Washburn University Institute of Technology

Associate Degree Nursing Student Handbook

Fall 2025

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LETTER TO ADN PROGRAM STUDENTS

WASHBURN TECH
UNIVERSITY

Dear Nursing Student,

We are pleased to welcome you to the Washburn University Institute of Technology, affectionately referred to as *Washburn Tech,* Associate Degree Nursing (ADN) Program!

This is an exciting step along your journey of a rewarding career in nursing. Our ADN program at Tech is an aligned program, approved by the Kansas State Board of Nursing and the Kansas Board of Regents, and application has been made for accreditation through the Accreditation Commission for Education in Nursing (ACEN). We care about your success. You may be interested to learn that our Practical Nursing student NCLEX-PN pass rate is consistently above the state and national level and we aim to have the same outcomes for our RN program. We are proud of our students' successes and value the opportunity to guide students toward this essential and satisfying professional field.

Through your commitment to learning, you will acquire the knowledge, skills, attitudes, and abilities necessary for the transition from the practical nursing to the professional nursing role. Our faculty will assist you as you go through the didactic (classroom) and clinical experiences that lead up to taking the NCLEX-RN exam, which is required for licensure as a registered nurse. Students who successfully complete this 65-credit hour program will earn their Associate of Applied Science degree in Nursing. Our new ADN program is designed to create a seamless transition from our Practical Nursing program to the School of Nursing, RN to BSN program at Washburn University.

This handbook has been prepared for you by the Washburn Tech's Nursing faculty, staff, and administration to provide the guidelines, policies, and procedures you will need to understand and follow for successful completion of the Practical Nursing program. Our handbook complements the Washburn University Student Handbook; both are important documents that you should read and understand.

We hope you have a rewarding learning experience as a student. If we can assist you in any way, please let us know. Best wishes for a fulfilling and meaningful year.

Sincerely,

Pamela Masters

Pamela Masters, MSN RN CNL
Assistant Dean, Health Occupations

ABOUT THE WASHBURN TECH ADN PROGRAM

The Washburn Tech ADN program is a 24-credit hour, core nursing curriculum designed to provide graduates with the knowledge, skills, attitudes, and abilities needed to practice safely and effectively transition from the practical nursing role to the professional nursing role. Students who successfully complete this 65-credit hour program will earn their Associate of Applied Science degree in Nursing. The program also prepares graduates to take the NCLEX-RN licensure exam.

History Of Washburn Tech Nursing Programs

The Topeka Public Schools' Practical Nursing Program was established as a part of USD 501 under the Department of Vocational Education. Instruction began in October 1957 at The Monroe School. The Practical Nursing program was moved to the Kaw Area Technical School Campus in 1968. On July 1, 2008, Kaw Area Technical School affiliated with Washburn University. On May 15, 2009, Kaw Area Technical School became Washburn Institute of Technology. In 2025, Washburn Tech received approval to begin an Associate Degree Nursing program with the first cohort starting in August 2025.

Accreditation

Programs at Washburn Tech are included in the accreditation for Washburn University, which is accredited by the **Higher Learning Commission**. To file a complaint with the commission, please follow its stated procedures.

Verification of affiliation can be found here.

Higher Learning Commission
230 South LaSalle Street, Suite 7-500
Chicago, Ill. 60604
View Washburn University accreditation mark of affiliation and status verification on washburn.edu.

The ADN Program is approved by the Kansas State Board of Nursing.

Kansas State Board of Nursing
Landon State Office Building
900 SW Jackson Suite 1051
Topeka, KS 66612-1230
Phone: 785-296-4929
Website: ksbn.kansas.gov | Kansas Nursing Board

Accreditation is being sought through the Accreditation Commission for Education in Nursing (ACEN).
Home (acenursing.org)

Program Outcomes

The ADN program outcomes are aligned through the Kansas Board of Regents Technical Education Authority and the Kansas Council of Associate Degree Nurse Educators.

1. Integrate caring behaviors in practicing the art and science of nursing within a diverse population.

2. Implement professional standards and scope of practice within legal, ethical, and regulatory frameworks.

3. Collaborate with clients and members of the inter-professional health care team to optimize client outcomes.

4. Formulate safe and effective clinical judgements guided by the nursing process, clinical reasoning, and evidence-based practice.

5. Provide leadership in the management of care to meet client needs using available resources and current technology.

6. Generate teaching and learning processes to promote and maintain health and reduce risks for a global population.

7. Demonstrate effective communication methods to manage client needs and to interact with other healthcare team members.

ADN Instructors and Staff

Assistant Dean, Health Occupations	Pam Masters, MSN, RN, CNL	Pamela.masters@washburn.edu	785-670-3351
Director of Nursing Programs	Sandy Siebert, MSN RN CNL	Sandy.siebert@washburn.edu	785-670-3475
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Program Instructors	Darlene Deters, PhD APRN-BC Serena Robbins, APRN, CNM, RN TBD TBD	Darlene.deters@washburn.edu Serena.robbins@washburn.edu	785-670-3346 785-670-3488
Adjunct/Clinical Faculty	TBD TBD		

Washburn University Mission

Washburn University's mission is to create educational pathways to success for everyone.

Washburn University Institute of Technology Mission

Washburn Tech's mission is to empower individuals with a quality education to be highly skilled and successful leaders in their chosen field.
- Educational - Rigorous and intellectually stimulating. Washburn will provide learners with quality opportunities to learn from expert faculty, engage in critical thinking and explore new ideas. Curriculum content includes skill development for life and career readiness.
- Pathways - A variety of options for learners to pursue their educational, civic and career goals. This includes two-year and four-year degrees, Masters and Doctorate degrees, continuing education, technical

certificates, diplomas and apprenticeships. Pathways also means learners will have flexibility to choose the path that best meets their individual needs and interests, including inter-university and K-12 partnerships.

- Success - As determined by each learner's unique perspective, dreams and journey.
- Everyone - People of all backgrounds and life experiences.

Nursing Program Mission Statement

Washburn Tech's Nursing program mission is to provide a quality, seamless educational pathway in a supportive adult learning environment, to meet individual and labor market needs.

Our Philosophy

Washburn Tech's nursing faculty are guided by the belief that nursing students develop skills over time, with increased education and experience. In their first year of education, novice nursing students progress from focusing on learning facts and basic concepts, to understanding, then applying those same concepts to the delivery of patient care. By engaging in clinical experiences, students progressively gain skills, confidence, and over time, competence. Upon graduation from the Practical Nursing (PN) program, students will enter practice as an Advanced Beginner.

Nurses entering the Associate Degree Nursing (ADN) program may have varying degrees of practice experience. Advanced Beginners transitioned, with minimal experience, from the PN to the ADN program. Nurses who enter the ADN program after some time in clinical practice may be classified as Competent or Proficient as an LPN. Competent nurses have some mastery and competence in clinical situations making them capable of recognizing clinical situations more quickly and accurately. Proficient nurses can recognize clinical situations as a whole and provide effective care with both speed and flexibility. Upon entering the ADN program, students return to earlier stages of clinical competence as they begin their education as a professional nurse. As they progress through the ADN program, they once again progress, likely more quickly, from Novice to Advanced Beginner, Competent, and Proficient.

The other theory guiding the delivery of education at Washburn Tech is that student success is dependent on a student's ability to cope with transitions. Four factors influence a student's ability to cope during transition: *situation, self, support, and strategies*. *Situation* describes what led to the transition and includes factors such as financial concerns, family responsibilities, timing, previous experience, and concurrent stressors. *Self* includes personal attributes that affect how the transition is viewed, academic skills, and the psychological resources of the student. *Support* involves the individual's support system such as family, peers, or friends. *Strategies* include the coping response, use of available resources, and the learning environment. By creating a positive learning culture, teaching strategies that improve success, and providing supportive resources, then enabling access to those resources, Washburn Tech can optimize a student's opportunity for success.

Important Note: The Institute of Medicine (IOM, 2010) envisioned the future of nursing as one in which nurses have the potential to provide quality care that is safe, effective, scientifically, and evidence-based practice across the continuum of care. The IOM report calls for preparing nurses to provide care, promote health and well-being among nurses, individuals, and communities, and eliminate health disparities to achieve health equity (IOM, 2020). Furthermore, the IOM has challenged nurses to achieve a higher level of education and training. They envision nurses as entering practice with the minimum education of a BSN. To this end, the faculty and staff at Washburn Tech will assist any student with information and contacts to further their education.

Professional Nursing Practice, Model, and Definitions

Nursing integrates the art and science of caring and focuses on the protection, promotion, and optimization of health care human functioning; prevention of illness and injury; facilitation of healing; and alleviation of suffering through compassionate presence. Nursing is the diagnosis and treatment of human responses and advocacy in the care of individuals, families, groups, and populations in recognition of the connection of all humanity. Nursing is enhanced by interprofessional collaboration, sharing knowledge, scientific discovery, integrative health approaches, and social justice. Nurses provide compassionate, comforting, safe, quality, and competent care. The healthcare consumer is always at the center of care.

The new ANA Professional Nursing Model represents nurse's caring, values, wisdom, and energy, guided by the ethical principles and situational ethics in nursing practice. Nursing is always transforming and includes courage, endurance, passion and creativity in all settings.

Healthcare Consumer- the patients, persons, clients, families, groups, communities, or populations who are the focus of nurses' attention. Healthcare consumers receive nursing services as sanctioned by the state regulatory bodies.

Nursing Process- a cyclical, repetitive, and dynamic process that includes assessment, diagnosis, outcomes identification, planning, implementation, and evaluation that supports evidence-based practice and is dependent on bidirectional feedback loops between the components.

Professional Behavior- behaviors that demonstrate intellectual and personal integrity which include dedication to the patient's welfare, commitment to the discipline of nursing, and adherence to college, program, and agency policies. Professional behavior involves participation in life-long self-development activities to enhance and maintain current knowledge and skills for continuing competency.

Caring- the human approach that promotes dignity, health, and wholeness directed toward the highest good with positive intent. Caring is given to enhance the well-being and comfort of others while simultaneously adding to the trustworthiness of the nursing profession. Caring components include compassion, kindness, and calmness.

Values- respect, inspiration, and empathy including compassion, presence, trustworthiness, diversity, acceptance, and accountability. These emerge from nursing practice that is based on the importance of relationships, service, respect, willingness to bear witness, self-determination, and the pursuit of health.

Wisdom- the movement along the continuum of data, information, knowledge, and wisdom to promote theory guided, evidence-based practice, a culture of inquiry, critical thinking, and research that informs professional practice.

Energy- the energy and action sparked by nursing's responsibility, communication, comfort, innovation, and transcendence.

Ethics- the component that represents trust, confidence, loyalty, calmness, and security. It includes advocacy, integrity, justice, benevolence, and grace.

References:

American Nurses Association, (2021). *Nursing: Scope and Standards of Practice,* 4th edition*.* American Nurses Association. Silver Spring, MD.

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Benner, P. (2000). *From Novice to Expert: Excellence and Power in Clinical Nursing Practice, Commemorative Edition,* 1st edition. Pearson Education, London, England.

Schlossberg, N., Lynch, A., & Chickering, A. (1989). *Improving Higher Education Environments for Adults: Responsive Programs and Services from Entry to Departure.* Wiley, New York, New York.

IOM, (2010). *The future of nursing: Leading change, advancing health*. http://www.nap.edu/catalog/12956.html

IOM, (2021). *The Future of Nursing 2020-2030: Charting a Path to Achieve Health Equity. National Academies of Sciences, Engineering, and Medicine; National Academy of Medicine; Committee on the Future of Nursing 2020–2030*; Flaubert JL, Le Menestrel S, Williams DR, et al., editors. Washington (DC): National Academies Press (US).

Kansas State Board of Nursing (July 2015, revised 2022) *Nurse Practice Act, Statutes and Administrative Regulations* npa.pdf (kansas.gov)

National Council of State Boards of Nursing, (April 2023) *NCLEX - RN Examinations: Test plan for the National Council Licensure Examination for Registered Nurses*. 2023 NCLEX-RN Test Plan | NCSBN

ACCEPTANCE REQUIREMENTS

Applicants to the ADN Program must have completed the following steps:

1	Complete and submit the Washburn Tech application form for Admission
2	Complete the Washburn Tech ADN application
3	Complete all of the following prerequisite courses, earning a grade of "C" or better in each (submit official transcripts): 1. **Nutrition** 2. **Human Anatomy and Physiology with Lab** 3. **Human Development** 4. **First Year Writing or English Composition I** 5. **Contemporary College Math or higher** 6. **Intro to Psychology** 7. **Microbiology with Lab** 8. **Communications**
4	Submit your professional resume
5	Take TEAS test - *Students must earn a **composite score of 55 or higher***
6	Provide proof of your active ***Kansas LPN license, IV certification, and CPR certification***
7	Submit all OFFICIAL transcripts for college, high school and/or GED
8	Completion of all clinical clearance document requirements

Note: English as a Second Language applicants will be considered for the program when they pass the TOEFL exam. For students with English as a second language, submit your TOEFL scores. International students must have a TOEFL score of 550 (paper) or 213 (computer) with no sub-score under 50. TOEFL test takers after September 24, 2005, who take the revised TOEFL will be admitted with a speaking sub-score of 23, writing sub-score of 20, and reading and listening scores of 21 or higher, and a combined score of 85 or higher. Applicants are considered for acceptance once the Priority Deadline for admissions has passed. Applicants will be notified by letter of their status.

- Applicants who are **conditionally accepted** into the ADN program are awaiting some documentation that is required for acceptance (i.e. transcripts). If this documentation is not received by the designated deadline, or if the documentation does not meet admission standards, the conditional acceptance will be rescinded.
- Applicants who are **accepted** into the ADN program have completed all requirements for acceptance.
- Applicants who are **denied acceptance** may not have the requisite test scores or grades. Applicants may retest or retake the classes and reapply for future cohorts.

Appeal Process for Acceptance Decisions

Applicants who feel they have been unfairly denied acceptance into the ADN program may appeal the decision in writing. The appeal letter must include an explanation of how the applicant met all admission

criteria along with appropriate documentation. The letter must be submitted to the Assistant Dean of Health Occupations within ten business days of receipt of the rejection letter.

The Assistant Dean of Health Occupation will consult with the Admissions office and ADN instructional staff upon receiving the appeal letter to reconsider the acceptance decision. The Assistant Dean of Health Occupations will notify the applicant via email regarding the final decision within five business days.

Requirements Upon Acceptance into the Program

An **Acceptance Packet** will be sent to students who are *accepted* or *conditionally accepted* into the program. The packet contains information about the Orientation meeting; the Acceptance Form; instructions for creating an account on the *Verified Credentials* platform; and the list of documents and immunization records that should be downloaded into *Verified Credentials*.

1. Submit the ADN acceptance form
2. Attend ADN Program Orientation- This is a required orientation for program acceptance.
3. Establish Verified Credentials account
4. Successfully complete and release Background check and Drug Screen
5. Successfully complete all immunizations
6. Submit results of a recent (within three months of acceptance) physical health examination
7. Submit current CNA and CPR certifications (must maintain throughout the ADN program)
    a. CPR must be American Heart Association Basic Life Support for Healthcare Providers or
    b. American Red Cross CPR/AED for Professional Rescuers and Healthcare Providers
    c. Unacceptable CPR certification includes HeartSaver or any lay person CPR
8. Provide proof of health insurance coverage (must maintain throughout the ADN program)

Student Responsibilities

Regulations are established to govern student conduct on the school campus, in affiliating agencies, and in other places where school-sponsored activities are conducted. Such regulations recognize the rights and responsibilities of students and are designed to promote effective learning and responsible standards of behavior.

- It is the responsibility of each student to be aware of and to meet the program requirements for graduation.
- The students must adhere to all Washburn University, Washburn Tech, Nursing Program, and clinical agency rules, regulations, policies, and deadlines.

Confidentiality of Patient Data

All students are expected to adhere to the Federal HIPAA regulations (Public Law 104-191) throughout the ADN Program at Washburn Tech. Failure to do so could result in sanctions or dismissal from the program.

Each student will sign a confidentiality statement prior to attending the first clinical course. Failure to sign and submit the confidentiality statement will prevent the student from participating in the clinical experience until the statement is provided. Students are allowed to have access only to information that is appropriate to their participation in the patient's care.

- All patient information is confidential and shall not be disclosed.
- Students are not authorized to remove any patient information from the premises.
- Students are not to take pictures of patients or post any patient information on any internet site including social media sites.
- Failure to preserve patient confidentiality may result in probation or immediate dismissal from the program.

Other Documents Containing Regulations

Washburn University Student Conduct Code
https://www.washburn.edu/student-life/services/files/Student_Conduct_Code.pdf

Washburn Tech College Catalog
Washburn Institute of Technology < Washburn University

Kansas Nurse Practice Act
Nurse Practice Act | ksbn.kansas.gov

Verified Credentials Platform

The ADN program has partnered with *Verified Credentials* to track pre-licensure student health clearance records and to conduct pre-entrance background checks and drug screens. Instructions for creating an account are sent to students in the Acceptance Packet. 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).

ADN students must submit all health clearance requirements by the *fifth* day of the semester. Students may not participate in any clinical practicums without being compliant with all their health clearance requirements. Immunization requirements by the ADN program and by the affiliating clinical agencies are enforced. The screenshot below shows the *Verified Credentials* screen once the student has created an account:

Washburn University - Practical Nursing Program
Background Check, Drug Screen & Additional Requirements - Practical Nursing Program

Due Date: 8/15/2020

1 2 3 4 5 6 7 8

Introduction	Forms & Notices	Personal Info	Review Results
0 of 1 Tasks Complete	0 of 3 Tasks Complete	0 of 7 Tasks Complete	0 of 2 Tasks Complete

Welcome to QualifiedFirst!

Welcome! Your organization has partnered with QualifiedFirst® by Verified Credentials, Inc to help you complete the requirements outlined below. **Don't worry; we'll walk you through the process step-by-step,** with guidance designed especially for people new to the process. QualifiedFirst® works a lot like a navigation system, showing you what to do every step of the way and providing you clear, easy-to-follow instructions.

Take a moment to review the requirements below. When you're finished, click "Let's Get Started" below.

Background Report
Your background report will contain the following background checks and verifications:

- **Criminal Search - County**   What is this?
- **Drug Screen - 10 Panel Urine (Q10)**   What is this?
- **FACIS - Level 1 Individual**   What is this?
- **ID Trace Pro**   What is this?
- **National Criminal Database**   What is this?

Immunizations
You will need to provide details and possibly supporting documentation that you received the following immunizations:

- **Hepatitis B**   What is this?
- **Influenza**   What is this?
- **MMR (Measles-Mumps-Rubella)**   What is this?
- **Tdap**   What is this?
- **Tuberculosis**   What is this?
- **Varicella (Chickenpox)**   What is this?

Insurance
You will need to provide details and possibly supporting documentation that you possess the following insurance coverage:

- **Medical Insurance**   What is this?

Miscellaneous Information
You will need to provide details and possibly supporting documentation of the following miscellaneous Information:

- **Medical History & Physical**   What is this?

Professional Certifications
You will need to provide details and possibly supporting documentation of the following professional certifications:

Background Report

Verified Credentials will conduct the background checks shown in the screenshot above. Students are obligated to disclose a history of any relevant criminal conviction. Students are required to pass a background check prior to being allowed to participate in clinical educational experiences. Some clinical agencies will request an additional background check prior to students attending clinical. Upon establishing an account with *Verified Credentials*, the student must select all the Background Check options.

- Failure to submit to the background check **by the fifth day of class of the first semester** is grounds for dismissal from the program.
- Failure to pass the background check is grounds for dismissal from the program.

Students who are convicted of an offense during their enrollment in the ADN program must notify the Assistant Dean of Health Occupations immediately. Certain criminal convictions would deny or restrict access to a Kansas nursing license. Specific information about these convictions is identified in Kansas Law (KSA-65-1120).

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Drug Screen

Verified Credentials will provide a list of available and nearby resources where students can obtain the drug screen. Upon establishing an account with *Verified Credentials*, the student must select the Drug Screen option.

- Failure to submit to the Drug Screen **by the fifth day of class of the first semester** is grounds for dismissal from the program.
- Failure to pass the Drug Screen is grounds for immediate dismissal from the program.

Some clinical agencies may require an additional drug screen prior to students attending clinical.
The use of prescribed medications which alter thought processes or physical abilities cannot be used when providing patient care. Drug screenings may be required when the student is suspected of substance use.

Immunizations

Varicella (Chicken pox). Students will electronically submit evidence of two varicella vaccinations or titer/blood test demonstrating positive immunity. If students have only had one of the vaccinations, they must obtain the second immunization or submit a titer with positive results. The program will NOT accept documentation of disease as evidence of immunity. Enter all dates accurately, or the submission will be rejected.

Influenza. Students will electronically submit evidence of an influenza (i.e. flu) vaccination appropriate for the influenza season (October through May) occurring during the student's enrollment in the program – or submit a waiver. Note that clinical sites are under no obligation to accept a waiver of immunization and may refuse placement to students submitting an immunization waiver for any reason. If a student elects to waive this requirement, he/she may be disqualified from some or all clinical sites and may potentially be unable to complete the program.

Measles, Mumps, Rubella. Students will electronically submit evidence of two MMR vaccinations or titer/blood test demonstrating positive immunity to each. Enter all dates accurately, or the submission will be rejected.

Hepatitis B. Students will electronically submit evidence of a three series vaccination, two series vaccination, titer/blood test demonstrating positive immunity, or signed waiver. If the student has not had all three vaccinations, he/she should visit with a healthcare provider about fulfilling this requirement. The approved waiver form is provided within the Verified Credential system. Enter all dates accurately, or the submission will be rejected.

Tdap (Tetanus, Diphtheria, and Pertussis). Students will electronically submit evidence of a tetanus/diphtheria vaccination (Tdap given within the past 10 years). If the tetanus/diphtheria was given over 10 years ago, the student must submit evidence of a Tdap booster vaccine. Enter all dates accurately, or the submission will be rejected.

Tuberculosis (PPD). Students will submit evidence of a one-step tuberculosis skin test result within one month prior to the start of the semester. If a test proves positive, a chest x-ray for tuberculosis evaluation will be required and students must submit the radiologist's report. If a student has previously tested positive for tuberculosis exposure and the student's last tuberculosis evaluation chest x-ray was completed more than 12 months ago, the student must see a medical provider to complete the Absence of TB Symptoms Form (official

form contained in the *Verified Credentials* system). **If a student's chest x-ray results are positive for tuberculosis, students must visit their healthcare provider to complete treatment and notify the Assistant Dean of Health Occupations immediately.** Enter all dates accurately or the submission will be rejected.

Covid-19. Many of Washburn Tech's clinical affiliates are requiring evidence of the Covid-19 vaccine series. Documentation of any of the approved vaccines can be submitted. Some of our affiliate partners are offering a waiver that they review for approval or denial. This is currently a recommendation not a requirement.

*KSBN requires that students complete training hours in clinical facilities and have direct patient care experiences prior to licensure endorsement. Due to accrediting body and program clinical requirements, Washburn Tech cannot guarantee that requirements for program completion can be met when a student is not vaccinated. We are continually working with our clinical facilities and KSBN to ensure compliance with health and safety guidelines, as well as to comply with licensing regulations to ensure your successful training and transition into a rewarding career.

Miscellaneous Information

Insurance. Students must submit a copy of a current insurance card which states the student's name, policy number, and insurance carrier. If the student is on a parent's, spouse's or partner's policy and the insurance card does NOT have the student's name listed, a letter from the insurance carrier verifying coverage will have to be submitted in the *Verified Credential* system.

Physical Exam. Students must submit the results of a recent physical examination by their healthcare provider. The physical exam should take place no more than three months prior to acceptance into the ADN program. The provider signing the physical must review the technical standards and agree that the student can perform them without limitation.

Student Conduct Pledge and Acknowledgement Form. Students are required to sign the pledge indicating that they have read and understand the professional ethics and values described in the ADN Student Handbook. Students are required to sign the acknowledgement form stating they have read and understand the content and expectations described in the handbook. The forms are available on the Verified Credentials website and at the back of this handbook. The ADN Student Handbook is available online on the Washburn Tech website.

Professional Certification Documentation Needed. The following documents must be current and must remain current throughout the duration of the ADN program:
1. Kansas Practical Nursing Licensure
2. IV certification documentation
3. CPR certificate/BLS for the Health Care Provider or Professional Rescuer

Technical Standards

Students who are (or become) unable to perform their duties either in the classroom or in the clinical sites may be withdrawn from the program. Students should make an appointment with the Assistant Dean of Health Occupations to determine whether the student will be able to earn credit for work already completed or not. The Assistant Dean of Health Occupations will consult with the Progression Committee to determine whether the student may be eligible for deferred enrollment in a future cohort.

In addition to Washburn Tech's Technical Standards, each clinical site may have their own standards for the performance of job duties. ADN students must be able to perform to the clinical sites' standards and expectations in order to provide patient care. Students are encouraged to meet with their instructors to discuss any concerns about physical requirements/restrictions to duty.

Associate Degree Nursing Technical Standards

The technical standards discussed in the following chart define performance expectations that must be met for advancement through and successful completion of the ADN Program. It is the policy of Washburn Tech to provide reasonable accommodations for those with disabilities, health impairments, and other disabling conditions. These standards can also be used to determine whether accommodations or modifications are necessary and have been established through consideration by faculty and consultation with the following sources: consultation with the advisory committee for the program, The Vocational Rehabilitation Act, The Americans with Disabilities Act, Dictionary of Occupational Titles, O*Net Online developed for the U.S. Department of Labor.

ABILITY	STANDARD	Some examples of necessary activities (not all inclusive)
Sensory/Motor Ability	The student must be able to use motor skills to perform patient exams, laboratory procedures and other clinical maneuvers. Students must be able to execute gross and fine motor movements required to provide assessment, general care and emergency treatment of patients.	• Administering CPR to appropriate patients. • Using the assessment skills of inspection, use of palpation, percussion, and auscultation. • Assisting in moving and lifting clients, and equipment using proper body mechanics. • Lifting a minimum of 50 pounds without restrictions. • Standing for a minimum of two hours. • Walking for a minimum of six hours, not necessarily continuously. • Demonstrating the ability to perform clinical skills such as injections, catheter insertion and dressing changes. • Working independently and under the supervision of an RN.

ABILITY	STANDARD	Some examples of necessary activities (not all inclusive)
Observation	The student must be able to use assessment skills such as observing faculty demonstrations, obtaining a health history from the patient, and directly observing a patient's health condition. Students must be able to perform the sensory skills necessary to assess a patient's health status accurately.	• Auscultating with a stethoscope to assess blood pressure, heart, lung, and abdominal sounds. • Visually observing patient changes including color changes. • Accurately reading calibrations on syringes and measuring devices.
Communication	Students must be able to communicate with the members of the patient's health care team regarding the patient's condition in settings where communication may be oral, written, and succinct. Students must be able to speak, hear, and observe patients to obtain complete and accurate assessments of patient status. Communication includes speaking, reading, writing, and using non-verbal behavior that reflects sensitivity, clarity, and comprehension.	• Initiating and maintaining a therapeutic nurse-patient relationship. • Sharing patient information with pertinent members of the health team. • Giving verbal or written reports. • Documenting accurately and clearly in written or electronic form. • Providing patient/family teaching that results in mutual understanding. • Understanding verbal, written, or computer-generated information. • Detecting, interpreting, and appropriately responding to verbal communication, and generated signals (call lights, monitors, telephones).
Reasoning and Intellectual Skills	Students must be able to use critical thinking, problem solving and teaching skills necessary to provide care for patients and families. Students must have sufficient critical thinking skills to synthesize information in an analytical, deliberative, decisive, and evaluative manner.	• Performing basic mathematical calculations. • Accurately identifying nursing problems from relevant patient data. • Analyzing data to determine patient's health care needs and nursing diagnoses. • Using judgment to develop a plan of care that will implement nursing interventions relevant to patient needs. • Evaluating effectiveness of plan of care and implementing changes as necessary.
Professional, Behavioral and Social Characteristics	The student must possess the ability to provide care that is patient-centered and show respect for human dignity and the uniqueness of each individual, free from all bias and discrimination, and without consideration for personal attributes or the nature of health problems.	• Possessing the emotional stability to develop facilitative relationships and successfully communicate with individuals and groups from a variety of social, emotional, cultural, and intellectual backgrounds. • Possessing the qualities of self-awareness, emotional maturity, objectivity, flexibility,

ABILITY	STANDARD	Some examples of necessary activities (not all inclusive)
		empathy, and integrity.
		• Possessing the ability to emotionally withstand demanding clinical assignments and to function effectively under stress.
		• Possessing the ability to remove oneself from the learning environment when emotionally necessary.
		• Possessing the ability to perform in the clinical or class settings without the influence of substances.

Computer Requirements for Coursework

Program and prerequisite courses require students to have knowledge of and access to computers. **A smart phone is NOT sufficient** for completing the assignments and accessing the programs needed for the ADN courses.
- Students will need computers (desktop or laptop; Chromebooks and iPads/tablets will not work for some online applications used in the program) and reliable internet access.
- Students who do not have their own laptops or desktop computers may be eligible to borrow a laptop from Washburn Tech's IT services, if available. Students must sign a form indicating acknowledgement of a charge to the student's bill if the laptop is not returned on the designated due date.
- Students will be required to submit homework online using Microsoft Word; download documents; and use e-mail. Microsoft Office is available to all Washburn students.
- D2L is the online learning management system used by Washburn Tech; students are expected to be able to navigate this system.
- Portions of some didactic courses may be offered in an online format. Instruction provided will depend on the mode of delivery. Examples of online modalities include Zoom, Panopto, Microsoft Teams, D2L, etc., as allowed by the Kansas State Board of Nursing regulations.

Employment While Enrolled as a Student

The faculty have developed the following suggestions regarding student employment.
- The option to be gainfully employed while attending the Washburn Tech Nursing Program is left to the discretion of the student.
- Employment commitments should not interfere with the regular school hours (i.e., special adjustments of course scheduling will NOT be made to accommodate the student's work schedules).
- Healthcare-related employment must be compatible with the student's current certification/licensure. Students are not to wear their school badges, uniforms, or name badges while working as an LPN.
- Students should be cautioned that working over 24 hours per week may jeopardize their ability to progress through the program successfully.
- In the case of declining academic performance, the student will be expected to reduce the number of hours worked per week or discontinue employment entirely. However, the student assumes full responsibility for their employment status.

ATTENDANCE POLICIES

General Attendance

The ADN curriculum aligns with the requirements of the Kansas State Board of Nursing and the Kansas Board of Regents. Our curriculum specifies the amount of time spent in didactic (classroom) and clinical experiences and has been approved by the Board. It is essential that students participate in these learning activities to attain the requisite knowledge and skills for success in the profession. For these reasons, Washburn Tech's ADN program has established a policy related to appropriate attendance during class or clinical learning experiences.

- Students are expected to **notify the instructor via email** prior to the beginning of the class period (either didactic or clinical) if they will be absent. Failure to notify the instructor via email, and failure to attend class or clinical is known as "*no contact/no show*."
- Students are expected to maintain a minimum attendance consisting of no less than 90% of the total contact hours in the total curriculum. See specific attendance requirements for didactic and clinical experiences in the sections below.
- Absenteeism due to legal complications secondary to possession of contraband (alcohol, controlled and/or illegal substances, weapons) will not be excused. Depending on the nature of these legal complications, students may be prevented from attending clinicals, which would lead to dismissal from the program.

Prolonged Absences

If a student will be absent for a prolonged period (more than three consecutive days), the student should contact the Assistant Dean of Health Occupations to discuss the specific reasons for the prolonged absence and the available options.

Factors impacting the available options include:
- the point during the semester when the prolonged absence occurs/will occur (beginning, middle, end)
- the nature of/reason for the prolonged absence (i.e., illness or medical complications; surgery and recovery; high risk pregnancy with restrictions; court-mandated appearances, detention, treatments or sanctions, or other circumstances that will require student absence from classes/clinicals)
- the anticipated length of the prolonged absence
- anticipated ability to meet performance standards upon return.

Options may include (but are not limited to): make-up the work and continue enrollment in the semester; defer enrollment until the student is able to return to the didactic/clinical experience; award credit for completed classes (if applicable).

Decisions regarding deferred enrollment will involve the Progression Committee (consisting of the Assistant Dean of Health Occupations, the Assistant Dean of Student Life, and the Program Academic Advisor). Decisions regarding credit for work completed, refunds, financial aid status/disbursements will be dependent upon the week of the semester and the existing policies in the college catalog. The Assistant Dean of Health Occupations will provide a letter explaining the details of the deferred enrollment; students should keep a copy of this letter for future reference.

The Assistant Dean of Health Occupations may require a doctor's release or statement of ability to participate in the ADN program upon the student's return from the prolonged absence.

SERVICES FOR STUDENTS

Academic Advising

Academic Advisors are available in the Student Life office for students in need of academic advising. Nursing instructors, the Director of Nursing, and Assistant Dean of Health Occupations are also available for career counseling and those seeking appropriate resources to meet students' needs.

Accommodations for Students with Disabilities

Testing/ADA Accommodation Requests

Statement of Accommodations

It is the policy of Washburn University Institute of Technology to assure equal educational opportunity without regard to race, color, sex, religion, age, national origin, ancestry, disability, marital or parental status, sexual orientation/gender identity, or other factors prohibited by law. The Assistant Director of Student Accessibility Services is responsible for assisting in arranging accommodations and identifying resources on campus for persons with disabilities. Qualified students with disabilities must register with the Assistant Director of Student Accessibility Services to be eligible for services and provide appropriate written documentation to receive services. New requests for accommodations should be submitted two months or more prior to the date services should begin; however, please contact the Assistant Director of Student Accessibility Services as soon as a need may arise. Each request is evaluated on a case-by-case basis.

Procedures to Apply for Accommodations

- Students are responsible for self-disclosing and registering with the Assistant Director of Student Accessibility Services to be reviewed and considered for accommodations. The student will need to complete and submit a **Student Accommodation Request form online**. The form is available on our website at: https://www.washburn.edu/studentaccessibility/index.html. If a student requires assistance completing the Request Form, please reach out to the Assistant Director at accommodations@washburn.edu

- The student must provide medical documentation from a licensed medical professional to the Assistant Director of Student Accessibility Services with their Student Accommodation Request form prior to consideration of requested accommodations. A Disability Impairment Assessment form is available online at https://www.washburn.edu/studentaccessibility/index.html to be completed by the appropriate medical professional if other documentation does not exist. **Medical documentation must include a clear diagnosis of a qualifying disability.** Official accommodation information will not be approved without the review of **appropriate** documentation.

- Students who are requesting accommodations for the first time at Washburn Tech are required to meet with the Assistant Director before approval to discuss how accommodations will work within their designated program. Any questions or concerns need to be directed to the Assistant Director.

- After receiving appropriate documentation and meeting with the student, the Assistant Director of Student Accessibility Services will send out the official accommodation information to both student and instructor through their Washburn email addresses. Instructors and students should then continue the interactive

process to ensure accommodations are enacted. If an instructor is concerned about an accommodation, please reach out to the Assistant Director for guidance. If there is a denial of accommodations, student will receive an email with their appeal rights documented below.

Requests for accommodations should be submitted **two months** or more prior to the date approved services will begin. Note: Students are required to submit a Semester Request for each semester they are requesting accommodations after the initial approval. Information about how to complete the Semester Request is sent to the student's Washburn email prior to the start of the new semester if the student received accommodations in the previous/current semester. Additional medical documentation and meeting with the Assistant Director is not necessary after initial approval unless additional accommodations are being requested or there is a concern regarding the student's accommodations.

Washburn Tech follows the federal regulations awarded to qualified individuals (a student with a disability who meets the academic and technical standards requisite for admission or participation in the institution's educational program or activities) if they are reasonable accommodations that do substantially alter the essential requirements of the program, do not cause an undue burden to faculty/instructors, undue burden financially, or pose a threat to student or others.

Accommodations will be determined on an individual basis between the appropriate medical documentation, the student's self-report, and Assistant Director of Student Accessibility Services. Instructors and students are encouraged to continue the interactive process to ensure that accommodations are adhered to within the learning environment that also coincides with technical standards for each program.

Contact Information: Assistant Director of Student Accommodations
Washburn Institute of Technology
5724 SW Huntoon Street
Topeka, KS 66604
785-670-3364
 Email: accommodations@washburn.edu

Appeal Procedure for Accommodations

The Assistant Director of Student Accommodations is authorized by Washburn Tech to provide reasonable accommodations. Should the student disagree with the recommendation of accommodations, the student may appeal to the Equal Opportunity Director (EO). The EO Director will follow the appeals process with the student and make determination.

Equal Opportunity Office

Washburn University Institute of Technology 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: Equal Opportunity Director/Title IX Coordinator, Washburn University, 1700 SW College Ave, Topeka, Kansas 66621, 785.670.1509, eodirector@washburn.edu.

Center For Student Success

The Center for Student Success is a comprehensive 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 Includes:
- Academic Advising
- Academic Testing
- First-Year Experience
- Tutoring/Writing Center

Plass Building (785) 670-1942
For information about the Center for Student Success: http://www.washburn.edu/academics/center-student-success/index.html

The 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. For more information, to make an appointment, or to access the APA guide, go to: Tutoring & Writing Center | Washburn University

Counseling Services

Students experiencing difficulty with academic work or who have personal concerns may want to utilize Counseling Services located in Kuehne Hall, Suite 200 or at the Washburn Tech Huntoon Campus in the Student Life Office. Office hours at the University campus are Monday through Friday, 8am - 5pm and at the Washburn Tech Campus 7:30am – 4:30pm, or other times by appointment. Students can make an appointment by calling 785-670-3100. Confidentiality is maintained for all types of counseling.

Equal Educational Opportunity/Harassment Policies

Equal educational opportunity includes, but is not limited to, admissions, recruitment, extracurricular programs and activities, counseling and testing, financial aid, health services, and employment. Responsibility for maintaining a harassment free environment rests with all employees, students, and visitors while on the campus or involved in University or Washburn University Institute of Technology- sponsored activities. Conduct constituting harassment or discrimination will not be tolerated.

It is the policy of Washburn University Institute of Technology to assure equal educational and employment opportunity to qualified individuals without regard to race, color, sex, religion, age, national origin, ancestry, disability, marital or parental status or sexual orientation/gender identity, or other factors prohibited by law.

The complaint procedure to report discrimination, sexual harassment or harassment is found at Complaint form | Washburn University. Submit complaints within 180 days of the alleged incident to the Equal Opportunity Director: Equal Opportunity Director, Morgan Hall 200K, 785-670-1509, eodirector@washburn.edu

FINANCIAL AID SERVICES

The Financial Aid office at Washburn Tech is located in the Student Life offices in the A Building at Washburn Tech. For an appointment, please call 785-670-3360.

ADN students may apply for federal Financial Aid by completing the FAFSA. For more details about the Financial Aid process and office at Washburn Tech, please visit:
Financial Aid Eligibility (washburntech.edu)

Please see the Washburn Tech college catalog online for more details about Financial Aid and Satisfactory Academic Progress (https://catalog.washburn.edu/washburn-institute-technology/tuition-fees-financial-aid/federal-financial-aid/)

HEALTH INSURANCE

A low-cost health insurance program is available to all post-secondary students enrolled in six or more credit hours per semester. Please contact the Student Health Services office or email studentinsurance@washburn.edu.

HEALTH SERVICES

Student Health Services are located in AW122 at the Washburn Tech campus, 10:30am-1:30pm on Monday, Wednesday, and Friday each week. Services are also available full-time in Morgan Hall, on the Washburn University 17th Street campus. Services include physical exams, care of acute injuries and illness, immunizations and lab tests, and referral to outside providers as needed. These services are provided at a low cost to Washburn students. Many types of services are NOT covered by tuition/fees (i.e., some immunizations); students must pay for those services. Student Health Services can be reached at 785-670-1470.

NATIONAL TECHNICAL HONOR SOCIETY

The Washburn Tech Chapter of the National Technical Honor Society has as its primary purpose the recognition of students who demonstrate superior academic achievement, commendable attitude, dependability, outstanding attendance, pursuance of employment in the field of study, community service, leadership qualities, skilled workmanship, and worthy character.

Second semester ADN students may be nominated for membership into the National Technical Honor Society. A student may be nominated by an instructor, department, or by him/herself. Selection of candidates is made by a committee of faculty, staff, and administrators. The induction ceremony occurs prior to graduation.

STUDENT RECREATION CENTER

Washburn Tech students may utilize the Student Recreation and Wellness Center located on the Washburn University 17th Street campus. The facility includes a rock-climbing wall, indoor track, gymnasium, cardiovascular and resistance training area, multi-purpose room, wellness suite, and locker rooms. Program offerings include intramural, group exercise, climbing, and wellness opportunities.

LIBRARY RESOURCES

Washburn Tech students may utilize the Washburn University Library and Center for Student Success on the Washburn University 17th Street Campus. Several databases have applications for mobile devices which provide point-in-time information. All students have online access to the Washburn University Library holdings and databases. There is a Health Sciences Librarian who is available to work with nursing students as needed.

A reference library is also available on the Washburn Tech campus located in the Gabelman Room in Building A East.

PROGRESSION THROUGH THE ADN PROGRAM

The full-time program requires two semesters (fall and spring) to complete. Cohorts that begin in the fall semester return in the spring semester to complete the program. Cohorts that begin in the spring semester will have summer off and then must return in the fall to complete the program. Instructional hours for the ADN Program are Monday through Friday, 8:00 am – 4:00 pm. Students will be notified of their clinical assignments, which may require a different start/end time than the didactic classes.

Clinical times will vary and may begin as early as 5:45 am, or may require evening, nights, or weekends on occasion. Clinical assignments are coordinated with other area nursing programs and there is little to no flexibility in that schedule. To complete the required clinical hours, students will need to prioritize and arrange to attend all assigned clinical times regardless of competing priorities. Times for all programs are subject to change.

The full-time day program course plan is as follows:

Course Number	Course Name	Credit Hours
Prerequisites		
HCT 136 & 137	Human Anatomy and Physiology & Lab	6
HCT 141	Nutrition	3
HS 131	Human Development	3
	Practical Nursing Core Program	13
	PN Program Total	**25**
Prerequisite Courses		
EN 101	First Year Writing	3
MA 112	Contemporary College Math or higher	3
PY 100	Basic Concepts in Psychology	3
BI 104	Microbiology for Health Professionals w/ lab	4
CN ###	Communications General Education course	3
		16
First Semester		
NUS 250	Transitions to Professional Nursing	1
NUS 255	Health Assessment with Lab (1)	2
NUS 258	Pharmacology for the Professional Nurse	2
NUS 260	Adult Medical/Surgical Nursing w/ Practicum (2)	4
NUS 265	Mental Health Nursing w/ Practicum (1)	3
	First Semester Total	**12**

Course Number	Course Name	Credit Hours
Second Semester		
NUS 270	Maternal Child Nursing w/ Practicum (1)	3
NUS 280	High Risk Care of the Adult w/ Practicum (2)	4
NUS 285	Leadership for the Professional Nurse	2
NUS 290	Capstone (1.5)/NCLEX-RN Review Course	3
Second Semester Total		12
AAS in Nursing Program Total		65

Please refer to the online Washburn Tech catalog for current course descriptions
Washburn Institute of Technology < Washburn University

Progression

The ADN program content is cumulative including prerequisites. Students must retain knowledge and skills learned in previous courses, therefore tested material will include current course content plus content from past required courses, including but not limited to anatomy and physiology, nursing courses, pharmacology, math, and nutrition.
- Courses are to be completed in sequence
- Theory and clinical courses must be taken concurrently
- After successful completion of this Kansas State Board of Nursing approved program, the student is granted a certificate
- The graduate is eligible to apply for licensure in Kansas and take the NCLEX-RN licensure examination

Progression Committee

The Progression Committee is responsible for determining whether a student is eligible to continue progressing through the program. The Progression Committee consists of the Assistant Dean of Health Occupations, the Assistant Dean of Student Life, and the Program Academic Advisor. When students are placed on probation or have performed in a manner that warrants dismissal from the program, the Progression Committee will review the circumstances and arrive at a final decision regarding progression.

Students must be in good financial standing with the college/university to continue from one semester to the next. If the student balance exceeds the minimum allowable amount, students should contact the business office and/or financial aid office to determine how to rectify the outstanding balance.

Didactic (Classroom) Courses

Nursing courses in the ADN Program may be in-person, online, or hybrid (a combination of online and in-person) mode of delivery. A passing grade of 76% or greater is required to pass each course. Cumulative exam scores for each course must be at or above 78% to successfully complete the course. Once the exam grade minimum requirement has been met, all other assignments will be added into the final course grade. When the final cumulative exam score is below 78% or the final cumulative course grade is below 76%, the student will not be allowed to continue in the program. This may occur during the semester, because some ADN courses are completed prior to the end of the semester. The Progression Committee will determine the conditions of the withdrawal (i.e., credits earned, student financial aid disbursement, eligibility for reapplication for future cohorts). These students will be eligible for reapplication for a future cohort;

however, acceptance is not guaranteed.

Letter grades will be derived from a calculation out to two decimal places to the hundredths; however, there will be no rounding up of scores. *(Although rounding is a mathematical principle, the Nursing Program faculty believe there must be a minimum standard, based on the fact that in the nursing profession there are also minimum standards.)*

If a student's cumulative score drops below passing levels *during* a course, the student will be placed on academic probation. The instructor will fill out a Progress Report form to notify the student of their probation status. In many cases, only a short time is available for improving scores due to the short duration of the course. If a student is unable to improve their grade to passing level (76%) prior to the course ending, they will not be eligible to continue in the program that semester.

Course faculty will not calculate a cumulative course grade for students at any point during the semester. Following the final exam item analysis, the final course grade will be available via the D2L platform.

GRADING STANDARDS

Grading Scale

Students may check their grades throughout the semester on D2L. At the end of each semester, students may check their course grades through MyWashburn.

Course grades will be assigned according to the following scale:

A	92-100%	Excellent
B	84-91.99%	Above Average
C	76-83.99%	Average
D	68-75.99%	Unsatisfactory/not passing
F	Below 68%	Failing

Extra Credit

No extra credit will be provided for students to raise their grades in nursing program courses.

Medication Math

Medication math exams are graded on a pass or fail basis, with a minimum score of 90% required on selected and final exams to demonstrate math proficiency. Students with less than 90% on the exam the first time will be allowed a second opportunity to take the Medication Math exam. Students not achieving 90% after two attempts will be withdrawn from the program and may reapply for admission for future cohorts.

Appeal Process for Grades

Students who believe an assigned grade is in error may petition the instructor for a review of the grade. If the instructor reviews the grade and finds no reason to change the grade, the student may appeal to the Assistant

Dean of Health Occupations for a review of the grade.

The Director or Assistant Dean of Health Occupations will ask both the instructor and the student to provide evidence that supports their reasons for issuing/challenging the grade. The decision of the Director and Assistant Dean of Health Occupations will be considered final.

Grade adjustments that occur as a result of suspected academic impropriety may be appealed. The student may provide a written request to the Assistant Dean of Health Occupations for an investigation/review by the Progression Committee. The decision of the Progression Committee will be made within five business days and will be considered final.

DIDACTIC(CLASSROOM/THEORY) ATTENDANCE POLICY

Students are expected to attend all classes to promote optimal learning. Student absences of more than 10% in a specific didactic course will result in academic probation and may result in failure. Overall attendance status will be monitored on a semester and program basis.

- A tardy is defined as not being present for up to 10 minutes of class. A tardy is tabulated as one hour of absence.
- Absences prior to exam dates will not excuse a student from the responsibility to take the exam on the scheduled date.
- The instructor may ask a student to leave class if, at the discretion of the instructor, the student is unable to perform expected responsibilities or the student is a health hazard or a disruption to others. The student will be considered absent for the remaining time for that day. The incident will be documented and will be considered when determining if the student should be placed on probation. The student may return to class the next day.
- Synchronous online classes are considered the same as in-class time and must be attended as scheduled by the instructor. Cameras must be on during class time and setting must be appropriate.
- Asynchronous classes may be completed within the time defined by the instructor.

Tardiness/Absences

- A tardy is defined as not being present for up to 10 minutes of class. A tardy is tabulated as one hour of absence. Students are expected to complete all exams at the time scheduled. Dates and times of quizzes/examinations are posted at the beginning of each semester. Students who are tardy for an exam may be required to schedule a make-up exam.

Make-Up Policy for Exams

Students who are absent at the time of the exam may be provided with the opportunity for a make-up exam. It is the student's responsibility to contact the instructor immediately upon return to discuss opportunities for the make-up exam. The student must notify the faculty member following instructions provided in the syllabus for contacting faculty. The faculty will determine the reschedule date for any make-up exams
- Make-up exams are only provided as the instructor's schedule permits.
- Exams must be scheduled within one week of the missed exam date.
- Failure to complete the exam or submit the assignment on the scheduled date will result in a grade of zero.
- Make-up exams will assess understanding of the same content as the original exam and will be worth the same number of points; however, the make-up exam may be formatted differently from the original exam

- There will be no penalty for the first occurrence, but any subsequent make-up exam will receive a 5% reduction in grade.

Make-Up Policy for Assignments

Late assignments are not accepted for credit. If an assignment is due on the day a student is absent, the assignment will be completed and turned in on the first day of class following the absence if the instructor has been notified of the absence per the attendance policy.

TESTING POLICY

Testing policies and procedures are established to create fair and optimal conditions, for all students to demonstrate their knowledge through testing. Professional conduct is demonstrated through compliance with the standards for behavior in the testing environment, as identified in this policy.

Testing Expectations

- Exams must be completed without assistance from textbooks, web resources, or any personal resources unless otherwise specified by the instructor. Exams test your retention of key concepts and critical thinking. Exams are considered an integral part of the learning process. Healthcare scenarios may be used in exam questions mentioned in the first paragraph. All material from lectures, handouts, web-assisted learning activities, and assigned reading is subject to evaluation via online exams.
- Prior to the exams, students are encouraged as needed to seek clarification of the concepts from faculty, Nursing Program tutors and peers.
- Prior to on-campus exams: Cell phones are to be turned off or silenced and put away. All books, coats, backpacks, and other belongings will also be put away. No hats or sunglasses are allowed. No smart watches are to be worn during exams.
- During on-campus exams: Students may not have any textbooks, notebooks, food, or beverages on the desk at any time. Only issued calculators, scratch paper, and pencils are permitted. Bottled water without a label is allowed.
- Quizzes and exams will be administered online unless otherwise specified by faculty. At course faculty discretion, quizzes and exams may be administered in a proctored learning environment.
- Students taking quizzes and exams online are required to work independently without the use of textbooks, notebooks, or audio, visual, or written input from others unless otherwise specified by the instructor. Only the students enrolled in the course will take all exams and quizzes. Work submitted online must be completed by the student only. Students should not be taking quizzes or exams with a partner unless the instructor has assigned this as a group.
- Exams that are given online will have date and time limitations for when the exam will be available. Exams will automatically be submitted at the end of the time limit indicated, whether or not the student has answered every question. Specific information will be outlined in course instructions.
- Instructors may delay posting grades for 24 hours but no longer than five school days. Instructors can make grade adjustments until final course grades are posted in D2L.

Computer Testing

- All exams are completed online and proctored using the Respondus LockDown Browser software that

is provided by Washburn University. Students will be required to download Respondus LockDown Browser prior to the first exam of the semester. Information on how to download and utilize this platform can be found in D2L in the link "Online Student Resource Center". If there are any problems downloading this, contact Washburn Tech Support at 785-670-3000 or support@washburn.edu.

- The school utilizes a monitor with the Respondus LockDown browser and before any grades are released, the videos will be reviewed for any activity that is flagged by Respondus. The instructors will discuss any flagged activities needing clarification with the student.
- At the discretion of the faculty teaching the didactic course, that faculty will decide whether students will be able to go back and review previous questions prior to submission of the test.
- Exams will automatically be submitted at the end of the time limit indicated, whether or not the student has answered every question.
- Faculty teaching the theory course will determine whether students will be able to review the correct answers after the exam is completed.
- Faculty teaching the didactic course will determine if rationale will be given immediately after the exam for the questions that were missed by the student. This will occur after the exam has been submitted during the exam review by the student. If course faculty choose to not allow students to view rationales immediately after submission of exam, then that faculty will determine when students can review rationales for questions missed.
- Once a thorough item analysis is completed by the course faculty, the exam results will be posted to the related D2L course site.
- Specific information will be outlined in course instructions.
- When taking an online exam in the classroom or remotely, students will follow the guidelines below. Failure to do so will be viewed as an act of academic impropriety.
- All ATI exams will be proctored in the classroom or via Proctorio. Students are expected to be looking only in the direction of their own computer. Students who are observed looking at other computer screens will be verbally warned. If the behavior continues, the student's computer test will be terminated, and the student will receive a zero for that exam.
- No other people are allowed in the testing room (including babies and children).
- No communicating with anyone, this includes electronic communication. The only exception is if the student needs to contact a faculty member or support in the event of technical difficulties.
- No resources on tabletop, work area or walls of the testing room. Remove all textbooks, e-books, notes, papers, mobile devices etc. unless they are specifically permitted in written guidelines for a given exam (for example scratch paper or a calculator may be permitted in some cases).
- If a test permits scratch paper the student will have to show the blank paper at the beginning of the test.
- You will be prevented from accessing applications like Word, Excel, PowerPoint or other websites.
- No music playing, no headphones, no earbuds.
- If you have a second monitor, it will be inaccessible; the screen will be a solid color during the exam.
- No additional computers will be running in the testing room.
- Webcams, when required, must be focused on test taker at all times.
- Nothing can cover the lens of the camera at any time during the test.

Exam Review

An exam review may be provided as an opportunity to review missed questions to promote learning and understanding. This will be at the discretion of the instructor. Faculty will provide answers for test items in a secure fashion for students to review. Respect and courtesy are to be demonstrated by both students and

faculty. Failure to conduct oneself in a professional and courteous manner will result in the discontinuation of the exam review.

Exam Results

Exam results and the cumulative course grade will be posted on D2L. The final exam results for each course will not be posted until all related nursing final exams are completed.

Students receiving below 78% on an exam are encouraged to remediate by reviewing the course concepts. Students are also encouraged to utilize their course resources for remediation, i.e., textbooks, publisher websites. Students still needing guidance can contact the faculty responsible for teaching the specific concept to request an appointment during their scheduled office hours. It is the student's responsibility to meet with course faculty within two academic days of distribution of exam results to the students to clarify concepts or review missed questions.

Exam Construction

Examination questions should closely follow learning objectives and identified content. It is expected that faculty will review the test item analysis reports in a timely manner in order to establish validity for examinations. The Washburn University Institute of Technology ADN Program uses an online exam through a learning management system to build exams with questions from the test banks. Exam questions, response options, and entire tests may be randomized for each student to ensure test integrity. Tests are constructed to ensure progression of critical thinking skills on examinations. By the end of the course, exams will assess the following cognitive levels:

Term: Blooms Taxonomy:	Semester 1 1st 8 weeks	Semester 1 2nd 8 weeks	Semester 2 1st 8 weeks	Semester 2 2nd 8 weeks
NON clinical judgement/ critical thinking • *Remember* • *Understand*	50%	40%	20%	10%
Clinical Judgement/ critical thinking • *Apply* • *Analyze*	40%	30%	45%	50%
Clinical Judgement/ critical thinking • *Evaluate* • *Create*	10%	30%	35%	40%

Exam Note

Answers for exam questions will not be debated. The instructor's decision is final. This does not preclude the instructor from adjusting answers due to an exam being wrongly keyed after realization by the instructor that a question may not have been clear, etc. The instructor will provide rationale for the correct answer. The

student will have the opportunity to review class exams either by appointment with the faculty member or during a time established by the faculty member. Unprofessional, disrespectful, and aggressive behavior will not be tolerated and may be grounds for dismissal from the program.

ELECTRONIC COMMUNICATION DEVICES

Electronic communication devices (defined as personal cell phones, ear buds, laptops, tablets, or other technological devices) may be used only if the instructor explicitly approves such use.

- If an electronic communication device is causing a disruption to the class, or if the student is inappropriately using such device, instructors may remove these devices from students.   The devices will be returned to the student at the conclusion of the class period.
- Faculty have the right to dismiss a student from the class for failure to follow this policy. Students dismissed from the class for this reason will be counted absent.
- Communication on these devices during testing will be considered academic dishonesty. (Refer to the section in this handbook for procedures related to academic impropriety.)

ACADEMIC IMPROPRIETIES

The basic presumption at Washburn University/Washburn Tech is that the work produced by a student is a true representation of the student's knowledge and abilities. Academic improprieties are actions that cast doubt upon the authenticity of the student's academic work. Examples of academic improprieties may include but are not limited to the following: failure to follow the instructor's directions for assignments or exams; using resources that the instructor has forbidden; cheating; copying another student's work; falsifying documents or records; plagiarism; illicitly obtaining academic materials that students are not authorized to possess; purchasing papers from another student or online vendor; collusion or working with others to distribute questions, answers or other forms of academic materials. Use of AI tools to complete coursework or assignments is prohibited.

When an instructor suspects academic impropriety, the following actions may be taken, depending on the circumstances and severity of the impropriety:

- Verbal warning
- Moving the student to another location
- Dismissing the student from class for the day
- Voiding the assignment or exam with the option for a make-up assignment or exam
- Voiding the assignment or exam with no option for make-up
- Adjusting the grade on the assignment or exam
- Giving a grade of "F" for the assignment or exam
- Failing the student for the entire course

Any action taken by the instructor that does not involve a grade adjustment is not subject to appeal. Actions that result in grade adjustments may be appealed by the student (see the policy in this handbook regarding Appeals for Grades).

CLINICAL COURSES

Expectations For Clinicals

- To meet KSBN requirements for clinical hours, clinicals may be scheduled outside the usual scheduled class times.
- Clinical assignments are coordinated with other area nursing programs and there is little to no flexibility in that schedule.
- Students are responsible for having their own transportation to and from the clinical site.
- Students are expected to be at the clinical site 15 minutes prior to the scheduled start time.
- Students are expected to be prepared to deliver care at the scheduled time.
- Sleeping during clinical is never permitted; students who are found asleep during clinicals will be considered unable to perform their duties and will be sent home.

All communication with Washburn Tech's affiliate partners is to remain professional, related to scheduling, and be managed through the clinical instructor. Students will not directly contact Washburn Tech's affiliate partners without the express consent of the instructor.

Immunizations and Physical Health Examination

During clinical experiences, ADN students will be providing supervised patient care. For the protection of the students and patients, ADN students must provide documentation of current immunizations along with a physical exam. Please refer to a previous section regarding *Acceptance Requirements*, showing the *Verified Credentials* platform page. Students may not participate in any clinical practicums without being compliant with all their health clearance requirements. The Physical Examination must be completed during the three months before entering the ADN program.
It is the student's responsibility to assure that all requirements are up to date throughout the entirety of the program. Students may be dismissed if these required documents are not provided.

Satisfactory Progress, Clinical Courses

Clinical performance is continually evaluated by observation and discussion during clinical experiences and formally evaluated in a written document at the end of each clinical rotation. Clinical grades within a course may be Pass, Probation, or Fail, but the final clinical grade will be either Pass or Fail.

To be cleared for clinicals, students must meet the Technical Standards included in this handbook.

Clinical Attendance Policy

Clinical absences will be monitored for each session, rotation, semester, and for the total program.
- For each clinical rotation, absences of more than 10% will result in clinical failure.

Student participation during each clinical rotation should be adequate to allow for effective evaluation of the student's ability to meet clinical performance standards.

- ***There is NO scheduled clinical make-up time within the program***.
- Students are expected to be at the clinical site 15 minutes prior to the scheduled start time and be

prepared to deliver care at the scheduled time.

- A *no contact/no show* at the designated start time is considered an absence in the clinical area.
- The first *no contact/no show* incident in the clinical area is considered grounds for clinical probation.
- A second *no contact/no show* will result in dismissal from the program.
- The instructor may ask a student to leave clinical if, in the judgment of the instructor, the student is unable to perform expected responsibilities or the student is a health hazard or disruption to others. The student will be considered absent for the hours missed. The incident will be documented and will be considered when determining if the student should be placed on probation. The student must obtain permission from the instructor to return to clinicals.
- Students are not permitted to leave the clinical site (unless directed to do so by the clinical instructor), even for lunch and breaks. Leaving the clinical area without informing the instructor and subsequently failing to provide coverage for patient care is viewed as patient abandonment and is grounds for dismissal from the program.

Clinical Dress Code

To protect and enhance the student's projected image, health care practices, and welfare of the patient the following standards of personal appearance are to be adhered to by all Washburn Tech ADN Students.

- On clinical assignment days only, the student may wear either the school uniform or a school lab coat over business dress attire**, *as directed by your instructor*.
- Jeans, halters, midriff tops, miniskirts, low cut tops, shorts, leggings, and exercise attire are not acceptable under the lab coat.
- Skirt hemlines must be at least to the bend of the knee.
- Slacks should be loose fitting but not allowed to drag on the floor or be shorter than ankle length.
- Appropriate underclothing must be worn at all times. Undergarments should not be showing outside of the uniform. A plain neutral colored t-shirt that fits under the uniform can be worn and is available at the uniform store.
- Hats, caps, and sunglasses will not be worn.
- Note: Students are to adhere to the uniform policy. Faculty have the right to dismiss and count a student absent who arrives at clinical without complying with the uniform dress code. While in uniform students will be expected to abide by the school rules on or off campus. Failure to maintain professional conduct while in uniform is grounds for dismissal.

Footwear

- Appropriate business type shoes are required.
- Leather (mostly white) shoes must be clean, polished, and preferably soft-soled; hose or socks are required; socks must be white or neutral.
- Canvas tennis shoes and open-toed or sling-back shoes are NOT allowed.

Jewelry

- A watch with a second hand is required.
- Wedding bands are the only jewelry to be worn with the uniform.
- Rings with stones are not to be worn in the clinical agency.
- Necklaces, bracelets, and other jewelry are not allowed.

- Only post earrings in the ears are allowed. No other visible piercings are allowed (including tongue piercings).

Grooming

- The body and clothing must be kept clean.
- Daily bath/shower, use of deodorant, and good oral hygiene are essential.
- Perfumes, cologne, cigarette smoke or other odors should not be noticeable. If odors are noticeable, students can be asked to leave clinicals or the classroom.
- The hair should always be worn in a neat style and kept off the collar.
- Fingernails must be short, clean, and manicured. Artificial nails, acrylic nails, or nail polish are not permitted.
- Clean shaven or closely trimmed beards, mustaches, and sideburns only are allowed.
- No visible tattoos. Tattoos must be covered with tattoo makeup or clothing.

Electronic Communication Devices in the Clinical Setting

Electronic communication devices (defined as personal cell phones, ear buds, laptops, tablets, or other technological devices) may be used only if the instructor explicitly approves such use.

- If an electronic communication device is causing a disruption to the class, or if the student is inappropriately using such device, instructors may remove these devices from students.   The devices will be returned to the student at the conclusion of the clinical period.
- Faculty have the right to dismiss a student from the class for failure to follow this policy. Students dismissed from the class for this reason will be counted absent.
- Pictures or video may not be taken during any class or clinical unless permission has been obtained from the faculty and facility.

Student Liability Insurance

ADN students are legally responsible and accountable for their actions during clinical practice. Students enrolled in the ADN program are required to carry professional liability insurance. The cost of the insurance is included in student fees. The coverage is for the student clinical experience only. Policy information is available through the Health Occupations office.

Student Injuries and Incidents

Students receiving injuries in the clinical setting should notify the instructor immediately and follow agency procedures. Depending on the agency policy, the student may be responsible for follow-up appointments, medications, diagnostic procedures, or treatments ordered by the physician at their own expense.

- When an injury or exposure occurs, or universal/barrier precautions are compromised, the Washburn University Incident Report is prepared by the student and instructor and submitted to the Assistant Dean of Health Occupations.
- Students will be advised to contact a health care provider for medical follow-up as indicated.
- Students who are exposed to communicable diseases may be referred to the Shawnee County Health Clinic or medical agency of choice for counseling and education.

- Students are required to carry health insurance and are responsible for charges incurred related to injuries and exposures.
- Washburn Tech or its affiliates are not responsible for charges incurred from injuries and/or exposures on campus or during clinical experiences.

Exposure To Blood or Body Fluids

Any direct exposure to blood or body fluids occurring in the clinical or lab setting must be reported to the clinical instructor immediately.

Policy
1. Students must report any cuts, scrapes, wounds, skin rashes, chapped skin, dermatitis, etc., that he/she may have to the Clinical Instructor 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 the campus laboratory or a clinical setting which 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 description of the incident to the clinical instructor;
   d. go to Student Health Services (Morgan Hall, M-F 8-4): 670-1470. The health care provider will provide service according to exposure protocol.
   e. Counseling Services
      (1) Washburn Tech Advocate (Student Life Office, M-F 7:30-4:30) 670-3100
      (2) Washburn University Counseling Service (Morgan Hall, M-F 8-5) 670-1450, at no charge, www.washburn.edu/counseling
      (3) Positive Connections (formerly the Topeka AIDS Project). 1-785-232-3100.
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.
7. Information regarding bloodborne exposure may be obtained by calling the AIDS Hotline at 1-800-CDC-INFO (800-232-4636).

GENERAL PROGRAM INFORMATION, POLICIES, AND PROCESSES

Class Representative

A class representative is elected during the fourth week of the semester for first semester students; and during the first week of the semester for second semester students.

Duties are as follows:
- serve as a communication link with faculty
- attend the beginning portion of the faculty meetings to facilitate communication of student concerns, ask

questions, and provide input.
- communicate student concerns to the Director or Assistant Dean of Health Occupations at least one day prior to faculty meetings

Use Of Uniforms

Students will need to arrange the purchase of uniforms. The color of the ADN program uniform is Ceil Blue. Students will be issued a Washburn Tech ID and patches prior to starting clinical rotations. The patches are to be sewn onto the uniforms. Uniforms are to be worn while engaged in clinical experiences, labs, and simulation experiences. Refer to the section in this handbook regarding *Clinicals* and the dress code.

Upon starting a clinical rotation, students will be issued appropriate facility ID badges. All facility badges must be returned upon completion of the clinical rotation.

Students in uniform are representing the Washburn Tech ADN Program and will be expected to appear and be professional, follow handbook guidelines, and the Nurse Code of Conduct.

- The Washburn Tech patch must be sewn on the left sleeve of both the uniform top and the lab coat.
- Washburn Tech name tag and facility ID badge will be worn by the student at all times during each clinical day.
- Students must be in full uniform, including appropriate badges, on all clinical days, labs, and simulation experiences.
- Uniforms are not to be worn before or after the clinical experience to protect the patient and public safety by preventing the transmission of pathogens.

Social Media Policy

Social media includes applications such as Twitter, Facebook, Instagram, Snapchat, YouTube, and various other platforms. Washburn Tech affirms the value of networking and communicating through social media. However, social media can be both effective and destructive. In accordance with our Core Values at Washburn Tech, we expect all individuals will use social media in a manner that upholds integrity, respect, accountability, and inclusion.

Inappropriate uses of social media include:
- Sharing academic content, PowerPoint slides, exam questions or other classroom materials (academic dishonesty)
- Sharing photos, videos, anecdotes, or medical records related to patients, fellow students, instructors or staff members (violations of confidentiality; HIPAA; professional conduct)
- Posting intimidating, threatening, disparaging, false, misleading, libelous, or slanderous statements (cyberbullying)

Weather Related School Closings

In the event of severe weather conditions:
- The decision to close school is made by Washburn University administrators.
- Information regarding cancellation of classes will be announced on local radio and/or television stations, and the iAlert school text.

- If a cancellation is issued, classes will resume on the following day unless otherwise announced.

Good judgment in terms of travel/attendance should be exercised in the event of severe weather conditions whether or not school is cancelled. Students should keep in touch with their instructors for updates regarding assignments, exams, clinicals, etc.

Graduation Requirements

Eligibility for graduation is conditioned upon successful completion of the ADN Program:

- A grade of 76% or greater is required in each course within the program.
- Achieve or surpass the minimum requirement for Medication Math exams.
- Clinical evaluations must be satisfactory.
- The student completes and submits the Application for Graduation in the Student Life office (see Program Advisor for assistance with these forms)

ADN program graduates have the opportunity to attend the Washburn Tech Graduation Ceremony held each December and May.

Certificates will be mailed to graduates after graduation or when all the above requirements have been met, including the successful completion of all financial obligations to Washburn Tech.

Graduation from the Washburn Tech ADN program does not guarantee licensure as a registered nurse. The graduate must take and pass the NCLEX-RN exam to become eligible for licensure. (Refer to the section in this handbook regarding *Licensure* for procedures related to the NCLEX-RN exam.)

Photographs/Class Composite

During the program, the ADN program will arrange a photography session during which each student will have a photo taken for the purpose of generating a class composite. A class composite photograph is created from the individual photos and is available for all graduating students. Further details will be announced in class.

Pinning Ceremony

The pinning ceremony is a time-honored nursing graduation tradition that welcomes the newly graduated nurses into the profession of nursing. The graduate nurses are presented with the school nursing pins by the faculty. The pin identifies the school from which a nurse graduated and is a symbol of the skill and commitment demonstrated by the graduate. It represents pride in your professional education and can be worn throughout your career.

A pinning ceremony will be held for graduating students prior to the graduation ceremony. School pins may be ordered during the last semester of the program; the cost varies depending on the style of the pin. The cost of the pin is included in tuition/fees. However, if students wish to upgrade or add a pin guard, students will need to pay the additional cost out of pocket. Further details will be available in class.

Pusitz Award

Graduating nursing students who demonstrate outstanding clinical skills may be nominated by the faculty to receive a Pusitz Award. Criteria for this award includes consistent demonstration of compassion and a sympathetic attitude toward the treatment of patients in their care. The selected student will receive the Pusitz Award during the pinning ceremony.

Licensure

Students are eligible for licensure upon completion of the following:
1. Passing all classes with a grade of 76% or better in each class
2. Successful completion of all clinical experiences
3. Successful passing the NCLEX-RN exam

Readiness for NCLEX-RN

Nursing assessment exams developed by the Assessment Technologies Institute (ATI) are utilized throughout the program, as a tool to determine the student's level of achievement and readiness to pass the NCLEX-RN.

An individual performance summary is provided to each student identifying the assessment 's content areas, individual student testing results, suggested references for study, and critical thinking score.

Results of these tests provide a formative indicator of a student's readiness for the NCLEX-RN exam and will be used as part of the student's grade.

The ATI Comprehensive Predictor, given at the end of the program, provides a percentage of likelihood of passing the NCLEX-RN. Testing fees for two attempts are included in your student fees. To increase the probability of success on the NCLEX-RN, we highly recommend a predictability score of 90% or higher prior to graduation and sitting for NCLEX-RN exam. Any attempts needed beyond the two attempts will be paid for by the student.

State Board Application Process

During the NCLEX-RN Course at the end of the ADN program, instructors will review the state board application process with students. The application process will require approximately $400-$500 to cover costs for background checks, fingerprinting, application processing, NCLEX examination fees, and other expenses. Students are responsible for paying these fees out of pocket.

Both the NCLEX-RN and Kansas State Board of Nursing (KSBN) applications and fees should be submitted at least 30 days before graduation.

Students making application for licensure to practice as a registered nurse (RN) in the state of Kansas must:

1. Complete the on-line Kansas State Board of Nursing Licensure Application. The application is available online at https://ksbn.kansas.gov and is good for six months.
2. Obtain a money order or a check payable to Kansas State Board of Nursing for the background check and for the licensure application.

3. Have fingerprinting done at the KBI or police station for a small fee.
4. Background checks usually require about 30 days for processing.
5. To register for the NCLEX-RN Examination, go online to www.pearsonvue.com/nclex or call (866) 496-2539.
6. Payment must be made to Pearson Vue to register for the NCLEX-RN Examination.
7. Request an official transcript be sent from Washburn Institute of Technology to Kansas State Board of Nursing.
8. Fill out a *Kansas State Board of Nursing Approval to Test* form to go with KSBN application.

Approval to Test. Under normal circumstances, KSBN requires final transcripts to be received prior to allowing a graduate of an ADN program to take their NCLEX-RN. KSBN does allow an exception that permits graduates to take their NCLEX early if their nursing program director completes and submits an Approval to Test Early form. Once the second Comprehensive Predictor has been taken by the cohort, WIT ADN program policy allows for this form to be completed for all students at or above the 90th percentile on their ATI Comprehensive Predictor. Once this form is completed and submitted to the state, KSBN will process the form, then students will receive an email permitting them to schedule their exam. Students are not permitted to schedule their exam prior to the date of graduation.

Transcripts. The graduate will not be eligible for licensure until the official transcript has been submitted to KSBN among other requirements. Before the student's official transcript is released or sent to the State Board of Nursing, all money owed to Washburn Institute of Technology must be paid and all clinical agency badges returned to faculty.

Candidates who have been convicted of a misdemeanor or felony must send the following in addition to the above:
1. a letter describing in full detail all occurrences that resulted in a conviction or disciplinary action
2. a certified and dated copy of the court records (or board action when applicable)

Diverted or expunged misdemeanors and felonies do not need to be reported. Felony and misdemeanor convictions committed as minors need to be reported. Submission of required legal documentation to KSBN prior to application for licensure will be the responsibility of the student.

The candidate's application will have to be approved by the Kansas State Board of Nursing Investigative Committee before the candidate will be issued a license. KSBN may deny licensure to an applicant convicted of a misdemeanor or felony. Information can be reviewed on KSBN's website Self Reporting Legal | ksbn.kansas.gov or by calling (785) 296-4325.

Articulation

Graduates who have completed the ADN program and obtain a Kansas RN license are eligible to apply to Washburn University's RN to BSN program. Students completing the ADN program at Washburn Tech should have generally earned 23 prerequisite and general education credit hours credit hours toward their BSN.

Graduates interested in attending other colleges are encouraged to seek information from the admissions office at the college they are interested in attending to determine which credits will transfer.

Substance Use or Chemical Dependency

Washburn Tech prohibits the unlawful possession, use, manufacture or distribution of alcohol, illicit drugs/substances, or contraband by students on school property or as part of school activities. When possession of such contraband is discovered, a report shall be made to Campus Police. Refer to the Student Handbook and the Code of Student Conduct for updated policies regarding procedures for sanctions, discipline or penalties associated with substance use/abuse.

Any student found to be abusing alcohol or using, possessing, manufacturing, or distributing controlled substances in violation of the law on school property or during clinical may receive a citation, imprisonment and/or administrative dismissal from the program.

If a nursing faculty member has reasonable suspicion of substance use based on objective criteria when the student is at the clinical site, classroom setting, or lab setting, the student may be asked to leave. Students suspected of substance use or chemical dependency will not be allowed to drive. Students will be required to secure transportation at their own expense. The student may be required to have drug and/or alcohol testing before being allowed to return to the clinical rotation and/or the classroom/lab. The student may not participate in the clinical setting until the drug test results are available and negative.

Washburn Tech recommends that students who exhibit signs of substance use or chemical dependency or in whom there is suspicion of substance use, or chemical dependency undergo further assessment and evaluation. When there is evidence of substance use or chemical dependency, the student will be counseled to seek medical or professional intervention.

The faculty believe that students who comply with treatment and remain drug free can become safe practicing nurses. Any student who has been dismissed from the program for a substance abuse violation must provide evidence of consultation with a substance abuse specialist during the reapplication process. Continuation of chemically dependent students in the program depends on compliance with the treatment program and the terms of a contract initiated by the Assistant Dean of Health Occupations with the student. Please note that affiliating agencies may have differing policies regarding chemically dependent students; such students might not be permitted to participate in certain clinical sites.

Weapons Policy

Washburn University has regulations and procedures in place to address concealed carry of weapons on campus. Those regulations and procedures can be located at http://www.washburn.edu/concealedcarry.

Washburn Tech also prohibits the unlawful possession, use, manufacture, or distribution of weapons by students on school property or as part of school activities. Any student found to be using, possessing, manufacturing, or distributing weapons in violation of the law on school property or during clinical will be reported to campus police (or security at the affiliating agency) and may receive a citation, imprisonment and/or administrative dismissal from the program.

Probation

Probation is a period during which student activity is directed toward improvement and/or correction of identified deficiencies in didactic (classroom) or clinical performance. If, while on probation, the student engages in additional behaviors that warrant probation, the student may be dismissed immediately from the

program.

The process for notifying the student of their probationary status and the duration of the probationary period differs between the clinical experience and the didactic classroom experience.

Clinical Probation

- A student may be placed on probation during a clinical rotation if the instructor judges the student's performance to be below standard.
- The student will be informed verbally by the clinical instructor whenever unsatisfactory or unsafe nursing care is demonstrated and a progress report will be completed.
- The student will be closely watched throughout the remainder of the clinical session and throughout the next clinical session.
- If the performance standards have been met satisfactorily at the end of the next clinical, the student is informed verbally and removed from probation by the instructor.
- If the negative behavior that caused the probation is still being exhibited or progress utilizing new learning is not evident, the clinical instructor may recommend failure.
- The recommendation for failure must be reviewed by the Progression Committee that is comprised of the Assistant Dean of Health Occupations, the Assistant Dean of Student Life, and Program Academic Advisor.
- If the Progression Committee's decision is to support the instructor's recommendation of failure, the student will be notified of the decision both verbally and in writing by the Assistant Dean of Health Occupations. The student will be dismissed immediately from the program.

Didactic Probation

According to the grading scale, the minimum standard for "passing" work in didactic portion of the ADN program is 76%. Thus, when the student's performance drops below 76% (or test scores below 78% or below 90% for Medication Math), the instructor will notify the student of probationary status by providing a Progress Report.

A Progress Report form will be completed by the instructor stating the reason for probation. The instructor will schedule a conference with the student to review the Progress Report along with recommendations for improvement and use of relevant resources. The Progress Report will be signed by both instructor and student, and a copy will be given to the student. An additional copy will be placed in the student's file.

Classroom work will be closely monitored during the probation period. When the average grade in the course rises above the probationary level as stated above, the student is removed from probation. The Progress Report will be updated indicating removal from probation.

Dismissal Policy

Students may be dismissed from the ADN program for several reasons, including but not limited to the following:

- Failure to submit required background check, drug screen, and/or health clearance documents in a timely manner
- Failure to pass the drug screen
- Failure to pass the background check

- Earning a final grade of less than 76% in a didactic class
- Earning a final cumulative test score below 78%
- Unsatisfactory performance in a clinical
- Absences that exceed the 10% threshold (see attendance policies)
- Academic dishonesty, falsification of records, or other forms of academic impropriety
- Inability to change identified negative behavior(s) during a probationary period
- For students already on probation, additional or new occurrences of behaviors that would otherwise result in probation
- Inability to comply with existing program, school, or agency policies
- Physical or verbal abuse of individuals
- Bullying, harassing or intimidating behaviors
- Substance use or abuse (alcohol or non-prescribed medications)
- Failure to provide a specimen for testing if student is suspected of chemical/substance use or abuse
- Certain convictions that have been identified by the Kansas State Board of Nursing as restricting or preventing licensure of the ADN student
- Unprofessional conduct
- Uncooperative or disruptive actions or attitudes
- Failure to appropriately notify instructor when absent or late (*no contact/no show*) two times
- Contacting an affiliate partner directly without the express permission of the instructor/assistant dean
- Any behavior in the clinical setting that significantly compromises patient or staff safety, including but not limited to the following:
    a. Performing tasks without clinical instructor supervision
    b. Leave assigned patient unprotected
    c. Lack of preparation for patient care
    d. Leaving assignments without proper notification
    e. Physical or emotional state interfering with functioning
    f. Failure to maintain confidentiality of patient records or information

Individual faculty members may recommend clinical failure, but the Progression Committee must concur with the final decision. The Progression Committee consists of the Assistant Dean of Health Occupations, the Assistant Dean of Student Life and the Program Academic Advisor.

The Assistant Dean of Health Occupations will set up an appointment to meet with the student to discuss the reasons for the dismissal and will provide a written letter of dismissal. Depending on the week of the semester that the dismissal occurs, students may have completed one or more courses. The Progression Committee will consider the completed courses when determining the conditions of the dismissal (i.e. student financial aid; eligibility for reapplication or readmission; other considerations).

Upon dismissal, the student is not allowed to return to classes or clinicals.

Appeal Process for Dismissal Decisions

Students who have been dismissed from the program may appeal the dismissal decision by submitting a written request along with pertinent documentation/evidence to the Assistant Dean of Student Life.

The appeal must be submitted within five business days of the dismissal decision. A review of the evidence will be conducted along with interviews of relevant personnel to determine if there is a basis for reversing the

decision to dismiss the student. The Assistant Dean of Student Life will notify the student of the decision within ten business days of receiving the appeal.

Reapplication/Readmission

Reapplication. Reapplication is the process whereby students resubmit all required documents for application through the Washburn Tech Admissions office. In addition to the required application materials, the student file retained by the Assistant Dean of Health Occupations will be consulted in the selection process.

Students who are eligible to go through the reapplication process are those who:
- had been previously conditionally accepted into the ADN program but failed to meet full acceptance requirements
- had been previously accepted but failed to submit required immunizations or documentation in a timely manner through *Verified Credentials.* Students should ensure that all immunizations and documentation are updated and will be submitted properly upon successful reapplication to the program.
- had been previously accepted into the ADN program **but were dismissed** for reasons related to performance, attendance, or violations of certain standards.

Students are advised to consult with the Admissions counselor to check whether transcripts and test scores are still on file or must be resubmitted. Students must complete the required application procedures through the admissions office as follows:

1. Submit a new Washburn Tech application form for Admission
2. Submit a new Washburn Tech ADN program application
3. Update all transcripts for college credits earned after previous admission to the ADN program
4. Provide proof of current Kansas LPN licensure and IV certification
5. Documentation of consultation with substance abuse specialist (if required due to dismissal related to substance use or abuse)
6. Provide and submit a letter requesting readmission to the nursing program. In this letter the applicant will state what has been done to change the conditions that contributed to not completing the program previously and provide a written plan for improvement listing specific behaviors for success.
7. Meet with the selection committee to discuss their submitted letter and answer any questions regarding their plan of successful completion of the program
8. Satisfy all holds that prevent registration prior to submitting their ADN application

Other information related to readmission:

1. Students must take classroom and clinical classes concurrently.
2. The student will be responsible for updating health forms in *Verified Credentials* before re-entering the program. Failure to have updated health information and health insurance will result in the student's inability to attend clinical and continue in the program.
3. Students will be required to have background checks redone due to school and affiliating agency policies. Students re-entering at the beginning of the first semester will be entered into the selection process. If the selection process cutoff date has passed there may not be space available. Each case will be reviewed individually by the Assistant Dean of Health Occupations for clarity.

4. Students will be allowed to re-enter the program for failing grades one time. After the second failure there is a one year waiting period.
5. Students will be allowed to re-enter the program starting at the beginning of the nursing course they left without any waiting period if the other criteria for readmission are met and there have been no major curriculum changes.
6. Students have three years to complete the ADN requirements once they start the core nursing curriculum. If a student exceeds three years, they will start at the beginning of the program, if readmitted.
7. Students leaving the program for attendance will be evaluated individually and if allowed to re-enter, attendance requirements will be developed based on past absences or the student may start over at the beginning of the program without previously accumulated absences.
8. Readmission is dependent on available space, approval, meeting selection criteria, recommendations from instructors, the written plan for improvement, being accepted through the selection process, and on the demonstration of academic skill, laboratory skill, and math competency appropriate for the level to which the applicant is to be readmitted.
9. When time constraints exist due to school semester start times students may be allowed conditional admission until all testing is complete. If the student fails to meet the requirements the student will be denied admission and not be allowed to continue classes.
10. After two unsuccessful admissions students will not be considered for readmission without a one year waiting period.

Deferred Enrollment/Readmission

Deferred enrollment/readmission is the process whereby students who had been previously accepted into the ADN program **but were granted deferred enrollment** will be automatically enrolled in a future cohort. Students who are eligible for deferred enrollment do NOT need to go through the application process for admission. Eligible students should have received a letter indicating their deferred enrollment status from the Assistant Dean of Health Occupations at the time of withdrawal from the program. Students should retain this letter as proof of their eligibility for readmission. The Student Life office will enroll students in the applicable courses, and the student will be notified of the date they may return to the program.

Deferred enrollment/readmission is dependent on available space, recommendations from instructors, the demonstration of academic skills, laboratory skills and math competency appropriate for the level to which the applicant is readmitted. All previous accounts must be paid, and the appropriate deposits, tuition and fees must be paid prior to attending classes. Failure to meet previous payment deadlines may prevent readmission.

Students who had previously completed coursework prior to being granted deferred enrollment will be exempt from retaking courses already passed if the following conditions are met:
- The deferred enrollment letter specified which courses were completed
- The Washburn Tech transcript shows credit for courses completed
- It is within the three-year requirement from the student's original start of the ADN program
- The curriculum in those classes has not undergone a major revision in the interval between first attempt and readmission

Students who are readmitted are expected to complete the Acceptance Packet, attend ADN Program Orientation, and update documentation in *Verified Credentials including*:
1. updated Physical Exam
2. background check

3. drug screen
4. immunizations
5. current certifications for CPR
6. any other document that expired or will expire during the student's enrollment period

Refunds

Students who wish to withdraw from the program must provide a written request to drop courses. This request must be submitted to the Program Academic Advisor. The student may be eligible for a refund of tuition/fees, depending on the date that the written request is received.

Students who fail to provide a written request to drop the classes will be billed the full amount of tuition/fees. The amount of the refund is prorated based on when the student officially drops the course. All time periods begin with the first day of the designated course term and can be found at [tuition refund dates by course](#).

For the full policy on refunds, please refer to the Washburn Tech online catalog: https://catalog.washburn.edu/washburn-institute-technology/tuition-fees-financial-aid/withdrawal-refund-policy/

ANA CODE OF CONDUCT FOR NURSES

The Preface to the Code

Nurses have strong ethical responsibilities. The Code of Ethics with Interpretive Statements exists to assist nurses in identifying those ethical responsibilities and engaging in serious ethical reflection. Such assistance and engagement are crucial in an era when health care is undergoing fundamental changes in delivery systems and personnel.

A code of ethics makes explicit the primary goals, values, and obligations of the profession. Traditionally, health care ethics have relied on the principles of respect, autonomy, beneficence, non-malfeasance, and justice. The Code of Ethics addresses these principles, and the responsibilities derived from them and relies on humanist, feminist, and social ethics as well as the cultivation of virtues.

The Code of Ethics assists nurses when they recognize that many of the decisions, they make have an ethical component and may involve conflicts among ethical responsibilities. These conflicts may involve the clash between two ethical duties (such as duty to respect autonomy and duty to benefit the patient). The conflicts, though, may be between professional ethical positions and religious ones. The conflicts may also be between duties to self and duties to the patient. In addition, there may be conflicts between rights versus benefits.

"Many situations faced by the nurse pose the problem of the rights of the patient conflicting with benefits to the patient; that is, one course seems to protect the patient's right while another course would produce more good for the patient." (Fry and Veatch, p. 32, ANA Code of Ethics)

ANA Code of Ethics for Nurses

1. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.
3. The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
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 optimal care.
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.
6. The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.
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.
8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce heath disparities.
9. The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain integrity of the profession, and integrate principles of social justice into nursing and health policy.

For the most current Code of Ethics, Standards of Practice and Statutes, Rules and Regulations for the ADN please see the following web sites.

ANA's Code of Ethics for Nurses: View the Code of Ethics for Nurses | ANA Enterprise (nursingworld.org)

KSBN Kansas Nurse Practice Act: Nurse Practice Act | ksbn.kansas.gov

PROFESSIONAL CONDUCT EXPECTATIONS

Code Of Professional Conduct for Nursing Students

The professional nurse is responsible for maintaining and promoting health, caring for people in 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 clinical setting are representing Washburn Tech Health Occupations Division 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, clinical 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 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.

STUDENT CONDUCT PLEDGE

All nursing students admitted to the nursing program are required to sign a student conduct pledge found in Verified Credentials indicating that they have read, understood, and agree to abide by the Code of Professional Conduct for Nursing students, policies, rules, and/or expectations set forth by Washburn Tech Health Occupations Division. The pledge addresses academic integrity, honesty, and confidentiality. Washburn Tech reserves the right to deny any student who refuses or fails to sign the pledge admission to the program. Furthermore, any student who fails to comply with the policies and/or rules set forth may be suspended and/or dismissed from the nursing program.

Printed Name _____

Signature _____

Date _____

ACKNOWLEDGEMENT FORM

The form below will be distributed by the faculty for acknowledgement and signature during the first week of class. Do not sign the form until this handbook has been reviewed with your instructor.

Washburn University Institute of Technology
Associate Degree Nursing Program
STUDENT HANDBOOK

This student handbook has been prepared by the Washburn Tech Nursing faculty, staff, and administration to provide guidelines, policies, and procedures for the nursing program. This handbook is designed to supplement the Washburn University Institute of Technology Catalog.

I have received a copy of the Washburn Tech Associate Degree Nursing Handbook, been advised of the guidelines and given the opportunity to ask questions. By signing below, I am acknowledging that I have read, understand, and am accountable for the content in this handbook.

Student Signature _____

Student Printed Name _____

Date_____