

WELCOME & ABOUT

Welcome to the College of Nursing at Washington State University! We are delighted that you have joined our College as an incoming undergraduate student. Your time here will be filled with personal and professional growth, challenge, change, and accomplishment.

This College of Nursing Undergraduate Handbook provides students with the information necessary to navigate through the undergraduate programs in nursing. The policies and procedures in this handbook have been officially approved and are consistent with WSU regulations. This handbook was developed to be used in conjunction with WSU's [Academic Relations](#) and [Policies and Procedures](#).

The policies and procedures identified in this handbook are specific to the undergraduate nursing programs. Where appropriate, we reference the university-specific policies and student responsibilities as well. For undergraduate students, the [WSU General Catalog](#) contains additional general policies on admissions and programs. Failure to follow these policies and observe the degree requirements inevitably results in complications and could delay or jeopardize completion of your degree. Please read the catalog and this handbook carefully and refer to them throughout your program of study here.

Students are responsible for familiarizing themselves with and following the guidelines in all sources. While the College of Nursing will aid students in understanding the rules and regulations in all documents, the responsibility for compliance rests with each student. If you have questions, feel free to reach out to your academic advisor.

Please note that specific forms, websites, and other materials described or included herein are subject to modification. As forms are updated, they will be made available to students. While students should rely on this handbook in planning their program, in the unlikely event that language contained herein conflicts with WSU policies and procedures, the policies outlined in this handbook are subservient to those outlined by Washington State University or updated policies on the College of Nursing website.

Lastly, a glossary is available at the end of this document, [linked here](#).

Welcome to WSU!

Chris Sogge
Director, Center for Student Excellence



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SECTION I: ORGANIZATION

The WSU College of Nursing baccalaureate degree in nursing is accredited by the [Commission on Collegiate Nursing Education \(CCNE\)](#).

Students are encouraged to review the College of Nursing [Mission, Vision, and Values](#) as well as the College's information on [Diversity, Equity, and Inclusion](#).

SECTION II: PROGRAMS

The College of Nursing at Washington State University (WSU) offers the following undergraduate programs:

RN-BSN

The Registered Nurse to Bachelor of Science in Nursing (RN-BSN) program is a degree completion program for already-licensed RNs. Additional information on the program, requirements, courses, and outcomes can be found on the [RN-BSN website](#).

Prelicensure BSN

The Prelicensure Bachelor of Science in Nursing (BSN) degree program prepares students who do not yet have an RN license. This program has a lockstep cohort model comprised of J1, J2, S1, and S2 semesters. Additional information on the program, requirements, courses, and outcomes can be found on the [BSN website](#).

SECTION III: SUPPORT & PROGRESSION

Admitted RN-BSN and prelicensure BSN students will be supported by academic advisors, academic success coaches, and faculty mentors. To help understand where to start with any questions, know that [Center for Student Excellence \(CSE\)](#) advisors and coaches help students by:

- Referring students to appropriate resources and opportunities
- Facilitating safe and private spaces for advising, including spaces where a student otherwise does not know with whom to speak or where to start
- Collaborating with faculty mentors by referring students to them for theory or clinical concerns

[Academic advisors](#) support students with:

- Creating programs of studies and facilitating degree verifications
- Providing registration guidance each term, including course and section numbers
- Applying and removing advising holds
- Guiding processes and policies, including that for onboarding and admission to programs
- Emergency student loans

[Academic success coaches](#) support students who want to become stronger learners. Whether students are facing specific learning challenges, or they just want to sharpen their strategies, coaches support students with:

- Learning strategies
- Time management
- Test-taking skills
- Health and wellness tips
- Peer mentorship connections and opportunities

Deferral of Admission

Applicants accepted to the RN-BSN or BSN program must matriculate in the semester in which they are accepted; however, rare circumstances may emerge that result in a deferral decision. Details about that process [may be found here](#).

Grading Policy

The College of Nursing applies the grading scale as outlined in [Academic Regulation 90](#), as well as grades and grade Points from the [University Catalog](#). The minimum passing final grade for a graded nursing course is C (73%). For Satisfactory/Failing courses students must earn a Satisfactory grade.

Please peruse the above resources for all potential grade options. Note that for incomplete grades, students receiving that grade will receive a copy of the [Instructor's Incomplete Grade Agreement](#). This document outlines the reasons for the Incomplete, the work which must be completed for the student to receive a grade, and the date by which the work must be submitted before the grade defaults to a failing grade.

Satisfactory Program Progression

Students successfully progress in the program by successful completion of their coursework and exhibiting professionalism consistent with the ethics and academic [policies expected of them](#).

Successful students achieve learning outcomes within each course according to their syllabi requirements. Syllabi will specify the minimum standards of performance necessary or applicable to each course.

- Students must receive at least a C (73%) in graded courses, and a satisfactory in any Pass/Fail course.
- In addition to having achieved a minimum passing grade of C in clinical laboratory courses, students must provide evidence of their ability to provide safe care to patients at **all** times. Failure to provide safe patient care may result in immediate withdrawal from both the theory and clinical components of a course and the entry of a grade of W or F for the entire course as the College of Nursing deems appropriate.
- Students who do not complete a required nursing course satisfactorily (receive a grade of I, 72% or less, F, or a withdrawal) are not eligible to progress. This necessitates students repeating the course in its entirety, with some potential exceptions for I grades.
- Students typically are only allowed one unsatisfactory course outcome before they must appeal to return. However, a student who withdraws from the program before midterms will not have their progression counted against them, barring academic, clinical, or integrity issues related to that withdraw.

Unsatisfactory Student Performance & Program Progression

Students who do not complete a required nursing course satisfactorily (receive a grade of I, 72% or less, F, or a withdrawal) are not eligible to progress.

Unsatisfactory Performance in a Didactic/Theory Course

Students who are not meeting a course's expectations are given formal notice through [the Performance Improvement Plan](#) (PIP) form. On the form, the instructor discusses the issue or concern, identifies the objective(s) the student is not achieving, and develops the recommended actions the student is to take to resolve the issue. Students may need to make appointments to meet those recommended actions, and students must comply with the plan of action described on the PIP form.

A student who does not satisfactorily complete a didactic course for the **first** time will be allowed to repeat that course a second time, provided that they meet with an academic advisor to discuss what they can do to succeed on this second attempt.

A student who does not satisfactorily complete **two** courses, or does not satisfactorily complete any course for the **second** time, will not be guaranteed a repeat attempt. They must appeal to the [Undergraduate Admissions and Progression](#) (UAP) committee to be approved to re-take that course.

Unsatisfactory Performance in a Clinical Course

In a clinical course, if a student's performance is determined by a faculty member to be unsafe, the faculty member will decide to send the student home, dependent on the severity of the unsafe incident. The student will receive a PIP and a remediation plan and due date.

A second incident will result in course failure and probationary status, plus meeting with CSE.

A third incident will result in immediate suspension from the program and a meeting with UAP to determine if the student will be able to continue.

If the unsafe incident meets the standard of the critical incident report, "*events involving a student or faculty member that the program has reason to believe resulted in patient harm, an unreasonable risk of patient harm, or diversion of legend drugs or controlled substances*", a report will be made to the Board of Nursing on the College website. The incident will be reviewed to determine if further action is needed.

Information on incident reports is found in [Section VII](#) of this handbook.

A student who does not satisfactorily complete a clinical course for the **first** time, or does not satisfactorily complete any **two** courses will not be guaranteed a repeat attempt. They must appeal to the Undergraduate Admissions and Progression (UAP) committee to be approved to re-take that course.

Undergraduate Progression Appeal Process

The Undergraduate Admission and Progression committee at the College of Nursing is tasked with acting on matters related to academic progression, academic problems, and reinstatement of students. The committee reviews each student that appeals through the below process:

1. The student should connect with their academic advisor to review the appeal process and make an alternate plan of study if necessary. Advisors are available to review readability of the appeal letter.
2. The student will email a progression letter to the UAP committee. That letter should include:
 - a. course(s) for which they received an unsatisfactory grade.
 - b. a statement providing a perspective of why they did not receive a passing grade, and their plan of action to be successful if recommended to continue.
 - c. any other information they would like the UAP committee to know.
3. The UAP committee will meet and provide an opportunity for the student to appeal on their own behalf.
4. The UAP committee will weigh all input and communicate their decision to the student. That decision is passed on as a recommendation to the Program Director.

Students present the contents of their letter at the final UAP committee meeting of the term, usually held on the last day of finals week. Students are advised to invite their academic advisor to accompany them to the meeting. Times to appear are given to the student no later than the day prior to the scheduled UAP Committee meeting.

The UAP committee will use a student's record, including grades, progression reports, and current University standings (such as academic integrity and code of conduct violations) when reviewing a student's request for readmission. UAP will then pass their recommendation regarding readmission to the Program Director. Decision may include allowing the student to progress, allowing the student to progress while on probation, or recommending dismissal or disqualification. The administrative decision, based on UAP recommendations and student documentation, will be emailed to the student's WSU email address within one week of the UAP committee meeting.

Probation

One recommendation from the UAP committee may be to place a student on probation. For example, students with an academic or professional deficiency. This will allow them to continue to progress in the program, but may require appropriate remediation, trainings, etc. Conditions of the probation will be delivered to the student in the same email with the UAP committee's decision. Students will be responsible for any costs associated with probationary requirements and will not be considered in good standing while on probation.

Dismissal from Program & Disqualification

Any student at risk of dismissal from the program will have received a Performance Improvement Plan (PIP) form outlining the concerns. If applicable, a Standards of Conduct violation from WSU's [Center for Community Standards](#) will also be included in the student's file.

Reasons for dismissal include, but are not limited to, the following conditions for the student:

- Receives multiple course failures within a semester;
- Engages in a pattern of professional misconduct or a single serious incident of misconduct;
- Engages in illegal or unethical conduct as outlined by the university's Standards of Conduct, the ANA's Code of Ethics, and all relevant clinical site-specific policies (including HIPAA);
- Fails to meet the technical standards of the program;
- Withdraws from or fails to enroll in required coursework without an active approved leave of absence;
- While on leave does not meet requirements to return, including failing to remain in clinical compliance;
- Meets the unsatisfactory performance criteria from the aforementioned sections in this handbook;
- Patterns of clinical placement concerns or a single egregious concern (i.e. a background check failure)

The Program Director will meet with the student to review concerns and documentation prior to requesting dismissal. They will also consider if the student is disqualified or eligible to reapply to the program. Examples leading to disqualification may include, but are not limited to, patient safety concerns, unsafe or threatening behavior, or similar issues.

If dismissal is requested, the Program Director will inform the student with a written email. A copy will be included in the student's file. The Program Director will also inform the student if they are eligible to reapply or disqualified from future applications for admissions.



If dismissal is not requested, the Program Director will provide the student with a written warning via email and include a copy in the student's file. The student may also be required to complete mandatory remediation prior to returning to the classroom or clinical site. Remediation may include, but is not limited to, additional skills assessment, writing a paper, giving a presentation on an assigned topic, etc.

Readmission to the College of Nursing Program

All nursing students who have left the program, whether for personal, medical, academic, or non-academic reasons, must follow the process for readmission. Students who have not been disqualified upon departure from the College of Nursing and Washington State University are eligible for readmission to their program. Students may not participate in any classroom or clinical learning activities while waiting for readmission or pending a grade appeal for that course.

RN-BSN Readmission Process

1. Students seeking readmission to the program are encouraged to work with their academic advisor in advance of their return, to ensure that everything is in order for them to return.
2. Once the return is finalized, the academic advisor will reach out to the student to confirm return details and course registration requirements.
3. All students who step out of a program with clinical components will be required to re-affirm, prior to re-enrolling, that they meet the college's Technical Standards.

BSN Readmission Process – First Semester Return

1. Students seeking readmission to the first semester of their program are encouraged to work with an academic advisor before the incoming cohort of students is admitted, so that a space in the incoming class can be held for the student to be readmitted.
 - a. A student seeking readmission to a first semester cohort would need to notify an academic advisor by October 15th for Spring or Summer readmission or March 15th for Fall readmission. Students who request readmission after these deadlines may have to wait for readmission until the following semester.
2. Up to ten spots will be held for readmitted students, with those spots solidified following student confirmation with an academic advisor. If the program receives more than ten readmission requests, students will be randomly selected through a lottery system. The remaining students will be added to the wait list with the remaining cohort.

BSN Readmission Process – Second through Fourth Semester Return

Readmission to second through fourth semesters will be determined by the availability of clinical seats in that semester. A student will be readmitted when a seat becomes available. Priority for seats will be given to students in the following order:

1. Current students who are progressing in good academic standing.
2. Students returning from approved medical leave of absence.
 - a. Students who seek a medical withdrawal from the university should work with their academic advisor on the process. Please note that under no circumstances should the student submit medical documentation to the College unprompted.
3. All other students, including those who are returning for readmission or from a non-medical leave of absence.

If there are multiple students with the same priority level for withdrawal, priority will be given to the student who has been absent from the program for the longer period of time.

Additional remediation requirements will be determined by the Program Director, including consideration of the length of absence from the program. If the student is gone for more than one semester (including absence from a summer semester if applicable), then the default expectation is for the student to enroll into NURS 499 concurrently with the return term. The College of Nursing will communicate the instruction and structure for this class, with the understanding that it is designed to entail 45 hours of work and must be completed prior to clinical engagement.

All students who step out of a program with clinical components will be required to re-affirm, prior to re-enrolling, that they meet the college's [Technical Standards](#).

SECTION IV: ACADEMIC POLICIES & PROCEDURES

This section describes the policies, procedures, and professional standards governing students' progress through the undergraduate nursing curriculum across all College of Nursing campuses at Washington State University. Academic progress policies apply to all campuses, affiliated sites, and curricular activities related to undergraduate nursing education.

Students are strongly advised to seek guidance from their academic advisor, or the Director of the Center for Student Excellence, regarding any circumstances that impact their ability to participate in the nursing curriculum; and to do so before their academic performance is impacted. Each student has the responsibility to know these policies and use them in their decisions.

University Policies

It is important to distinguish University-wide policies and those specific to the College of Nursing. Students must abide by all policies in the [WSU Student Handbook for Community Standards](#) and on the [Center for Community Standards](#) website as well as those pertaining to students in the [Executive Policy Manual](#).

Academic Integrity

All members of the WSU community share responsibility for maintaining and promoting the principles of integrity in all activities, including academic integrity and honest scholarship. WSU's [Academic Integrity policy](#) will be strongly enforced in all College of Nursing programs. Students need to read and understand all definitions of cheating. If a student has any questions about what is and is not allowed in a course, the student is encouraged to seek clarification from the course faculty.

The [Center for Community Standards](#), in conjunction with the academic department and faculty member(s), oversees the academic integrity process. A violation of academic integrity includes (but is not limited to) cheating, use of unauthorized materials or sources, unauthorized collaboration on projects, plagiarism, and multiple submissions of the same work.

More detailed descriptions of cheating, plagiarism, and fabrication can be found in the following codes: [Acts of Dishonesty WAC 504-26-202](#) and [Cheating WAC 504-26-010](#). Additionally, the [Violations and Possible Sanctions](#) outlines potential WSU sanctions to Academic Integrity Violations. Students will not have the option to withdraw from the course pending an appeal and may be reported to the Center for Community Standards.

In addition to sanctions that WSU may require of the student, the College of Nursing will also provide any of the following sanctions as deemed appropriate by course faculty: re-write the assignment; demonstrate knowledge through a make-up assignment; fail the assignment; be removed from class/clinical setting; and/or fail the course. In some cases, the violation may lead to the student's dismissal from WSU College of Nursing.

College of Nursing Policies

College of Nursing students must also abide by the college-specific policies below:

Assessment Technologies Institute (ATI) –

The prelicensure BSN program integrates the [Assessment Technologies Institute](#) (ATI) standardized exam) testing and remediation program in Pharmacology, Fundamentals, Medical Surgical, Pediatrics, OB, and Psychiatric. This is a national tool that supports Nursing students as they move throughout their prelicensure BSN program.

The company has review modules that students can use, as well as an [NCLEX](#) review session that students are encouraged to attend during their S2 semester. It is also used throughout the program for NCLEX-style questions and exams so that students are prepared when it comes time to take their NCLEX itself. Students pay for an ATI package that includes the option for physical books as well as access to that NCLEX review session.

Remediation is required for all students who score less than a Level 2 on the practice exams (see course syllabi). The ATI product provides the remediation activities for individual students based on their testing report and is highly encouraged for continuous improvement and readiness for NCLEX. Additionally, students will take an NCLEX Predictor Exam in their final semester with the possibility of required remediation and attendance at the NCLEX preparation course at the end of the BSN program. For more information, please see the [policy on Standardized Course Exams \(ATI\)](#).

NCLEX Prep Course

A live RN Prep Course will be scheduled for prelicensure BSN students during finals week in their S2 semester. The Prep course lasts three days and includes NCLEX tips and content. Course attendance is highly encouraged for all students, particularly for any student who does not achieve a 71.3% on their last Predictor Assessment.

Waiving / Substituting a Nursing Course

Per [Academic Regulation 108](#), colleges and departments may substitute or waive college-level requirements for individual students. Students may request permission to waive a course if they can document successful completion of a similar course, including providing a course syllabus or course description if syllabus is unavailable. The instructor of the potentially waived course will review the syllabus to be assured student learning outcomes were adequately covered in the completed course. The Center for Student Excellence will also confirm that waiving the course will not affect graduation nor academic requirements. Next, the Program Director or Department Chair may/may not approve the waiver request based on course instructor recommendation. The Nursing Course Waiver/Substitution Form [can be found here](#).

Campus-to-Campus Transfer Procedure Policy

Students in the WSU College of Nursing apply to and are admitted to a campus. The number of students admitted to each campus is based on the available seats for both didactic and clinical placements at that site. In the case of family need, health or other crises, students may seek to petition for transfer to another campus for completion of their studies. Information on that policy [can be found here](#).

Student Employment Policy

Students are encouraged to limit employment while enrolled in classes. Students who must be employed should arrange their schedules to accommodate all clinical and didactic work as well as study time needed to be successful in nursing courses. If a student is absent due to employment requirements, that absence will not be excused. Additionally, students may not work a shift prior to their clinical assignment as this contributes to unsafe practices (i.e., working a

night shift then going to a day shift clinical).

Students may not have clinical placements in the departments or floors where they are employed. Students are responsible for notifying the [Clinical Affairs Office](#) should such a conflict arise. Also, students cannot accept payment for internships/projects/clinical experiences while earning credit for coursework within any facility.

Pre-licensure BSN students may be employed as Nurse Technicians in accordance with [WAC 246-840-521](#). More information can be found here: <https://nursing.wsu.edu/nurse-tech/>

Nursing Buildings & Classrooms

Food and non-alcoholic beverages may be brought into classrooms, offices, and lounges if strict controls on cleanliness and sanitation are observed. Food and beverages may NOT be taken into other learning areas of the buildings, such as any of the Center for Experiential Learning spaces. If a building or room has a non-food/beverage policy that will supersede this policy.

Children are not permitted in the nursing buildings or classrooms. Under [WAC 504-36-020](#), pets are not allowed in university buildings, barring certain exceptions including trained service animals.

Alcohol and Drug Policy

Students are to adhere to the [WSU Alcohol and Drug Policy](#) as outlined in the Executive Policy Manual (EP20) as well as any policies related to drug/alcohol screening on the College of Nursing [policy page](#).

The College of Nursing will engage in a drug screening processes for site requirements or for cause.

SECTION V: STANDARDS OF CONDUCT FOR STUDENTS

Students enrolled in the College of Nursing are subject to standards of performance and ethics of the profession. Violations of conduct include issues related to professionalism, communication, dishonesty about compliance status, anything within [The Code of Ethics for Nurses with Interpretive Statements](#), and/or the standards in this handbook.

Further, as a whole, WSU student must adhere to the general rules and regulations of the Standards of Conduct for Students as set forth in [Washington Administrative Code \(WAC\) 504-26](#) Students are responsible for knowing these standards and may be subject to disciplinary action under the procedures outlined in this document and the procedures outlined in the [Violations and Possible Sanctions](#) section of WSU's Student Handbook for Community Standards.

Professionalism

Professionalism is an expectation of all professional nursing students. Professional behavior guidelines are intended to ensure safe, ethical, respectful, and professional conduct by nursing students. Please see that undergraduate professionalism policy [here](#).

Communication

The College of Nursing uses electronic means to disseminate information and communicate. This information may be important and/or time sensitive. Thus, timely review and response to email messages is vital to success for all members of the College of Nursing. Please see student expectations, etiquette, and procedures in the policy [here](#).

Attendance

Regular and punctual attendance in class, laboratory, simulation, and clinical experience is required. Tardiness and/or failure to report to class, laboratory, simulation, or clinical experience can result in a lowering of the final course grade

or an administrative withdrawal from the course. Additionally, there is an attendance policy for BSN students in the prelicensure program. Please see that [prelicensure attendance policy here](#).

Dress Code

All College of Nursing students are required to adhere to the [dress code policy here](#). Additionally, students must adhere to any dress code related to their campus. For example, students attending the Yakima campus must adhere to the requirements of the PNWU campus.

Electronic Communication and Social Media

Electronic systems are governed by the [Electronic Communication Policy \(EP4\)](#) in the WSU [Executive Policy Manual](#). All policies indicate that equipment and services will be used only for carrying out university business and may not be used for private use.

As future professional nurses with a unique obligation and responsibility, nursing students must be cognizant of the public nature of social media and other electronic communication and the permanent nature of communicating therein. These technologies may give the impression of privacy, but postings and other data should be considered in the public realm and freely visible by many people. State and Federal regulations related to confidentiality along with HIPAA require that no patient information be made available to the public. These regulations apply to comments made on social networking sites, and violators are subject to the same disciplinary action as with other HIPAA violations. The National Council of State Boards of Nursing (NCSBN) has an [instructive guide on social media](#) guidelines that we encourage students to regularly review.

All Students are expected to comply with the [College of Nursing Social Media Policy](#) including:

- Protect confidential and proprietary information
- Do not post anything that could reflect poorly on the College
- Use WSU College of Nursing intellectual properties only with permission from the Marketing Director
- Disseminating official information

Intellectual Property

Students cannot share Canvas course recordings or record a course in session. This is predicated on intellectual property of faculty members through [larger WSU regulations](#).

Non-Integrity Academic Grievance Procedure

Differences of opinion between students and their instructors may arise. Students and their instructors are encouraged to communicate regularly and directly to resolve such differences. An attempt should first be made to resolve the complaint by an open discussion between the student and the faculty member(s) involved. If either the faculty or the student would like a third party to be in attendance at that open discussion, CSE advisors are available.

If complaints with the instructor directly are not resolved by that open discussion, the student may initiate a formal grievance within 20 business days following the end of the semester. WSU College of Nursing follows the established timeframe and line of communication outlined in [Academic Regulation 104 - Academic Complaint Procedures](#). At each stage of the grievance process, the individual addressed will be given 20 business days in which to respond to the grievance via official WSU email and come to a resolution. Should the response be unsatisfactory, the student can then take the grievance and response(s) to the next individual on the list.

Students must follow the typical “chain of command” when following the grievance procedure: course faculty, then Level Lead, then Program Director, then Department Chair, then the Dean of the College or designee. If the concern is related to clinical placements, the Level Lead will include the Director of Clinical Affairs in the process.

If a student has questions on who is next in the line of communication or wants a review of readability of their communication, they can connect with the college’s Director of the Center for Student Excellence. While the Director cannot make decisions to resolve the issues, they are available for process explanation and readability review of the concern. Additionally, the University Ombudsman is available at any stage for advice or assistance in resolving academic complaints.

A copy of all written complaints and a written record of all subsequent actions will be filed in a confidential Academic Grievance File in the College of Nursing Academic Affairs Office as well as in the student’s official file.

Though chairs and college deans (and program leaders and campus chancellors) may resolve complaints about instruction and grading, they may not change a final grade without the consent of the instructor, except as provided by [Rule 105](#).

Additional Grievance Resources

- Students who have exhausted avenues provided by WSU and still have unresolved complaints may contact the [Washington Student Achievement Council \(WSAC\)](#) who has authority to investigate student complaints regarding the University not following published policy or state law.
- WSU is accredited by the Northwest Commission on Colleges and Universities (NWCCU), whose complaint process is [here](#).
- The University Ombudsman is available at any stage for advice or assistance in resolving academic complaints.



Grievance Process



If the concern is from a student at a campus other than Spokane, the concern will also be brought to the attention of the Campus Academic Director at the same stages as the Program Director.

SECTION VI: CLINICAL POLICIES

Please note that the [WSU Health Sciences Vaccination and Health Screening Admission Policy](#) applies to RN-BSN and BSN students. This policy mandates that the College of Nursing will require - as a condition of admission - certain immunizations and health screenings. The only exemption to these required vaccinations is students that have legitimate medical conditions that make vaccinations medically contraindicated. See details in the policy linked above.

Clinical Passport

The College of Nursing calls the combination of proof of licensure, immunizations, required trainings (e.g. CPNW Modules), and certifications (e.g., CPR) the "Clinical Passport." This combination of requirements is part of our contractual agreement with agencies and therefore is a clinical requirement for every student.

Vaccine and Clinical Requirements – RN-BSN

RN-BSN students are held to the above vaccination requirements as part of their experiential learning projects in the community. [Specific passport requirements are found here.](#)

Vaccine and Clinical Requirements – Prelicensure BSN

To provide clinical rotation opportunities to students, the College of Nursing coordinates and executes clinical training agreements with healthcare partners. In these contracts, the College of Nursing agrees that placed students will meet specific requirements. Clinical sites may have varying and more stringent requirements beyond those mandated for all students above. [Specific passport requirements are found here.](#)

The College of Nursing partners with CastleBranch to track student immunizations/tests and other required information needed for clinical compliance. Upon acceptance to the nursing program, you will receive information on how to create a CastleBranch account and how to upload documents to complete all requirements.

Once you upload your documents to CastleBranch, a reviewer will verify your document and accept or reject it. If it is rejected, you will receive an email with the reason for rejection and you will be asked to upload the correct document. Please take care of these emails immediately as your clinical placement requires 100% compliance to attend. Please check your spam folder or adjust your filter settings to allow for communications from CastleBranch.

It is the student's responsibility to respond to any verification/credentialing questions by either Clinical Affairs or CastleBranch. All updates for immunizations, tests, and other requirements must be completed by the date given to you by the Clinical Affairs Office. Clinical requirements must be current (compliant) at all times while in the PLBSN program.

A delinquent requirement, including falling into overdue status, will affect your clinical attendance. **Students will lose their placement in the clinical agency, be removed from the placement immediately, and/or are unable to count course hours while out of compliance with requirements in CastleBranch.** Failing to adhere to compliance deadlines will affect student course completion and program progression. Any student who does not meet deadlines or falls into overdue status will be issued a PIP by the Director of Clinical Placements and Affiliations. Students cannot return to clinical placement until the Onboarding Coordinators release the student via email communications to course faculty of record, faculty lead, assigned clinical faculty, and Program Director while copying the student. Hours can be made up in coordination with clinical faculty, faculty of record for the course, faculty lead, and program director. Registration for the following semester will be blocked or cancelled if students do not provide required documentation by deadlines provided by the Clinical Affairs Office. To assist in preventing falling out of compliance, Clinical Affairs staff are available to answer proactive questions about compliance requirements.

Confidentiality of Patient Records

The following policy on use of patient records has been developed to comply with federal guidelines outlined in the HIPAA regulations. The information below identifies what information is protected under Federal HIPAA requirements:

- Protected health information includes individually identifiable health information (with limited exceptions) in any form, including information transmitted orally, or in written or electronic form.
- “Individually identifiable health information” means health information created or received by a healthcare provider, health plan, employer, or healthcare clearinghouse, that could be used directly or indirectly to identify the individual who is the subject of the information.
- Health information must have all of the following removed prior to use outside of a healthcare setting: name; address, including street address, city, county, ZIP code, or equivalent geocodes; names of relatives and employers; birth date; telephone and fax numbers; e-mail addresses; social security number; medical record number; health plan beneficiary number; account number; certificate/license number; any vehicle or other device serial number; web URL; Internet Protocol (IP) address; finger or voice prints; photographic images; and any other unique identifying number, characteristic, or code (whether generally available in the public realm or not) that the covered entity has reason to believe may be available to an anticipated recipient of the information, and the covered entity has no reason to believe that any reasonably anticipated recipient of such information could use the information alone, or in combination with other information, to identify an individual. Thus, to create de-identified information, entities that had removed the listed identifiers would still have to remove additional data elements if they had reason to believe that a recipient could use the remaining information, alone or in combination with other information, to identify an individual. For example, if the “occupation” field is left intact and the entity knows that a person’s occupation is sufficiently unique to allow identification, that field would have to be removed from the relevant record.

Patient Record Handling

- Students may not make copies (photocopies, photographs, computer printouts, etc.) of any material from a patient record. If students are required to generate a SOAP note or comprehensive assessment note as part of their course requirements, the student must take HIPAA-compliant handwritten notes in the clinical setting to reference later to complete the course requirement. Making a copy of the patient’s record is a HIPAA violation and may result in a course failure and/or removal from the program.
- The student must follow any special regulations for the use of patient records per agency protocol.

Medication Administration

It is the standard of the Washington State University College of Nursing that students enrolled in all clinical courses will practice within the scope of the clinical curriculum and under the direct supervision of their assigned clinical faculty, supervising nurse, or practicum preceptor.

The guidelines in [the policy](#) refer only to those student activities which are completed during scheduled clinical hours and experiences for which they are receiving course credit. These policy restrictions and guidelines are not all-inclusive. Rather, they are intended to provide guidance to students, clinical faculty, supervising registered nurses (RN) or licensed practical nurses (LPN), mentors, and contracted clinical sites. Site-specific medication policies must be included in student orientations. Contracted clinical facility restrictions or limitations, which are more restrictive than these guidelines, will supersede any aspect of this policy.

Travel Related to Clinical Placements

To expose our students to the variety of practice settings and specialty fields available to them as future healthcare professionals, we strive to provide diverse clinical experience locations. Some clinical placements are secured with our community partners across Washington state. Some placements will be located in Idaho, Oregon, and may include some distance to outlying rural areas as one way to accomplish the College of Nursing's mission. Most clinical experiences require motor vehicle transportation. All students should accept that travel to clinical placements is part of the clinical placement experience. Students are responsible for their own housing, transportation and expenses associated with their required clinical experiences. Student travel concerns are not reasons considered during clinical section change request applications discussed below.

Clinical and Sections Change Policy for BSN Prelicensure Students

The Clinical Affairs department in the College of Nursing determines individual student enrollment in each section of a clinical course, through random placement. The Clinical Affairs office staff provide support to students to meet all agency-specific required onboarding.

The prelicensure BSN program clinical section size is guided by Washington Administrative Code ([WAC](#)) [246-840-532](#). Faculty of clinical courses are provided workload assignments based on the number of students per section. Additionally, "seats" for placements in agencies affiliated with the College of Nursing are fixed and limited by the agency or clinical grid and can change based on agency availability. In general, students must accept the clinical placement given and should plan for potential travel to occur while in the program as referenced above.

Procedure

Note: If more than one agency is utilized for a single section, students are not permitted to independently change their clinical section, preceptor, or clinical agency.

1. Students must submit all clinical compliance requirements in CastleBranch prior to the deadlines provided by the Clinical Affairs Office. If student's completed requirements did not meet deadlines, the request will automatically be declined.
2. Students must respond to Clinical Affairs staff requests for additional items or changes to submitted items in a timely manner (by due dates posted on the College of Nursing website or by deadline dates provided by Clinical Affairs credentialing and onboarding staff), **including during academic breaks/holidays**. Delays in meeting clinical onboarding requirements may delay the students' clinical start date, denial of request, or result in students being deferred to a future semester based on space availability in the cohort.
3. Students must meet all agency-specific requirements which may differ, or be in addition to, any clinical requirement descriptions on the College of Nursing web page, facility onboarding requirements, or the general health sciences vaccination requirements.
4. If all deadlines are adhered to, students may submit a request to the cohort's Lead faculty and the Director of Clinical Affairs to move from one section to another. Requests will only be considered for medical accommodations from the Access Center, or if there is a section with fewer students than was expected.
 - For accommodations based around medical exemptions, students must first follow the exemption process with Cougar Health. If the exemption is approved, students then work with the Access Center to process a request for determination of reasonable accommodation. Private medical information should not be given directly to Clinical Affairs. Please contact [Laura East-Pease](#), Director of Clinical Affairs, if the change request is due to a medical exemption.
 - Students or their relations (family, friends, etc.) are not permitted to develop nor set up clinical placements independently of the Clinical Affairs Office. All communication with agencies must be through the Clinical Affairs Office.



- Changes from one section to another may interrupt or delay clinical experiences until all clinical credentialing and onboarding has been completed for the new agency. In limited cases, a change in clinical agency may also interrupt program progression.
 - The College of Nursing and/or the agency reserves the right to deny clinical section or agency changes if there is undue burden on faculty, staff, or agencies.
5. The Clinical Affairs staff will notify faculty of the section the student is switching from/ to. The appropriate faculty will then give the student notice of the approved change three business days prior to the next clinical day, if feasible, at the new agency. Lead or clinical course faculty will identify the appropriate preceptor for precepted clinical experiences in accordance with [WAC 246-840-533](#).

NURS 430 Practicum Procedures

NURS 430 is a course that prelicensure BSN students take their S2 semester. The course provides the opportunity to apply theoretical concepts in a concentrated clinical practicum setting. Students will be placed in a facility and unit based on availability provided by clinical placement grids or facility availability during the practicum timeframe. Placements for this course are complex and involve many faculty, WSU staff, and facility staff to ensure each student receives a placement. Additional information about the placement survey is found [in the appendix below](#).

Drug Screening Policy

The College of Nursing will engage in drug screening of students. [Please see the policy here](#).

Annual requirements

The following annual requirements apply to current undergraduate nursing students. RN-BSN students must meet these requirements prior to practice experience courses (NURS 465 and NURS 495). BSN students must meet these in their second and beyond semesters of study. Please keep this in mind as you continue your education.

- **Annual TB:** Annual TB: An Annual TB is required each year (before your TB expiration date). All students must submit evidence of the 2-step, PPD or Quantiferon/IGRA to CastleBranch. If a student has a Positive TB test, please contact Clinical Affairs.
- **Influenza:** All students must submit evidence no later than October 1 each year of a current immunization against influenza.
- **WSP (WATCH) Report:** Go to [WSP](#) to set up an account. The cost is \$11 with debit/credit card. The results are immediate once the information is complete. Save a copy and upload to CastleBranch. The report is due by June 5 for each fall semester.
- **Criminal History Disclosure:** This [form](#) is to be filled out the same time as the WSP/WATCH.
- **Liability Insurance:** All clinical agencies require nursing students to have professional liability insurance to perform internships at their facilities. The University provides a Student Allied Health Intern Liability Insurance policy to purchase for each academic year for \$15.00. To purchase a policy through WSU, students must fill out and submit the [liability insurance form](#). If students elect not to purchase WSU Student Allied Health Intern Liability Insurance policy, they must provide proof that they are insured by another carrier. The coverage caps required by WSU are \$1 million per occurrence and \$3 million aggregate. A liability insurance policy must be kept in effect continually while enrolled in the nursing program.
- **CPNW Clinical Learning Modules:** All returning BSN students must complete the Clinical Learning Modules each Fall semester to meet the clinical agency requirements. Module instructions will be available approximately the first week of July. Students will be notified when they are ready to complete. RN-BSN students do not have this requirement.

Technical Standards

Nursing students must meet the appropriate Technical Standards for their program independently, with or without reasonable accommodation, to support successful progress through and graduation from their respective curricula. These requirements pertain to all student conduct regardless of setting (e.g., classroom/didactic, office, on-campus simulation, off-campus clinical, email communication, etc.).

Students are encouraged to review these Technical Standards to become familiar with the skills, abilities, and behavioral characteristics required to complete the programs. Students who have questions about these Technical Standards or who may require reasonable accommodation should contact [WSU Student Campus Accommodations](#) department at the campus in which they are registered.

- RN-BSN Technical Standards [may be found here](#)
- Prelicensure BSN Technical Standards [may be found here](#)

SECTION VII: ADDITIONAL INFORMATION

General Information

Directory for College of Nursing Faculty and Staff

Contact information for all College of Nursing faculty and staff is located at [College of Nursing Faculty & Staff Directory](#).

Academic Calendar

The [Academic Calendar](#) located on the WSU Registrar website provides relevant deadlines for registration, fees, applications, enrollment, exams, holidays, and other important information.

Emergency Funds & Scholarships

A limited number of funds are available to College of Nursing students who are facing financial emergencies. If a student ends up in need of financial assistance, they should contact their academic advisor. Additionally, scholarships are available each semester through College of Nursing-specific donations and support, averaging in the \$1,000 range. Please reach out to your academic advisor if you are interested in either of these financial options.

Library Services

[WSU Libraries](#) are dedicated to supporting the research needs of students. Refer to the [College of Nursing Library Services](#) for campus-specific information.

Online Course Access

Nursing courses use Canvas, an online Learning Management System (LMS), to deliver course content. Students will receive LMS access to courses after they have a WSU Network ID and have registered for courses. Access the site to find course syllabi, communications from faculty, and other important information. WSU has a [guide on navigating Canvas](#) as well.

University Writing Portfolio

Completion of the University Writing Portfolio is a graduation requirement at WSU. Upon reaching 60 credits, students receive a registration hold as indication that their University Writing Portfolio is due. The University Writing Portfolio is a mid-career diagnostic to determine if students' writing abilities have advanced in ways that can handle the writing demands of upper-division courses and courses in their majors. Specific submission guidelines and forms are online and available for download as pdfs. They include step-by-step instructions on how to complete the writing portfolio. Visit [the University Writing Portfolio](#) page for more information.

Applications for Degree

It is the responsibility of each student to meet the graduation requirements. This includes fulfillment of the University Common Requirements (UCORE), nursing degree requirements, writing portfolio, total hours required for the nursing degree, and submission of all forms and fees. Students should check their degree audit for any deficiencies and reach out to academic advisors if any questions emerge. If an academic advisor warns a student that they are missing something, it is the responsibility of the student to provide information (such as ordering an official transcript) as soon as possible. Delays may affect the timing of degree posting and subsequent licensing or post-graduation tasks.

Applications for Graduation

Students will receive notice from their myWSU portal when it is time to complete their application for graduation. It is important to apply early. Students are encouraged to check their degree audit for any deficiencies. If the student's graduation date changes, it is the student's responsibility to notify their academic advisor.

All requirements related to participation in campus graduation ceremonies will be sent to students during their final semester. Information on renting or buying regalia comes from WSU itself and is sent directly to each student after the start of their graduating semester.

Other Student Resources and Information

It is **highly** recommended that students retain a copy of syllabi, clinical evaluations, and other items that will prove useful in applying to graduate programs or jobs.

Other student resources and information can be found on the College of Nursing [website under Students](#).

Safety Information

In addition to any facility's or organization's reporting system, the College of Nursing must adhere to the process for two types of incident reports.

Incident reports: harm or near miss involving a patient

Complete the Nursing Commission Incident Report found at: <https://nursing.wsu.edu/nursing-commission-incident-report/>. This critical incident report documents "... events involving a student or faculty member that the program has reason to believe resulted in patient harm, an unreasonable risk of patient harm, or diversion of legend drugs or controlled substances" ([WAC 246-840-513](#)).

1. The incident report must be completed **by the student** involved **within 24 hours of the incident**. The clinical faculty member of that student assists with that report and ensures that it was filed.
2. The faculty and preceptors at the College of Nursing then have 24 hours to report to the NCQAC, on forms provided by the commission, on the events involving that student or faculty member that the program has reason to believe resulted in patient harm, an unreasonable risk of patient harm, or diversion of legend drugs or controlled substances.

When submitted via the online system, this report is delivered directly to the NCQAC as well as to the designated College of Nursing Program Director indicated on the form. Program Directors review the reports and develop action plans with faculty, both case-by-case and annually.

Incident reports: injury involving a student, staff, or faculty member

Complete the WSU Incident Report found at <http://hrs.wsu.edu/managers/incident-report/>. This form is used throughout WSU to report a workplace injury or illness of a student, staff or faculty within 24 hours. In accordance

with [SPPM 2.24.1 \(Reporting Accidental Injuries and Work-Related Illnesses\)](#), faculty, staff, volunteers, and students are to promptly report all accidental injuries and work-related illnesses to their supervisor for evaluation and possible investigation.

1. Students must **immediately** report all classroom injuries to their instructor and seek medical treatment, if needed.
2. Faculty will send an email with details of the incident to the Program Director.
3. The **Program Director** will complete and submit an [Incident Report](#) **within 24 hours**.
NOTE: Major incidents resulting in serious injury (e.g. fracture or amputation), in patient hospitalization, or death are to be reported immediately, per SPPM 2.24.1.
4. The Incident Report gets routed to Human Resource Services (HRS).
5. HRS will review and forward a copy of the report to the college's Dean.

For injuries occurring at a clinical agency, that agency's incident report form may also be required.

SECTION VIII: APPENDICES

NURS 430 Practicum

This section is related to the NURS 430 Practicum course, including placement as well as the student preference survey. The survey is a chance for students to provide preferences on the clinical immersion portion for senior practicum. The below bullet points are designed to communicate with students and educate them on the placement and survey expectations:

- There are no guarantees of obtaining a desired practicum site. Student preferences are considered alongside other factors outlined in the N430 Syllabus and Student Handbook when placing students for Practicum.
- There are no guarantees of obtaining a desired specialty.
 - Many specialties have more student requests than spots available.
 - If there are more students interested in a specialty than spots, names will be selected using the random.org List Randomizer.
- Students must work the shifts of their preceptor, including night shifts, weekends, and holidays.
 - WSU does not control which shift or days students will be assigned. Preceptors are assigned by their unit managers using several factors to meet the requirement of the nursing commission.
- The Clinical Placement Office navigates with agencies in the community and other colleges/universities to obtain clinical sites. This is a collaborative partnership that takes more than a year of planning. Students may not personally coordinate a placement or preceptor, nor have family/friends/others attempt to coordinate a placement or preceptor.
 - If a facility, family member, or friend contacts a student regarding practicum placement, students must redirect them to contact Angela Fraasch, Undergraduate Student Placement Coordinator, at angela.fraasch@wsu.edu.
 - Speaking with a facility to set up a practicum is considered unprofessional behavior. It impacts the ability to obtain an assigned/approved practicum placement and preceptor. Such behavior may prevent students from attending this course/practicum.
- Students must meet all compliance requirements for the agency they are assigned. Clinical placements will not be changed due to a student failing to complete the necessary agency compliance requirements.
 - Clinical agencies can change their requirements at any time, so students must be prepared to meet any changes in requirements.
- Students may be required to travel for their practicum. They will be responsible for making their own travel and housing arrangements in all assigned practicum site areas.



- Students are unable to change their preference after completing the preference survey. If they have any questions, they must contact Angela Fraasch, Undergraduate Student Placement Coordinator, at angela.fraasch@wsu.edu.
- Once placed, the only authorized changes to placements/preceptors will be if they originate from an Access Service approved accommodation request; if students are assigned to a unit where they are an extern or employed on; or if a preceptor is no longer available on the floor/unit. Changes are only authorized by College of Nursing Director of Clinical Placements and Affiliations.
- When students submit the preference survey, they will receive a message on the screen stating their response was submitted. This indicates that they were successful with the submission.
 - Do not email Clinical Affairs or course faculty to request verification of survey completion.
- For additional accommodations, such as vaccine requirements for a facility, inability to work a specific shift, or other limitations, an official accommodation request must be submitted and approved through access services.
 - **Spokane and Yakima** students: the website <https://spokane.wsu.edu/studentaffairs/access-resources/accommodation-process/> will provide information on how to get started with an accommodations request.
 - **Tri-Cities** students: the website <https://tricity.wsu.edu/current-students/access/> will provide information on how to get started with an accommodations request.

Glossary

- **Assessment Technologies Institute (ATI)** – This is a national tool that supports Nursing students as they move throughout their prelicensure BSN program. The company has review modules that students can use, as well as an NCLEX review session that students are encouraged to attend during their S2 semester. It is also used throughout the program for NCLEX-style questions and exams so that students are prepared when it comes time to take their NCLEX itself.
- **Center for Student Excellence (CSE)** - This College of Nursing department supports students throughout their time in the program. Academic advisors and success coaches are in this department and the CSE is focused on providing support with class registration, academic success, resource referral, and policy interpretation.
- **Clinical Affairs (CA)** – This College of Nursing department supports students with immunization questions, CastleBranch and Clinical Passport questions, the medical exemption process, the onboarding processes, and clinical training agreements with partner agreements.
- **National Council Licensure Exam (NCLEX)** – This is the final licensure exam that prelicensure BSN students take in order to become a registered nurse (RN). Students are eligible to sit for the NCLEX exam upon graduating the prelicensure BSN program. During the S2 semester, students receive an overview on how to apply for the NCLEX and what documentation is needed.
- **Performance Improvement Plan (PIP)** – This form is something that College of Nursing members fill that goes to a student to provide timely feedback and notification of concerns. Concerns can be related to academic courses, clinical experiences, or professionalism. Knowing what concerns are early on allows students to course-correct and ultimately be successful in their program. In some cases, PIPs may be generated due to policy or timeline breaches, but the majority of PIPs are designed to be non-punitive and serve as an early communication tool.
- **Undergraduate Admissions and Progression (UAP) Committee** – This College of Nursing committee is comprised of faculty and student representatives that review items related to undergraduate admission and time in the program. That includes cohort selection for incoming students, as well as reviewing appeals from students who do not progress in a timely manner and wish to retake courses.
- **Washington Administrative Code (WAC)** – These administrative codes are regulations of the Washington executive branch and are a source of primary law in the state. They guide many of the policies and procedures that the College of Nursing and WSU itself follow.