CONCORDIA UNIVERSITY

MISSION STATEMENT
“Concordia University is a Lutheran higher education community committed to helping students develop in mind, body and spirit for service to Christ in the Church and in the World.”

BACHELOR OF SCIENCE
NON-TRADITIONAL UNDERGRADUATE
NURSING HANDBOOK

BSN Completion Program
2016-2017

The Non-Traditional Baccalaureate Nursing Program is accredited by the Commission on Collegiate Nursing Education
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# Non-Traditional Undergraduate Program
## Instructors, Professors, and Administrators

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<thead>
<tr>
<th>Professor</th>
<th>Office</th>
<th>Office Phone</th>
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<tbody>
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</tr>
<tr>
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<td>Associate Professor</td>
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<td></td>
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<td>HS 101F</td>
<td>262-243-4205</td>
</tr>
<tr>
<td>Assistant Professor</td>
<td></td>
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INTRODUCTION

1. Concordia University School of Nursing
As nursing students, it is important that you understand both Concordia University's general policies and procedures and those of the School of Nursing. Concordia University admits qualified students of any race, color, or national or ethnic origin to all programs and activities, and is nondiscriminatory in the administration of its policies and programs. This handbook outlines specific policies that will affect you as students, and will address many of the questions you might have regarding the Non-Traditional Undergraduate Nursing Program.

If you have questions, please do not hesitate to contact your Academic Advisor, nursing department Administrative Assistant, faculty, or the Director of Non-Traditional Undergraduate Nursing. We hope this handbook will help answer your questions.

2. Concordia University Mission
Concordia University is a Lutheran higher educational community committed to helping students develop in mind, body, and spirit for service to Christ in the Church and the World.

3. Concordia University Core Values
Bound by the Biblical and Confessional teachings of The Lutheran Church – Missouri Synod, the members of the Board of Regents, the members of the Concordia University Foundation Board, the University President, employees and students of the university shall act in a manner consistent with these core values.

   Christ-Centered: We have faith in the redemptive work of Jesus Christ.
   Truth & Integrity: We speak truth and display integrity in all our relationships.
   Excellence: We expect excellence in all our endeavors to support CUW's mission.
   Service: We serve others in caring, helpful, respectful, and knowledgeable ways.

4. School of Nursing Mission
The School of Nursing is dedicated to providing a rigorous Christ-centered education that develops and inspires highly skilled professionals who are prepared to serve by promoting health and healing with excellence, integrity and compassion.

5. School of Nursing Vision
The School of Nursing vision is to be a premier Christ-centered School of Nursing widely recognized for transforming students into exceptional, professional leaders serving diverse communities in a changing healthcare environment to improve health.

6. Undergraduate Nursing Program Purpose
The Bachelor of Science in Nursing program provides a broad foundation in liberal arts education, as well as in the art and science of the nursing discipline, guided by Christian principles, that prepares the graduate with the professional leadership skills, expertise, caring and knowledge needed to function in a variety of healthcare and community settings.
7. School of Nursing Philosophy
The philosophy of the School of Nursing is consistent with and reflects the stated purpose and mission of Concordia University and its core values: Christ-centered, valuing truth and integrity, excellence, and service. We, the School of Nursing, believe:

Beliefs about People
1. Each person is unique, created with God-given abilities, capacities and characteristics.
2. While each person is unique, all have shared physiological, psychological, sociocultural, developmental and spiritual makeups, and similar needs that must be met.
3. People are in constant interaction and communication with their internal and external environments, and changes in one bring about changes in the others.
4. Rooted in cultural, social, spiritual, personal and biological environments, health and illness are influenced by complex interrelated factors.

Beliefs about Nursing
5. Nurses are Christ-centered witnesses to life’s most profound events across the lifespan, especially when people are most vulnerable.
6. Nursing is distinctive among the service vocations in its vision, scope, intimacy, and privileged relationship to patients; and in its concern with creating and using evidence-based knowledge to help others achieve optimal health outcomes.
7. Using the nursing process, nurses serve diverse individuals, families, groups and communities through independent and collaborative practice, in the promotion of health and wellness, prevention of disease, recovery from or adaptation to illness, and on the journey to a dignified and peaceful death.
8. Nurses’ responsibility as patient advocates necessitates a servant-leadership role within the interprofessional health care team.
9. Driven by professional and ethical standards, the evolving role of nurses in an increasingly complex world makes it imperative that nurses integrate art and science when caring for others in a variety of health and community settings.

Beliefs about Education
10. Our Christian-focused, dynamic curriculum is designed to foster lifelong learning, theory acquisition, clinical skill development, independent decision-making, respect for cultural similarities and differences, and socialization into the nursing vocation.
11. Our programs integrate the arts and sciences at all curricular levels to nurture excellence in nursing practice.
12. Education at all program levels occurs in an environment of scholarly inquiry, and is oriented toward preparing students in mind, body and spirit to care for individuals across the lifespan for service to Christ in the Church and in the world.
13. Student-centered learning is best achieved within a supportive community that values individual learning styles and builds on previous knowledge and practical experience.
14. Learning is a creative, intelligent, critical-thinking, interactive process that progresses from simple to complex.
15. Learners bring diverse attitudes, behaviors, experiences and values to the educational process.
16. Everyone who serves in the School of Nursing is a teacher and mentor to our students and to each other.
8. Undergraduate Nursing Program Outcomes

Upon graduation, students will be able to:

- Apply liberal arts and scientific background in nursing practice.
- Apply organizational and leadership principles in practice to improve quality and patient safety.
- Apply current evidence into professional nursing practice.
- Use informatics and healthcare technologies to inform decision-making regarding quality patient care and safety.
- Demonstrate knowledge of healthcare policy, finance, and regulatory environments.
- Communicate and collaborate in an interprofessional healthcare environment to deliver high quality, safe patient care.
- Apply knowledge of health promotion and disease prevention to improve individual and population health.
- Demonstrate professionalism and professional values.
- Engage in the professional roles of the nurse as care provider, care manager/coordinator, life-long learner and member of the profession.

9. Code of Ethics for Nurses

Refer to the following web page: http://www.nursingworld.org/codeofethics.

10. Disabilities Act

In accordance with the Americans and Disabilities Act (ADA) and Section 504 of the Vocational Rehabilitation Act of 1973, individuals with disabilities are protected from discrimination and assured services and accommodations that provide equal access to the activities and programs of the university. Students with a documented disability (e.g., physical, learning, psychiatric, vision, hearing, etc.) who require reasonable accommodations in order to obtain equal access to this course must contact the Disability Support Services at: 262-243-4299 or https://www.cuw.edu/departments/lrc/dss/index.html, and the Learning Resources Coordinator in Luther 200b, ext. #4299 at the beginning of the semester. Information may also be found at http://www.ada.gov/.

STUDENT LEARNING EXPECTATIONS

- Students are required to check their CUW email on a regular basis (at least once a week), even when they are not in active coursework.
- Students are required to use only use CUW email (Outlook) for correspondence to any and all CUW faculty and staff.
- Students are required to have read the program handbook and University handbook for the year they were admitted and adhere to all policies and procedures.
- Students are required to read and complete all assignments as indicated on the course schedule.
NURSING CURRICULUM

The following pages outline the BSN Completion Program curriculum. The nursing curriculum is subject to change per periodic review.

1. Transfer Credits and Transfer Credit Evaluation

A. All students will have their transcripts evaluated as part of the admissions process by the program director. The student will be given a copy of their transcript evaluation via email attachment which illustrates how many credits were transferred, where they were applied to the curricular requirements, and which liberal arts courses the student still needs to complete. Students may transfer in up to 85 credits.

B. Statistics will only be transferred in if taken within the last five years, unless otherwise approved by the program director.

C. No credits will be transferred for courses in which a grade of C- or lower was obtained.

D. Students may submit transcripts from the College Level Examination Program (CLEP). A student must first contact the program director if attempting to CLEP out of a program requirement after being admitted and having their transcripts evaluated. If approved, a student can visit https://clep.collegeboard.org/ to gain more information and complete the process.

E. If a student does not agree with their transcript evaluation for any reason, they must follow the outlined procedure below:

   i. The student will write a formal letter to the program director addressing the course number and title of the course that a student feels credits should be granted.
   ii. The student must include copies of the catalog descriptions and/or syllabi for the course(s).
   iii. The student’s letter and copies of course descriptions will be reviewed by the registrar and director of the BSN Completion Program at Concordia.
   iv. The School of Nursing and the registrar will then grant credit, waive the course requirement, or deny the request.
   v. The student will receive written notification by the Department within four weeks after receiving the appeal from the student.

2. Required Classes and Credits

A. Students must have a cumulative total of at least 121 credits in order to earn the baccalaureate degree from CUW. The 121 credits will be comprised of transfer credits and CUW credits.

B. All students must take at least 36 credits at CUW in order to satisfy residency requirements and graduate with a baccalaureate degree from CUW.

C. Students may be required to take elective courses in order to reach the cumulative 121 credits. This will be communicated by the academic advisor.
D. All students must fulfill the liberal arts core (3 credits of ethics, 3 credits of humanities, 3 credits of cross-cultural, 6 credits of social science, 3 credits of statistics, 3 credits of communications) and 6 credits of natural science (i.e. Anatomy and Physiology, Biology, Microbiology). These courses may be transferred in as a portion of the 85 transfer credits allowed.

E. All students must take 6 theology credits from CUW.

F. Students will be required to take the NURS courses in a specific order as outlined by the program director. The program director may make exceptions to the course sequence in a student’s progression on a case by case basis.

G. Required BSN Completion course sequence (19 nursing credits):

- NURS 301: Dimensions of Professional Nursing (3 credits)
- NURS 305: Trends in Professional Nursing (3 credits)
- NURS 336: Nursing Research for RNs (3 credits)
- NURS 342: Population Health (4 credits)
- NURS 442: Leadership: The Future of Nursing (3 credits)
- NURS 492: Seminar in Contemporary Nursing (3 credits)

3. Course Progression

A. Students will be given a progression schedule by their academic advisor. It is the student’s responsibility to follow the progression and/or communicate with the academic advisor should the student be unable to follow the progression. Students understand that modifying their progression schedule may delay their graduation.

B. Students must take AL 169 Statistics (or have it transferred in) and NURS 301 Dimensions of Professional Nursing before they can progress on to any other nursing coursework.

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 301: Dimensions of Professional Nursing</td>
<td>None</td>
</tr>
<tr>
<td>NURS 305: Trends in Professional Nursing</td>
<td>NURS 301</td>
</tr>
<tr>
<td>NURS 336: Nursing Research for RNs</td>
<td>NURS 301 &amp; Stats</td>
</tr>
<tr>
<td>NURS 342: Population Health</td>
<td>NURS 336</td>
</tr>
<tr>
<td>NURS 442: Leadership: The Future of Nursing</td>
<td>NURS 336 &amp; NURS 342</td>
</tr>
<tr>
<td>NURS 492: Seminar in Contemporary Nursing</td>
<td>ALL</td>
</tr>
</tbody>
</table>

C. The program director may make exceptions to the course sequence in a student’s progression on a case by case basis.
4. Graduation

Students must notify the academic advisor one term in advance of which they plan to graduate. This will allow time for a check on student's credits to make sure that sufficient credits will have been earned in the appropriate areas by the time of graduation. Students who successfully complete all of the required courses for their BSN may walk at the graduation ceremony.

All students must complete a graduation form at:
https://www.cuw.edu/academics/graduation/students/request/undergraduate.cfm.

Your account will be charged a graduation fee of $55 whether you plan to participate in the ceremony or not. Those participating in the graduation ceremony can order their cap and gown sizes online. These will be an additional cost for the student. Commencement exercises are held at the end of both fall and spring terms. All information is online at: https://www.cuw.edu/academics/graduation/index.html. Please check the website periodically as updates are frequently made and occasionally changes occur.

EBI SURVEY: All graduates are highly encouraged to complete the Educational Benchmarking, Inc. (EBI) survey that will be emailed to them after graduation. The survey provides the School of Nursing and University as a whole with valuable data based upon student feedback regarding student learning outcomes and the nursing program specific outcomes.

5. Global Education Opportunities

We live in an increasingly interdependent world. As such, it becomes a necessity to include opportunities for international study in a liberal arts education. Today’s students will have to cooperate and compete in a global environment. Foreign study provides unique opportunities to interact with people from different countries and cultures, with the purpose of spreading the Word of mind, body, and spirit for service to Christ in the Church and the World and to “bring peace on earth and goodwill to all humankind” (Luke 2:14). The goal of Concordia University is to make it possible for all undergraduate students to have a foreign study experience as an integral part of their education.

Courses NURS 451 Global Education Costa Rica and NURS 452 Global Education Mexico are offered periodically during the year, and count towards the culture core requirement. See the Concordia University Undergraduate Academic Catalog on the CUW website for more information. Credits may be applied to the fall or spring semesters. Information is distributed to nursing students in the fall semester.

The Study Abroad Office distributes a finite number of global education grants to students who meet designated requirements. See the Study Abroad web page and the Concordia University Undergraduate Academic Catalog on the CUW website.

We offer cultural opportunities initiated by the School of Nursing for students. If you are interested, please inquire in our office. At present, global education courses are offered in January and March of every year, and meet the cross-cultural course requirement. There is a cost for the student beyond the tuition cost which is the student’s responsibility. It is also the student’s responsibility to follow the deposit deadlines for the trip they are attending and to pay for and obtain a passport before the deadline given.
6. Course Descriptions
Course descriptions are located in the course catalogs which can be located online at this link:
https://www.cuw.edu/Academics/catalogs.html.

POLICIES AND PROCEDURES

Students in the Non-Traditional Undergraduate Nursing Program at Concordia University are responsible for being familiar with all policies and procedures of the University, School of Nursing, and the Program. Please refer to the University’s present catalog and student handbooks for specific information. This handbook is subject to change.

1. Admission Status

A. **Full Admission:** Students admitted under full-admission status have no registration restrictions other than course prerequisites as identified in course progression.

B. **Provisional Admission:** Students admitted under provisional-admission status are only permitted to take Liberal Arts courses and NURS 301. Upon proof of passing the NCLEX, verification of the student’s RN license, and proof of employment as an RN, then the student’s admission status will be changed from provisional to full admission.

C. **Appealing Admission Status:** If a student is denied admission and would like to appeal the decision, they must write a formal letter addressing how they will be successful if admitted and how completing this program would fit into their life goals. This letter must be submitted to the program director via postal mail and email within thirty (30) days of denied admission. The program director will then review the letter and notify the prospective student via postal mail the decision within fourteen (14) days of receiving the student’s letter.

2. Academic Guidelines

Note: The program director has authority to make exceptions to progression requirements.

A. Students may **only repeat ONE nursing course** during their time in the program. If a student is unsuccessful in completing the course a second time, they are automatically dismissed from the program. If a student completes the course successfully but then fails a second nursing course, the student will be automatically dismissed from the program.

B. Students may **only repeat ONE non-nursing course**. If a student is unsuccessful in completing the course a second time, they are automatically dismissed from the program. If a student completes the course successfully but then fails a second course, the student will be automatically dismissed from the program.

C. Once a student repeats a course, their previous grade is omitted from future GPA calculations although it will still appear on their academic transcript.

D. Students may **only withdraw from one nursing course** for academic reasons. A second withdrawal will result in the student being dismissed from the program.

E. Students are allowed to **withdraw one time** from the Non-Traditional Undergraduate Nursing Program.

F. If a student does not take coursework for two consecutive semesters (stops-out) they must re-apply for admission.
G. Students may be placed on **nursing academic probation only once.**

H. A second violation of any progression requirement will result in dismissal from the BSN Completion Program. Students are notified by a formal letter via U.S. postal mail to the address on file with the Academic Advisor.

I. Students have the opportunity to **appeal one time after a dismissal** to gain readmission into the BSN Completion Program.

3. **Program Academic Standards**

A. Previous coursework grades and GPA (transferred coursework) is not calculated or tracked as part of the students’ academic standards while in the BSN Completion program.

B. Students must **maintain at least a 2.75 cumulative GPA** while in the BSN Completion program.

C. Students must obtain **at least a C+ in all Nursing courses.**

D. Students must obtain **at least a C in all non-Nursing courses** in order for the course to count as fulfilling the requirement.

4. **Grading**

In the Non-Traditional Nursing Department, the total number of points received in a course will be assigned a letter grade based upon the following scale:

<table>
<thead>
<tr>
<th>Number Grade</th>
<th>Letter Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>95-100</td>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>93-94</td>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>91-92</td>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>87-90</td>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>85-86</td>
<td>B-</td>
<td>2.67</td>
</tr>
<tr>
<td>83-84</td>
<td>C+</td>
<td>2.33</td>
</tr>
<tr>
<td>79-82</td>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>77-78</td>
<td>C-</td>
<td>1.67</td>
</tr>
<tr>
<td>75-76</td>
<td>D+</td>
<td>1.33</td>
</tr>
<tr>
<td>72-74</td>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>70-71</td>
<td>D-</td>
<td>.67</td>
</tr>
<tr>
<td>Below 70</td>
<td>F</td>
<td>0</td>
</tr>
</tbody>
</table>

A. All nursing courses require a minimum grade of “C+” (2.33) or higher, meaning an 83% or higher needs to be achieved.
B. Grading Rounding Policy: All grades are rounded from the tenth (1\textsuperscript{st} decimal point), then to the whole number. Example: 83.48 = 83.4, then is rounded to 83%. Assessments reflect the integration of textbook readings, handouts, power points, and participation in the discussion forums. For face to face classes, attendance does not count towards participation points. A student needs to be actively engaged and contribute to each week’s discussion.

C. Calculations for Nursing GPA: The formula for calculating the GPA is credit hours per class multiplied by grade value (ex. A=4.0) equals quality points. Total quality points divided by total credits earned equals nursing GPA.

D. Posting Grades: Final grades are posted in Banner.

E. Grade Changes: Once a course grade has been made available to students, a change of that grade will be permitted on the following time basis:

   i. For a course taught in the traditional semester format (fall or spring semesters) the grade change is to occur within three calendar weeks following the end of each semester.
   ii. Grade changes for course not taught in the traditional semester format must occur within six calendar weeks.
   iii. This policy does not apply to grades of incomplete (I). Refer to the Concordia University Wisconsin Undergraduate Course Catalog at https://www.cuw.edu/academics/catalogs.html for more information.
   iv. For the Non-Nursing Courses Grading scale please refer to the accelerated learning catalog.
   v. Students may be granted an ‘I’ for Incomplete as a placeholder if they have worked out an extension with the instructor.

5. Program Academic Calculations

   A. Cumulative GPA is calculated once a student has completed at least 9 credits. After that point, cumulative GPA is calculated after each semester is completed (Spring is January 1-June 30 and Fall is July 1-December 31).
   B. Nursing course grades are tracked as soon as a student takes their first Nursing course.
   C. Non-Nursing course grades are tracked as soon as a student takes their first non-Nursing course.

6. Academic Probation and Policy

   A. Students will be placed on academic probation if either (or both) of the following occur:

   i. If a student’s cumulative GPA falls below a 2.75, the student will be placed on academic probation.
   ii. If a student receives less than a C+ in ANY nursing course, the student will be placed on academic probation.
B. Academic Probation Procedure:

i. All students who are placed on academic probation will be notified via postal mail and CUW email by their academic advisor.

ii. If a student is placed on academic probation due to their GPA, the student MUST successfully raise their GPA to or above a 2.75 by the end of the following semester. For example, if a student’s GPA is a 2.50 at the end of the Spring semester, that student must improve their GPA to a 2.75 or above by December 31st (the end of the Fall semester) of that same year. This may result in a student having to retake a course(s). Failure to do so will result in the student being dismissed from the program.

iii. If a student is placed on academic probation due to achieving less than a C+ in a nursing course, the student MUST successfully retake that nursing course the next semester (or the next time it is offered) and achieve a C+ or better. The student will be restricted from taking any other nursing courses until that is accomplished. Failure to do so will result in the student being dismissed from the program.

7. Academic Assistance and Retention

To help students develop in mind, body, and spirit for service to Christ in the Church and the World, the following support and teaching/learning strategies are available to students:

A. The Learning Resource Center offers resources for students who are struggling in coursework such as SmartThinking, an online tutoring and writing center. Go to the Learning Resources Center webpage at: https://www.cuw.edu/Departments/lrc/index.html for more information.

B. The Writing Center is available for students who struggle with writing assignments. Go to the Writing Center web page at https://www.cuw.edu/Departments/lrc/writing/index.html for more information.

C. Learning disability testing is provided through the Learning Resource Center.

D. Faculty and the Non-traditional Undergraduate Nursing Academic Advisor are available to provide support. Students should seek extra help or assistance at a mutually agreed upon time.

E. The Counseling Center offers counseling services to enrolled students. Trained counselors are available for in-person (for local students) or phone appointments (for online students). Go to the Counseling Center webpage at https://www.cuw.edu/Departments/counseling/index.html for more information.

8. Attendance

Students are responsible for following Online Learning and Accelerated Learning policies in regards to attendance, absence, and course progression.

9. Course Enrollment

If course enrollment is not sufficient, courses may be cancelled before the start date for administrative reasons. Students will be notified of these changes as soon as possible should they occur. The student will then work with the Academic Advisor to identify a replacement course.
10. Appeals

A. An appeals meeting is set at the end of the fall and spring semesters (following the Registrar’s posting of grades) for students who have been on probation one time, are now dismissed because of a second violation, and who choose to appeal the dismissal. With the second violation, students receive notification of the dismissal and the appeals option via certified U.S. Postal Service mail to the address on file with the Undergraduate Nursing Academic Advisor and via Concordia University Wisconsin email. The dismissal letter is sent to students when any of the following occurs:

   i. Failure to raise cumulative GPA to a 2.75 or higher.
   ii. Failure to repeat a nursing course in which the student achieved less than a C+.

B. Students who choose to appeal are required to respond, in writing, within ten (10) business days of the date of the dismissal letter to discuss their intent to progress. The appeal letter should clearly state the appeal (request being made by the student), address factors that impeded academic progress, and any plans to address these factors in the future. Student appearances (in-person or by phone conference) at the appeals meetings are optional.

C. The Non-Traditional Undergraduate Nursing Program Chairperson will communicate the outcome of the appeals meeting, in writing, to the student via U.S. Postal Service mail to the address on file with the Non-Traditional Undergraduate Nursing Academic Advisor. Each student appeal is considered on an individual basis; therefore, the re-entry and progression requirements are unique to each student.

D. Students who are dismissed from the Non-Traditional Undergraduate Nursing Program and believe the appeals process was not properly followed may present an argument, in writing, to the Dean of the School of Nursing within ten (10) business days of the date of the Non-Traditional Undergraduate Nursing Program’s final decision. Students may appeal one time to gain readmission into the nursing program.

11. Withdrawal

Non-Traditional undergraduate nursing students are allowed one voluntary withdrawal from the same course one time or one time from the Program. A nursing student will not be required to withdraw from the nursing program without a thorough and careful review of the student’s records and evaluations of total performance by the Dean of the School of Nursing.

If students need to withdraw from a course, they are to contact the Non-Traditional Nursing Program Academic Advisor who will assist them. If a withdrawal is not made through the Academic Advisor, a failing grade will be recorded for the affected course(s). Refunds for withdrawing from a course depend on which type of course it is. See the accelerated learning centers (Adult Education) catalog for refund policy and the online learning handbook for the online course refund policy.

12. Course/Faculty Grievance Process

The steps listed below are to be carried out with an attitude of Christian love and concern for academic, moral, and spiritual growth. Face-to-face meetings are encouraged throughout the process, but may not be possible because of the situation.
**Step 1:** The student meets with the instructor to resolve the matter informally. School of Nursing students should speak with the professor/instructor directly within 10 business days of the course/practicum concern, issue, or grade. Make an appointment with the professor/instructor to discuss the concern, issue, or grade. Schedule a time that is outside of the class time and preferably in person.

**Step 2:** If you feel your concern is not resolved, traditional undergraduate students may submit a written grievance to the Director of the Undergraduate Nursing Program within 10 working days after meeting with the instructor. Upon receipt of the student’s grievance, the Director will notify the instructor, who will then have 10 working days to submit a written explanation of the incident to the Director. Within 5 working days of receiving the instructor’s report, the Director will send a written response to the student and the instructor.

**Step 3:** If the student is still not satisfied, s/he may file a written complaint with the Dean (at Mequon) or Campus Dean (at Ann Arbor) of the School of Nursing within 10 working days of receiving the Step 2 report (if applicable). The Dean or Campus Dean will render a decision and send a written response to the student, the instructor, and the Step 2 University official (if applicable) within 10 working days of receiving the grievance.

**13. Program Fees and Documents**

A. As of July 1, 2016, undergraduate NURS-prefixed courses are charged at rate of $471 per credit. This rate is subject to annual review and may increase. The University may charge other fees, like technology fees as outlined in the overall CUW student handbook.

B. All students are responsible for purchasing or renting all textbooks from the CUW bookstore or a vendor of their choice. The only exception to this is if the course is part of the adult accelerated program (courses with an “AL” prefix), in which case the student will be notified regarding the details of the book loan program.

C. As of October 1, 1998, it is mandatory for all persons employed or serving in the healthcare industry to have a background check. This legislation can be found at https://www.dhs.wisconsin.gov/caregiver/index.htm. All students will be required to enroll in CastleBranch Background Check (CBC) and upload all required forms. The initial cost is $60. CBC is a reputable, secure, online environment that the School of Nursing uses to record necessary documents for continuation in the program. Students are required to establish an account by going onto the CastleBranch website at https://www.castlebranch.com/. An initial account is established when students place their first order for the background check package. Background checks are re-done every three years.

D. If a student’s background check is positive, the student may be asked to provide court documents, police records, and any other information as requested by the program director. This information will be reviewed by the program director and other administrative representatives of the nursing program. Based on review, a student may be denied admission to the program. Following the initial background check, if a student has an arrest, felony, or any unlawful activity that may result in licensure probation or dismissal, it is the obligation of the student to share this information with the director. Failure to do so will result in automatic
dismissal from the program, including being dropped from all current courses whether the student is in-progress or not. The student will be responsible for any fees incurred by this action.

E. **HIPPA, Confidentiality, and Handbook Sign-off**: Students will be required to acknowledge, that they will comply with all the department’s HIPPA, Confidentiality, and Handbook policies.

F. **RN License**: All students must maintain an active unrestricted RN license (with the exception of provisionally admitted students). Students are responsible for submitting a new copy of their license to the department each time it expires. In addition, the student must be actively working as an RN. It may be on a volunteer basis, but must be routine (at least for the last 3 months). If at any point during the program the student discontinues work as an RN, it is the student’s responsibility to communicate this within 2 weeks of the change to their academic advisor. **If at any point the student’s RN license is not current, the student will be withdrawn from all coursework and not be allowed to progress until a current RN license is produced by the student.**

14. **Academic Integrity and Dishonesty**

The following steps will be taken for academic integrity and dishonesty offenses:

**First instance**: The faculty member determines the penalty. This may include any of the following: an opportunity to redo the assignment or test, a reduced grade on the assignment or test, a failing grade on the assignment or test, a lower grade in the course, a failing grade in the course, or removal of the student from the course.

**Second instance**: The faculty member determines the penalty, and the campus-specific Chief Academic Officer (CAO) or designee connects with the student at which time additional sanctions may be imposed.

**Third instance**: The faculty member determines the penalty, and the Academic Conduct Board (ACB) meets with the student, at which time additional sanctions may be imposed, including suspension or expulsion. On the Mequon campus the ACB consists of the CAO at Mequon, AVP of Academics for Student Success, and the Dean of the School in which the student resides. On the Ann Arbor campus the ACB consists of the CAO at Ann Arbor, the Dean of Students, and the campus Dean of the School in which the student resides. If the student is an adult learner, the appropriate Center Director joins the ACB. If the student is a graduate student, the appropriate Program Director joins the ACB. The decision of the ACB is final.

**Appeal Process**: On the Mequon campus students may appeal a faculty-issued academic dishonesty decision or penalty in writing to the Dean of the School in which the course was offered within 15 working days of receiving the report. The Dean (in consultation with the Department Chair or Program Director or Center Director) will consider the appeal and render a decision within 10 working days of receiving the appeal and issue a written response to the student. On the Ann Arbor campus, this appeal should be directed to the appropriate campus Dean. *(RLF, Summer 2014)*
15. Title IX Policy
Concordia University is committed to fostering a safe, productive learning environment. University policy and federal law (Title IX) prohibit discrimination on the basis of sex which includes but is not limited to harassment, domestic and dating violence, sexual assault, and stalking. Sexual misconduct of any type is not permitted by the university. Please see the following link for more information about CU’s policies and procedures concerning sexual misconduct: https://www.cuw.edu/academics/compliance/consumer-info/index.html.

16. Social Media Policy
Nurses must recognize that they have an ethical and legal obligation to maintain patient privacy and confidentiality at all times. Privacy is the patient’s expectation to be treated with dignity and respect. Confidentiality is safeguarding patient information. Consistent with the American Nurses Association’s principles for social media, whatever is posted on a social media site (i.e., Facebook, Twitter, You Tube, LinkedIn) instantly becomes available to the public. It is crucial to keep content appropriate and confidential matters private. Regardless of the privacy settings, content can easily be made available to those outside the user’s preference settings. Be aware that all University and legal guidelines, such as Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act of 1996 (HIPPA), also apply in social media sites.

The following is adapted from the American Nurses Association (2011) Principles for Social Networking:

- Nurses must not transmit or place online individually identifiable patient information.
- Nurses must observe ethically prescribed professional patient-nurse boundaries.
- Nurses should understand that patients, colleagues, institutions, and employers may view posting.
- Nurses should take advantage of privacy settings and seek to separate personal and professional information online.
- Nurses should bring content that could harm a patient’s privacy, rights, or welfare to the attention of the appreciate authorities.

For more information, go to: http://www.nursingworld.org/socialnetworkingtoolkit.aspx.

17. Student Nurses Association (SNA)
The purpose of Concordia’s Student Nurses Association is to enhance nursing education in order to provide:

- Highest quality health care;
- Programs representative of nursing professional interests and concerns;
- Aid in the development of the whole person, her/his professional role, and her/his responsibility for health care of people in all walks of life;
- Refer to the following web page: http://www.nsna.org.

Membership is open to students preparing for registered nurse licensure or registered nurses completing their bachelors’ degree. Students enrolled in Concordia University Wisconsin's nursing program may become a member of the association.
Officers are annually elected by the members of the Student Nurses Association. Officers of Concordia Student Nurses Association shall be president, vice president, secretary, treasurer, projects director, promotions director and projects/promotions committee.

A faculty advisor will be selected annually by the Chair, Traditional Undergraduate Nursing Program and faculty.

18. Sigma Theta Tau International Nursing Honor Society – Phi Beta Chapter #480
As one of the most distinctive organizations in professional nursing, the STTI honor society influences and changes the health of people by engaging the intellectual capital of nurses around the globe. Founded to advance the knowledge, learning and service of nurses, the honor society focuses on scholarship and leadership in its social and ethical commitment to excellence. Students who possess academic excellence, integrity and demonstrate leadership potential and who meet the criteria outlined on the STTI website are eligible for membership. Refer to the following web page: http://www.nursingsociety.org.

19. School Closings
The following policy will be in effect regarding school closing for snow days or other emergencies:

A. All employees are to exercise their judgment as to whether or not road conditions in their area allow safe travel to campus, even when the school is open.
B. Students may check if the University is closed by calling 262.243.2222.
C. Concordia University Wisconsin will notify the media directly when the University is closed.

20. Reference Letters
Faculty members are willing to write reference letters for students. It is a professional courtesy that students discuss this with faculty prior to naming the faculty as a reference. As a courtesy, faculty should be given at least two weeks’ notice to compose the letter of reference. Faculty members are not required to write reference letters.

21. Student Files Summary
Nursing students’ official transcripts will be kept by the Registrar of Concordia University. Other student records will be kept by the School of Nursing. These include, but are not limited to, theory and practicum assignment grades and course grades, clinical and/or practicum evaluation summaries, nursing GPA records. These records will be kept for three (3) years post-graduation. If the student leaves Concordia prior to graduation, the student’s record will be kept for one (1) year. Once the three (3) year period is over, the Registrar’s Office will develop a summary sheet of the graduate. This will include the following:

- Name/Address
- Social Security Number (Student’s ID number)
- Year entered program
- Year graduated
- Summary of clinical and/or practicum evaluations
CONFIDENTIALITY
In accordance with provisions of the Family Educational Rights and Privacy Act of 1974, any information related to an alleged violation of the University's standards or to the outcome of a judicial hearing must be treated as strictly confidential by members of the faculty. It does not violate laws on confidentiality to discuss a case with the judicial affairs staff or your department chair or dean.

Official Records: The official records of students are considered confidential information. However, the University hereby designates the following categories of student information as public or Directory Information. Such information may be disclosed by the institution for any purpose, at its discretion.

Category I: Name, address, telephone number, dates of attendance and class.

Category II: Previous institution(s) attended, major field of study, awards, honors (includes Dean’s list), degree(s) conferred (including dates).

Category III: Past and present participation in officially recorded athletic and co-curricular activities, physical factors, (e.g. height and weight of athletes), date and place of birth

Students are entitled to see any official information that is contained in their official records. Faculty and administrators in carrying out their respective duties may keep unofficial information or records. Requests from an individual donor or organization providing financial support to a student are honored only with prior approval of student. Requests from individuals or organizations making approved statistical research studies may be honored without prior approval of the student, providing no information revealing the student's name is published.

Only such items which are considered public records are released in response to telephone inquiries. These include date and place of birth, date of enrollment, degree (if any), major and/or minor fields, and honors received.

Information from counseling files will not be available to unauthorized persons on campus or to any person off campus without the express consent of the student involved, except under legal compulsion or in cases where the safety of persons or property is involved.

Routine requests regarding the character of a former student who has submitted the University as a general reference will be honored. No official records will be kept that reflect the political activity of students. Provisions are made for periodic routine destruction of noncurrent disciplinary records and any other empirical materials. After graduation, health records and transfer recommendations are added.
STUDENT RESOURCES

1. Identification (Falcon) Card
The Falcon 1 Card is an identification card that is used throughout the Concordia University Wisconsin (CUW) campus. This service gives students, faculty, and staff a convenient, simple way to conduct their campus business. Clinical or Practicum sites may also require that you demonstrate that you are a student from Concordia University. The Falcon 1 Card features a color picture for easier identification. Prior to beginning classes, your I.D. picture will be issued from the library.

The Falcon 1 Card is CUW’s exclusive identification system. It helps reduce the need to carry cash for many purchases during the school year. The card has a declining balance so that after each purchase, you are aware of your remaining balance. As the balance decreases, additional dollars can be deposited and credited to the card through the campus Cashier’s Office. Deposits to students Falcon 1 Card accounts are processed by the cashier during normal business hours. Cash will be deposited and available immediately, and checks will be subject to a 3 day waiting period.

- Bookstore—no need to carry cash when making purchases; as convenient as a credit card, without the interest payments; money budgeted for books and supplies can be conveniently credited to the account.
- Library—use the card to check out books at CUW.
- Sports Fitness Center—use the card to use the weight room and aerobics room.
- Siebert Dining Hall—Use the card to purchase food from the Falcon’s Nest or Siebert Dining Hall.

A student’s first Falcon One Card will be given to the student free of charge. Lost cards will be replaced at a cost of $25 per card. For more information regarding the Falcon Once Card, please refer the overall CUW student handbook.

A Falcon 1 Card is required to check out books and other materials from the Library. The Rincker Memorial Library Handbook is available for the asking at the Library desk. It contains information about the book and reference collection as well as reserve information. The Library of Congress Classification System is detailed as well as directions on locating books.

2. Library Support
Concordia University Wisconsin is committed to offering quality support for study in nursing and related fields. The library, therefore, shares that commitment and offers its services and support to that goal. The following pages explain our library services.

Library hours may vary during the summer months, January, and legal holidays. Please call (262) 243-4330 for current hours or check the website: [https://www.cuw.edu/departments/library/index.html](https://www.cuw.edu/departments/library/index.html).