



WEBER STATE
UNIVERSITY

Dumke College
of Health Professions

ANNIE TAYLOR DEE
— SCHOOL OF —
NURSING

**Associate Degree Nursing (ADN) & PN to RN
Program Handbook**

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Associate Degree Nursing (ADN & PN to RN) Program Handbook

Section I: Program of Study and Requirements

A. Program Description

The Associate Degree Nursing Program (ADN) is a year-round, 38-credit, four-semester program preparing entry-level clinical practice registered nurses. The ADN program is held on three campuses:

- WSU Davis Campus – Layton, UT
- WSU Ogden Campus – Ogden, UT
- Online/Hybrid (starting spring 2023)

The Practical Nurse to Registered Nurse (PN to RN) Program is an 18 credit (Fall 2022 admits) or a 20 credit (Spring 2023), two-semester program intended for licensed practical nurses or those who have successfully graduated from an accredited practical nursing program and are eligible for licensure. The PN to RN program is held on four campuses:

- Davis Technical College – Kaysville, UT
- Ogden Weber Technical College – Ogden, UT
- Bridgerland Technical College – Logan, UT
- Online/Hybrid

B. Program of Study

Associate Degree Nursing Program of Study:

Coursework Required for Graduation			
1st Semester	NRS 2100 Pharmacology for Nurses I (1.5 credits)	NRS 2200 Nursing Foundations (3 credits)	NRS 2251 Foundations of Nursing Lab and Clinical (4.5 credits)
2nd Semester	NRS 2300 Patient-Centered Nursing Care 1 (3 credits)	NRS 2351 Patient-Centered Nursing Care Experience I (4.5 credits)	NRS 2700 Pharmacology for Nurses II (1.5 credits)
3rd Semester	NRS 2500 Patient-Centered Nursing Care 3 (3 credits)	NRS 2551 Patient-Centered Nursing Care Experience II (4.5 credits)	NRS 3100 Pharmacology for Nurses III (3 credits)
4th Semester	NRS 3200 Complex Patient-Centered Nursing Care 1 (3 credits)	NRS 3300 Entry into Nursing Professional Practice (3.5 credits)	NRS 3350 Entry into Nursing Professional Practice Capstone (3 credits)

PN to RN Nursing Program of Study:

Coursework Required for Graduation			
3rd Semester	NRSG 2500 Patient-Centered Nursing Care 3 (3 credits)	NRSG 2551 Patient-Centered Nursing Care Experience II (3 credits – Fall 2022) (4.5 credits – Spring 2023)	NRSG 3100 Pharmacology for Nurses III (3 credits)
4th Semester	NRSG 3200 Complex Patient-Centered Nursing Care 1 (3 credits)	NRSG 3300 Entry into Nursing Professional Practice (3 credits – Fall 2022/Spring 2023) (3.5 credits – Summer 2023)	NRSG 3350 Entry into Nursing Professional Practice Capstone (3 credits)

All Associate Degree Nursing programs are full-time *programs* but not full-time *credit load* (12 credit hours). If students require a full-time credit load, there are optional electives that can be taken to assist with Financial Aid, or students can take the courses listed below. Students can also find a list of suggested courses on the Student Bulletin Board under the RN to BSN Program.

- **Associate Degree Electives:**

- Pathophysiology (3)
- Nutrition (3)
- Microbiology (3)

- **BSN Non-Nursing Elective (required for BSN degree):**

- Upper Division Non-Nursing Elective Course 3000-4000 (3)

- **MSN Preparation (electives):**

- ENG 3210: Advanced College Writing
- Social Statistics (can only take one):
 - Sociology 3600
 - Psychology 3600
 - Gerontology 3600

C. Program Requirements

- Nursing is a demanding program of study. Extensive individual study time is required for didactic, lab, simulation, and clinical courses. It is *strongly* recommended that nursing students commit to working less than 15-20 hours per week. Students who work while enrolled in the nursing program are encouraged to keep the number of hours within the limits of good health, allowing adequate time for rest, recreation, study, and extracurricular activities.
- All required course materials (i.e., books, eBooks, electronic charting products, etc.) must be purchased before the first week of the semester. The bookstore website has an up-to-date list of course materials.
- All student paperwork must be submitted before the established deadlines. Failure to do so may result in forfeiture of clinical placement and grade deduction in clinical courses.

- Students are **REQUIRED** to check the ADN or PN to RN Student Bulletin Board and WSU email ***at least once a week***. In addition, during the capstone placement cycle in third and fourth semesters, students must check their WSU email several times a week. The Student Bulletin Board contains the most up-to-date information and provides the fastest form of mass communication between the program and students.
- WSU-approved uniforms must be ordered by the due date posted on the Student Bulletin Board to ensure on-time delivery for clinical, simulation, and lab days. Students are encouraged to purchase two sets as they will be required to wear them in lab, simulation, and clinical.
- ADN and PN to RN students must purchase the NCLEX®-RN testing preparation product. Payment will be due during the 3rd and 4th semesters of the program. Additional payment will be required if a student needs to repeat a 3rd or 4th semester didactic course.

D. Program Progression & Completion

- In order to promote student success in passing the NCLEX®-RN exam on the first attempt, all ADN and PN to RN students are required to complete their designated program of study within 150% of the initial semester start. Failure to do so may result in program dismissal and/or repetition of course work.
- When students receive a failing grade (anything below 80% B-) in any nursing course, progression in the program will be paused, and the course must be repeated. Enrollment in the repeated course is dependent on available course openings. To register for a repeated course, contact the ADN administrative assistant.
- **Failure** of ANY two (2) nursing courses during the program mandates immediate dismissal from the program. To be reinstated in the program, a student must apply through the standard application process and repeat the entire program.
- PN to RN students who do not have their PN license must take and pass NCLEX®-PN before the end of the third semester. If NCLEX®-PN has not been taken and passed before moving to the fourth semester, progression in the program will be paused and recommendations made by the ADN Program Director.
- Students **withdrawing** from any nursing **course** must notify their faculty and the ADN Program Director. Withdrawn courses must be retaken but may or may not be taken the immediate semester following the withdrawal, depending on program availability. *Reminder: Students are required to complete their designated program of study within 150% of the initial semester start, regardless of the reason for withdrawal. Failure to do so may result in program dismissal and/or repetition of course work.*
- Students **withdrawing** from the **program** for any reason will be required to reapply.
- Students requesting a **deferral** must submit a letter to the ADN Program director stating their request. Requests will be reviewed by the ADN Program Director and granted on a case-by-case basis. *Reminder: Students are required to complete their designated program of study within 150% of the initial semester start, regardless of the reason for deferral.*
- In addition to successfully completing fourth-semester coursework, all students must attend a mandatory NCLEX®-RN Live Review during fourth semester as part of NRS 3300; this is a three-day NCLEX®-RN prep that will assist students in preparing for the NCLEX®-RN examination.
- Students with an incomplete (I) grade will not be allowed to progress in the program.

Section II: Advisement

A. Advisement Guidelines

- It is the student's responsibility to ensure CATTRACKS is up-to-date. Any requirement that is not met will delay graduation clearance. Students should ensure that both the AS in Nursing and BS in Nursing are reflected, and the catalog year is the academic year of the program start date. If any discrepancies are noted, contact the ADN administrative assistant and identify the problem.
- On or before **WEEK THREE** of the semester, students must contact their advisor to set up an email or face-to-face meeting. Advising lists can be found on the student bulletin board. It is important not to procrastinate and allow time for problems to be resolved (i.e., class schedule addition or deletions, transcript issues, etc.). **This process will need to be repeated every semester until graduation.**
- If a student attempts to set up a meeting with the faculty advisor and there is no reception or follow through on the faculty end, please notify either the ADN admin assistant and/or the ADN Program Director.

Section III: Academic Standards

A. Academic Grading Standards

Academic grading standards, including the ATDSON grading scale, rounding policy, and evaluation incentive, can be found in The ATDSON Student Handbook, Part B, Section II.

B. Late Assignments

- Students are responsible for notifying faculty members regarding difficulty with assignments or crises that impede their ability to complete an assignment or test in the designated time frame.
- Nursing faculty are **NOT** required to accept late assignments or tests.
- A zero (0) may be recorded for the score.
- Faculty may impose a grade deduction for any late work submitted.

C. Testing

The School of Nursing has a two-day testing policy. All course exams are offered on Canvas outside of class time. Test dates and location availability will be communicated per course on the first day of class. ***Any discussion of test items is considered cheating and will follow the consequences outlined in The ATDSON Student Handbook, Part B, Section II.***

Dosage Calculation Exams

Weber State University School of Nursing is committed to student and patient safety in clinical practice. To prepare nursing students for medication administration, all nursing students in NRS 2100, NRS 2700, and NRS 3100 will complete a standardized dosage calculation exam as part of the criteria for the course. ***The exam must be completed by week 2 of the semester. The exam will account for 5% of the total grade in the course.*** In addition, dosage calculations will be integrated throughout the entire ADN curriculum. All exams in every ADN didactic course will contain at least 2 dosage calculation questions. Skills lab exams may also include dosage calculation questions as appropriate.

D. Professionalism

It is a privilege for a student to attend a WSU Annie Taylor Dee School of Nursing class, clinical, or lab setting. Any unprofessional, disrespectful, or disruptive behavior exhibited by a student toward an instructor, guest speaker, preceptor, staff member, or classmate during a classroom, clinical, or lab setting is grounds for immediate placement of the student on a behavioral contract as outlined in Part B, Section III Violation of Professional Conduct in the ATDSON Student Handbook. This violation may lower the student's course grade, fail the student in the course, or cause removal from the Nursing Program as determined by the appropriate Nursing Faculty, Program Director, and Annie Taylor Dee School of Nursing Chair.

E. Lab, Simulation, Clinical (LSC) Courses

Skills Lab, Clinical, and Simulation are practical, hands-on learning activities critical to the field of nursing. If a student is absent for two or more days of a single component for any reason (lab, clinical, or sim), the course outcomes cannot be met, and the student will not pass that component even though points earned may be greater than 80% and a C+ final course grade will be awarded. As a reminder, students must pass all three components to receive a passing grade for the course. If two absences occur, the student must reach out to the instructor and the ADN director to discuss options for progression in the program.

To pass the LSC course, students must pass each of the three components (skills lab, simulation, clinical) with a minimum of 80%. In addition, students must pass each portion of the skills lab examination with a minimum of 80% to pass the LSC course.

Any absence in the LSC course may result in a 10% grade deduction from the specific portion (skills lab, simulation, clinical) that is missed; *this is at the instructor's discretion and dependent on the situation*. Please be aware that being sent home for issues with professionalism counts as an absence and will receive an automatic 10% deduction in total points for that specific portion - lab, sim, or clinical.

Lab, simulation, and clinical experiences vary according to the semester of the nursing program. There is a requirement of 135 clinical, simulation, and/or lab hours each semester. The start and end times of clinical shifts vary according to the facility. Facility-required clinical orientation hours may be counted toward clinical hours up to and not more than 2 hours.

- **First-Third semester:** Students will complete 75 hours in a clinical facility, 30 hours in simulation, and 30 hours in skills lab, for a total of 135 clinical hours. Skills lab will be 8 hours, once a week for the first 3 weeks of the semester (unless otherwise indicated). Clinical shifts will be 12 hours, once a week, every other week, for a total of 6 clinical days. Simulation will be 4 hours per day on alternating weeks from clinical, every other week, for a total of 5 simulation days. *Note: A schedule will be provided in the Canvas course with details. Semester calendars will be posted on the ADN bulletin board 2 weeks before the semester starts. All calendars and schedules are tentative and are subject to change.*
- **Fourth semester:** Students will complete 135 hours of clinical capstone and will not have simulation or skills lab. Students will work with their assigned nurse preceptor and attend the nurse's scheduled shift hours until the student reaches 135 hours. Students will have 6-7 weeks to complete their assigned 135 hours unless otherwise indicated. All capstone experiences must be

completed in the allotted time given. All communication regarding capstone placement requests and assignments will be communicated to students via WSU email during third semester. Students **WILL NOT** be allowed to arrange their own capstone experience. Students must work the same shifts as their assigned preceptor during their capstone, except for spring break, Thanksgiving break, and the scheduled NCLEX®-RN Live Review. **Students are expected to adhere to the highest professional standards and maintain excellent communication with their preceptor and faculty instructor.**

F. Clinical Expectations

Students and instructors are guests in clinical facilities and are expected to act with the utmost respect and professionalism. Students are expected to abide by clinical facility policies and procedures as well as the Professional Conduct and Behaviors found in Part B Section III of the ATDSON Student Handbook.

Students are expected to follow all dress code requirements outlined in the ATDSON Student Handbook, Part B, Section III

Clinical Requirements: Required documents and paperwork must be kept current throughout the program. This includes flu shots, CPR, immunizations, background check, drug test, etc. Failure to keep ALL required materials up-to-date will result in an overall 3% grade deduction in the clinical/sim/lab course each week the materials are not updated. This includes, but is not limited to, CastleBranch, Verified Credentials, MyClinicalExchange, Intermountain Student Portal, UofU Smartsheets, etc.

COVID-19: During the program, students will work with vulnerable healthcare populations that are susceptible to severe illness and death. Students are *strongly* encouraged to be fully vaccinated for COVID-19 for their own protection and for the protection of those they care for. Please note the following:

- Students must follow quarantine and isolation CDC guidelines if exposed to or infected with COVID-19.
- Please note that missed class, lab, simulation, and clinical time due to quarantine and isolation may impact course grades and/or program progression.

If a student is seeking a medical or religious exemption for the COVID-19 vaccine, they must go through the Weber State University exemption process AND the DCHP exemption process. No personal exemptions are accepted. Additional exemption applications may be required from partnering clinical facilities. Some facilities do not accept any COVID-19 exemptions, which may affect clinical placements and progression in the program.

Section IV: Licensure PN, RN Apprentice, and RN

Every student must follow the directions for licensure on the Student Bulletin Board under the second and fourth semesters. These directions are directly from DOPL. Failure to follow the steps in order may

result in money lost and possible fraudulent charges with the Federal Government. If a student has any questions on licensing instructions, they must contact DOPL directly.