ANNIE TAYLOR DEE
SCHOOL OF
NURSING

Bachelor of Science in Nursing

Student Handbook

2024-2025

WEBER STATE UNIVERSITY
Dumke College of Health Professions

Table of Contents

General Guidelines for BSN Nursing Students 2
I. Communication 2
RN-BSN Program-Specific Contact Information 2
a. WSU Email Account 2
b. School of Nursing Bulletin Board 3
c. Canvas Email 3
II. Admission to the Program 3
a. Registration 3
b. Withdrawing from Courses 3
c. Declaring Part-Time, Full-Time, or Inactive Status 4
III. Advisement Policy & Process 4
IV. Delivery Methods, Grading, & Scholarly Writing 5
a. Course Delivery 5
b. Grading 5
c. Scholarly Writing/APA Style 5
V. List of Required Courses 6
VI. Graduation 7
VII. Additional Opportunities for Students 8
a. Departmental Honors in Nursing 8
b. Scholarship Information 9
c. Information on Nursing Organization Membership 10
d. Challenge Exams for NRSG 4500 and NRSG 4300 10
1. General Rules for Challenge Exams 10
2. Procedure for Taking a Challenge Exam 10
3. Specific Challenge Exam Requirements 11
NRSG 4500 Management and Leadership in Nursing Challenege Exam 11
NRSG 4300 Healthcare Policy and Decision-Making Challenege Exam 12

General Guidelines for BSN Nursing Students

Welcome to the Weber State University (WSU) Annie Taylor Dee School of Nursing (SON) RN-BSN Program! **The Annie Taylor Dee School of Nursing Handbook and this BSN Student Handbook are required texts for all students and can be accessed online on the SON Bulletin Board.** Students are responsible for understanding the information provided in both of these handbooks and are accountable for following the guidelines and policies outlined. If you have questions about the contents of this handbook, please clarify with the Program Director or Administrative Assistant. **After reviewing both handbooks, students should sign the Handbook Acknowledgement form and Submit it to the Canvas RN-BSN Orientation Course.**

1. Communication

In the SON, there are several important communication methods. First, if students have program-specific questions, they can contact the Administrative Assistant or the Program Director. See their contact information below:

RN-BSN Program-Specific Contact Information:

RN-BSN Administrative Assistant & Student Advisor: Tiffany Bennett
Email: tiffanybennett@weber.edu
Phone: 801-626-6122
Office: MHN 420 B

RB-BSN Program Director: Dr. Tamara Berghout
Email: tamaraberghout@weber.edu
Phone: 801-626-6810
Office: MHN 432

In addition, students should be aware of the methods that information will be shared with them. These methods include:

a. WSU Email Account
Program information, including updates or policy changes, will be sent to students' email accounts. Therefore, each student is required to establish and maintain a Wildcat email address upon admission. Students are responsible for regularly checking their email and will be held responsible for the information distributed through student email. If you have not already done so, please set up your Wildcat email account by going to https://www.weber.edu/help/kb/Wildcataccount.html and following the links and instructions. If there are any questions or concerns, please contact the IT Service Desk at 801-626-7777. Any changes to student contact information should be emailed to the Administrative Assistant within two (2) weeks of the change.

b. School of Nursing Bulletin Board
Students will also receive program information via the BSN Student Bulletin Board. Students are expected to access and review this information frequently. The BSN Student Bulletin Board can be accessed by going to https://www.weber.edu/Nursing/bsn_bulletinboard.html.

c. Canvas Email
Faculty usually communicate with their students regarding course information using the in-Canvas email system and course announcements. In addition, faculty will post comments on assignments related to assignment-specific feedback. Students should check these systems of communication at least weekly. Students can forward their Canvas emails to their WSU email accounts if desired.

II. Admission to the Program

Admission to the BSN program is based upon official acceptance granted by the BSN admissions committee. Applicants must hold a valid unencumbered RN license in the State of Utah or be eligible to complete the NCLEX at the time of application. Specific application requirements and deadlines can be obtained from the Dumke College of Health Professions Admissions office.

Students are required to have passed the NCLEX and hold an RN license by the completion of their first semester in the RN-BSN program. Students who do not pass NCLEX by the deadline will be placed on inactive status at the completion of the first semester and will only be allowed to reactivate when they have obtained their license as a Registered Nurse.
Students planning to take nursing program prerequisite coursework through a distance learning program should be aware of the following rules:

- The courses must be completed, and the grades must be posted two weeks before starting the nursing program/semester.
- Nursing deadlines override all distance learning guidelines.

a. Registration
After admission, students will coordinate with the BSN Program Administrative Assistant, who will ensure that all required documents are complete and then provide departmental approval for registration. All students must have departmental clearance before actual registration. If a student finds that all sections of a BSN course are full, they can email the Administrative Assistant, who will assist in making other course selections.

b. Withdrawing from Courses
Students are responsible for withdrawing from their courses if they choose to drop a course. When a student chooses to withdraw from a course, the student must email the Administrative Assistant within seven (7) business days. We also suggest that students contact their instructor if they plan to withdraw from their course.

c. Declaring Part-Time, Full Time, or Inactive Status

- **Full-Time Status:** Students who are accepted into the BSN Program may elect to attend full-time. Full-time requires students to complete the BSN Program in two (2) semesters. Students should be aware that full-time status is rigorous and may not be the best option for everyone, depending on their life circumstances.

- **Part-Time Status:** Students who are accepted into the BSN Program may also choose to attend the program at a part-time load (less than 12 credits/semester). Part-time students are required to complete the BSN Program within ***three years*** from the start. Students who fail to complete the program in this timeframe will be dismissed from the program. If they wish to reapply later, they may have to repeat coursework over 3 years old.

- **Changing from Full-Time to Part-Time:** Once admitted, if students wish to change from full-time to part-time status, they must notify the RN-BSN Program Director and Administrative Assistant.

- **Inactive Status:** Students admitted to the BSN program who cannot progress through the program sequentially must notify the Administrative Assistant that they plan to change to inactive status. Students must complete their first semester in the BSN program to be eligible for inactive status. When ready to resume BSN coursework, the student must contact the Administrative Assistant. Inactive status is considered a period of no more than one year. If inactive status lasts longer than one year, students will be required to reapply to the program.

Please Note: *Students who are admitted to the program but fail to register for classes or elect to stop taking classes and do not notify the Administrative Assistant via email, of their intent to be classified as inactive will be withdrawn from the nursing program.* Students who change status may find new and/or additional program requirements necessary if curriculum changes have occurred while on an inactive or involuntarily withdrawn status.

III. Advisement Policy and Process

All students should actively track their degree requirements through the WSU Cattracks system and communicate with their advisors. Below are the specific student responsibilities:

Student Responsibilities:

1. Review the advisement list (found in the Canvas orientation course) and determine the name and email of your personal advisor.
2. Go to the WSU student portal. Follow the directions provided to access Cattracks.
    a. Go to www.weber.edu and choose 'current student' to log into the student portal. Use your Wildcat ID and password to log in. If you have problems with your Wildcat ID or password, call computing services at 801-626-7777.
    b. Once logged into your student portal, go to the Student Services tab. If you do not see the Student Services tab, contact computing support at 801-626-7777. Locate the box titled "Cattracks Degree Evaluation and Planning Tool."

c. Type in your W# or select the "Find" box to search by name. The degree evaluation information will appear. This information provides you with information on what classes you are required to take within the major.

3. Review your graduation records. Complete the electronic BSN Graduation Evaluation form. Keep a copy for yourself and **send a copy via email to your faculty advisor by week 3.**
4. Tell your advisor you have completed the review and detail any identified problems. Doing this by week three is important so you allow sufficient time for problems to be resolved.
5. This process should be repeated **each semester** until you graduate.

IV. Delivery Methods, Grading, and Scholarly Writing

a. Course Delivery

BSN courses are offered in a fully online asynchronous format. This format includes asynchronous online learning activities and faculty-student interaction. While students in this format still have due dates for assignments, they are free to learn and complete coursework in their own time frame. Many faculty offer optional virtual office hours or course meetings to help students succeed. Fully online courses can be challenging for students as they require increased personal responsibility. Students are encouraged to communicate with their instructor as needed to succeed.

b. Grading

The grading scheme (below) utilized in the BSN program is specific to the WSU ATDSON.

A	A-	B+	B	B-	C+	C	C-	D+	D	D-	E
100% to 94.5%	<94.5% to 89.5%	<89.5% to 86.5%	<86.5% to 82.5%	<82.5% to 80.0%	<80.0% to 77.0%	<77.0% to 73.0%	<73.0% to 70.0%	<70.0% to 67.0%	<67.0% to 63.0%	<63.0% to 60.0%	<60.0% to 0.0%

All RN-BSN courses must be passed at the 80% (B-) level. All non-BSN courses must be passed with a 73% (C) or above. An unofficial withdrawal (UW) constitutes a failing grade. Students are allowed to repeat a BSN course only once. In addition, students will be dismissed from the program after two course failures. Students seeking readmission who have been dismissed from the program for any reason must submit a letter to the program director requesting readmission before applying.

The letter requesting consideration for readmission must be emailed to the RN-BSN program director and addressed to the WSU Annie Taylor Dee SON Admissions and Advancement Committee. Each case is considered individually, and a student is not guaranteed readmission. Students who have permission from the Admissions and Advancement Committee to reapply to the program must reapply through the standard application process.

c. Schloarly Writing/APA Style

In the WSU SON, students are required to write scholarly papers using the American Psychological Association's (APA) style. All students are required to purchase and use the current APA Publication Manual. Failure to follow the APA format may result in grade deductions.

V. List of Required Courses

Students in the BSN program must sign up for their courses as suggested in the following schedule and order. **First-semester courses must be completed before second-semester courses can be taken.** Below is a list of all required courses and the suggested order for full-time students. Part-time students should complete all semester 1 courses before moving on to semester 2 courses. In addition, all students must take an additional 3 credit upper division elective outside of nursing.

Example of Sequence of Courses for Full-time Students:

Semester 1		
Course #	**Title**	**Credit**
NRSG 4100	Care Coordination & Interdisciplinary Collaboration for Safe Patient Outcomes	(3)
NRSG 4200	Scholarship for Evidence-Based Practice	(3)
NRSG 4600	Communication, Collaboration, & Information Management in Healthcare	(3)
NRSG Elective	Your choice from the list below*	(3)
Total Hours:		12

Semester 2		
Course #	**Title**	**Credit**
NRSG 4300	Healthcare Policy and Decision Making	(3)
NRSG 4400	Population Health in Nursing	(4)
NRSG 4500	Nursing Management and Leadership	(3)
NRSG Elective	Your choice from the list below*	(3)
Total Hours:		13
Select a non-nursing upper-division course for at least three credits		(3)
	Total Program Hours:	28

*Upper Division Electives (Need **2** to graduate)		
Course #	**Title**	**Credit**
NRSG 3400	Mental Health: The Complex Role	(3)
NRSG 4022	Nursing Care of the Trauma Patient	(3)
NRSG 4045	ELNEC: End-of-Life Nursing Education Consortium	(3)
NRSG 4050	Nursing Assessment Across the Life Span	(3)
NRSG 4060	Nursing Management and Leadership	(3)
NRSG 4070	Disaster Nursing	(3)
NRSG 4080	Adult Critical Care	(3)
NRSG 4090	Nursing: High-Risk OB/Pediatric Patient	(3)
NRSG 4700	Forensic Nursing	(3)
NRSG 4840	Honors Seminar in Nursing (Permission Required)	(1-3)

VI. Graduation

1. **BSN Credits:** In addition to all Associate degree requirements, students must complete **28 credit hours** during the BSN program. Twenty-five credit hours will be taken through the BSN nursing program, and 3 credit hours will be taken through an upper-division elective outside the nursing program.
2. **General Education Requirements:** Students with an AS or BS usually complete all general education requirements. However, please keep in mind that all students are required to complete the University's general education requirements.

3. Residency Requirements: Students must take at least **30 credit hours through Weber State University** to earn a Bachelor's degree through WSU.
4. Upper Division Requirements: Students must **complete 40 total upper-division hours.** Twenty-eight hours will be earned as part of the BSN program. Up to twelve credit hours from a student's AD program will be grandfathered from lower-division to upper-division credits.
5. Total Hour Requirement: Students must complete **a total of at least 120 credit hours** to graduate with a BSN.
6. Students are required to complete coursework for the BSN program within three years of official admission to the BSN program. This requirement refers to both full-time and part-time students.

VII. Additional Opportunities for Students

a. Departmental Honors in Nursing
Nursing students may seek Departmental Honors in Nursing when they begin the RN-to-BSN program. The honors option allows students the opportunity to have an expansion of study and knowledge as they work toward their "capstone honors project." Faulty guide and mentor students through their honors work.

Nursing students must qualify for, and be accepted into, the Annie Taylor Dee School of Nursing Honors program (which is a part of the WSU Honors program) to participate. They must also complete the requirements for "Departmental Honors in Nursing" which includes completion of "Nursing Progression Honors" work as well as completion of their Capstone Honors Project in Nursing 4840 "Honors Seminar in Nursing." Nursing honors students will be recognized as honors graduates in Weber State University graduation ceremonies.

<u>Honors Requirements:</u>
1. Maintain a cumulative GPA of 3.5 or higher.
2. Obtain a final grade of "A" or "A-" in all nursing coursework.
3. Complete the online "Nursing Honors Orientation," which is a part of the RN-to-BSN online orientation prior to starting the BSN program, and declare intent to apply to the nursing honors program & obtain departmental honors in nursing. Orientation and application activities must be completed by the end of the first week of class.
    - Submit an application (online) for acceptance into the nursing honors program during the honors orientation process.
    - With honors application during the 1st semester, students will be manually enrolled in "Nursing Progression Honors," which is a non-banner (no tuition/no credit) canvas course.

4. Complete all Progression Honors Work requirements before registering for NRSG 4840 Honors Seminar in Nursing (2nd Semester) and obtain approval of completed work by an honors advisor. Progression honors work should advance and/or complement the capstone honors project.
5. Submit an abstract / outline of your selected track and proposed capstone honors project topic (see Deciding on an Honors Project) during Nursing Progression Honors work.
6. In the final semester of the BSN program, register for NRSG 4840, "Honors Seminar in Nursing." The focus of this course is to complete the capstone honors project. NRSG 4840 will fulfill a 3-credit nursing elective course requirement.
7. Students must earn an "A" grade in Nursing 4840 in to qualify to graduate with Departmental Honors in Nursing.

8. Maintain honors expectations in academic, professional, and student conduct. See WSU School of Nursing Student Handbook.
9. **Professional Presentation of Honor Projects:** All students will create a professional poster presentation for their capstone honors project and present their project to a community audience in some manner as a requirement for Nursing 4840. Most students will prepare a poster presentation for the WSU Honors Banquet or a virtual video presentation of their project in NRSG 4840 if the honors banquet is not an option.

If applicable, honors students may choose to enter their projects in the WSU Undergraduate Research Conference held each spring on campus. Winners in the competition receive cash awards and may advance to a National competition. Honors students may choose to submit their projects to "Ergo" - WSUs Undergraduate Research Journal. *(https://www.weber.edu/OUR/ergo.html)*

10. **Departmental Honors in Nursing Recognition**

- Honors designation on official WSU transcript
- Departmental honors status identified in graduation programs and on WSU diplomas
- Students receive a personalized letter signed by the president of WSU and the WSU Honors Program Director
- Students are invited to attend WSU Honors educational and social events
- Honors medallions presented for graduation ceremony
- Honors recognition from the SON
- Honors recognition from WSU Honors program (certificate)
- Honors Banquets:
    - Spring graduates - Nye-Cortez Honors Banquet
    - Fall graduates - Fall Honors Commencement Banquet

11. **Other:** Other academic honors recognition occurs automatically (separate from departmental honors work) and is identified on graduation programs.
(1) Cum Laude 3.6
(2) Magna Cum Laude 3.8
(3) Summa Cum Laude 3.9

- Honors students may be invited to join Sigma Theta Tau - International Honor Society in Nursing pending individual status / academic standing within the nursing program.
- Honors students may also be invited to join Phi Kappa Phi pending individual academic standing on a university level.

b. Scholarship Information

1. To apply for any nursing scholarship, you must first apply for Weber State Scholarships with Financial Aid & Scholarships. *(https://www.weber.edu/financialaid)*
2. To be eligible to apply for a School of Nursing scholarship, nursing students must have successfully completed or be currently enrolled in the first semester of their nursing program to apply for the upcoming semester. Please note that prerequisite courses are not considered nursing courses.
3. Submission for scholarships deadlines can be found on the Nursing Scholarships page. *(https://www.weber.edu/Nursing/Scholarships.html)*
4. Nursing scholarships may be based on financial need, GPA, and community service performed.
5. Please check the nursing bulletin for more information regarding further requirements.
6. Any scholarship questions may be submitted to Heidi Wheatley at heidiwheatley1@weber.edu.

c. Information on Nursing Organization Membership

SIGMA THETA TAU INTERNATIONAL, NU NU CHAPTER

Students who have completed the first semester of the BSN program and have demonstrated academic achievement (GPA 3.3 or better) may be invited to membership; this is a one-time invitation. Application and membership information is available from the Nursing Program Honor Society Faculty Counselor.

UTAH NURSES ASSOCIATION (UNA)

Students are encouraged to join the Utah Nurses Association (UNA) and to participate in other professional organizations (ANA) and activities.

WESTERN INSTITUTE OF NURSING (WIN) & WESTERN SOCIETY FOR RESEARCH IN NURSING (WSRN)

All nurses or nursing students in degree-granting programs are eligible to become members of WIN and its research society, WSRN.

d. Challenge Exams for Nursing 4500 and Nursing 4300

Challenge examinations are instructor-developed exams specific to the WSU Nursing Baccalaureate curriculum. These challenge exams are for expert nurses who have long-term job experience in nursing leadership or policy development (see specifics below). Nursing 4500, Management and Leadership in Nursing, and NRSG 4300, Healthcare Policy and Decision Making, are the only courses that offer challenge exams.

1. General Rules for Challenge Exams:

- Challenge exams are designed for experienced nurses only.
- The challenge exam cannot be taken if a student has previously taken the course.
- The challenge examination must be passed at 80% or higher.
- A challenge exam can only be taken one time.
- If a student does not pass the exam, fees will not be refunded.

2. Procedure for Taking a Challenge Exam:

a. Review the Student Handbook to confirm specific course criteria. Contact the BSN Administrative Assistant at (801) 626-6122 or tiffanybennett@weber.edu to make arrangements to take the exam and obtain an Application for Credit form.

b. Gather letters and other documentation as listed.

c. Submit documentation to the BSN Administrative Assistant a minimum of three weeks before the exam. The Administrative Assistant will forward the information to the identified faculty member for review. Submit Application for Credit form.

d. Once the student is approved to take the challenge exam, they must obtain the signed Application for Credit form from the BSN Administrative Assistant, take it to the WSU cashier, and pay the fee. The form will be stamped as a receipt for verification of payment. If the student does not pass the exam the first time, there is no refund. Bring the stamped form back to the BSN Administrative Assistant.

e. The nursing faculty will determine the date and time for taking the test.

f. The student will be notified of the challenge exam score by the identified faculty member.

g. When the student passes the challenge exam, the BSN Administrative Assistant will forward the Application for Credit form to the Records office.

h. Appropriate upper-division credits for the course will be given. Letter grades are not given. Credit given will not be considered for residency requirements.

3. Specific Challenge Exam Requirements

There are two courses that students who are experienced nurses can challenge; the requirements for each course are listed below.

Nursing 4500 Management and Leadership in Nursing Challenge Exam

To meet the course challenge requirements for Nursing 4500, students must have prior experience and knowledge related to nursing management and leadership concepts. The student must meet criteria and requirements related to minimum work experience in a nurse manager position, validated through supervisor documentation.

Requirements:

1. ***Work Experience***

- Five (5) years of work experience in a nurse manager position. This manager position must have 24/7 accountability of a patient care unit, including the job functions of hiring, disciplinary action, budget planning, resource allocation, staffing and scheduling, and overall patient care delivery. (Important note: Case manager, house supervisor, and charge nurse roles do not meet the criteria.)

2. Submit the Documentation

- Letter from supervisor verifying your position title and years in the position.
- Up-to-date resume or vitae.
- A current job/performance description for your manager role.

3. Submit an Academic Paper

Write a scholarly paper demonstrating the following:

- Critical thinking.
- Synthesis of information from multiple sources - use literature from regulatory sources.
- Application of APA 7th edition format for in-text citations as well as references.
- Use of current references (within the last 5 years).

The written paper must address six (6) of the following topics with an accompanying parallel of specific examples from your current management practice.
Note: Topics designated with an asterisk* are required to be addressed in the written paper.

- Change implementation using a team* (Collaboration)
- Theoretical basis for leadership (Theory)
- Qualities of a leader (Professionalism)
- Coaching, role-modeling, and mentoring (Socialization)
- Human resource issues, interviewing, hiring, disciplinary action (Management)
- Nursing unit budgeting, labor, operations, supplies (Management)
- Ethical and legal issues in the nursing workplace/leadership (Ethics and Legal/Regulatory)
- Collaboration within care delivery systems (Leadership)
- Utilization of nursing research to shape the future (Evidence-Based Practice)

4. Complete the One-on-One Interview

Schedule an interview with associated faculty member(s) to discuss the written paper submitted and further assess nursing management and leadership knowledge.

Nursing 4300 Healthcare Policy and Decision-Making Challenege Exam

To meet the course challenge requirements for Nursing 4300 by completing an academic evaluation of the student's knowledge of nursing policy and policy concepts via scholarly paper format/policy development/review and a one-on-one interview with associated nursing faculty. In addition, the student will meet criteria and requirements related to minimum work experience in a quality management position, which will be validated through supervisor documentation.

Requirements:

1. ***Work Experience***

- Five (5) years of full-time experience in a Quality Management Nursing position AND Five (5) years or more experience as a registered nurse.

2. ***Submit the Documentation***

- Letter from supervisor verifying your position title and years in the position.
- Up-to-date resume or vitae.
- A current job/performance description for your Quality Management/Policy Development role.

3. ***Submit an Academic Paper***

Write a scholarly paper demonstrating the following:

- Critical thinking.
- Synthesis of information from multiple sources - use literature from regulatory sources (e.g., TJC, CMS), Utah state law, BON (board of nursing), Agency for Healthcare Research and Quality (AHRQ), Institutional policy, peer-reviewed professional journals, periodicals, and current textbooks as reference material.
- Articulation demonstrating the application of policy and quality improvement in current practice.
- Articulation demonstrating policy initiation, development, and quality improvement. Satisfying EPSLO #4 Quality Improvement: Monitor outcomes to apply evidence-based interventions to improve the quality of health care systems.
- Knowledge of quality improvement, patient safety, and policy regulation, development, and review process.
- Application of APA 7th edition format for in-text citations as well as references.
- Use of current references (within the last 5 years).

The written paper must address six (6) of the following topics with an accompanying parallel of specific examples from your current management practice.

Note: Topics listed below are required to be addressed in the written paper.

- Quality Improvement
- Legal/Regulatory
- Health Policy
- Ethics
- Communication
- Advocacy

4. ***Complete the One-on-One Interview***

Schedule an interview with associated faculty member(s) to discuss the written paper submitted and further assess nursing policy-related knowledge.