



**Online RN-to-BSN Program  
STUDENT HANDBOOK**

**2024-2025**

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## WELCOME FROM THE DEAN



I am pleased to welcome you as a nursing major to the School of Nursing at Washburn University. The School of Nursing is committed to providing you with the highest quality nursing education. The faculty, staff, and administration are here to assist you in every way possible. We all have an investment in your learning, and we want you to have a pleasant experience as a nursing student.

This student handbook has been prepared for you by the School of Nursing faculty, staff, and administration as an information guide and resource manual. The handbook is designed to supplement, not replace, the Washburn University Catalog and the Washburn University Student Handbook. Consequently, all policies and regulations stated in those documents are to be observed in addition to those provided in the following pages.

The growing complexity of today's healthcare system and the challenges of tomorrow require well-educated nurses who are technically competent and caring individuals. Our graduates are able to reason critically and coordinate the care of individuals within diverse communities.

Washburn University baccalaureate nurse graduates are making significant contributions to the delivery of health care to the people of Kansas and many other communities of the nation and world. Soon you will be one of our valued alumni. Until that time, we want you to take advantage of the many opportunities for learning and personal enrichment that await you as a Washburn student.

Sincerely,

*Jane Carpenter*

Jane Carpenter, PhD, MSN, RN

Dean, School of Nursing

## WELCOME FROM THE PROGRAM DIRECTOR



Welcome to the Bachelor of Science in Nursing Program for Registered Nurses!

Congratulations on your decision to continue your education and thank you for choosing Washburn University School of Nursing. Please know we recognize that you are very busy, trying to balance multiple demands on your energy and time, and we respect the knowledge and experience that you bring as Registered Nurses to your educational experience. The faculty and I are committed to an education that is relevant, rigorous, and learner friendly. Please let us know how we might further help you as you progress through your academic journey.

Wishing you a wonderful Washburn experience,

*Dr. Jeanne Catanzaro*

Dr. Jeanne Catanzaro, EdD, MSN, RN



# CHAPTER I

## SCHOOL OF NURSING INFORMATION

### ONLINE RN TO BSN PROGRAM

The baccalaureate nursing program was established at Washburn University in the Fall of 1974. Today the School of Nursing operates as one of the five major academic units of the University.

In addition to the RN to BSN Program, the School of Nursing offers the following programs:

- Pre-Licensure Baccalaureate Program
- Doctor of Nursing Practice (DNP)
  - Family Nurse Practitioner
  - Psychiatric Mental Health Nurse Practitioner
- Post-Graduate Psychiatric Mental Health Nurse Practitioner (PMHNP) Certificate Program

#### MISSION STATEMENT

To prepare professional nurse leaders to provide quality healthcare to everyone.

#### STATEMENT OF PHILOSOPHY

The nursing faculty believe each human being is a unitary, living open system and is continually engaged in a mutual dynamic process with the environment. Individuals are unique, have inherent worth, and strive to maintain system integrity while progressing through the life process from conception through death. Individuals, families, and communities are open systems engaged in a mutual dynamic process with the environment.

Nursing is a health profession that is concerned with promoting the quality of life in individuals, families, and communities. The deliberative and creative use of knowledge for the betterment of human beings is expressed in the science and art of nursing. The nurse, at all levels of preparation, is responsible for assisting the client in recognizing and coping with health needs throughout the life process. Through the application of the nursing process, the nurse functions as a provider of care, a designer/ coordinator/manager of care, and as a member of the profession.

Nursing is a practice profession that values clinical expertise and the application of scientific knowledge. Professional education in nursing begins at the baccalaureate level. The purpose of professional nursing education is to provide the knowledge, skills, and attitudes necessary for the student to become a professional nurse and to have the foundation for graduate education. General education in the humanities and in the natural and social sciences provides a broad

foundation for understanding and augmenting nursing theory and facilitates the development and integration of the nursing student as a professional person.

The student who attains a graduate degree in nursing becomes a specialized practice expert who demonstrates expanded accountability and responsibility for the care of patients, populations, and systems. In addition to the direct practice role, the graduate also demonstrates expertise in the following competencies:

- Scientific underpinnings for practice,
- Organizational and systems leadership for quality improvement and systems thinking,
- Clinical scholarship and analytical methods for evidence-based practice,
- Information systems/technology for the improvement and transformation of health care,
- Health care policy for advocacy in health care,
- Interpersonal collaboration for improving patient and population health outcomes,
- Prevention of disease and promotion of population health, and
- Advancing nursing practice.

Learning is a complex, mutual process of growth and development identified by changes in the behavior of the learner. Each student is unique in life experiences, motivation for learning, and scholastic aptitude. The educational process is designed to provide opportunities for students to meet individual learning needs. The role of the nurse educator is to facilitate the learning process. Students are responsible for learning.

The philosophy and purposes of the School of Nursing are consistent with the mission of Washburn University. The School of Nursing is a major academic unit within the University and is responsible for determining its own professional curriculum and instruction. The richness of resources within the university and community provide opportunities for faculty and students to make significant contributions to health care delivery in a changing, multicultural society.

### **END-OF-PROGRAM OUTCOMES FOR THE BACCALAUREATE NURSING PROGRAM**

At the completion of the nursing program, the new graduate:

1. Integrate nursing science to build a foundation of knowledge to apply clinical judgement for competent practice.
2. Coordinate evidence based person-centered care that applies a mutually acceptable plan for optimal outcomes.
3. Collaborate with community partners for the advancement of equitable population health.
4. Advance the scholarship of nursing by integrating best evidence into clinical practice.
5. Apply principles of improvement science to enhance quality and contribute to a culture of safety.



6. Practice interprofessional communication and collaboration to optimize healthcare delivery.
7. Coordinate resources across complex systems to improve healthcare delivery.
8. Demonstrate ethical use of information and communication technology to enhance safe healthcare.
9. Cultivate a professional identity that embraces nursing characteristics and values.
10. Demonstrate commitment to personal wellbeing, lifelong learning and leadership opportunities.

Revised 12/2023

## **SCHOOL OF NURSING ACCREDITATION**

The Baccalaureate of Science degree program in Nursing (BSN), Doctor of Nursing Practice Degree program (DNP) and post-graduate PMHNP Certificate program at Washburn University are accredited by the Commission on Collegiate Nursing Education, (<http://www.ccnaccreditation.org>).

All BSN and APRN Programs are approved by the Kansas State Board of Nursing.

All WUSON nursing programs received full accreditation and approval through 2029.

## **DEGREE REQUIREMENTS**

Courses include general education and prerequisites for the nursing major. A strong foundation in liberal arts and sciences is required with a minimum of **120 credit hours** as established by the Kansas State Board of Regents.

In meeting these requirements, the student must complete the following:

1. University General Education Requirements
  - i. English – 6 hours
    - i. EN101 Freshman Composition
    - ii. EN200 Intermediate College Writing OR EN300 Advanced College Writing
  - ii. Communication – 3 hours
    - i. CN101 Intro to Communication OR CN150 Public Speaking OR CN351 Interpersonal Communication
  - iii. Math – 3 hours
    - i. MA112 Contemporary College Math OR MA116 College Algebra
  - iv. Natural Science – 4-5 hours
  - v. Social Science – 6 hours (2 disciplines)
  - vi. Humanities – 6 hours (2 disciplines)
  - vii. Scientific Reasoning & Literacy – 3 hours
  - viii. Inclusion & Belonging – 3 hours
2. Nursing Prerequisite Requirements
  - i. PY100 General Psychology – 3 hours

- ii. BI100 & BI101 Intro to Biology & Lab – 4-5 hours
    - i. Waived with a course in Microbiology with a grade of C or better
  - iii. BI275 Human Anatomy & Lab – 4 hours
  - iv. BI255 Human Physiology & Lab – 4 hours
  - v. BI206 Intro to Microbiology & Lab – 4 hours
  - vi. CH121 General Chemistry & Lab – 4-5 hours
  - vii. MA140 Statistics – 3 hours
3. Unrestricted Electives
- i. Total hours varies by student
  - ii. Unrestricted electives are used to meet the 120 credit hours required to earn a Bachelor's degree
4. Associate Degree Transfer Credit
- i. 33 credit hours received for the following courses
    - i. NU220 Nutrition – 3 hours
    - ii. NU311 Fundamentals – 6 hours
    - iii. NU348 Psychiatric Mental Health – 3 hours
    - iv. NU386 Nursing of Older Adults – 6 hours
    - v. NU452 Maternal, Women's, & Newborn – 3 hours
    - vi. NU456 Adult Medical Surgical – 7 hours
    - vii. NU468 Pediatric Medical Surgical – 3 hours
    - viii. NU494 NCLEX Prep Seminar – 2 hours
5. RN to BSN Major Courses
- i. 30 credit hours

## RN to BSN NURSING MAJOR COURSES

|   |          |
|---|----------|
| NU312 – Clinical Concepts 1                         | 3 hours  |
| NU314 – Clinical Concepts 2                         | 3 hours  |
| NU321 – Professional Transformation                 | 3 hours  |
| NU329 – Introduction to Nursing Informatics         | 3 hours  |
| NU341 – Evidenced-Based Nursing                     | 3 hours  |
| NU344 – Health Promotion                            | 3 hours  |
| NU451 – Leadership, Management, & Health Policy     | 3 hours  |
| NU463 – Quality & Safety in Healthcare              | 3 hours  |
| NU467 – Clinical Prevention & Population Management | 3 hours  |
| NU495 – Leadership Capstone                         | 3 hours  |
|   | 30 hours |

This program is offered to applicants with an active, unencumbered RN singlestate or compact licensure. Designed to be completed in 2 years; however, must be completed in a maximum of 4 years.

Revised May 2024

### COURSE SEQUENCE

| <b>August Program Start</b> |   |           |
|-----------------------------|---|-----------|
| Fall                        |   |           |
| First 8 Weeks               | NU312 – Clinical Concepts 1                         | 3 Credits |
| Second 8 Weeks              | NU314 – Clinical Concepts 2                         | 3 Credits |
| Spring                      |   |           |
| First 8 Weeks               | NU321 – Professional Transformation                 | 3 Credits |
| Second 8 Weeks              | NU329 – Introduction to Nursing Informatics         | 3 Credits |
| Summer                      |   |           |
| 8 Weeks                     | NU341 – Evidence-Based Nursing                      | 3 Credits |
| Fall                        |   |           |
| First 8 Weeks               | NU344 – Health Promotion                            | 3 Credits |
| Second 8 Weeks              | NU451 – Leadership, Management & Health Policy      | 3 Credits |
| Spring                      |   |           |
| First 8 Weeks               | NU463 – Quality & Safety in Healthcare              | 3 Credits |
| Second 8 Weeks              | NU467 – Clinical Prevention & Population Management | 3 Credits |
| Summer                      |   |           |
| 8 Weeks                     | NU495 – Leadership Capstone                         | 3 Credits |

| <b>January Program Start</b> |   |           |
|------------------------------|---|-----------|
| Spring                       |   |           |
| First 8 Weeks                | NU312 – Clinical Concepts 1                         | 3 Credits |
| Second 8 Weeks               | NU314 – Clinical Concepts 2                         | 3 Credits |
| Summer                       |   |           |
| 8 Weeks                      | NU321 – Professional Transformation                 | 3 Credits |
| Fall                         |   |           |
| First 8 Weeks                | NU329 – Introduction to Nursing Informatics         | 3 Credits |
| Second 8 Weeks               | NU341 – Evidence-Based Nursing                      | 3 Credits |
| Spring                       |   |           |
| First 8 Weeks                | NU344 – Health Promotion                            | 3 Credits |
| Second 8 Weeks               | NU451 – Leadership, Management & Health Policy      | 3 Credits |
| Summer                       |   |           |
| 8 Weeks                      | NU463 – Quality & Safety in Healthcare              | 3 Credits |
| Fall                         |   |           |
| First 8 Weeks                | NU467 – Clinical Prevention & Population Management | 3 Credits |
| Second 8 Weeks               | NU495 – Leadership Capstone                         | 3 Credits |

# CHAPTER II

## SCHOOL OF NURSING POLICIES

### ANA CODE OF ETHICS FOR NURSES WITH INTERPRETIVE STATEMENTS

As stated in the preface of the *Code of Ethics for Nurses with Interpretive Statements (2015)*

The *Code of Ethics for Nurses with Interpretive Statements* (the Code) establishes the ethical standard for the profession and provides a guide for nurses to use in ethical analysis and decision-making. The Code is non-negotiable in any setting. It may be revised or amended only by formal processes established by the American Nurses Association (ANA). The Code arises from the long, distinguished, and enduring moral tradition of modern nursing in the United States. It is foundational to nursing theory, practice, and praxis in its expression of the values, virtues, and obligations that shape, guide, and inform nursing as a profession.

Nursing encompasses the protection, promotion, and restoration of health and wellbeing; the prevention of illness and injury; and the alleviation of suffering, in the care of individuals, families, groups, communities, and populations. All of this is reflected, in part, in nursing's persisting commitment both to the welfare of the sick, injured, and vulnerable in society, and to social justice.

Nurses act to change those aspects of social structures that detract from health and well-being. Individuals who become nurses, as well as the professional organizations that represent them, are expected not only to adhere to the values, moral norms, and ideals of the profession but also to embrace them as a part of what it means to be a nurse. The ethical tradition of nursing is self-reflective, enduring, and distinctive. A code of ethics makes explicit the primary obligations, values, and ideals of the profession. In fact, it informs every aspect of the nurse's life.

Provision 1. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.

Provision 2. The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.

Provision 3. The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.

Provision 4. The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimum care.

Provision 5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.

Provision 6. The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environments of the work setting and conditions of employment that are conducive to safe, quality health care.

Provision 7. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.

Provision 8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.

Provision 9. The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

American Nurses Association. (2015). *Code of ethics for the nurse with interpretive statements*, Silver Spring, MD; author

## **CODE OF PROFESSIONAL CONDUCT FOR NURSING STUDENTS**

The professional nurse is responsible for maintaining and promoting health, caring for people with acute and chronic illness, alleviating suffering whenever possible, and providing supportive and restorative measures for individuals and families to realize their maximum health potential. Inherent in nursing is respect for life and the dignity and rights of all persons. Nursing practice is unrestricted by considerations of race, color, religion, age, national origin, ancestry, disability, sex, marital or parental status, sexual orientation, political affiliation, or social status.

These fundamental beliefs are inherent in the profession of nursing. The development of a code of ethics is an essential characteristic of a profession and provides one means for the exercise of professional self-regulation. The conduct of nursing students is part of the evaluation process in nursing education.

This code of professional conduct for nursing students specifies what is meant by appropriate professional conduct and will be used as a means to better prepare graduates to enter the profession of nursing. The following list of behaviors will be incorporated into each nursing course and will be a part of every clinical evaluation.

Professional conduct for nursing students includes, but is not limited to, the following behaviors:

1. Students will dress professionally when required by course regulation or circumstance. Clothing should be clean and free of odors; no blue jeans, overalls,

- sweats, torn clothing, or other inappropriate attire. Body and breath should be clean and free of odors and long hair pulled back.
2. Students in the practicum or field-related setting are representing Washburn University School of Nursing as well as the profession of nursing. They will always present themselves in appropriate professional clothes with a name tag clearly visible.
  3. Students will demonstrate physically and psychologically stable behavior so that clients can be the focus of care.
  4. Students will communicate with clients, agency personnel, other students, and the faculty in a manner that is respectful, receptive to feedback and promotes open communication.
  5. Students will provide care that is client-centered and shows respect for human dignity and the uniqueness of the client, free from all bias and discrimination, and without consideration for personal attributes or the nature of health problems.
  6. Students will maintain the confidentiality of the client at all times.
  7. Students, when acting in a professional capacity, will at all times maintain standards of professional conduct.
  8. Students will always place client care and safety as the primary concern in any clinical situation.
  9. Students who are unable to attend a scheduled class, clinical, or client meeting are responsible for contacting appropriate persons in a timely manner and arranging makeup as required.

#### References

American Nurses Association (2015). *Code for nurses with interpretive statements*.

International Council of Nurses (2012). *Code for nurses: Ethical concepts applied to nursing*.

Washburn University, School of Nursing (2002). *Student academic integrity policy*.

Approved - 6/7/96 reviewed July 2007 and July 2013

### **STUDENT CONDUCT PLEDGE**

Students are required to sign the Student Conduct Pledge upon admission to the School of Nursing. Students who refuse to sign the School of Nursing Academic Integrity Policy Statement will not be allowed to continue in the major.

#### **Attestations**

All nursing students admitted to the program are required to sign attestations indicating they have read, understood, and agreed to abide by the policies, rules, and/or expectations set forth in each attestation. The attestations address (a) academic integrity and honesty, (b) confidentiality, and (c) the student handbook. The School of Nursing reserves the right to deny

any student who refuses or fails to sign any/all of these attestations, admission to the program. Furthermore, any student who fails to comply with the policies and/or rules set forth in any of these attestations may be suspended and/or dismissed from the program.

### **STUDENT/FACULTY CONFERENCES**

A student/faculty conference may be necessary for a variety of reasons, including poor academic or clinical performance, integrity, or behavioral concerns. The faculty member will schedule a conference with the student to discuss the concern and develop an action plan. The conference should be scheduled in a timely manner so that the student is made aware of the concern and has the opportunity to respond. Another faculty member will be in attendance. The Student/Faculty Conference form should be completed and signed. Following the conference, a copy of the form will be forwarded to the Undergraduate Admission Progression Retention (UAPR) Committee chair and the original placed in the student file in the School of Nursing. The faculty requesting the conference will make additional comments on the form following the resolution of the issue and notify the UAPR Chairperson.

APC 05/12/06

### **EQUAL EDUCATIONAL AND EMPLOYMENT OPPORTUNITY**

Washburn University prohibits discrimination on the basis of race, color, religion, age, national origin, ancestry, disability, sex, sexual orientation, gender identity, genetic information, veteran status, or marital or parental status. The following person has been designated to handle inquiries regarding the non-discrimination policies: Michelle White-Godinet, Title IX Equal Opportunity Director, Washburn University, 1700 SW College Ave, Topeka, Kansas 66621, 785.670.1509, [eodirector@washburn.edu](mailto:eodirector@washburn.edu).



## HIPAA REQUIREMENTS

Students will receive HIPAA (Health Insurance Portability and Accountability Act) training prior to attending clinical. This training and testing are mandatory for all nursing students.

Patient information is confidential and must be protected. Students are allowed to have access only to information that is appropriate to their participation in patient care. The following information **MAY NOT** be present in any of our care plans, clinical logs/journals, or any other paperwork, it is considered identifiable under the HIPAA law. Information should not indicate the facility in which care was delivered. (i.e.: a 41-year-old female on 5E at St. Francis)

- **Names (this includes initials).** You MAY use Patient A. B. C... or 1., 2.
- **All geographic subdivisions are smaller than a State.** This would include Topeka, Shawnee County, Landon Middle school.... etc.
- **All elements of dates (except year). This one is vital – NO reference to date.** We can use week 1, week 2, clinical 1, clinical 2, or in 24 hours, etc. No date(s) should be recorded on any document that goes home with the student.
- **Medical record numbers**

**The following are also considered identifiable and should not be copied:**

- Telephone numbers
- Fax numbers
- Email addresses
- Social Security numbers
- Health plan beneficiary numbers
- Account numbers
- Certificate/license numbers
- Vehicle identifiers and serial numbers
- Device identifiers and serial numbers
- URLs and IP address numbers
- Biometric identifiers
- Full-face photographic images
- Any other unique identifying number, characteristic, or code

Students are directed to faculty with questions about HIPAA guidelines.

Students **MAY NOT** print out or photocopy any parts of the chart to remove from the facility.

Taking home portions of a chart is considered a HIPAA violation.

**Audiovisual:** Videotaping, audiotaping, or other types of recording are not allowed in clinical courses, pre/post clinical, or where patient information is shared.

## **SCHOOL OF NURSING POLICY STATEMENT ON CHEMICAL DEPENDENCY**

The School of Nursing faculty will require students applying for admission to the School of Nursing to disclose any current chemical dependency and the nature of the treatment being received. The faculty will communicate to students the requirements of the Kansas State Board of Nursing for chemically dependent students who apply for licensure.

The School of Nursing faculty define chemical dependency as an illness in which alcohol and/or drug use interferes with the person's ability to function safely and affects the person's physical, emotional, and social health. Chemical dependency is characterized by physical and psychological dependence on drugs/ alcohol and if untreated causes health, social and legal problems, and possibly death. The School of Nursing faculty believe they have a professional and ethical responsibility to students and their clients to provide a safe teaching and learning environment.

The School of Nursing faculty will confront students who show signs of chemical dependency, or in whom there is suspicion of chemical dependency, and direct them into further assessment and evaluation. Drug screening is required of all students in certain clinical settings and may also be required at any time if suspicion of alcohol and/or drug use exists. When there is evidence of chemical dependency, students will be directed into a treatment program. Continuation of chemically dependent students in the School of Nursing depends on compliance with the treatment program and with the terms of a contract initiated by the Dean of the School with the student. The faculty will maintain a supportive attitude toward chemically dependent students during their treatment program and in the follow-up period. The faculty believe that students who comply with treatment and remain drug-free can become safe practicing nurses.

### Guidelines for Faculty Responsibilities with Chemically Dependent Students

- I. Gather and document data on behaviors indicating possible use/diversion of alcohol and/or drugs.
  - a. In situations in which the student demonstrates impaired behaviors at a clinical setting the faculty will:
    - i. Relieve the student of the patient assignment
    - ii. Send the student home with family or a friend that is designated by the student as a driver.
    - iii. Confer with the clinical agency regarding substance abuse policies pertaining to students in the clinical setting.
    - iv. Schedule an appointment to meet with the student.
    - v. Communicate with the Course Coordinator and the Dean concerning actions taken.

- b. In situations in which the student demonstrates impaired behaviors in the classroom the faculty will:
  - i. Remove the student from the classroom
  - ii. Send the student home with family or a friend that is designated as a driver by the student.
  - iii. Schedule an appointment to meet with the student.
  - iv. Communicate with the Course Coordinator and the Dean concerning the actions taken.

II. Procedure for the Meeting

- a. Present documented impaired performance behaviors.
- b. Confront student with the suspicion of drug/alcohol use.
- c. Give student alternatives: obtaining treatment or withdrawing from nursing courses.
- d. Discuss with student the list of recommended substance abuse treatment agencies for referral
- e. Provide emotional support and show concern for the student's well-being.
- f. Present a contract to the student that indicates student compliance will be monitored, with consequences for non-compliance defined.

Washburn University has adopted policies for prohibiting the use of alcohol and other drugs by students and employees in the workplace in compliance with federal laws and regulations, as well as alcohol and other drug prevention programs. The Washburn University Policies, Regulations, and Procedures Manual <http://www.washburn.edu/faculty-staff/human-resources/wuprpm/general-topics.html> Sections A.6. and A.8. contain prohibitions and establish appropriate sanctions for violation of University policy by employees. The Student Handbook sets forth prohibitions in the Student Conduct Code, Sections II.P. & II.Q, and the disciplinary procedure and sanctions in Section III. <http://www.washburn.edu/current-students/services/student-handbook.pdf>

**WASHBURN UNIVERSITY STUDENT CONDUCT CODE  
AND ACADEMIC INTEGRITY POLICY**

Washburn University strives to provide an environment in which students may pursue their educational interests. Students are expected to conduct themselves in a manner that promotes learning and preserves academic freedom for all.

Students are subject to the imposition of sanctions for engaging in prohibited conduct or behaviors independent of any other status they might have with the University. Conduct standards are set forth in writing to give Washburn students general notice of prohibited behavior. These conduct standards are accessible through the Washburn University Student Conduct Code.

Academic integrity is essential for maintaining a standard of professional behavior expected of all students enrolled in the School of Nursing. Becoming a member of the School of Nursing obligates implicit and explicit adherence to academic integrity. Academic integrity implies honesty in all aspects of the educational process and is essential for the promotion of an optimum learning environment, and for the development of personal and professional responsibility and accountability in nursing students.

Students in the School of Nursing are expected to conduct themselves in a professional manner according to the ANA Code for Nurses (see Student Handbook) and to adhere to all School of Nursing and University policies in any endeavor associated with School of Nursing activities either on or off campus. Dishonesty, disruption of learning experiences, or any other form of academic impropriety or misconduct will not be tolerated.

The School of Nursing refers students to the Washburn University Student Conduct Code and the Washburn University Academic Impropriety Policy.

**These policies can be accessed through the following link:**

<http://www.washburn.edu/current-students/policies-forms/academic-policies.html>

**The Student Conduct Code may be accessed at the following link:**

[http://www.washburn.edu/current-students/services/Student\\_Conduct\\_Code.pdf](http://www.washburn.edu/current-students/services/Student_Conduct_Code.pdf)

# CHAPTER III

## ACADEMIC POLICIES

### ADVISEMENT

The Program Director and the Student Compliance and Operations Director for the RN to BSN Program are available to assist students. Students are encouraged to contact the Student Compliance and Operations Director for discussion about classes, enrollment projections, drop/adds, or other academic concerns.

### GRADING POLICIES

The major in nursing requires 30 credit hours of coursework with a grade of C or better. A course **grade below a C prohibits progression in the major** (see School of Nursing policy for repeating courses published in the undergraduate university catalog). Letter grade values for nursing courses taken after admission to the upper-level nursing major are as follows:

- A - 91-100%
- B - 83-90.99%
- C - 75-82.99%
- D - 66-74.99%
- F - Below 66%

### Grade Point Average (GPA)

The student's grade point average is determined by dividing the total number of grade points earned by the total number of semester hours attempted. Students do not have an option at the end of the semester to repeat tests or portions of their clinical assignments in order to raise a course grade to a C once it is apparent a lower grade has been earned. Students are expected to follow the policy for Retention & Progression as provided in the University catalog.

### Grade of Incomplete

An undergraduate course grade of incomplete is given under specific conditions as outlined in the University catalog. If an incomplete grade is awarded, the student must complete the remaining requirements in sufficient time so a final course grade can be posted one week prior to the start of the next semester. Students with an incomplete grade may not progress without permission from the Program Director.

## **RETENTION AND PROGRESSION IN THE MAJOR**

Following admission to the nursing major, a student's progress is evaluated by the Undergraduate Admission, Progression, and Retention (UAPR) Committee upon completion of each nursing course. The School of Nursing requires a minimum grade of a C in all nursing courses.

### **Academic Warning and Dismissal**

A minimum grade of C is considered a passing grade in all nursing courses.

If a student receives a final grade of D or F in a nursing course the student will be placed on Academic Warning. For School of Nursing purposes, withdrawing from a course is considered a failing grade. The student may be allowed to repeat the course after approval by the UAPR committee and on a space-available basis. Students repeating courses should expect a delayed graduation date.

If a student has 2 failures in the same course, the student will be dismissed from the program. Students have 4 years to complete the BSN degree beginning once they start the RN to BSN program.

### **Appeal Procedure for a Student Dismissed**

The student must provide a written request to the Chairperson of the UAPR Committee regarding reconsideration and stating their reasons for disagreement with the decision of the Committee. The letter to the UAPR Committee should include the following:

- an explanation for the situation surrounding the grades received,
- rationale for continuing in the program, and
- a plan of action for future academic success.

The UAPR committee will review the above, and the decision by the committee will be final.

UEC approved 8/17/2022

### **Grade Appeal Procedure**

Students wishing to appeal a grade must follow the University policies and procedures for grade appeal as outlined in the Undergraduate University Catalog.

### **Progression After Failing Grade**

Students receiving a failing grade or an incomplete in any course will not be allowed to proceed to the next course in that sequence until the course has been retaken (or, in the case of an incomplete, the work has been completed and a change of grade has been submitted to the Registrar's Office).

## **Academic Withdrawal**

A student may withdraw from a course with a grade of “W” up to and including the "last day to withdraw," as specified on the Academic Calendar or in the MyWashburn account under the Registration/Student Information Tile (under the “Last Day Deadline for Courses” link). **The course instructor, program director, and the chairperson of the UAPR Committee should be consulted prior to withdrawal.** If an agency requests a student to withdraw from a practicum or field-related experience because of the quality of the student's performance, the Program Director will investigate the circumstances and take appropriate action. Any student who withdraws from a nursing course may not progress in the major as outlined in the Academic Warning and Dismissal section.

## **Non-Academic Dismissal**

In order to remain in the BSN program at Washburn University students must adhere to:

- the nursing profession's Code of Ethics;
- the School of Nursing Code of Professional Conduct for Nursing Students located in the Student Handbook;
- the professional conduct requirements outlined in the rules and regulations of the Kansas Nurse Practice Act, and your current state's Nurse Practice Act; and
- the Washburn University's Student Conduct Code and academic impropriety policy as described in the Washburn University Catalog and Handbook.

Students are expected to exhibit professional behavior in the classroom, on campus, and in practicum or field-related settings. Such behavior must reflect the values and ethics of the nursing profession. Should a student be able to perform academically and clinically, yet demonstrate behaviors, values, or attitudes inconsistent with professional nursing practice, non-academic dismissal from the RN to BSN program will be considered. This decision is governed by specific criteria, policies, and procedures as published in the Undergraduate University Catalog. The School of Nursing follows the reporting and disciplinary procedures as presented in the Washburn University Student Conduct Code.

## **Leave of Absence**

Students who must interrupt their education due to personal or professional reasons must request a Leave of Absence (LOA). Written notification must be submitted to the Program Director which describes the reason for the leave and projected return date. Leaves will be granted on a case-by-case basis after review by the UAPR Committee and/or the Program Director.

Once approved, students must reapply each semester. LOA will be granted for a maximum of up to 3 semesters (includes 1 summer semester). If return arrangements have not been made

before the end of the LOA semester, the student will be administratively withdrawn from the program. Request to return following administrative withdrawal will require applying to the program and the university.

### **Continuous Enrollment Policy**

Continuous enrollment means the student must be enrolled for a minimum of one credit hour until all degree requirements specific to the RN to BSN curriculum have been met.

RN to BSN degree students are expected to follow the required program of study by enrolling in each 8-week session or be on a school-approved Leave of Absence (LOA).

A student who does not enroll as projected and is not out on an approved LOA will be considered on administrative leave. If the student has not enrolled or requested an official LOA 60 days from the start of the administrative leave, they will be withdrawn from the program and will be required to apply for readmission. Administrative leave begins at the start of the session of which the student is not enrolled.

Students may take only one LOA while enrolled in the RN to BSN program.

### **Withdrawal from the Nursing Program**

A student who wishes to withdraw from the nursing program should present a written statement of intent to withdraw to the Chairperson of the UAPR Committee.

### **Readmission to the School**

Undergraduate students who have satisfactory academic status at the time of absence or withdrawal from the nursing program may request readmission. Re-application to the School of Nursing will be necessary should the student desire to re-enter the nursing program. Students will be considered for readmission using current admission criteria and as space is available.

## **REVIEW AND MAINTENANCE OF RECORDS OF STUDENT SATISFACTION AND FORMAL COMPLAINTS**

Student input is essential to ongoing program improvement. The policy of the School of Nursing is to review and maintain records of students' satisfaction and formal complaints other than complaints associated with a grade appeal. University procedures for grade appeal are outlined in the university catalog.

### **Student Satisfaction**

Student satisfaction is assessed both through formal faculty and course evaluation. Formal evaluations of teaching effectiveness by students are conducted prior to the conclusion of a course. Raw data from the evaluation forms are compiled and analyzed. Data collected from these evaluations are reviewed by the Program Director, Associate Dean, and Dean as part of



the annual performance appraisal of faculty. Aggregate data are reviewed for curricular changes as indicated based on student input.

### **Student Complaints**

When a student identifies a complaint regarding a faculty member or course, the student is encouraged to discuss the issue with the faculty member to resolve the issues. If the issue is not resolved, the following steps are to be followed:

1. If the student wishes to make a formal complaint, the complaint is to be presented to the faculty member in writing with the student's signature and date.
2. A copy of the complaint is given to the program director and the associate dean and placed in the student file.
3. A meeting is to be scheduled with the student, faculty member, program director, and associate dean. Recommendations from that meeting are forwarded to the student within 5 working days of receipt of the formal complaint.
4. If a resolution is not achieved, a copy of the complaint will be sent, along with the faculty member's response, for the dean's review.
5. A meeting of the student, faculty, program director, and the dean will occur for the final resolution of the complaint. Following the meeting, the dean will respond within 5 working days with a written recommendation to the student, with a copy sent to the faculty. A copy of the written recommendation will be placed in the student file.

## CHAPTER IV

# HEALTH POLICIES AND INFORMATION

The School of Nursing has partnered with **Verified Credentials** to track student health clearance records and to conduct pre-entrance background checks for all RN to BSN students. **Students will be provided instructions on how to submit their health clearance documentation and will be assessed a fee upon signing up on the Verified Credentials website.** Any questions or concerns regarding uploading documents should be directed to Verified Credentials via their website chat feature, email (clientservices@verifiedcredentials.com), or phone (800.938.6090).

Nursing students must submit all health clearance requirements following acceptance into the RN to BSN program. Students may not participate in any practicums or field-related experiences without being compliant with all their health clearance requirements. Failure to comply with health clearance deadlines may result in disenrollment from the program.

The following documentation is required:

- Complete Pre-enrollment Background Check
- Provide Proof of a current active, unencumbered RN licensure
- Student Conduct Pledge – Students are required to sign (electronically) this pledge indicating that they have read and understand the professional ethics and values described in the RN to BSN Student Handbook. The form is available on the Verified Credentials website. RN to BSN Student Handbook is available online on the School of Nursing website.

### BACKGROUND CHECK

Successful completion of the nursing program requires participation in practicum or field-related experience courses. Students can only be placed in practicum or field-related courses after a background check, at their expense, has been completed which discloses they do not present a criminal history of:

- Convictions of laws regulating controlled substances;
- Convictions, at the felony level of crimes, as defined under Kansas Criminal Code (K.S.A. 21-3101) and amendments thereto, which are crimes against persons, crimes against property, or sex offenses;
- Conviction of an offense requiring registry as a sex offender under the Kansas Offender Registry Act or any federal, military, or other state law requiring registry;
- Conviction at the felony level of crimes, involving moral turpitude which includes but is not limited to perjury, bribery, embezzlement, theft, and misuse of public funds.

**Exception:** Persons who have been convicted of a misdemeanor illegal drug offense may be permitted to participate in the practicum or field-related experience if they have demonstrated, in the opinion of the Admissions Committee, they have been sufficiently rehabilitated.

## **EXPOSURE TO BLOOD OR BODY FLUIDS**

### **Policy Statement**

Any direct exposure to blood or body fluids occurring in the School of Nursing must be reported to the practicum or field-related experience instructor immediately.

### **Policy**

1. Students must report any cuts, scrapes, wounds, skin rashes, chapped skin, dermatitis, etc., that they may have to the preceptor before performing any task(s) that may involve exposure to blood or body fluids.
2. Students must wear appropriate protective equipment when performing any task(s) that may involve exposure to blood or body fluids.
3. All blood or body fluids should be considered potentially infectious.
4. Should exposure to blood or body fluids occur from a needle stick in a clinical setting that does not provide post-exposure management, the student should:
  - a. allow the wound to bleed freely -- milking the wound to promote bleeding,
  - b. wash the wound with soap and water,
  - c. report and provide a description of the incident to the clinical instructor,
  - d. go to Student Health Services, if feasible, (Morgan Hall, M-F 8-4, 785-670-1470) or to a local health care provider who is able to provide service according to exposure protocol.
5. Testing of the source person is encouraged with referral to Student Health Services. If a contaminated needlestick occurs in the campus laboratory, the student source will be asked to provide a blood sample for testing. The cost for testing will be at the students' expense.
6. Should skin exposure to blood or body fluids occur or should exposure to blood or body fluids occur to the mucus membranes (eyes, mouth, nose), the above policy shall be implemented.

Information regarding bloodborne exposure may be obtained by calling the AIDS Hotline at 1-800-CDC-INFO (800-232-4636).

## **WASHBURN UNIVERSITY SCHOOL OF NURSING STUDENT INCIDENT REPORT FORM GUIDELINES**

### **Purpose**

This document is designed to provide a written account of incidents involving nursing students during the course of their clinical experiences or practicum/field-related experiences. The document will become part of the student's folder and may be used for evaluation and promotion purposes. Incidents involving students during their clinical or course experiences may include situations involving medications and are also to be reported using the accompanying form.

### **Process**

The following steps are to be followed within 2 working days of instructor notification that an incident has occurred:

1. Instructor will meet with the student to discuss the circumstances of the incident.
2. Institution staff, client's family, and/or physicians may be consulted, as appropriate.
3. The Report Form will be completed by the instructor and student together and is to be signed by both. Submit the form to the Chair of UAPR.
4. The Chair of the UAPR Committee will bring the report to the next UAPR meeting following the incident, OR may call a special UAPR meeting, if warranted, to discuss the situation.
5. The UAPR Committee will recommend any additional action that might be taken.
6. Appropriate copies of the form are to be distributed by the instructor as follows:
  - Student file
  - Practicum or field-related instructor
  - Program Director
  - Dean
  - UAPR Committee Chairperson

(Incident forms are available in the School of Nursing Office)

# CHAPTER V

## ACADEMIC RECOGNITION OF GRADUATES

### COMMENCEMENT AND RECOGNITION CEREMONY

University commencement and the School of Nursing recognition ceremonies are held in May and December. Students will be notified of times and locations of these events. The Nursing Recognition Ceremony is held to recognize graduates who have met the requirements for the Bachelor of Science in Nursing degree. This School of Nursing event acknowledges the accomplishments, honors, and awards of our nursing graduates who have distinguished themselves. The graduates also receive their nursing pins during this ceremony. The School of Nursing expects all nursing graduates to attend both ceremonies.

Cost associated with graduation include cap and gown, invitations, and transcript fee.

### HONOR ROLLS

#### Dean's Honor Roll

Students whose grade point average for the semester is equivalent to 3.40 or better are honored by having their names placed on the Dean's Honor Roll.

#### President's Honor Roll

Students whose grade point average for the semester is 4.00 are honored by having their names placed upon the President's Honor Roll.

### ACADEMIC HONOR SOCIETIES

#### Eta Kappa-at-Large Chapter of Sigma Theta Tau International (STTI)

STTI is the International Honor Society of Nursing. The mission of STTI is advancing world health and celebrating nursing excellence in scholarship, leadership, and service. Eta Kappa-at-Large (EKAL) Chapter is the local STTI Chapter that includes the nursing programs at Washburn University, Baker University, and Emporia State University.

The purposes of this organization are to:

1. Recognize superior achievement.
2. Recognize the development of leadership qualities.
3. Foster high professional standards.
4. Encourage creative work.
5. Strengthen commitment to the ideals and purposes of the nursing profession.

Admission is by invitation only and requires nomination approval by the EKAL Chapter. Eligible undergraduate students are invited to membership in their final semester. Criteria for membership include the following:

1. At least half of required nursing curriculum completed.
2. Rank in upper 35% of graduating class.
3. Cumulative grade point average of at least 3.0 on 4.0 scale.
4. Two letters of endorsement.

### **The Honor Society of Phi Kappa Phi (PKP)**

The mission of the interdisciplinary national Honor Society of Phi Kappa Phi is to recognize and promote academic excellence in all fields of higher education and engage the community of scholars in service to others.

Admission is by invitation only and requires nomination approval by the Washburn University Chapter. The University Chapter of PKP invites eligible undergraduate students to membership in the Fall and Spring semesters who meet the following criteria:

1. Juniors must have completed 72 credit hours (with at least 24 semester hours completed at Washburn University) and rank in the top 7.5% of their class.
2. Seniors must have completed 90 credit hours (with at least 24 semester hours completed at Washburn University) and rank in the top 10% of their class.

# CHAPTER VI

## GENERAL INFORMATION

### FINANCIAL ASSISTANCE AND SCHOLARSHIPS

Students who have been admitted to the School of Nursing (SON) may apply for nursing scholarships and financial assistance through the University Financial Aid Office and SON. See the General Information section of the Washburn University Catalog.

University Financial Aid Application forms are available on the Financial Aid Website. Nursing endowed scholarships and funds are awarded by the Financial Aid Office upon recommendation from the School of Nursing. A separate nursing application is required for all Nursing Scholarships. The form is available on the School of Nursing Website.

The recipients and the amount of the awards are determined by policies and guidelines of the Washburn University Financial Aid Office and the stipulations of donors. Some scholarships and grants require a demonstration of need as indicated by an approved needs analysis system. All scholarships require students to meet a minimum grade point standard.

For further information about scholarship eligibility, students are encouraged to contact the Student Compliance and Operations Director in the School of Nursing. Information about scholarships offered for nursing students by hospitals, professional and business associations, service clubs, the military and the Kansas Board of Regents is made available to students through the SON and is posted on student bulletin boards in the SON.

### ESTIMATED COSTS TO STUDENTS IN THE NURSING MAJOR

School of Nursing RN to BSN courses are assessed at a different per credit hour tuition rate than other undergraduate courses.

Students in Nursing are eligible to apply for financial aid through the University (see above).

**The priority deadline filing date is February 15 for fall semester and October 15 for the spring semester.** You may make an appointment with the Dean of the School of Nursing to be considered for special nursing scholarships or to discuss individual needs.

Expenses which a student in Nursing will have to meet:

1. Verified Credentials & Background Check – Health Clearance management agency
2. Books & supplies
3. Graduation expenses: includes such items as Invitations (optional), Cap/Gown/Tassel, Transcript fee

## **DRESS CODE POLICY**

### **Business Casual Guidelines**

Practicum or field-related settings in the Washburn University RN to BSN program require business casual dress. However, the term is vague and sometimes leads to confusion. It is clearly different than business formal, which suggests a suit and tie, but should not be confused with casual wear such as jeans and t-shirts. In general, for business casual, the individual should be neatly dressed, well put together and professional looking. If you are ever unclear about business casual dress, talk to an instructor about acceptable options.

For all students, clothing should have a good fit. Clothing should not be too tight or loose, and should not reveal cleavage, stomachs, upper or lower backs, buttocks, or tattoos. Clothing should be pressed and in good condition, meaning that it has no fading, holes, dangling threads, and is also wrinkle-free. Comfortable, low heeled, closed toe shoes are appropriate for clinical settings. Jewelry should be minimal and not distract from the patient interaction.

Suggested Options:

- Khaki, corduroy, or cotton pants or skirts
- Sweaters, cardigans, polo/knit shirts, button-down shirts, preferably with collar
- Solid colors preferred to bright patterns

### **Examples of Items to be Avoided**

Items to avoid include, but are not exclusive to jeans, knit pants (e.g., leggings), t-shirts, tank tops and cut-off shirts; high-heeled shoes. Undergarments such as slips, undershirts, bras, and underwear should not be visible. While short sleeved shirts may be worn in warm weather or more casual office environments, apparel with logos is not considered appropriate, unless branded with Washburn School of Nursing.

## **COMMUNICATION**

The School of Nursing telephone number is (785) 670-1525. Faculty office phone numbers are all direct-dial, and (along with email addresses) are available in the university campus directory that is updated and reprinted annually. They are also available through the online University directory on the MyWashburn website. To access the School of Nursing homepage from off-campus: [www.washburn.edu/nursing](http://www.washburn.edu/nursing)



E-mail address to the School of Nursing office – RNBSN@washburn.edu

### **OFFICIAL EMAIL ADDRESS**

Every student at Washburn University is issued an e-mail address. Washburn University email addresses are the official addresses used by the University and the School of Nursing for relaying important messages regarding academic and financial information. It may be used by instructors to provide specific course information. E-mail messages sent to a Washburn University e-mail address will be considered official notification for important information. If students prefer to use an alternate e-mail address to receive official University notices, they can access their MyWashburn e-mail account, choose the “options” tab, and select “auto-forward” to complete the process to forward their e-mail.

# CHAPTER VII

## WASHBURN UNIVERSITY SERVICES AND POLICIES

### WASHBURN UNIVERSITY SERVICES

Washburn University offers many services in support of the academic and personal needs of students. For complete details about University resources, students should refer to the Washburn University Catalog, the Office of Student Services, or the University Website ([www.washburn.edu](http://www.washburn.edu)).

University services that might be of interest to nursing students include:

| <b>Service</b>                 | <b>Web Link</b>   | <b>Phone Number</b>                                  |
|--------------------------------|---|--|
| Equal Opportunity Office       | <a href="https://www.washburn.edu/statements-disclosures/equal-opportunity/index.html">https://www.washburn.edu/statements-disclosures/equal-opportunity/index.html</a>       | 785-670-1509   |
| Financial Aid                  | <a href="https://www.washburn.edu/admissions/paying-for-college/financial-aid/index.html">https://www.washburn.edu/admissions/paying-for-college/financial-aid/index.html</a> | 785-670-1151   |
| Health Services                | <a href="https://www.washburn.edu/student-life/services/health-services/index.html">https://www.washburn.edu/student-life/services/health-services/index.html</a>             | 785-670-1470   |
| Ichabod Shop (Bookstore)       | <a href="http://www.washburn.edu/current-students/bookstore.html">http://www.washburn.edu/current-students/bookstore.html</a>   | 785-670-2665   |
| International Programs         | <a href="https://www.washburn.edu/academics/international-programs/index.html">https://www.washburn.edu/academics/international-programs/index.html</a>                       | 785-670-1051   |
| Registrar                      | <a href="https://www.washburn.edu/registrar/index.html">https://www.washburn.edu/registrar/index.html</a>   | 785-670-1074   |
| Student Accessibility Services | <a href="https://www.washburn.edu/studentaccessibility/index.html">https://www.washburn.edu/studentaccessibility/index.html</a>   | 785-670-1622   |
| Technology Support             | <a href="https://www.washburn.edu/its/services/index.html">https://www.washburn.edu/its/services/index.html</a>   | 785-670-3000   |
| Tutoring & Writing Center      | <a href="https://www.washburn.edu/student-life/tutoring-writing-center/index.html">https://www.washburn.edu/student-life/tutoring-writing-center/index.html</a>               |  |
| University Counseling Services | <a href="https://www.washburn.edu/student-life/services/counseling/index.html">https://www.washburn.edu/student-life/services/counseling/index.html</a>                       | 785-670-3100<br>(Option 2 for 24/7 Phone Counseling) |
| University Library             | <a href="http://www.washburn.edu/mabee/">http://www.washburn.edu/mabee/</a>   | 785-670-1485   |
| Veterans Services              | <a href="https://www.washburn.edu/student-life/military/index.html">https://www.washburn.edu/student-life/military/index.html</a>   | 785-670-1629   |

## **CENTER FOR STUDENT SUCCESS**

The Center for Student Success is a comprehensive and collaborative set of services, resources, and programs designed to transform, educate, and empower students who will become effective leaders within and beyond the Washburn community. Focused on student success and through the support and dedication of faculty, staff, and student leaders, the Center will guide students to degree completion by promoting learning and information literacy, academic goal-setting and skill development, a successful transition to college, and effective decision-making.

### **The Center for Student Success:**

<http://www.washburn.edu/academics/center-student-success/index.html>

The Center for Student Success Includes the Tutoring & Writing Center. The Tutoring & Writing Center provides an array of resources to help writers focus on all aspects of writing. Tutors discuss writing questions or concerns from across disciplines and at any stage of the writing process. Tutoring includes but is not limited to topic development, drafting, grammar, punctuation, research, and documentation. Writing Center sessions emphasize learning and revision rather than editing or proofreading.

### **Tutor & Writing Center:**

<http://www.washburn.edu/current-students/tutoring-writing-center/index.html>

(785) 670-1980 or email [tutoring@washburn.edu](mailto:tutoring@washburn.edu)

## **WASHBURN UNIVERSITY POLICIES**

Washburn University has articulated many policies to facilitate students' progression through their academic studies. For complete details regarding the policies of Washburn University, students should refer to:

- **Washburn University Undergraduate Catalog**  
<http://www.washburn.edu/academics/academic-catalog/>
- **Washburn University Student Handbook**  
<http://www.washburn.edu/current-students/services/student-handbook.pdf>

Students should be aware of the University policies related to:

- Academic Probation, Suspension, and Reinstatement
- Admission and Attendance
- Americans with Disabilities Act
- Campus Traffic and Parking Regulations
- Equal Opportunity
- Family Educational Rights and Privacy Act

- Student Conduct
  - Disciplinary Code and Procedure
  - Grievance Procedure
- Student Governance