



**Associate Degree
Nursing Program
Student Handbook**

2022-2023

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Introduction

On behalf of the faculty and staff it is my distinct pleasure to welcome you as a member of our Western Technical College's Nursing Program community. You are about to begin an important journey as you prepare to become a nurse. Grounded in the sciences and liberal arts, you will learn the basic skills and the scientific basis for practicing our profession. The next four terms will be exciting, intense and challenging as you learn to care for individuals throughout their lives, whether ill or healthy.

You will grow professionally and personally through interactions with faculty, your fellow students, nursing staff in clinical agencies, and patients. Upon graduation, you will be well-prepared for the NCLEX exam, allowing you to become licensed as a registered nurse. Our graduates have successful careers in multiple specialty areas and perhaps you will go on to complete a baccalaureate, master or doctoral degree.

From the beginning, your faculty will be there to help you learn. Some of our faculty have doctoral degrees and many continue their own practices. You will be working closely with clinical staff and participating as a member of the healthcare team to provide patient care. Don't hesitate to seek out faculty and learning experiences; we are here to help you and facilitate your learning.

You are here because you are the best and the brightest. Our expectations are high but the outcomes are well worth it. I know that your education at Western Technical College will take you far. We are excited that you are here.

A career in nursing is a profession dedicated to the achievement of health and healthcare through science and its application. I hope you will gain a deeper understanding of what it means as you experience the dedication our faculty members have to your development. I encourage you to get to know them – they are leaders not only in the school, but the entire nursing profession. The time you spend with us is sure to provide you with many opportunities.

Best wishes,

Chaudette Miller, RN MSN
Associate Dean of Nursing and Nursing Assistant

About the Handbook

This Handbook for students in Western Technical College's Nursing Program provides information regarding policies, procedures, available resources and issues that are of concern to student academic life. It also outlines rights and responsibilities of the students.

These policies, and any additional Nursing Program policies and procedures relative to student records, publications, grievances and discipline, are consistent with the Family Rights and Privacy Act of 1974. Policies and procedures governing all Western Technical College students are available in the Western College Catalog.

Students are responsible for using the Handbook and College Catalog as a resource when questions arise and as a guide to academic and nonacademic policies and procedures.

All students are required to sign the Handbook Acknowledgement. A copy of the Handbook Acknowledgement is retained in your file. By signing the acknowledgement, you certify that you are responsible for:

1. Reading the Handbook in its entirety.
2. Agreeing to comply with all policies.
3. Reviewing and understanding any changes made to the Handbook during the entire time you are enrolled as a student in Western Technical Colleges Nursing Program.
4. Recognizing that changes made to policies and procedures may impact you as a student.

Handbook Contents Disclaimer

Information in this handbook describes the Western Technical College's Program at the time of publication.

Unless otherwise indicated by a parenthetical statement containing "effective date" all terms, conditions, policies, practices, stated directives and information contained within the handbook are correct and current. Changes may be made in policies, the calendar, curriculum or costs. Such changes will be announced by Western Technical College approved methods and practices.

Overview

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Western's Associate Degree Nursing Program

The Nursing Associate Degree Program is designed for the adult learner. It features a learning environment that fosters independence, problem solving, organization, goal attainment and communication through faculty-guided learning and performance-based evaluation. Only students accepted in the Nursing program are allowed to register for nursing courses. Courses provide learning tasks based on course competencies and facilitate mastery of theoretical and clinical performance standards. Classes, clinical sites, skills and simulation labs provide opportunities to share knowledge, ask questions, and practice newly mastered skills. The Interactive Distance Learning (IDL) for support courses are occasionally offered at regional campuses. The general education courses are offered at the La Crosse, Black River Falls, and Mauston Campuses. The General and Advanced Anatomy and Physiology and Microbiology labs are only offered at the La Crosse campus. Nursing theory courses are offered online, face-to-face, IDL, or in a blended (combination of online and face-to-face) format.

Our Mission

Western Technical College provides relevant, high quality education in a collaborative and sustainable environment that changes the lives of students and grows our communities.

Our Vision

Western Technical College is the college of first choice in our region.

Our Values

We value the success of our students and hold ourselves accountable for providing excellence in student learning, based on the diverse needs of each student and built on a foundation of integrity, teamwork and respect.

- Learning
- Excellence
- Accountability
- Diversity
- Student Success
- Teamwork
- Integrity
- Respect

Statewide Curriculum Wisconsin Technical College System (WTCS) Philosophy

This philosophy incorporates Wisconsin Technical College System (WTCS) faculty beliefs regarding nursing education as shaped by the WTCS nursing mission statement.

Nursing is the dynamic interpersonal goal-directed process that seeks to promote optimal health within the context of individuals, family, community and society. The concepts of caring and integrity are central to nursing and communicated through both attitude and action. Nursing uses the nursing process, a problem-solving approach to provide holistic, patient centered care to individuals, families and groups. Nurses assess health and make clinical decisions to manage and provide safe and effective nursing care according to standards of practice within the legal, ethical, and regulatory frameworks. Nursing is based on knowledge and science and is demonstrated by evidence-based practice. Through collaboration with other health care professionals, nursing is responsive to the needs of the community across the health-illness and lifespan continuum.

Individuals, families, and groups are diverse, complex living beings, in which physical, psychological, cultural and spiritual health processes are in constant interaction. This constant interaction provides the capacity for change. Individuals have inherent worth, dignity and autonomy in health care decisions.

Nursing education facilitates the development of knowledge, attitudes and skills appropriate to the learner's level of nursing practice. Nursing education integrates concepts from nursing and other disciplines and takes place in institutions of higher learning. As a practice discipline, nursing education requires the use of performance-based instruction with measurable competencies. Faculty and learners create a safe, cooperative environment which stimulates the spirit of inquiry, clinical reasoning, and self-directed life-long learning. Excellence in nursing education is achieved by providing students with a rigorous and dynamic curriculum using technology, partnerships and resources. Graduates are prepared to meet community specific healthcare needs as entry level practitioners.

System-Wide Curriculum

The WTCS Nursing programs provide a seamless curriculum, which is flexible and accessible for learners on a statewide basis. Prior learning, experience and career mobility are valued and efforts are aimed at facilitating articulation between levels of nursing. Information gathering within the community network that includes advisory committees, employers, and health care consumers enhances curriculum review and revision.

Philosophy

We believe that the Western Technical College's Nursing Program Learning Outcomes with Supporting Definitions serve as the guide for nursing education.

Nursing education in an institution of higher learning incorporates knowledge gained from nursing courses and those in general education, physical, behavioral and social sciences and cultural diversity. Identification of general education courses provides a common foundation for all students in the Nursing Program.

We recognize that individual educational and life experiences also contribute to each student's nursing education process. A balance between general education and nursing courses with early introduction of technical skills and person/student interaction facilitates development of nursing knowledge by recognizing needs of the individual adult learner.

Nursing education must address use of the nursing process across the life span at various points along the health-illness continuum and in a variety of health care settings. Nursing education at the technical college must also consider the demographic and cultural needs of the community that will serve as the nursing practice environment for the graduate of the Nursing Program.

Integral to the education of nursing students is providing opportunities to observe and participate in both simulated and actual patient centered learning experiences. Laboratory, simulation, and clinical courses are structured to allow application of concepts and principles learned from theory courses. Each semester of education builds upon previous learning and encourages the development of clinical decision making.

Nursing faculty are both educators and skilled clinical practitioners responsible for maintaining expertise and current knowledge and serve as role models for the importance of lifelong learning. Nursing faculty are responsible for identifying learning experiences that will expose the students to a variety of settings and serve as liaisons with registered nurses within those settings. Nursing faculty review and analyze current trends in nursing and health care issues that impact the role of the registered nurse.

The ultimate goal of nursing education at Western Technical College is to prepare a safe, competent, beginning level practitioner who possesses knowledge, skills and professionalism required by the registered nurse. The nursing education obtained by the graduate of the Western Technical College Nursing Program serves as the starting point for continued development and education as an accountable and responsible member of the nursing profession.

Program Outcomes: Statements and Measures

Program Outcomes:

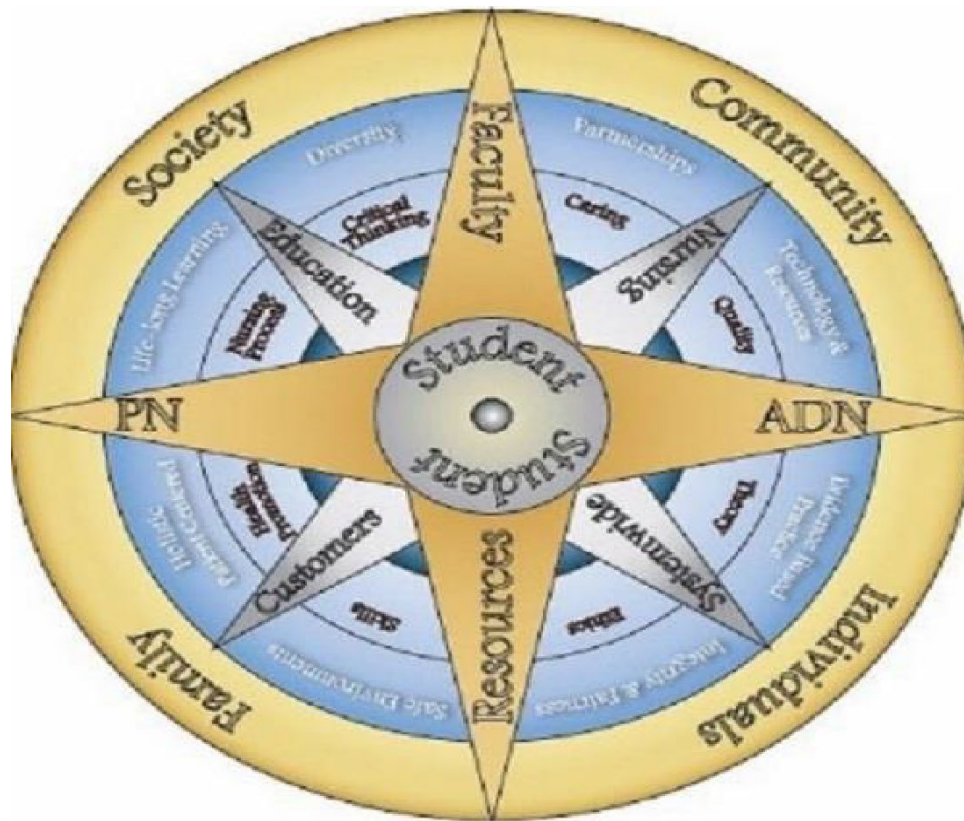
- **Outcome Statement 1:** Students completing the Associate of Science: Nursing Degree will achieve a passing score on the NCLEX-RN.
 - **Measure:** NCLEX-RN results for first time test takers will be at or above the national mean.

- **Outcome Statement 2:** Students completing the Associate of Science: Nursing Degree will complete the program in a timely manner.
 - **Measure:** Graduation within six semesters of admission will be achieved by 75% of students.

- **Outcome Statement 3:** Students completing the Associate of Science: Nursing Degree will be employable.
 - **Measure:** Upon completion of the program, 75% of graduates will report themselves as employed in a nursing role on the exit survey.

State Curriculum Student Learning Outcomes

1. Integrate professional nursing identity reflecting integrity, responsibility, and nursing standards.
2. Communicate comprehensive information using multiple sources in nursing practice.
3. Integrate theoretical knowledge to support decision making.
4. Integrate the nursing process into client care across diverse populations.
5. Function as a healthcare team member to provide safe and effective care.



Learner

The adult learner in the Associate Degree Nursing Program has unique values, beliefs, needs, experiences and educational backgrounds. Each individual has personal and professional aspirations that serve as motivation to succeed. The combination of readiness, motivation, culture and life experiences of the learner will influence the learning process.

It is the responsibility of the learner to take advantage of all educational opportunities, to adhere to program and course policies and requirements and to seek out academic and support services as needed.

Nurse Educator

- Facilitates learning by providing a variety of meaningful learning experiences and assisting learners to develop the core competencies of nursing.
- Provides ongoing evaluation of the learner, utilizing verbal and written feedback to stimulate growth.
- Is a professional role model in the classroom and clinical settings.
- Participates in continuing education and professional activities, including maintaining membership in professional organizations and involvement in community service

The Americans with Disabilities Act

Qualified, self-identified students with documented disabilities have the right to free accommodations to ensure equal access to educational opportunities at Western Technical College. For assistance, contact Western's Access and Learning Services.

The Americans with Disabilities Act of 1990, (Section 504 of Rehabilitation Act of 1973 29 CR 793 and 42 U.S.C. 12101) bans discrimination of persons based on their disabilities. In keeping with this law, colleges of the Wisconsin Technical College System make every effort to ensure quality education for students. It is our obligation to inform students of the program specifications (Essential Functions) required by this program and occupation.

See also page 34 student success regarding disabilities.

Essential Functions

A change in your ability to perform any of the Essential Functions must be reported to the Associate Dean of Nursing (608-785-9195) or to your instructor immediately. The Essential Functions are listed on the Western Technical College Nursing Program web page:

https://www.westerntc.edu/sites/default/files/programs/documents/ADN_Essential_Functions.pdf

Accreditation



Western Technical College is accredited by the Higher Learning Commission:

The Associate Degree Nursing Program at Western Technical College located in La Crosse, Wisconsin is accredited by the:

Accreditation Commission for Education in Nursing (ACEN)

3390 Peachtree Road NE, Suite 1400

Atlanta, GA 30326

Phone: 404-975-5000

The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate Degree Nursing Program at Western Technical College is Continuing Accreditation.

View the public information disclosed by the ACEN regarding this program at

<http://www.acenursing.us/accreditedprograms/programSearch.htm>



Associate of Science Degree (ADN) and Licensure

Western Technical Colleges Nursing Program meets all the Wisconsin Department of Higher Education minimum degree requirements for the Associate of Science Degree.

Upon completion of the program, students are awarded an Associate Degree in Nursing.

After completion of the first year of Western Technical Colleges Nursing Program, students are eligible to complete the National Council Licensure Examination (NCLEX-PN) for practice nursing. Upon successful completion of the NCLEX-PN, the graduate is licensed as a licensed practical nurse, provided all State Board of Nursing requirements are met.

Graduates of the program are eligible to take the National Council Licensure Examination (NCLEX-RN) for registered nursing. Upon successful completion of the NCLEX, the graduate is licensed as a registered nurse, provided all State Board of Nursing requirements are met. See page 31 "Graduation and Licensure" for more information, including LPN licensure examination after two terms.

Completion of Western Technical College's Nursing Program is not a guarantee of licensure or employment as a registered nurse. See Graduation and Licensure for more information.

Notification of Program Changes to Currently Enrolled Students

All student policies of Western Technical College's Nursing Program are developed and approved by the faculty. Approved policies are contained in a Nursing Student Handbook, which is available to all students on the student website.

Each semester, new students will read the Nursing Student Handbook and submit a handbook acknowledgement form agreeing to follow handbook guidelines throughout the program.

- Input from students will be considered a part of data gathering regarding policy changes.
- New policies or those needing revision will be reviewed and approved, modified, or denied during a faculty meeting by a majority vote of all faculty.
- New and revised policies will be incorporated into the Nursing program website.
- Changes to the Handbook become effective at the beginning of the Fall Semester.
 - If a policy or process is implemented prior to the next scheduled handbook revision, students will be provided with changes in writing, and sign an acknowledgement of receipt.
 - The effective date will be included.

Nursing Handbook Section 2: Program Curriculum

Curriculum

General education degree requirements are taken prior to admission to the Nursing Program.

View Nursing Program Associate of Science Degree Requirements:

<https://www.westerntc.edu/node/786/academic-programs/nursing/courses>

General Studies courses must be Associate Degree level courses. All General Studies and science courses must be completed with a “C” or better prior to starting the Nursing program.

The material in this handbook supplements Western Technical College’s Catalog, and presents more explicit current requirements and policies for the ADN.

Curricular Organizing Structure

Western Technical College’s Program Curriculum: An organizing structure for teaching nursing has been developed by faculty to facilitate learning about nursing.

The organizing structure uses Bloom’s Taxonomy of Learning, the nursing meta-paradigm and the Nursing Process. This structure provides a method for students and faculty to interpret and organize knowledge about clients, nursing, health and the environment.

Following are concise descriptions of these components.

Bloom’s Cognitive Taxonomy of Learning

The nursing curriculum utilizes the six levels of Bloom's Taxonomy as a method of developing the program of study to progress from simple to complex. The first semester of study is directed toward the level of knowledge and comprehension, while the fourth semester focuses on analysis, synthesis and evaluation of the total client care and management.

- Level I. Remember is recalling, recognizing and remembering important concepts. It includes factual information with right and wrong answers.
- Level II. Understand is the thought processes of interpreting, exemplifying, classifying, summarizing, inferring, comparing, and explaining of interpreting, translating from one medium to another and describing in one’s own words.
- Level III. Apply is executing and implementing, showing the practical use of information in one’s environment. It is problem solving and applying information to produce a result.
- Level IV. Analyze is the processing, researching and guessing of problems or situations. It is differentiating, organizing, and attributing and includes subdividing concepts in order to show how they are put together in an effort to find the underlying structure. It allows for conclusions to be made about client care.

- Level V. Evaluate is checking and critiquing. It is the examination of the plan of care and determination of its effectiveness.
- Level VI. Create is generating, planning, and producing. It allows for the creation of individualized plans of care.

Nursing Handbook Section 3: Cost

This program will cost about \$11,200* based on tuition and basic program fees. There may be additional fees for books, uniforms, materials, and testing. For more information on tuition costs, visit the <https://www.westerntc.edu/tuition>

* Tuition and fees are subject to change.

Nursing Handbook Section 4: Student Policies

Student Uniform Policy

Policy: The following applies to all Western Technical College Nursing Students.

All Nursing Students are required to present a professional appearance and comply with the individual clinical agency requirements.

Attire	Acceptable	Unacceptable
Uniform Tops	<ul style="list-style-type: none"> • Clean and pressed (unwrinkled) • Sized for proper fit • Short sleeved solid red uniform top (see Cherokee brand 4700 & 4876 to use as a color reference) • Red patch on left upper sleeve • Black short or long sleeve t-shirts or turtlenecks may be worn under red scrub top 	<ul style="list-style-type: none"> • Torn, ripped or tight-fitting uniforms • Colored t-shirts, emblems or faded • Accent colored piping. • Tilted or poorly sewn on patches • Patch on right sleeve • Tight or ill-fitting uniforms
*Jackets (optional purchase)	<ul style="list-style-type: none"> • Red scrub jacket with school patch on left sleeve (use Cherokee brand as a color reference) 	<ul style="list-style-type: none"> • Fleece, cardigan sweaters, sweatshirts or jackets
Pants	<ul style="list-style-type: none"> • Black, straight-leg or bootcut-leg uniform pants that are hemmed so they do not touch the ground 	<ul style="list-style-type: none"> • No cropped, cuffed, flared, spandex, yoga, fleece or sweatpants • No frayed bottoms • No elastic leg bottoms
Shoes	<ul style="list-style-type: none"> • Clean solid-black shoes. • Laces must match shoe color • Low heeled rubber or slip resistant soles. 	<ul style="list-style-type: none"> • Sport sandals, canvas/cloth shoes • Holes and/or open toed shoes • Accent color on shoes
Hosiery	<ul style="list-style-type: none"> • Black socks of at least crew ankle length. 	<ul style="list-style-type: none"> • Colored, designed, lacy or appliqued socks or hose
Undergarments	<ul style="list-style-type: none"> • Required 	<ul style="list-style-type: none"> • Underwear must not be visible • Visible cleavage.

Accessories and Body Art	<ul style="list-style-type: none"> • Conservative watches with a second hand or digital seconds • Only <i>one post earring</i> in each earlobe • Wedding rings which do not present a safety hazard • Visible tattoos must be covered unless covering interferes with infection control standards per Health and Public Safety Division Body Art or Piercing Policy • Only solid black headbands with no embellishments 	<ul style="list-style-type: none"> • Earrings that are neon, bright colors, hoops, or expanders • Nose, lip, eyebrow, tongue, bellybutton or other piercings
Grooming	<ul style="list-style-type: none"> • Bathe as need to avoid body odor • Hair neatly cut and styled • Long hair is put up off the shoulder and pulled back from the face • Nails short, rounded, and clean • Only clear polish if desired • Conservative use of cosmetics 	<ul style="list-style-type: none"> • Aftershave, perfumes or body sprays • Artificial nails or colored nail polish
Name Tags	<ul style="list-style-type: none"> • Worn at all times on upper torso • Name tags shall be worn only during official school business 	<ul style="list-style-type: none"> • Damaged or peeling tags • Decorative stickers or pins
Behavior	<ul style="list-style-type: none"> • Professional behavior (see Nursing Student Handbook) 	<ul style="list-style-type: none"> • Smoking, tobacco or gum chewing on clinical sites
Attire for Community Nursing	<ul style="list-style-type: none"> • Scrub uniform is not required • Solid colored slacks and a solid colored shirt (short or long sleeves) must be worn • Name tag must be worn with professional dress 	<ul style="list-style-type: none"> • Jeans, sweatpants, spandex, shorts or tennis shoes • Shirts may not be sweatshirt, gauze, sheer, lacy, leather material sleeveless, contain spaghetti straps, backless, low cut, or tight fitting. Item may not be torn, ripped or stained

- Patches are sold in the Western Bookstore.
- Patches are to be sewn on the left sleeve on the scrub shirt and jacket.
- To ensure that your scrub top is the correct color, style and contains pockets, use Cherokee 4700 (women) and 4876 (men) as the reference.
- It is also recommended that you purchase the same brand for your scrub jacket as you purchased for your scrub top in order to ensure the matching colors.
- Uniforms can be purchased at any uniform shop, retail store, or online. Some shops in the La Crosse area include Coulee Region Scrubs in Onalaska and Scrubs Boutique and More in Valley View Mall.

The Division will make one photo clinical ID badge your first term. If you would need to replace this badge at any time you will be responsible to pay for your next one.

This dress code must be adhered to unless otherwise specified by your instructor or facility policy.

Academic and Clinical Performance Coaching

Coaching Conference

- A coaching conference provides an opportunity for the instructor, student or Associate Dean/Dean to raise and discuss issues of concern.
- A coaching conference can be initiated or requested by a student, faculty member or Nursing Director.
- A third person/neutral party may be asked to participate in a coaching conference. Attendance of a third party is to be accepted by all participating.
- Students may be coached regarding academic and/or clinical performance.
- Violations of any program standard or policy as stated in course syllabi or the program handbook are also reasons for which counseling is initiated.

Academic Coaching Conference

- If a student's academic performance indicates potential for not completing the course, a conference may be held at the request of the student or instructor.
- The instructor will provide the student with course grades in writing.
- Recommendations for student success to assist the student in improving performance can be made at this time.
- The instructor will put a copy of the conference documentation in the student's file.

Clinical Performance Conference

- Instructors have the right and responsibility to ensure safe and satisfactory performance in the clinical setting. The instructor may impose restrictions upon the student if deemed necessary in relation to any unsatisfactory performance. This includes removal from the clinical setting immediately.
- The instructor will then document the unsatisfactory performance objectively. All specific data including date, time and place of occurrence is to be included.
- When student clinical performance does not meet satisfactory standards, the instructor will initially inform the student verbally (verbal warning) and if necessary a written warning will follow.
- The verbal discussion should occur as close to the time of the occurrence as possible.

- The instructor will discuss with the student acceptable behavior/performance and establish a plan for remediation.
- Written warning will generally follow a verbal warning as necessary for unsatisfactory clinical behavior.
- An action plan will be provided.
- A counseling conference may be held.
- The student has the opportunity to respond to the instructor's warning and recommendation on the Success Plan or Written Summary of verbal warning.
- The student and instructor's signatures are required on the Success Plan. The student's signature does not necessarily indicate agreement. The signature represents that the student has been apprised of the occurrence in writing and has read the information.
- Should a student refuse to sign the form, a note will be made on the form.
- An area for student comments is provided on the form.

Academic Advisement

- Students should make an appointment by contacting their current clinical or last clinical instructor.

Student Success Plan

A student Success Plan is a written document between the student and faculty. This may be to help an individual student to understand expectations and standards governing the student's performance in the Nursing Program. The plan is implemented for a variety of situations, including, but not limited to, re-entry into the Nursing Program, decreasing clinical performance behavior, failure to observe program standards, and excessive tardiness. The plan will be placed in the student's file and a copy will be provided to the student. The plan is applicable only during the semester in which it is initiated.

Attendance

Attendance at lab, lecture and clinical experiences is vital to successful course completion. Lab, lecture and clinical course syllabi contain attendance policies, including tardiness. These may vary slightly from one course to another. Lab and lecture course work missed for any reason may be made up at the discretion of the instructor. Clinical course work missed for any reason is addressed below. It is always the professional responsibility of the student to consult with the instructor prior to any absence from a lab, lecture or clinical experience. The instructor makes the final determination on whether the missed lab or lecture work can be done at a time other than during the regularly scheduled class period. Instructors have the prerogative to assign a

grade of “F” when, in their judgment; the student cannot successfully complete the course due to excessive absences.

Classroom Tardy: Outlined in course syllabus for lab/lecture.

Clinical Tardy: Defined as arriving after the identified clinical start time. See clinical course syllabus for tardy/late policies.

- The first tardy results in a written Success Plan.
- The second tardy results in a clinical absence.
- Subsequent tardiness results in an ‘Unsatisfactory’ grade at course completion in Professional Behaviors.

Classroom Absence: Outlined in course syllabus for lab/lecture.

Clinical Absence: Defined as being unable to be physically present to engage in nursing practice activities related to the course.

- Tardiness is considered a clinical absence.
- Leaving prior to the instructor’s dismissal is considered a clinical absence.
- Any clinical and simulation absence will result in remediation activities; clinical absences of more than 1 clinical day per clinical course (regardless of the reason or the number of hours) may result in a clinical course failure. Student absences of 2 or more clinical or simulation days per clinical course will be reported to the Associated Dean of Nursing.
- The Nursing program does not offer clinical make-up days.
- In the event of an absence, the student will notify the facility and instructor prior to the start of the scheduled clinical day.
- It is the responsibility of the student to contact faculty regarding missed assignments.
- In the event of a no call/no show to the clinical site, the absence will result in failure of the course.
- An absence may require a “return to work note” if there were previous restrictions
- All situations will be reviewed on an individual basis and decisions may be made at the discretion of the instructor and/or the Associate Dean.

Attrition

Faculty will meet with each student who withdraws from a class due to personal or academic reasons. Students will complete an “Exit Interview”. If the student is eligible for readmission, faculty will provide academic counseling to the student and complete a “Faculty Remediation” form. The original form will be given to the student and a copy will be placed in the student file. Students should include a copy of the “Faculty Remediation” with their request for readmission.

Progression to the Next Term

All Nursing courses within a term must be successfully completed before progression is permitted. Students who do not meet the prerequisite grade requirement will be required to withdraw from the course(s) or receive a failing grade. If approved, re-entry is subject to program and course availability, which may mean having to wait to retake a course. As a reminder all required program course grades (including General Studies and electives) applied toward graduation must be recorded as a "C or better" or as "Pass" (in the case of Pass/Fail) grades.

Health and Public Safety Division Re-entry Process into Nursing Courses Program Course Repeat Policy

Each course drop, withdrawal or failure will count as a course enrollment. A student seeking to enroll in a program course for a second time must initiate a student Success Plan, with program faculty, prior to enrollment. Enrollment into all courses a second time is based on space. Students will not be allowed to enroll in a course more than twice without appealing the dismissal to the Associate Dean of Health and Public Safety for course re-entry (See Program Re-entry Appeal Process).

Procedure

1. The student is required to complete a student re-entry Success Plan with the course instructor and/or program chair.
2. The faculty member provides the Associate Dean a copy of the Student Success Plan.
3. If the student is enrolled in a program course for the second time, and has not obtained a Success Plan, the Associate Dean will direct admission to drop the student from the course.
4. A program may require a student to demonstrate competency skills with a passing grade of a "C" or better prior to course enrollment.
5. Students withdrawing from a theory class must withdraw from the clinical co-requisite associated with that theory course, unless overridden by the Associate Dean of Nursing.

This process is posted in the Student Nurse Blackboard in the Student Information and Policies folder/Handbook and Policies/Re-entry to Sequence Process folder.

General Anatomy and Physiology Repeat Policy: Please refer to Western Student Handbook for the current policy.

Program Re-entry Appeal Process

Students failing or dismissed from a Health and Public Safety Division program may appeal to the Associate Dean of Nursing for re-entry. Students will follow the re-entry process and recognize that the Dean reserves the right to deny the student program re-entry.

Students requesting program re-entry are required to initiate the following process:

1. Write a letter of intent requesting re-entry into the program that includes:
 - The student's professional goals.
 - An examination of the student's choices and behaviors that prevented successful completion of courses/program.
 - The student's plan for change and improvement for program success.
 - Contact information, including name, program, student ID number, address, phone and email.
 - Email millerc@westerntc.edu or mail letter of intent to: Associate Dean of Nursing, Room K211, Western Technical College, 400 North Seventh Street, PO Box C-0908, La Crosse, WI, 54602-0908.
2. The Division will contact the student to schedule an appeal meeting with the Dean of Health and Public Safety.
3. The student will be notified of the Dean's decision by letter (email or USPS).

DISMISSAL FROM ADN PROGRAM

The student will be dismissed from the ADN program if either of the following occurs:

- Fail/withdraw from three core (543 nursing) courses
- Fail/withdraw from the same core (543 Nursing) course two (2) times

This policy includes core (543 nursing) courses taken at other Wisconsin Technical College System colleges.

This policy reflects concerns for appropriate ADN program standards from the ADN Faculty Advisory Committee. This policy has become a typical standard in all ADN programs throughout the state of Wisconsin. This standard also enhances the position of WITC ADN graduates when transferring to another ADN program or pursuing a baccalaureate degree in nursing.

Reentry of dismissed students will be as space is available in the semester of reentry.

Prioritization of dismissed students for reentry will be after all other categories of reentry students (withdrawal and passing, course failure, withdrawal and failing) have had the opportunity to reenter.

After a student is academically dismissed, his or her program code will be deactivated and he or she must withdraw from any ADN program courses. Academically dismissed students are not eligible to receive a Letter of Good Standing from the Associate Dean of Nursing.

If a student is dismissed a second time for course failure the student will not be allowed to return to the ADN program.

A student who is dismissed from the ADN program due to violations of Code of Conduct, safety and/or professional standards is not eligible to apply for readmission to the ADN program.

REENTRY AFTER DISMISSAL FROM ADN PROGRAM

Students who have been dismissed from the ADN program for academic reasons are eligible to reenter provided all the following criteria have been met and there is space available:

1. Are **HIGHLY** encouraged to work the equivalent of 500 hours in a healthcare facility with direct patient care for two semesters following dismissal. Documentation of hours worked can be sent directly to Western's Administrative Assistant from the healthcare facility on company letterhead. The documentation should include position held, start to end date and the number of hours that were worked. (Students who work in a healthcare setting will have priority over those who did not for re-entry).
2. Meet with a counselor/advisor/faculty coach to discuss reasons why the returning dismissed student was not successful and to develop strategies to be successful upon reentry.
3. Take the PALS Level 3 - Student Success Course offered by Learner Support and Transition. It is designed to provide you with important student success skills in the context of your next term classes. Additionally, the course is open enrollment; students can start anytime throughout the semester and is free. Please contact Kirsten Moffler - Daykin in the Learning Commons at DaykinK@westernnc.edu to get started. Here is a link to an informational video telling you more about PALS: <https://youtu.be/oGCnkidyFU8>

Background Checks

Background checks and immunizations/CPR are a requirement of clinical facilities with which Western Technical College has a contract for nursing student clinical experience. If a student declines, or if the background is unsatisfactory to the facility, the student will not be permitted to participate in the clinical portion of the program. Students are admitted to each clinical course subject to the results of the background check and acceptance at the clinical site. Current students are advised that they will be withdrawn from the program if clinical requirements are not able to be met for any reason.

Requirements

1. It is the student's responsibility to keep up-to-date with Nursing program requirements. Failure to keep Nursing program requirements up-to-date will result in a forfeit of the student's seat in Nursing courses (clinical, theory and lab). This policy will be enforced. These items can be uploaded to www.Viewpointscreening.com. Students will receive email alerts from Viewpointscreening.com and if not current will be removed from all Nursing courses and placed on the re-entry list. Re-entry students must also be current in Viewpointscreening.com. If students are not current, they will not be eligible for re-entry into the next term courses.

2. Immunizations
 - a. Tuberculosis Test (TB): The student must provide negative tuberculosis results (by either skin test or chest x-ray report) to attend the clinical portions of Health and Public Safety Division courses. Another acceptable form of documentation is the T-spot or QuantiFERON gold. Procedure for Tuberculosis Test: Prior to beginning the clinical portion of a program, students must obtain the two-step test. If the two-step TB skin test is negative, a one-step skin test is required on an annual basis. Should 12 months lapse since the previous skin test, a two-step test will be required. If the skin test is positive, the student must see his/her healthcare provider for follow up. A chest x-ray is required to rule out active TB. If the chest report is negative, the student needs to complete the TB self-report form annually. Students should seek medical attention if they experience signs and symptoms suggestive of active TB disease.

 - b. Hepatitis B series: It is your choice whether to have the series. If you elect to have the Hepatitis B series, you need to start the series, but you do not have to complete the series in order to submit the immunization form. You need to submit the remaining dates when the series is complete. If you choose to decline the Hepatitis B series you must sign a declination form and upload the declination form into Castle Branch. Please note that if a facility does require a vaccination and you decline the vaccination, you could be prevented from attending clinical which may result in you being withdrawn from the course and the program. Western Technical College cannot guarantee clinical placement.

 - c. Influenza Vaccine: Although it is not a requirement at all agencies, many facilities are asking for either proof of this immunization, declination of the flu vaccine form, and/or students may be required to wear a mask when at clinical. Typically, the influenza vaccinations must be uploaded by November 1. Please note that if a facility does require a vaccination and you decline the vaccination, you could be prevented from attending clinical, which may result in you being withdrawn from the course and the program. Western Technical College cannot guarantee clinical placement.

 - d. Covid-19 Vaccine/Covid-19 Vaccine Status Form: Upload the Covid status form and if you have the Covid vaccine(s) please upload your card with the dates.

CPR Certification

You are required to complete the American Heart Association Basic Life Support Provider certification or American Red Cross Basic Life Support (at the Healthcare Provider level) and provide a copy of the front and back of your card, which must include your signature. Note: Until you graduate, you are required to be certified. If it is due to expire prior to the end of the term, it must be renewed before it expires. You may take this course at your place of employment or at Western Technical College where a current listing of CPR certification courses can be found at CPR BLS Provider courses towards the bottom of the page. Do not let it expire or you will not be eligible to take the refresher course and will have to take the whole course over.

Health and Safety Orientation

Students are REQUIRED to complete the Nursing Department's annual online Health and Safety Orientation Training and Test as a condition to participate in clinical activities. Please check the Nursing Student Blackboard site for directions. If your assigned clinical agency requires additional training, you will also be required to complete their training by the assigned due date in order to attend any clinical course. Some clinical sites may charge students an additional fee to attend clinical at their facility. Currently, some organizations are charging a \$10 fee directly to students for online training. These fees may vary from site to site and may be added or increased at any point in time. The College has no control over the fees charged by our educational partners.

Change of Name, Address and Telephone Numbers

Any change of name, address or telephone number must be reported to the Admissions and Records Office as soon as the change takes effect. The school needs telephone access to all students in case of emergency. Any change of name or variation of email due to name change should be brought to the attention of the student's term faculty as this is important contact information.

Civility

Students are expected and required to conduct themselves in a courteous and polite manner in all areas of the campus, college buildings, office areas, faculty offices, clinical areas, in verbal and written language, and with all personnel at all times. Students are held to all policies in the Western Technical College Student Handbook.

Nursing Program Student Conduct Policy

The nursing profession is one of the highest in distinction, honesty and integrity. These characteristics are essential for members of this profession. Western Technical College's Nursing Program requires all students to comply with standards deemed appropriate for the nursing profession by the American Nurses' Association, the National Student Nurses Association, and those contained in Western Technical College's Student Code of Conduct.

Student Conduct

Students are expected to abide by Western's Student Code of Conduct as described in Western Student Handbook.

Conduct with respect to nursing students can be considered under two general headings: academic and professional. Misconduct involves a violation of academic or professional principles as viewed by students, faculty and colleagues. Violations within these areas will be processed by the Nursing Program without regard to the sex, race, color, national or ethnic origin, age, veteran status or disability of any of the participants.

Academic Misconduct

Academic misconduct is an offense generally defined as any action or inaction that is offensive to the integrity and honesty of the members of the academic community. This offense includes, but is not limited to, the following:

- Seeking, acquiring, receiving, or giving information about the content of an exam knowing that the release of such information has not been authorized:
- Plagiarizing;
- Seeking, using, giving, or obtaining unauthorized assistance or information in any academic assignment or examination;
- Intentionally giving false information to professors or instructors for the purpose of gaining academic advantage;
- Breach of any duties prescribed by this Code;
- Intentionally giving false evidence in any hearing or refusing to give evidence when requested by the Nursing Program.

Professional Misconduct

Any action by students indicating dishonesty or lack of integrity in professional matters is considered a violation of professional ethics. The offenses include, but are not limited to the following:

- Discriminating on the basis of race, religious creed, color, national origin, age, disability, ancestry or sex in the rendering of nursing services.
- Performing acts beyond the scope of the practice of student nursing.
- Assuming duties and responsibilities within the practice of student nursing without adequate training.
- Assuming duties and responsibilities within the practice of student nursing if competency is not maintained or the standards of competence are not satisfied, or both.
- Failing to conduct oneself with honesty and integrity, taking responsibility for one's own actions.
- Disclosing the contents of the examination before, during or after its administration.
- Assigning or delegating functions, tasks or responsibilities to unqualified persons.
- Failing to safeguard a patient from the incompetent, abusive or illegal practice of any person.
- Practicing student nursing while, with or without good cause, the student nurse's physical, mental or emotional condition impairs the ability to act in a manner consistent with established or customary nursing standard, or both.
- Practicing student nursing if any amount of alcohol or a controlled substance or dangerous drug which is not legally prescribed is present as determined by a test of the blood, saliva, breath or urine of the nurse.
- Having present in the body of the student nurse alcohol or a controlled substance or dangerous drug that is not legally prescribed during a test of the blood, saliva, breath or urine of the student nurse or nursing assistant.
- Failing to respect and maintain a patient's right to privacy.
- Violation of a patient's confidentiality.
- Failing to report the gross negligence of a licensee or holder of a certificate in the performance of his duties.
- Failing to document properly the administration of a controlled substance, including, but not limited to:

- Failing to document the administration of a controlled substance on the Controlled Substance Administration Record, the patient's Medication Administration Record and the Nursing Progress Notes, including the patient's response to the medication;
- Documenting as wastage a controlled substance and taking that controlled substance for personal or other use;
- Failing to document the wastage of a controlled substance that was not legally administered to a patient;
- Soliciting the signature on any record of a person as a witness to the wastage of a controlled substance when that person did not witness the wastage; or
- Signing any record as a witness attesting to the wastage of a controlled substance which he did not actually witness.
- Soliciting services or soliciting or borrowing money, materials or other property or any combination thereof, from a: patient; family member of patient; person with significant personal ties to a patient, whether or not related by blood; or legal representative of a patient.
- Diverting supplies, equipment or drugs for personal or unauthorized use.
- Aiding, abetting or assisting any person in performing any acts prohibited by law.
- Inaccurate recording, falsifying or otherwise altering or destroying records.
- Leaving an assignment without properly notifying the appropriate personnel or abandoning a patient in need of care.
- Failing to collaborate with other members of a health care team as necessary to meet the health needs of a patient.
- Failing to observe the conditions, signs and symptoms of a patient, to record the information or to report significant changes to the appropriate persons.
- Failing to perform student nursing functions in a manner consistent with established or customary standards.
- Causing a patient physical, mental or emotional harm by taking direct or indirect actions or failing to take appropriate actions.
- Failing to report the unauthorized practice of nursing.
- Endangering the safety of the general public, patients, clients or coworkers by making actual or implied threats of violence or carrying out an act of violence.

- Abusing or neglecting a patient.
- Misappropriating the property of a patient.
- Practicing outside the ethical, legal, & regulatory frameworks of nursing & standards of professional nursing practice.
- Demonstrating lack of accountability for nursing care given by self and/or delegated to others.
- Engaging in the practice of nursing without a license
- Failing to follow clinical instructions and policies.
- Representing self or acting as a nursing student outside of clinical hours listed in course syllabus.
- Leaving clinical premises without permission.
- Accepting gifts from patients or clients.

Academic Dishonesty

Failure to use proper citation is considered plagiarism. Students are expected to do their own work and acknowledge someone else's work when using other sources. Deliberate failure to cite sources will result in a failing grade for an assignment. Understanding what plagiarism is and how to avoid it is important. With all of the internet resources available in addition to other sources, it is very easy to use someone else's work without properly crediting it as theirs. The general guideline to keep in mind is that if you didn't create it or think it up on your own, then it is someone else's work. Academic dishonesty includes but not limited to copying others work, utilizing test banks, failure to cite a reference, or failure to report academic dishonesty of peers.

Written Assignments

The Nursing program generally follows APA-style formatting of assignments in all four terms. Therefore, it is recommended that all written assignments are be typed, double-spaced and have 1 inch margins. Times New Roman or Arial font is used in 12-point font size. All cited references within the body of the paper and for the reference page will be written using current APA format. Western's Library online resource has links to sources that can help you use various citation styles, such as APA. Follow course syllabi and specific course assignment rubrics.

Late Assignments and Exams

Students are expected to turn in papers/assignments/and complete testing at the scheduled time. If unable to submit paper/assignment or complete testing at the scheduled time, students must contact their faculty PRIOR to the due date. Exemptions may be permitted by faculty on a case to case basis. An alternative make-up version of the exam may be given. Faculty will inform students of the process for make-up work.

Clinical Cancellation

At times a clinical may need to be canceled and rescheduled (for example; weather, faculty illness, clinical site request, school closing etc.). Should clinical be canceled, postponed, or rescheduled for any reason, students will be notified. Depending on the situation, an alternative/extended clinical experience or an assignment may be provided in place of the clinical day. It is an expectation of the nursing program that students will participate in the extended/alternative clinical day or assignment.

Health Insurance Portability and Accountability Act (HIPAA & Confidentiality)

Federal law mandates our clinical agencies to maintain compliance with HIPAA regulations. In most clinical agencies, first-time violators are typically not given a “second chance” and are immediately dismissed from their employment. ADN students providing client care are subject to the clinical agency’s processes to address HIPAA violations.

Violations of HIPAA regulations also constitute unsatisfactory clinical performance assessments related to professionalism and will result in failure of the clinical course in which the infraction occurred.

Students must be adequately educated regarding HIPAA regulations and consequences of HIPAA violations. Content regarding HIPAA regulations is part of the 10543104 Nursing: Introduction to Clinical Care Practice curriculum and will be reviewed in each clinical course. A statement of the consequences of a HIPAA violation will be part of the syllabus for all clinical courses.

The following statement will be included in all syllabi for clinical courses:

“WTC and our clinical agencies are required by law to enforce HIPAA regulations. Any student in violation of this law will be subject to the clinical agency’s processes to address violators. Violations of HIPAA regulations also constitute unsatisfactory clinical performance assessments related to professionalism and will result in failure of the clinical course. Sources of violations of HIPAA regulations include, but are not limited to, sharing of information in written or oral form, including social networking media (e.g. Facebook).”

All students are required to review and sign the Allied Health/Nursing Confidentiality Statement form at clinical facility orientation which details behaviors that would constitute violations of confidentiality and potential actions as a result of breaks in confidentiality.

Technology Use

Western Technical College e-mail accounts are the required email address used to communicate between students and faculty. Western Technical College has made a wide variety of resources available for student use including software packages, equipment, and Internet access. The use of these resources is a privilege which may be denied if administrators, instructors, or information technology personnel determine they are being used inappropriately. Inappropriate use includes, but is not limited to the following:

1. Avoiding activities that are harmful to hardware, software, data systems or the network including introduction of viruses, modification of system files or settings or damaging hardware or software.
2. Transmitting or printing offensive, pornographic or harassing material including junk mail, use of obscene language while using e-mail or College approved discussion groups/chat rooms, chain letters or use of College computers for personal business transactions.
3. Copyright laws apply on the Internet. If a site is copyrighted, you must have permission from its webmaster to use the information or graphics on the site. This website is copyrighted, which means you must have permission to use it any way other than to complete your assignment as a registered student.
4. Please use appropriate netiquette (etiquette for the internet). Here are some tips:
 - All emails must be signed with a complete first and last name. If the sender cannot be identified, the email will be returned. When you send an email, please type your course and delivery mode (online or face to face) in the subject line.
 - Use the same professionalism you would if you were talking to someone face-to-face. The receiver of an email or discussion board message cannot see your facial expressions or hear your tone of voice so to avoid miscommunications, read over your transmissions to make sure they say what you mean for them to say and can't be interpreted otherwise. For example, writing in all capital letters is considered yelling.
 - Please do not use offensive language.
 - Do not forward jokes, chain letters or large files to instructors.
 - Save copies by adding your email in the cc address line. This provides you with documentation that you emailed your instructor and what was sent in case there is a discrepancy later.
4. Cite everything that you get from someone else's website. That means that if you use it word for word, it goes in quotes. If you use the ideas but rewrite them in your own words, you still must cite the source. If you use a picture, graph or other visual in you handout, PowerPoint, or paper, again, you must cite the source. Unless the information or graphic is clearly identified as available for use for educational purposes, you need to cite it. In some cases you may have to get the author's permission to use a picture or other graphic, especially if you going to use it in a handout for the public or in a public presentation. You can't simply cut and paste or rewrite passages and present them as your own. Information that is common knowledge does not have to be cited. An example would be "George Washington was the first U.S. President" or "Hypertension is a factor in the development of heart disease". There are many writing resources online that can help you with correct APA citation documentation and to help avoid being charged with plagiarism. The Purdue University Online Writing Lab is an excellent resource:
https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_style_introduction.html

Social Media Policy

Social media creates opportunities for students to communicate in a public forum. Just as there are guidelines for respectful face-to-face communication, there are also standards of conduct for the use of internet tools such as Facebook, Instagram, Snapchat, Twitter, and YouTube. All engagement in social media is bound by Western Technical College's Computer Use Policy,

Student Code of Conduct and other generally established policies governing student behavior (e.g., program handbooks, course syllabi, clinical training site guidelines, employer policies, etc.), as well as the Terms of Use of the specific social media site being used. Disregard of these standards will be considered a violation of the Student Code of Conduct.

Because the technology that drives web communication changes rapidly, this policy may be adjusted to reflect issues that may arise in its management and implementation or for any other reason that supports the College's priorities.

Guidelines for Individual Use of Social Media

These include, but are not limited to, the following:

- Students must adhere to the principles of patient/client privacy and confidentiality in safeguarding identifiable patient/client information as it relates to social media.
- Students should represent their own views and be professional and accurate in their communications.
- Students should not misrepresent when they are speaking for themselves or Western, other organizations, educational institutions, clinical sites, or employers.

Computer Use

The Nursing faculty requires that all students entering into the Nursing Program have the most current Microsoft Word and PowerPoint Publisher products available either on their personal computer or are able to access these programs in the computer lab for all nursing course/clinical assignments. The Nursing program also requires that all students entering into the Nursing program have the ability or knowledge to receive and transmit e-mail, attach a file to an email, open and save files in Word and PowerPoint and have the ability to download and print course forms from Blackboard. The student should be able to complete the blank forms on a computer, save them, and then electronically send the completed forms back to the instructor. All nursing courses include computer course work so nursing students need access to a computer that has internet access and email capabilities. Students may use the computer labs at all Western campuses but may find it more convenient to own a computer. Internet-supported learning strategies include use of a Web Board (Blackboard) for questions and answers, discussions, email, and learning plans with links to related web sites. Digital Subscriber Line (DSL) internet access is recommended as dial-up access is slow. Downloading the Firefox web browser has been found to work best with Assessment Technologies Institute (ATI) products. Downloading Internet Explorer or Google Chrome web browsers have been found to work best with Blackboard.

Cell Phone Use

Students are expected to have a current phone number/contact information on file with Western Technical College by the first week of class. Any student who has a concern about publishing their phone number must contact their instructor immediately.

Cell phones are not allowed to be used in patient care areas at clinical sites during your assigned clinical hours. Cell phones are not allowed to be used during testing. This policy will be strictly enforced. See course syllabi for guidelines on cell phone usage during lab and lecture courses.

Clinical: Emergency calls can be directed to your clinical instructor at your assigned clinical facility.

Class: Emergency calls can be directed to the Nursing Administrative Assistant at (608) 785-9195 or 785-9226. If an emergency call is received during class time, the Nursing Administrative Assistant will contact the student in the classroom or lab.

Student Success Students with Diagnosed Disability/Special Needs

Western Technical College provides support services for students with disabilities. There are a wide range of support services and accommodations that can assist you. These accommodations may include peer note takers, enlargement of print materials, assistance at registration, alternative testing, additional orientation to campus, and adaptive equipment. Upon request, your instructors will be notified about the accommodations you need. To request disability support services, you must schedule an appointment with the instructional support specialist. You will need to bring documentation of your disability. At this meeting you will discuss the classes you have registered for and the accommodations you need. To ensure that support services are in place when classes begin, students should complete this process at least one month before entering Western by contacting:

Kris Follansbee
Mgr, Access & Language Svcs
Unit: Student Service & Engagement
Dept: Counseling Services
Office: ITC302B, Phone: 608-785-9875
Email: FollansbeeK@westernnc.edu, Disability Services

Documentation Guidelines

1. A diagnostic statement identifying the disability, the date of the current diagnostic evaluation, and the date of the original diagnosis.
2. A description of the diagnostic criteria and/or diagnostic test used. Scores must be included if applicable.
3. A description of the current functional impact of the disability.

4. Treatments, medications, assistive devices/services currently prescribed or in use.
5. A description of the expected progression or stability of the impact of the disability over time should be included.
6. A history of previous accommodations and auxiliary aides and their impact.
7. The credentials of the diagnosing professional(s).

Services for Students who require Interpreters

Interpreter services are provided to students, upon request, for classes, tutoring sessions, and all other academic and social functions.

Services for Students who are Deaf or Hard of Hearing

Western provides specialized services to students who are deaf or hard of hearing. Other services available for students who are deaf and hard of hearing may include: captioning/C-print services, note takers, test accommodations, advocacy and liaison between deaf and hard of hearing students and campus community, information and referral regarding deafness and/or recent hearing loss, tutoring through the Academic Success Center, sign language classes offered by the College, and transition assistance. FM Listening devices and other assistive technology are also available to students for use in the classroom. Any Western student with a hearing loss may be eligible for these services. To request interpreter services please contact the Deaf and Hard of Hearing Specialist to schedule an appointment, before the term begins. You will need to bring documentation of your disability (i.e. audiogram). During the appointment, you will discuss which accommodations will be most beneficial to your success in the classroom.

To make an appointment, contact:

Kris Follansbee
(608).785.9875
follansbeek@westerntc.edu

Students Experiencing Difficulties with Testing Without a Diagnosed Disability/Special Need

A student who is experiencing difficulty with classroom learning or testing within a course as perceived by the student or the faculty may be referred to the Learner Support Center for assistance. To promote student success within the program a written referral will be made by the faculty or can be initiated independently by the student to:
(608) 785-9198

The purpose of this referral is to assist the student in identifying areas in which they are experiencing difficulty and to provide recommendations and guidance for remediation of the problems. This process includes:

1. The student will be asked to complete a learning style inventory.
2. Based on the results of the learning style inventory, the student will be counseled regarding:
 - a. Study habits
 - b. Note taking skills
 - c. Strategies for successful test taking

Faculty from Access and learner support will provide written feedback to the referring faculty regarding the student's progress.

Student Success Plan Policy

A student Success Plan will be initiated by the instructor when

- A student's average exam grade falls below 78% at any time throughout the duration of the course, or when other issues are identified that may affect a student's success.
- Clinical course performance issues arise.
- Other issues identified that may affect a student's success.
- At midterm if performance is unsatisfactory and/or at the end of a course if the student fails the course.

The student is expected to comply with the Action Plan for Success section of the Success Plan or may risk jeopardizing their standing in the program, as determined by the Associate Dean.

Nursing Program Communication Channels

The communication process starts with the student. The student should discuss the situation/issue with their course instructor. If the issue is not resolved at the course instructor level, then the student may contact the Associate Dean of Nursing and Allied Health. Student Services Counselors are available to discuss situations/issues during this process. Policies for a grievance procedure are further explained on the Student Rights and Concerns link on the web.

Committees and Student Clubs

SNA (Student Nurses' Association):

- Student President and officers elected each year.

Student Ambassadors:

-Students volunteer to help new students' progress through the Nursing program.

Student/Faculty Liaison Group:

-Student Representatives are elected each year.

Information available on the Student Nurse Blackboard site.



WISCONSIN STUDENT NURSES' ASSOCIATION

Practical Nursing NCLEX Testing

When you have successfully completed the first two terms of the Nursing core classes along with General Studies courses, Written Communications, Speech, Developmental Psychology and General A & P you are eligible to take the PN-NCLEX. The Registrar's Office will automatically update your transcript to show you are eligible to sit for the PN-NCLEX to become a Licensed Practical Nurse.

Please follow the instructions on the below website link for that process. Any questions regarding the licensing process need to be directed to the Wisconsin Department of Safety and Professional Services at 608-266-2112 or email dspd@wisconsin.gov. Website: <http://dspd.wi.gov/Licenses-Permits/Credentialing>

Graduation and Licensure

Associate Degree Nursing Graduates

Once you are an official graduate, you are eligible to take the exam to become a Registered Nurse. Please follow the instructions on the below website link for that process. Any questions regarding the licensing process need to be directed to the Wisconsin Department of Safety and Professional Services at 608-266-2112 or email dspd@wisconsin.gov. Website: <http://dspd.wi.gov/Licenses-Permits/Credentialing>

All Nursing Graduates

When you have completed the Associate Degree Nursing program and want to take your state exam for licensing, one of the parts of the process is having Western verify with the state that you are officially done. For Wisconsin licensure, this can either be done on paper with Form 259 or online through the Online Licensure Application System, OLAS. If you send a paper application for testing to the state then Western needs to send a paper verification, Form 259 Statement of Graduation. If you do your application online then your verification will be done by Western

through the OLAS. With the paper verification Form 259, you will print that form from the state website, fill out your portion and turn it into Tina Allen in the Welcome Center. Here is the link to the OLAS if you would like to take a look. <https://olas.wi.gov/>. Also remember when deciding which way to process your application that the OLAS is going to be much faster than paper and regular mail. Graduation verification will be mailed and sent to the state or processed through the OLAS the day after grades are posted following the term in which you complete your program.

If you have questions on the process to update your transcripts or the verification process please contact Tina Allen at 608- 785-9221 or allent@westerntc.edu. Any questions regarding the licensing process need to be directed to the Wisconsin DSPS at 608-266-2112 or email dsps@wisconsin.gov.

For students applying for licensure in other states, please follow the directions provided in your final term Transition course.

The Nursing program offers a special recognition ceremony, called a Pinning Ceremony for graduates of both the Practical Nursing and Associate Degree Nursing programs at the main campus. Western Technical College Associate Degree Nursing (or Practical Nursing) pins need to be purchased prior to the ceremony.