School of Nursing
Prelicensure (BSN)
Student Handbook

2014-2015

TABLE OF CONTENTS

PROGRAM SPECIFIC INFORMATION-PRELICENSURE BACCALAURATE PROGRAM

PRELICENSURE STUDENT AWARDS

ATTENTION: All WKU nursing students are required to read and follow School of Nursing Policies, which are posted in the separate School of Nursing Student Handbook on the nursing website. The following student handbook policies apply only to students enrolled in the prelicensure BSN Program.

PRELICENSURE BACCALAURATE PROGRAM POLICIES AND PROCEDURES

Baccalaureate (BSN) Education

The faculty believe there are diverse pathways toward the achievement of the BSN degree. The prelicensure faculty are committed to preparing BSN students at the pre-licensure level. The purposes of the Prelicensure Baccalaureate Program in nursing are to:

1. Prepare professional nurses who are generalists, and
2. Provide the knowledge base for graduate study in nursing.

The BSN curriculum is based on the philosophical beliefs of the faculty. The curriculum integrates knowledge from the biological, behavioral, and physical and social sciences and liberal arts to provide a foundation for professional nursing practice. Learning experiences occur in a variety of health care settings and progress from basic to complex activities to achieve program outcomes.

Organizing Framework

The BSN curriculum is based on the philosophical beliefs of faculty regarding patient, health, environment, and professional nursing.

The baccalaureate nursing curricula integrates knowledge from the biological, behavioral, and social sciences and liberal arts to provide a foundation for professional nursing practice. Learning experiences occur in a variety of health care settings and progress from basic to complex activities. The curricula content is based on The Essentials of Baccalaureate Education for Professional Nursing Practice (AACN, 2008) and ANA Scope and Standards of Practice (2010).

BSN Prelicensure Program – Program Outcomes

1. Apply knowledge from the behavioral, biological, physical and social sciences, and the liberal arts to provide holistic patient-centered care.

2. Use the nursing process and quality improvement to provide professional nursing care to promote the health and wellness of culturally diverse patients across the lifespan in a variety of settings.

3. Demonstrate leadership in the practice of professional nursing.

4. Use critical thinking skills in professional nursing practice.

5. Use inter-and intraprofessional communications and collaborative skills in professional nursing practice.

6. Demonstrate the role of teacher in professional nursing practice.

7. Integrate informatics skills in the selection of evidence-based interventions in professional nursing practice.

8. Adhere to the nursing code of ethics and standards of professional nursing practice.

9. Function as a safe and accountable member of the nursing profession.

Revised & Approved 9/20/2013 – BSN Prelicensure Committee

Guaranteed Early Admission (GEA) to the WKU BSN program is available to first –time, full time college freshman and is not available for transfer students. This is a competitive application process and not all eligible students will be granted a GEA. A limited number of GEAs are awarded each year and is dependent on the applicant pool. Prior to completing the GEA application you must apply for admission to WKU, submit your ACT scores and obtain a WKU ID number. See http://www.wku.edu/atwku/admissions.php for details.
Students seeking the GEA must have an ACT composite score of 23 or above. In addition, all students seeking entry into nursing must be able to meet all nursing admission requirements. Please see the School of Nursing website for complete details.
If a student is awarded a GEA, he/she must maintain a 3.0 GPA while in the pre-nursing program. **GEA students must also initially obtain a grade of "B" or above in the following courses:** Chem 109, Biol 131, Biol 231, Bio 207, Bio 208 and NURS 102. All general education courses and nursing required pre-requisite courses must be completed prior to entering the nursing program.
GEA students who maintain the above standards will be guaranteed admission to the WKU BSN program in either the fall or the spring semester on or before the third year. If the GEA student is not able to enroll in the BSN program during this timeframe for any reason, the GEA student will forfeit the GEA status and you must reapply to the nursing program with the general applicant pool to compete for a space in the BSN program.
Student Name_____
Student WKU 800 Number_____
Home Phone:_____ Mobile Phone: _____
WKU email:_____
Home Address:_____
City_____ State_____
Zip_____
Submit GEA application via email to BSN Admissions: kristy.mayes@wku.edu
Or you may mail a hardcopy to:
WKU School of Nursing – Attention BSN Admissions
1906 College Heights Blvd. #11036
Bowling Green, KY, 42101-1036

Notification of the GEA committee decision will be sent to you via your **WKU email address**, so please remember to check your WKU email.
Revised April 2014

Required Sequence of Courses for BSN Students

The program consists of eight semesters of course work. Clinical hours are scheduled to meet clinical agency needs. Therefore, to avoid scheduling issues, students are required to complete all non-nursing courses prior to entry into the nursing program. Students must progress in sequence once admitted to the nursing program. Part-time progression is not currently available in the BSN program.

Admission to the nursing program is limited and based on selection of the most qualified applicants who meet all admission requirements. The program can be completed in 4 years if the student completes all prerequisite courses, is admitted to the nursing program in the junior year and successfully completes all nursing courses in sequence.

Applicants seeking admission to the prelicensure baccalaureate program must:

1. Be admitted to Western Kentucky University.
2. Complete all designated prerequisite courses.
3. Have a cumulative grade point average of 2.75 or above for college level courses.
4. Have attained a minimum of a "C" in all required science courses and N102.
5. A two course Anatomy and Physiology sequence must have been completed no more than 5 years prior to application to the nursing program and must have been completed at the same institution.   Students who have obtained a minimum grade of "C" in the Anatomy and Physiology sequence more than 5 years prior to application to the nursing program must either retake the courses, or demonstrate current competency by passing a challenge exam prior to application to the nursing program.
6. Submit application to the School of Nursing by the deadline. See SON website for detailed admission requirements, forms and deadlines.
7. Students may be asked to participate in a preadmission interview and/or testing.
8. Meet health requirements and core technical standards for nurses.

Recommended Sequence of Courses for Pre-Nursing Students

(Major Code 586P – Seeking Admission)

1st Semester Prerequisites	Hours	2nd Semester Prerequisites	Hours
ENG 100	3	ENG 200	3
BIOL 131 (Anatomy & Physiology I)	4	BIOL 231 (Anatomy & Physiology II)	4
HIST 101 or 102	3	NURS 102	3
MATH 116	3	COMM 145	3
AH 290 (Medical Terminology)	2	Arts and Humanities Exploration Course	3
Total Hours	**15**	**Total Hours**	**16**

3rd Semester Prerequisites	Hours	4th Semester Prerequisites	Hours
ENG 300	3	PSY/PSYS 220 (Developmental Psych)	3
CHEM 109	4	BIOL 207/208 (Microbiology/lab)	3/1
HMD 211 (Human Nutrition)	3	Social and Cultural Connection Course	3
Statistics (MATH 183 or ECON 206 or SWRK 344 or SOCL 300 or PH 383 or PSY/PSYS 313)	3	Local to Global Connection Course	3
		Systems Connection Course	3
Total Hours	**13**	**Total Hours**	**16**

- WKU Colonnade requirement: Foreign Language Proficiency. Must show language proficiency at Novice-High level before completing 60 hours.

Upper Division Nursing Course Sequence

1st Semester Nursing	Hours	2nd Semester Nursing	Hours
NURS 324 (Patho) NURS 335 (Assessment) NURS 336 (Assessment Lab) NURS 333 (Fundamentals) NURS 334 (Fund. Clinical)	3 3 1 3 2	NURS 329 (Pharm. I) NURS 337 (Health Promotion) NURS 341 (Med-Surg I) NURS 342 (MS I Clinical) NURS 343 (Psych Nursing) NURS 344 (Psych Clinical)	2 3 3 3 2 1
Total Hours	**12**	**Total Hours**	**14**
3rd Semester Nursing	**Hours**	**4th Semester Nursing**	**Hours**
NURS 429 (Pharm II) NURS 413 (Evidence Based Practice) NURS 432 (Med-Surg II) NURS 433 (MS II Clinical) NURS 444 (OB-Peds) NURS 445 (OB-Peds Clinical)	2 3 3 3 4 2	NURS 403 (Prof Issues/Leadership) NURS 421 (Complex Nursing) NURS 422 (Senior Practicum) NURS 448 (Community Health) NURS 449 (Com Health Clinical)	4 3 3 3 2
Total Hours	**17**	**Total Hours**	**15**

- A minimum grade of C is required in all nursing courses.
- Students must pass both the class and clinical portion of each clinical nursing class in order to pass the course. If one part is not passed with a grade of C, both parts must be repeated. Failure of both parts of a course will be counted as ONE course failure.
- Clinical courses may require students to go to hospital the night before their actual clinical day.
- NURS 422 is 120 hours of clinical over a bi-term.

Prelicensure Program Credit Hours	
Pre-Nursing Credit Hours, *may need to take elective to meet university graduation requirement of 120 hours	*60
BS Nursing Curriculum	58
Total Program Credit Hours **Total Hours may vary depending on the foreign language requirement**	**120-121**

Total Clinical Contact Hours in Program = 700

Prelicensure Grading Policies

Grading Scale (Based on percent of available POINTS in each class)
> A= 91-100%
> B= 84-90%
> C= 77-83%
> D= 69-76%
> F= < 69%

Student will be evaluated based on the number of points obtained within a given course. The points will be changed to grades for final course evaluation based on the percentage of points obtained within the class (see class syllabi for details). Didactic and clinical courses for a topic area (e.g. Fundamental of Nursing) must be taken concurrently. Students must successfully pass the didactic and clinical portions of the course or both must be repeated.

Please note: Students must achieve a passing grade based on the average of all objective exams within the course (unit exams and final exam) **before** points for other course requirements (e.g. papers and projects) can be included in the final grade.

No student shall receive a passing grade for a course in which the student has failed the laboratory/clinical portion of that course.

No student shall receive a passing laboratory/clinical grade for a course in which the student has failed the lecture portion of that course.

Faculty may require students format written assignments in APA format. The checklist below provides a quick resource although it is not a substitution for the APA Manual required for some nursing courses.

Policy for Academic Renewal and Application to the BSN Nursing Program

The BSN program will accept applications of students who have been dismissed for academic reasons from a nursing program once academic renewal has been granted. The student cannot be enrolled in university courses for a two year period following dismissal from a program according to the WKU academic renewal policy. Students that are accepted under this policy must repeat the entire BSN curriculum.

Policy for Completion of the BSN Curriculum

Students admitted to the BSN program must complete the nursing curriculum within 4 years of the admission date or the student will be dismissed from the program.

APA 6th edition format - Checklist

Item	Very Good	Good	OK	Poor	Missing or Not Acceptable
Basic submission skills. Paper submitted by the due date Copies of all references used in the paper submitted if required.	Paper submitted with copies of ALL references	Paper & most refs submitted	Paper and some refs submitted	Few submitted	Submitted paper only, failed to follow instructions, multiple technical problems etc.
Title Page Page Number in upper right corner 1" margin Running head and Short title left 1" margin in CAPS "h" is not capitalized in Running head Title of Paper Centered Correctly & Double Spaced Appropriate Title for College Level APA Paper Student Name and Identification Information Font (Arial or Times New Roman; 12 point font) No font changes in the Title Page Points for Title Page	Example: Running head: SHORT TITLE Example: Main Title is Not the Same as the Short Title Don't get creative with font changes, borders, etc.				
Body of Paper Margins 1 inch all around Double Spaced entire paper Short title left 1" margin in CAPS on each page Page Numbers in upper right 1" margin Font (Arial or Times New Roman; 12 point font) No font changes in paper or header Title of paper centered at top of first page of body Points for Basic Formatting of Paper					
No plagiarism. Has page numbers and correctly identifies direct quotes (if used), provides a reference for paraphrased and quoted materials Points for Title Page	Make sure that you give credit to all sources of your information as in-text citation and also on the References page				
Correct use of English Grammar Punctuation Spelling and uses correct words (too, not two etc.). APA In text Citations Body of the paper is required length Points for College Level Writing Skills	The WKU Writing Center is an excellent resource and is strongly recommended. In-text citations must be in the correct APA format				
Reference Page References title centered at the top of the page Double Spacing Short title flush left in all CAPS Page number in upper right 1" margin Required number of scholarly references References in alphabetical order Correct use of hanging indents References correctly formatted for APA style Font same as body of paper No font changes on Reference Page Total points for Reference Page	Example: References - not Works Cited, etc.				

Promotion and Retention Policies for Prelicensure students

A.   In order for the student to be certified to take NCLEX-RN, the entire program of study must be completed.

B.   Students who perform unsatisfactorily in clinical but who receive a satisfactory grade in theory will receive a grade of "D" for the course.

C.   Students must receive a grade of at least a "C" in each pre-requisite clinical nursing course prior to progressing to the next level clinical nursing courses. Students who are out of sequence may enroll in selected non-clinical nursing courses and/or nursing elective courses with permission of course faculty.

E.   A student who does not achieve a grade of "C" or higher in a nursing course may repeat the course one time. A second grade of less than "C" in the repeated nursing course or a grade of less than "C" in any additional nursing course will result in dismissal from the BSN program. For the purpose of this policy, failure of a course with a required co-requisite clinical section counts as a one-course failure, even if the student fails both the lecture and clinical section.

F.   In the event of a first time, single nursing course failure, the student must contact the BSN program coordinator to petition the academic standards committee for permission to re-enroll in the failed course. Re-enrollment will be based on space available. Once a student has re-enrolled within the nursing program, continuation within the nursing program will also be based on space available. If space is not available, the Program Coordinator may appeal to the Director of the School of Nursing to add an additional clinical section. The decision to add an additional clinical section will be based on the number of students needing an additional section, availability of funding for additional part-time faculty, availability of qualified part-time faculty, and availability of appropriate clinical sites for the additional section.

G.   In the event of a second nursing course failure, the student will be dismissed from the nursing program.

H.   A student who withdraws from the program and wishes to return must apply to the Prelicensure Committee for readmission by February 1 (for Fall admission) and August 1 (for Spring admission). Readmission following withdrawal will be based on space available only and contingent upon the student successfully completing competency activities related to previous course work (see item F above).

I.   Any student who is progressing through the curriculum out of sequence, will be required to demonstrate competency in clinical and select non-clinical courses from the last semester in which they were enrolled in full-time nursing curriculum (1st, 2nd, 3rd, or 4th semester). Methods of determining competency will be at the discretion of the course faculty. If a student is unsuccessful in demonstrating competency, the student will be

notified of the areas of deficiency so remediation efforts can be focused on those areas, improving chances of success in the upcoming semesters.

Prelicensure Student Absence from Examinations/Tests

Students are responsible for notifying their instructor prior to the scheduled test time if they are unable to take a scheduled unit test or final examination. A student absent from an examination or test must provide justification for the absence in order to take a make-up test. See specific course syllabi for make-up test criteria.

Faculty members responsible for the course will jointly decide if the justification is acceptable. A student absent from an examination or test who cannot provide satisfactory justification may take a make-up test, but the score will be reduced by 10% of the total possible exam points. Individual courses may have additional deductions. Make-up examinations may consist of different test items or essay questions.

Laboratory Rules
- A schedule of times when the laboratory rooms are available for practice is posted on the lab door. The equipment in the lab cannot be checked out overnight. If you need additional equipment, please check with the Laboratory Coordinator. Please leave the lab neat and orderly.
- Lab Materials are not to be removed from the School of Nursing without permission of an instructor.
- Videos may not be checked out overnight. If you need assistance with viewing a video, please contact the lab coordinator.

Classroom Rules for Face to Face Classes
- **Attendance:** Students are expected to be present, punctual, and attentive for the classroom period.
- **Tardiness:** Students are expected to arrive prior to the start of class, to avoid disrupting the classroom. Students who arrive after class begins may be asked to wait until break to enter the classroom.
- **Class Preparation:** Students are expected to read the assignments before coming to class and are responsible for information presented.
- **Food and Beverages:** With the exception of planned class parties or lunches, food should not be brought into the classroom. Beverages brought into the classrooms should be covered with a lid. Any spills will be the responsibility of the student to clean up.
- **Cell Phones:** Turn off or place on vibrate mode while in the classroom.
- **Recording Lectures:** Students may not record nursing lectures. Inappropriate use of recordings jeopardizes client confidentiality and conflicts with HIPPA guidelines.
- **Laptop Computers:** May only be used in the classroom for note taking and/or other activities related to the course.
- **Other Possible Distractions:** Children, pets, friends, parents, significant others, etc. are not permitted to attend classes. Invited guest speakers are an exception.
- **The faculty reserve the right to ask any student to halt behaviors that are viewed as disruptive and will ask the student to leave the classroom if the behavior continues (see also the professional conduct statement).**

Classroom and Clinical Attendance

- Students are expected to be present, punctual, and attentive for the classroom period. Faculty members may assign extra work for students who have missed any part of a class or clinical to help the student regain what was lost during their absence if the faculty member feels this is appropriate. When absences constitute greater than 20% of total semester class hours, the faculty will dismiss the student from the class and record a failing grade. The faculty may consider extenuating circumstances after being reviewed by the Director of the School of Nursing, the Program Coordinator and the course faculty. Students wishing to claim extenuating circumstances will be asked to provide documentation of the condition which led to excessive absenteeism. The presence of extenuating circumstances does not guarantee that a student will be exempted from this attendance policy.

- Student attendance at on campus and off campus clinical experiences/laboratory experiences is required. Absences and tardiness in the clinical setting/laboratory will not be tolerated. Clinical/laboratory experience is essential for student fulfillment of program and course objectives. Patient welfare and/or department-agency relationships are affected by student's attendance and performance in clinical laboratory. Excessive or unjustified absences or excessive tardiness will affect the course grade and/or continuation in the program. Tardiness may result in the student not being admitted to the clinical/laboratory, which may be counted as an absence. Admittance to the clinical setting/laboratory in the event of tardiness for exceptional circumstances will be at the discretion of the instructor.

- Any absence from clinical or laboratory sessions will require make up assignments to be assigned at the course faculty's discretion. The effect of absences on grade will be the decision of the faculty responsible for the course (see course syllabi for details). If for any reason a student cannot be prompt or present for a scheduled laboratory, the faculty and agency must be notified as far in advance as possible. Students missing more than one (1) clinical or laboratory session will receive a clinical warning and follow up from course faculty. Students missing two (2) or more clinical or laboratory sessions will be dismissed from the course and a failing grade recorded. Extenuating circumstances may be considered by the faculty after being reviewed by the Director of the School of Nursing, the Program Coordinator and the course faculty

- Based on clinical agency and/or clinical faculty availability; clinical experiences may include evenings, nights, Saturday and/or Sunday clinical assignments.

- Clinical orientation and wrap up days may be held on alternate days and times due to facility availability. In addition, orientation may be held the week before classes officially begin.

Disciplinary Action for Professional Misconduct

Students in the prelicensure program are to follow the NSNA Code of Ethics and all policies outlined in the WKU SON Student Handbook. Expectations for appropriate student conduct are discussed in the Policies for Student Behavior section of the student handbook. If a faculty member considers a student's behavior to be in violation of these policies, a written Professional Misconduct warning will be issued. Copies of misconduct warnings will be provided to the student, Program Coordinator, and placed in the student's file. Students in the prelicensure program will be required to meet with the Program Coordinator and SON Director if they receive more than one Professional Misconduct warning.

A student who receives a **third** Professional Misconduct conduct warning will be dismissed from the nursing program. However, a student may be immediately dismissed with or without previous conduct warnings for behavior that endangers patients, staff, faculty or peers; performing actions outside of the nursing student scope of practice, use of drugs/alcohol during class/clinical and/or violation of state/federal laws.

Academic Dishonesty

WKU nursing students are expected to demonstrate a high standard of academic honesty in all aspects of their work and college life. Without intellectual integrity there cannot be genuine learning. Academic dishonesty represents a direct attack on this integrity. In taking tests and examinations, completing homework, laboratory and clinical work, writing papers and using information technology, students are expected to demonstrate honesty. Cheating, plagiarism, or other forms of academic dishonesty will lead to a failing grade on the assignment and/or failing grade in the course. Repeat occurrences of this type of behavior can result in dismissal from the program.

Portfolio Requirement

All prelicensure baccalaureate-nursing students are required to submit a portfolio before graduation. The portfolio is a requirement for the Nursing Leadership course.

BSN Senior Portfolio Content

Course Number	Portfolio Requirement
NURS 422	Practicum Objectives Paper
NURS 403	Self-Narrative of SON Program Objectives
NURS 403	Philosophy of Nursing statement, Cover letter and Resume
NURS 448	Evidenced-based research paper
NURS 449	Legislative letter

Revised and approved 9/20/2013-BSN Prelicensure Committee

HESI

The BSN Program utilizes HESI products (exams, case studies, practice tests) throughout the curriculum to promote student success on the NCLEX. Six exams administered in the second, third, and fourth semester (see the administration schedule below) identify students in need of remediation (available after each exam). A HESI NCLEX review is provided during the last semester of the nursing program.

HESI 1 (beginning of 2nd semester)
HESI 2 (end of 2nd semester)
HESI 3 (beginning of 3rd semester)
HESI 4 (end of 3rd semester)
HESI 5 (beginning of 4th semester)
HESI 6 (end of 4th semester)

Licensure

Applying for licensure will be discussed in NURS 403 by course faculty, the program coordinator and the Director of the School of Nursing. Policies and Procedure related to licensure vary from state to state. Students are encouraged to review the webpage of the Board of Nursing in the state to be licensed and/or practice in for specific information.

Student Membership in Nursing Organizations

As part of your development within the nursing profession and your leadership role within the community, students in the second semester are encouraged to begin active membership in WKU's local chapter of the Kentucky Association of Nursing Students (KANS) and membership in the National Student Nurses Association (NSNA).

Beginning in the second semester, students are required to participate in one (1) KANS meeting each semester, and one (1) KANS event per semester. The faculty will monitor participation and demonstration of professional accountability and leadership through summative clinical evaluations: NURS 341, NURS 433, and NURS 403. Students should document their KANS activities in the University SEAT Record.

National Student Nurses' Association, Inc.
Code of Academic and Clinical Conduct

PREAMBLE
Students of nursing have a responsibility to society in learning the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of heath care environments.

The Code of Academic and Clinical Conduct is based on an understanding that to practice nursing as a student is an agreement to uphold the trust with which society has placed in us. The statements of the Code provide guidance for the nursing student in the personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.

A CODE FOR NURSING STUDENTS
As students are involved in the clinical and academic environments we believe that ethical principles are a necessary guide to professional development. Therefore within these environments we:

1. Advocate for the rights of all clients
2. Maintain client confidentiality
3. Take appropriate action to ensure the safety of clients, self, and others
4. Provide care for the client in a timely, compassionate and professional manner.
5. Communicate client care in a truthful, timely and accurate manner.
6. Actively promote the highest level of moral and ethical principles and accept responsibility for our own actions.
7. Promote excellence in nursing by encouraging lifelong learning and professional development.
8. Treat others with respect and promote an environment that respects human rights, values, and choice of cultural spiritual beliefs.
9. Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care.
10. Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.
11. Encourage faculty, clinical staff, and peers to mentor nursing students.
12. Refrain from performing any technique or procedure for which the student has not been adequately trained.
13. Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self, or others.
14. Assist the staff nurse or preceptor in ensuring that there is full disclosure and that proper authorizations are obtained from clients regarding any form of treatment or research.
15. Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting that impair judgment.
16. Strive to achieve and maintain an optimal level of personal health.
17. Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues.
18. Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per grievance policy.

Adopted by the NSNA House of Delegates, Nashville, Tennessee on April 6, 2001

Communication via the list serve

The list serve provides a mechanism for students and faculty to communicate as a group. All students must subscribe to the list serve by accessing the following website: http://lists.wku.edu/mailman/listinfo/bsngeneric

BSN Dress Code

A. Uniforms

1. **ID Badge:** An official WKU School of Nursing ID badge is required in clinical/laboratory settings at all times. Badge to be worn on the front upper torso. Uniforms are to only be worn when in a student role and not outside of the clinical, laboratory, or classroom settings.
2. **Uniform:** Red scrub top and red or black scrub pants/skirt. Any garment worn under the scrub top must be solid white or black in color. Pant length should stop at the top of the shoe. Uniform must be clean and the appropriate size. White lab jacket should have the BSN emblem placed 2 inches below the shoulder on the left sleeve.
3. **Shoes**: Solid white or black leather/leather like with enclosed heel and toe. White or black socks/hosiery should coordinate with the shoe color and extend above the ankle.
4. **Nails:** Clean and no longer than ¼ inch beyond tip of finger. No polish or artificial nails.
5. **Hair:** Pulled back from face; any hair color that cannot grow naturally is not permitted. Hair accessories must be neutral color.
6. **Beards/mustaches:** Must be trimmed to ½ inch in length.
7. **Tattoos/piercings:** May not be visible in all clinical settings.
8. **Jewelry:** One pair of small earrings in each lower earlobe, plain band ring, and wristwatch with a second hand.
9. **Makeup/perfume:** Makeup in natural tones. No perfume or smell of smoke is permitted in the clinical setting.

B. Lab Coats/Dress Code for Obtaining Assignments

A white lab coat may be worn with the uniform. When students wear lab coats for agency visits or when obtaining assignments at the hospital, women must wear professional dress including modest blouse/skirts, dresses, or dress slacks, and closed toe shoes. Males may wear casual slacks and shirts and closed toe shoes. WKU SON name badge must be visible on the lab coat.

C. Equipment Requirements: Required prior to entering clinical setting:

Bandage Scissors
Stethoscope with bell and diaphragm functions
Sphygmomanometer (blood pressure cuff)
Penlight
Watch with second hand
Small pocket calculator
Pocket size hand sanitizer
Black ink pen
Gait belt

Clinical Travel

The student is responsible for providing his/her own transportation and auto insurance for all class and clinical experiences.

Student Employment

1. The School of Nursing is responsible for students' performance only while in course required laboratory and/or clinical experiences under guidance of WKU faculty members.
2. Nursing students who are employed in a clinical role of any type must adhere to the requirements of the Kentucky Board of Nursing as stipulated in the Advisory Opinion Statement.
3. Student employees are the responsibility of the employer.
4. Nursing students may not wear school uniform, ID badge, or other school emblem while employed.

Prelicensure Student Awards

Helen Turner Award-The Helen Turner Award, established in 1980 by the 7th District Kentucky Nurses' Association, pays tribute to the outstanding qualities of this nurse. Ms. Turner served as a nursing leader in the western part of Kentucky and worked diligently to improve the quality of nursing education and patient care.

The award is presented to a baccalaureate nursing student who meets the following criteria:

1. Active in KANS or KNA.
2. Demonstrated leadership potential.
3. Demonstrated enthusiasm for the student or professional organization.
4. Achieved a grade point average of 3.0 or above.

KANS (Kentucky Association of Nursing Students) Award-The KANS Award is given each year to an outstanding member of KANS. The recipient of the award is chosen by KANS members of WKU and is awarded to a graduating student who has actively participated in KANS activities and demonstrated outstanding leadership abilities.

Spirit of Nursing Award-The Spirit of Nursing Award, developed by the U.S. Army Nurse Corps in cooperation with the NSNA, recognizes an exceptional Prelicensure nursing student who demonstrates a commitment to excellence through community, professional and academic achievements.

Prelicensure Academic Award-This award is given to recognize excellence in scholarship as demonstrated by the highest GPA.

Revised June 25, 2014