

DEPARTMENT OF NURSING
RN - BSN STUDENT HANDBOOK

Dear R.N. Student:

Your enrollment in the nursing program at Wheeling Jesuit University Department of Nursing affirms your choice to participate in the program and privileges it offers.

The policies contained herein are specific to you, the R.N. nursing student. They in no way negate, but are an addition to, the policies of the Wheeling Jesuit University Catalog and Student Handbook. Every nursing student is held responsible for knowing the regulations, expectations and information contained in this handbook.

Revised December 2004

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GRADING SCALE POLICY

The nursing faculty members agree to adhere to the following scale for grading. Minimum acceptable grade is 79 for a nursing course and the science challenges.

A	=	93-100
A-	=	91-92
B+	=	89-90
B	=	87-88
B-	=	85-86
C+	=	82-84
C	=	79-81
C-	=	77-78
D+	=	74-76
D	=	70-73
F	=	Below 70

RN LICENSE

The RN student must have a valid and unencumbered RN license. The student must have an active RN license in any state in which clinical is performed.

CATALOG REQUIREMENTS

Each Registered Nurse student seeking the Bachelor of Science in Nursing Degree follows the curricular plan outlined in the Wheeling Jesuit University catalog for the initial year in which the R.N. student is admitted to the university.

TIME REQUIREMENTS

Any R.N. student who has not enrolled in either a course for university credit or challenge credits over the period of two calendar years will have the course of studies reevaluated. At this time, the student may be placed under the new university curriculum and additional courses may be required.

CPR CERTIFICATION

All R.N. students involved in clinical courses must have CPR certification prior to beginning clinical. R.N. students must submit a copy of their CPR certification.

STUDENT LIABILITY INSURANCE

All nursing students involved in clinical care settings must give evidence of current liability coverage prior to onset of providing nursing care to the clients. R.N. students must make their own provisions for liability coverage. R.N. students must submit a copy of their insurance coverage prior to beginning any course that has a clinical component.

HEALTH INSURANCE

Health insurance is a requirement for all clinical courses.

COMMUNICABLE DISEASE STATEMENT

When in the clinical setting, the student is responsible for being free of communicable diseases. If the student has been exposed to a communicable disease (e.g., chicken pox, etc.), the student must inform the nursing faculty immediately and before going into any clinical area.

IMMUNIZATION POLICIES

In addition to the requirements specified by the University, nursing students, prior to beginning the first clinical experience, are required to meet the following requirements. Also, students must meet the requirements of any clinical agency utilized.

1. Hepatitis B Vaccine: The nursing department strongly recommends that nursing students receive the Hepatitis B vaccine. A release form must be signed.
2. Rubella: Have received the Rubella booster or have immunity as evidenced by a Rubella titer.
3. Chicken Pox: Document positive or negative history of the disease in the department.
4. Tuberculosis Testing: Have received PPD. This test must be done yearly (every 12 months) and prior to graduation. Additional testing may be deemed necessary if the student has been directly exposed to the disease. Evidence of current testing must be on file in the W.J.U. Health Center.

POLICIES RELATED TO BLOODBORNE PATHOGENS

1. Universal Precautions: Because the control of infection is an integral part of every action the nurse performs, all students will be required to apply consistently learned principles of Infection Control. Students are to observe universal blood and body fluid precautions for all patients/clients as identified in institutional policies.
2. Safety precautions: Students are responsible for utilizing safety precautions to minimize exposure to bloodborne pathogens. These precautions include the proper use and disposal of personal protective equipment, decontamination of areas and disposal of sharps according to agency policies, and compliance with policies in the agency's exposure control plan.
3. Exposure Incidents: Students must report any exposure incident that occurs during a clinical experience to their instructor and then follow the exposure procedure of the clinical agency.

COURSE OFFERINGS

The R.N. student will be expected to follow the suggested sequence for nursing courses. Clinical must be taken concurrently or following the Senior Level Course. For example, cannot take N450 before N445.

CHALLENGE COURSES

All R.N. students must either transfer appropriate college credits or complete challenge projects for science projects for science prerequisites. All R.N. students must complete N361 Concepts of Nursing Practice, 3 credits, prior to beginning nursing courses. Science requirements must be completed prior to beginning clinical courses.

TRANSFER POLICY FOR R.N. STUDENTS

All nursing students, regardless of the number of transfer credits, must meet the requirements of the nursing curriculum, including all core and cognate courses. Students may apply appropriate courses taken at other institutions of higher education toward these required courses or may meet some requirements by challenge exams as stated in university policy. Acceptance of transfer credits is determined by the Adult Education Department and the Nursing Department.

ESCROW CREDITS

When a student successfully completes 12 credits with a “C” or better grade, in the nursing major, the 39 credits come out of escrow and are credited to the student’s official transcript. This applies to both associate degree and diploma R.N.s.

FAILURE OF NURSING COURSES

If a student obtains a grade lower than a “C” in a nursing course, it must be repeated whenever the course is offered.

A second failure of the same nursing course will make the student ineligible to continue in the nursing major.

AUDITING COURSES

Clinical courses may not be audited.

STUDENT REPRESENTATION ON NURSING DEPARTMENT COMMITTEES

R.N. students may volunteer to attend nursing faculty meetings and are responsible for disseminating information to their classmates. The representative may bring concerns and questions to discuss with the faculty.

ON-LINE COURSES

Courses will be offered on line. The student should have basic computer skills: able to use e-mail, attach a file to e-mail, able to use the Internet, and have used a software program. Sending chain letters or jokes on the on-line e-mail is prohibited. Students should complete a self-evaluation at online.wju.edu. Students should have a Microsoft Office package that includes MS Word, PowerPoint and Excel.

STANDARDS FOR FORMAL PAPERS

1. Paper should be submitted as Word document.
2. Text of paper is to be double spaced
3. Right and left hand margins must be at least 1 inch wide (left hand margins must be at least 1 ½ inches if side binding is used).
4. Proof read before handing in
5. The most current edition of Publication Manual of the American Psychological Association must be used as writing and format guide.
6. Deadlines will be strictly enforced. Points may be deducted for each day beyond date due according to course syllabi.

PLAGIARISM

Please consult any writing guide or the University catalog for a complete definition of plagiarism.