tips. Knee length lab coats are not permitted.
7. Appropriate undergarments are to be worn.
Tapered w/Pockets in Royal Blue

Men’s (Unisex) Cargo in Royal Blue

Scrub top in gold

**Hair**
1. Color is to be of those that occur naturally. Haircuts are to be conservative in nature, clean and well groomed. It is to be worn off the collar.
2. Head bands are permitted in conservative in colors.
3. Beards are to be no longer than one inch, kept well groomed.

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

**Allowable Jewelry**
1. Watch with second hand.
2. One ring (no protruding stone).
4. **One** pair of studs or small earrings placed in the ear lobe only. No gages are allowed.
5. No visible body piercing, temporary or permanent body art (tattoos) is acceptable. Tattoos should be covered with a long sleeved navy crew neck T shirt. Tongue rings are not acceptable.

**Miscellaneous**
1. No perfume, cologne, body lotions, powders or aftershave is to be worn in the clinical setting.

Revised July 2017