

Overview of the School of Nursing

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Welcome to the Widener University School of Nursing where faculty listen, lead, and transform, strengthening not only student learning opportunities but the quality of nursing education as a whole.

Widener University's mission and values

Mission

Empowering our community of learners to discover and create better futures.

Values

Widener University is committed to the core values of respect, integrity, and excellence. They unite us as we hold ourselves and others accountable to support them through our actions.

Respect

We care for and honor the dignity of all in our community.

Integrity

We stand courageously, in thought and action for what is ethical.

Excellence

We hold ourselves to the highest standards and support others in our community to achieve excellence in all they do.

The School of Nursing's mission and values reflect the broader university's goals while encompassing the art and science of nursing.

Mission

Empowering an interprofessional community of learners to advance health through practice, scholarship, leadership, and innovation.

Core Values

Diversity, Equity, and Inclusion

We embrace diversity, equity, and inclusion in all that we do.

Excellence

We hold ourselves to the highest standards of excellence in education, practice, scholarship, and service.

Respect

We care for and honor the dignity of all in our community and those we serve.

Integrity

We hold ourselves and our community to high personal and professional ethical standards.

Courage

We embrace opportunities to advocate and innovate to advance the health of our community and the strengthening of our professions.

Professionalism

We believe that professionalism encompasses a professional identity that demonstrates accountability, a collaborative spirit, cultural sensitivity, humility, and social justice.

Accreditation and Approval

The baccalaureate, master's, and Doctor of Nursing Practice programs at Widener University are accredited by the Commission on Collegiate Nursing Education, One Dupont Circle, NW, Suite 530, Washington, DC 20036, (202) 887-6791. The programs are approved by the State Board of Nurse Examiners of the Commonwealth of Pennsylvania, P.O. Box 2649, Harrisburg, PA 17105, (717) 783-7142.

The baccalaureate degree in nursing, master's degree in nursing, and the Doctor of Nursing Practice degree at Widener University are approved by the Pennsylvania State Board of Nursing 2601 N 3rd St, Harrisburg, PA 17110 (717) 783-7142

Overview of Programs

Undergraduate

We offer the Bachelor of Science in nursing degree (BSN) as a four-year program, comprising full-time day, a transfer program for those who have completed 60 credits of general education credits, accelerated second degree BSN, and RN-BSN completion options. Registered nurses who hold baccalaureate degrees in fields other than nursing may be eligible for admission to the RN-MSN option, completing a sequence of three bridge courses as a component of the

option. A Bachelor of Science in nursing is not awarded through the RN-MSN option. Both the RN-BSN and the bridge courses of the RN-MSN options are offered fully online.

Graduate

Master's

The School offers numerous masters' level program options. Students interested in pursuing careers as advanced practice nurses can select the Adult Gerontology Clinical Nurse Specialist track, the Family (Individual across the Lifespan) Nurse Practitioner track, and the Adult Gerontology Acute Care Nurse Practitioner track. They also can opt to enroll in the master's in Nursing Education or Executive Nurse Leadership tracks. Most of our master's students choose part-time study, although full-time study is available. All MSN options offer post-masters' certificates. As noted, the RN-MSN option is available for RN students who hold bachelors' degrees in non-nursing fields. Like the RN-MSN option, the bridge courses for all master's program options are offered online.

Doctoral

In 1983, School of Nursing faculty established the Doctor of Nursing Science (DNSc) program. Retitled to the Doctor of Philosophy (PhD) in 2008, the PhD is a research doctorate. The PhD prepares nurse scholars, especially for educational leadership roles. Complementing our PhD offerings, faculty established the Doctor of Nursing Practice (DNP) degree in 2009 at the post-master's level. In 2014, we received state level approval for delivery of the DNP as a post-baccalaureate practice doctorate. The DNP prepares nurses seeking clinical preparation at the highest level to deliver disease state management care and lead in complex systems. The DNP is offered fully online; PhD courses are offered primarily in a traditional, face-to-face format.

Campuses

In addition to their availability on the main campus in Chester, the Master's options are available on our Harrisburg campus. Select Master's options will require occasional visits to the Chester campus.

School of Nursing Faculty

School of Nursing faculty hold either full-time or, if they are adjunct faculty, part-time appointments with the School. Faculty with full-time appointments may be on tenure or non-tenure track lines. Faculty on tenure leading lines must hold earned research doctorates. Guidelines stated in our handbooks mandate that our tenure track and fully tenured faculty engage in teaching, scholarship, and service. Faculty members on non-tenure track lines, prepared minimally at the master's level and often holding advanced practice certification, are charged primarily with teaching. They are encouraged to participate in all School activities and may teach across programs. A number of the School's non-tenure track faculty members are enrolled in doctoral programs. All full-time and adjunct faculty members are eligible for tuition remission through Widener University policy.

School of Nursing faculty members are committed, energetic, thoughtful, and well-prepared. They truly ARE the School of Nursing, supporting the quality of education and the learning outcomes of our students. Through their efforts, which are tireless and consistent, the School of Nursing was designated as a National League for Nursing Center of Excellence in the Advancement of the Science of Nursing Education in 2013 and redesignated again in 2018. In 2020, the National League for Nursing designated the School of Nursing as a Center of Excellence in a second category for Enhancing Student Learning and Professional Development.

Additional information about the School of Nursing can be found at <https://www.widener.edu/academics/colleges-schools/school-nursing>.

Standards of Practice

The School of Nursing's mission is responsive to an identified set of professional nursing standards and guidelines. The SON programs, including Bachelor of Science in Nursing, Master of Science in Nursing, and the Doctor of Nursing Practice, are designed in accordance with the *Standards for Accreditation of Baccalaureate and Graduate Degree Nursing Programs* (CCNE, 2018). All programs incorporate *Nursing's Social Policy Statement* (ANA, 2019), the *ANA Code of Ethics for Nurses with Interpretive Statements (2015)*, and the *ANA Principles for Social Networking and the Nurse (2011)*.

The Baccalaureate programs are guided by the *American Association of Colleges of Nursing The Essentials: Core Competencies for Professional Nursing Education* and the *American Nurses Association: Scope and Standards of Practice 4th edition* (ANA, 2021).

The Master of Science in Nursing programs are guided by the *American Association of Colleges of Nursing Essentials of Master's Education for Advanced Practice Nursing* (AACN, 2011). In addition, specific programs augment these standards with specialty standards. These include the following: *National Organization of Nursing Practitioner Faculties Nurse Practitioner Core Competencies with Curricular Content* (NONPF, 2017), *National Organization of Nurse Practitioner Faculties Nurse Practitioner Primary Care Competencies in Specialty Area: Family* (NONPF, 2013); *Adult Gerontology Acute Care and Primary Care NP Competencies* (NONPF, 2016); *National Task Force on Quality Nurse Practitioner Education, Criteria for Evaluation of Nurse Practitioner Programs* (NTF, 2012, 2016); *Association of Community Health Nursing Educators, Graduate Education for Advanced Practice in Community Public Health Nursing* (ACHN, 2003); *National Association of Clinical Nurse Specialists Statement on Clinical Nurse Specialist Practice and Education* (NACNS, 2019).

The Doctor of Nursing Practice (DNP) program is guided by the *American Association of Colleges of Nursing Essentials of Doctoral Education for Advanced Practice* (AACN, 2006); *Common Advanced Practice Registered Nurse Doctoral-Level Competencies* (NONPF, 2017); *National Association of Clinical Nurse Specialist, Core Practice Doctorate Clinical Nurse Specialist (CNS) Competencies* (NACNS, 2009), and the *Quality and Safety Education in Nursing Graduate Competencies* (QSEN, 2012).

The Doctor of Philosophy (PhD) program is guided by the *American Association of Colleges of Nursing, The Research-Focused Doctoral Program in Nursing: Pathways to Excellence* (AACN, 2010).

Baccalaureate, master's programs, and BSN-DNP programs adhere to the statutes and regulations of the Pennsylvania State Board of Nursing (PA SBON).

Widener University Community Nursing Clinics

Since 2011, the nursing clinic, housed at CityTeam, has been offering pro bono health care to uninsured/underinsured residents of CityTeam, the City of Chester, and the surrounding communities. During the tremendous uncertainty of the COVID-19 Pandemic, the Widener Community Nursing Clinic pivoted to meet the rising demand of patient care. In partnership with CityTeam Chester, the Nursing Clinic began offering telemedicine services by phone to continue meeting the needs of our patients. The team of volunteer registered nurses and nurse practitioners were accessible by phone for existing patients to deliver remote health care management and advice. Additionally, patients were able to use the temporary telemedicine service to refill prescriptions and arrange to safely pick up prescriptions at the clinic.

In response to the needs of the people in the local community, a second community nursing clinic site was established during the pandemic at the Chester Senior Center. At this site, patients are able to be seen in person by a certified registered nurse practitioner using appropriate COVID-protocols.

Additionally, well before the pandemic, a third Widener Community Nursing Clinic site was being developed as the Wellness Center at St. Paul's. The Wellness Center at St. Paul's is the realization of visionary leadership of both Widener School of Nursing Faculty and the Episcopal Diocese of Pennsylvania and in response to the needs of the underinsured and uninsured people in the local community.

For many area residents, the clinic sites serve as their sole health care provider

The nursing clinic sites also provide nursing students, with experience in a non-hospital setting. The clinic is staffed by nurse practitioners and registered nurses from the School of Nursing faculty, as well as by students, alumni, and community volunteers.

The clinic provides the following services:

- Physical examinations
- Episodic and chronic medical care
- Health promotion and illness prevention
- Referrals to support groups and other needed resources
- Essential education programs and individual patient education

The Widener Community Nursing Clinic is a member of the National Association of Free and Charitable Clinics. In 2020 and 2021, the Widener Community Nursing Clinic received a Gold Rating, which is the highest rating, for meeting quality standards in meeting the needs of underinsured and uninsured patient populations. For more information visit the Widener University Community Nursing Clinic website.

Widener University Historical Overview of School of Nursing Programs

Undergraduate Programs	Date Initiated	Date Ended
Full time day undergraduate program	1966	Current
Full time evening weekend Accelerated Program	2016	2021
Full time second degree Accelerated BSN option	2020	Current
RN/BSN Evening program	1978	2011
RN/BSN Program expanded to a weekend program	1982	2010
RN/BSN Program moved to hybrid format	2009	2014
RN/BSN Online	2014	2021
RN/BSN/MSN	2021	Current
BSN/MSN	1990	Current

Part-time generic evening program	1990	2014
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Graduate Programs	Date Initiated	Date Ended
Master's Programs		
Burn, Emergency Trauma Nursing CNS+	1979	1993
Nursing Service Administration *	1980	1996
Oncology Nursing CNS	1980	1989
Pediatric Oncology Nurse Practitioner	1985	1989
Critical Care Nursing CNS+	1988	1993
Adult Nursing CNS**	1988	2010
Adult Health Nursing CNS	1990	2010
Emergency/Critical Care Nursing CNS	1993	2010
Family Nurse Practitioner	1993	2009
Nursing Administration	1994	2014
Community-Based Nursing CNS	1996	2010
Post-Master's Certificate options	1998	Current
RN/MSN	1999	Current
Psychiatric/Mental Health Nursing CNS	2001	2011
Family (Individual across the Lifespan) CRNP	2010	Current
Executive Nurse Leader	2014	Current
Adult Gerontology Clinical Nurse Specialist	2010	Current
<u>Doctoral Programs</u>		
Doctor of Nursing Science (DNSc)	1983	2008
Accelerated MSN/DNSc/PhD Program	2004	Current

Doctor of Philosophy in Nursing (retitled DNSc)	2009	Current
Doctor of Nursing Practice	2009	Current
Post Baccalaureate RN to DNP	2014	Current

+ *These two programs were combined to create the Emergency/Critical Program*

* *Name changed to Nursing Administration in 1994*

** *Name changed to Adult Health Nursing in 1990*

PREFACE FOR ALL OF THE SECTIONS

PREFACE

This Handbook will provide you with information about the programs of study and the policies and procedures specific to our School of Nursing. It should be used as a supplement to the Widener University Bulletin, Widener University Student Handbook, the School of Nursing Fact Books, and other University Publications. As such, the policies, procedures, regulations, requirements, standard of conduct and other information contained in such other publications are not reprinted herein, but are incorporated by reference herein as if all of the foregoing were set forth at length. All students are obliged to be familiar with and to comply with all of the policies, procedures, regulations, requirements, standards of conduct and other information set forth in such other publications.

The contents of this Handbook provide for the continuing integrity of the programs of study in the School of Nursing, thereby preparing you, the student, for professional roles. The University and the School of Nursing reserve the right and authority at any time to alter any of all of the statements contained herein, to modify the requirements for admission and graduation, to change or discontinue programs of study, to amend any regulation or policy affecting the student body, to increase tuition and fees, to deny admission, to revoke an offer of admissions, and to dismiss from the University any student at any time, if it is deemed by the University or the School of Nursing to be in the best interest of the University, the School of Nursing, the university community, or the student to do so. The provisions of this publication are subject to change without notice, and nothing in this publication may be considered as setting forth terms of a contract between a student or prospective student and Widener University.

PROFESSIONAL NURSING LAW

The following statement is taken from the "The Professional Nursing Law" as enacted by the General Assembly of the Commonwealth of Pennsylvania. The Professional Nursing Law can be found at PA Code for Registered Nurse.

"The 'Practice of Professional Nursing' means diagnosing and treating human responses to actual or potential health problems through such services as case finding, health teaching, health counseling, and provision of care supportive to or restorative of life and well-being, and executing medical regimens as prescribed by a licensed physician or dentist. The foregoing shall not be deemed to include acts of medical diagnosis or prescription of medical therapeutic or corrective measures, except as performed by a certified registered nurse practitioner acting in accordance with rules and regulations promulgated by the Board". For additional information, click on the PA Professional Code for Nurses.

PROFESSIONAL CODE FOR NURSES

The Code of Ethics for Nurses with Interpretive Statements (ANA 2015) was developed as a guide for carrying out nursing responsibilities in a manner consistent with quality in nursing care and the ethical obligations of the profession.

Students at Widener University are responsible for understanding and adhering to the Code of Ethics. Additional information on the Code can be found at [Code of Ethics for Nurses with Interpretive Statements](#).

DIVERSITY STATEMENT

Widener University School of Nursing is committed to fostering a culture of inclusivity and equity throughout our programs, our nursing practice, and in our workplace. The School of Nursing's unique, powerhouse programs serve the needs of diverse students at all stages of their careers. We're All Widener. That's not just a saying here; it's a way of life. It represents the culture of our university - a powerful call for respect, mutual understanding, and unity. Here you'll be embraced and supported by a welcoming and inclusive community regardless of your race, ethnicity, national origin, gender and sexual identity, socioeconomic status, ability, religion, political affiliation, among other things. You'll join a community of students and scholars who hail from across the country and around the world. Our community is woven together by diverse backgrounds, life experiences, and perspectives, and our classrooms, residence halls, and social spaces are enriched by this variety. You'll interact with people and engage in the kinds of transformational moments that broaden your own worldview and prepare you for the world and workforce you're about to enter.

For more information about Diversity and Inclusivity, please [click here](#).

School of Nursing Grading Policy

It is the policy of the School of Nursing to allow students to appeal their final course grade if they believe their grade has been derived in a manner not consistent with the fair and equitable application of evaluation criteria specified in the course syllabus

Prior to initiating a formal grade appeal, the student must attempt to resolve the matter on an informal basis by discussing the final grade with the course faculty of record. If upon the receipt of the final course grade, the student has met with the faculty of record, and no resolution has been reached a formal grade appeal may be initiated by the student.

Step 1 Appeal to Course Faculty of Record

1. The student initiates the formal final grade appeal by accessing the Step 1, Appeal to Course Faculty of Record form located in the Student Handbook.
2. The student completes Step I Part A of the Appeal to the Faculty of Record (Appendix A) and submits the form to the course faculty of record via email within 48 hours of the final grade posting.
3. Upon receipt Step 1 form from the student, the course faculty of record informs the appropriate course/level coordinator, Academic program director, and the Associate Dean that a formal grade appeal has been initiated.
4. The course faculty of record reviews the Step 1 Appeal to the Course Faculty of Record Form within 1 business day, and completes Step I Part B.
5. If the course faculty of record approves the appeal for a grade change, the course faculty initiates the grade change, and the appeal is complete.
6. The completed form is saved in the student's academic file
7. If the course faculty denies the appeal; the grade remains unchanged.
8. The course faculty of record informs the appropriate level /course coordinator, program director, and Associate Dean of the status of the appeal.
9. The completed Step 1 Appeal to the Course Faculty of Record Form with the decision is signed by the course faculty and returned to the student via email.

10. The student may either accept the grade and the process ends or continue the appeal to the Associate Dean within three business days.

Step 2 Appeal to Associate Dean

1. The student initiates the appeal to the Associate Dean via email within 3 business days.
2. The student appeal to the Associate Dean should include the original signed Step 1 Appeal to the Course Faculty of Record Form and the Step 2 Appeal to the Associate Dean Form, the student completes Part A of the Appeal to the Associate Dean Form (Appendix B). The form is located in the Student Handbook.
3. The Associate Dean responds to the student via email and acknowledges the receipt of the student appeal documentation via email.
4. The Associate Dean reviews the appeal, completes Step 2 Part B, and notifies the student the appeal is assigned to the Undergraduate/Graduate Programs Committee for review.
5. The Associate Dean notifies the Chair of the Undergraduate/Graduate Programs Committee via email of the need for an appeal committee.

Step 3 Appeal to the Undergraduate/Graduate Programs Committee

1. The Chair of the Undergraduate/Graduate Programs acknowledges via email the request of the Associate Dean of the need to convene an Undergraduate/Graduate Programs Appeal Committee.
2. The Associate Dean provides Step I and Step 2 Forms to the Chair of the Undergraduate/Graduate Programs Committee to share with the assigned Undergraduate/Graduate Programs Appeal Committee members.
3. The Chair of the Under graduate /Graduate Programs Committee will assign three members of the Undergraduate /Graduate Programs Committee, not involved with the course in question, to review the appeal.
4. The Undergraduate/Graduate Appeal Committee meets and may request a meeting or further information from the student, advisor / mentor the course faculty of record, the course/level coordinator, and Academic Program Director.
5. The Undergraduate/Graduate Appeal Committee makes a recommendation using Step 3 School of Nursing Final Grade Appeal Form (Appendix C) and sends the recommendation, along with Step 1 and Step 2 forms to the Chair of the Undergraduate/Graduate Programs Committee.
6. The Chair of the Undergraduate/Graduate Programs Committee presents therecommendation to the Associate Dean and Dean.
7. The Associate Dean contacts the student to relay the decision of the Undergraduate/Graduate Appeal Committee
8. The documentation from the Final Grade appeal are saved in the student's academic file

Appendix A

WIDENER UNIVERISTY SCHOOL OF NURSING FINAL GRADE APPEAL

STEP 1 Appeal to Course Faculty of Record

STEP 1 Part A This portion is to be completed by the student and submitted to the course faculty of record via within - 18 hours of the final grade posting

Student Name: _____

ID_# _____

Student Contact Information (email/phone): _____

Academic Program of Study: _____

Course Title: _____

Course Faculty of Record Name: _____

Grade Received: _____

Final Grade Appeal Justification

Please include a statement to address the final grade appeal. This should include:

- Describe the resolution you are seeking
- Clearly and concisely state what you are requesting
- When did you first become aware of the problem?
- What steps have -you already taken to address the problem/situation?
- Identify resources or supports that may help you improve or correct the situation Additional documentation may be attached.

Student Signature: _____

Date: _____

STEP 1 Part B This portion is to completed by the course faculty of record within 1 business day of the receipt of the form from the student.

Course Faculty of Record decision:

Grade remains _____

Grade changed to: _____

Persons informed: level/course coordinator _Program Director _ Associate Dean

Explanation of decision:

Attach all relevant information

Course Faculty of Record Signature: _ _ _ _ _ Date: _ _ _ _ _

Appendix B

WIDENER UNIVERSITY
SCHOOL OF NURSING FINAL GRADE APPEAL

STEP 2 Appeal to Associate Dean

STEP 2 Part A: This portion is completed by the student within three business days of receipt of the course faculty of record decision

The grade decision of the course faculty of record was not resolved to my satisfaction: therefore, I appeal to the Associate Dean. I understand that the Associate Dean will submit the paperwork to the

Graduate/ Undergraduate Program Committee for review and decisions. The role of the Associate Dean is only to trigger the process. Only the original explanation of the circumstances and documentation will be considered.

Attach: Step 1: Appeal to the Course Faculty of Record with original explanation of circumstances and documentation

Student Signature: _ _ _ _ _ Date: _ _ _ _ _

STEP 2 Part B: This portion of the form is completed by the Associate Dean within three business days of the receipt of the Step 1 form from the student and reflects the decision of the course faculty. and the recommendation to the Undergraduate/Graduate Program Committee to provide further review.

Comments:

Associate Dean Signature: _____ Date: _____

Appendix C

WIDENER UNIVERSITY

SCHOOL OF NURSING FINAL GRADE APPEAL

Step 3 School of Nursing Final Grade Appeal Form

The Associate Dean informs the Chair of the Undergraduate/Graduate Programs of the need to convene an Undergraduate /Graduate Programs Appeal Committee

The Associate Dean sends Step 1, Step 2, and supporting documentation to the Undergraduate/Graduate Programs Chair to share with the Undergraduate/Graduate Programs Appeal Committee

The Undergraduate/Graduate Programs Appeal Committee will complete its review of the final grade appeal request within three business days of receipt of the request.

Only the original reason for appeal and documentation will be considered

Appeal Committee Meeting

Time: _____ Date: _____ Location: _____

Appeal Committee Members:

- 1.
- 2.
- 3.

Appeal Committee Decision: Grade remains the same

Grade Changed to _____

Comments:

Student signature: _____

Undergraduate/Graduate Program Appeals Committee: Signatures:

- 1)
- 2)
- 3)

Date: _____

The decision of the Undergraduate/Graduate Program Appeals Committee is final

Preface

<ul style="list-style-type: none">• Preface• Professional Nursing Law• Professional Code for Nurses	<ul style="list-style-type: none">• Diversity Statement• Undergraduate Outcomes
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Undergraduate Outcomes

Upon completion of the program the graduate will be able to:

1. Apply scientific knowledge within the scope of nursing practice to demonstrate leadership skills, professional behavior, and clinical judgment in complex clinical situations and across care environments
2. Implement safe, ethical, person-centered care for diverse populations with equity across the lifespan and healthcare delivery continuum within the context of the individual's beliefs and values, incorporating principles of diversity, equity, and inclusion into the comprehensive health care plan.
3. Demonstrate knowledge of the research process and engage in evidence-based practice to inform clinical judgment and to employ established and emerging principles of safety and improvement science.
4. Collaborate with healthcare team members, patients, families, and communities to optimize care, provide education and resources to facilitate transition to wellness.
5. Examine healthcare policy to utilize system-based practice and coordinate clinical resources, such as informatics and healthcare technology to provide equitable, quality care for all.

BSN Curriculum

Nursing, BSN

The School of Nursing offers a four-year full-time baccalaureate program, which begins with a broad foundation in the humanities and natural and social sciences, and expands to the role of the professional nurse.

Nursing, Full-time Accelerated Option, BSN

The accelerated second degree BSN option at Widener University offers students the flexibility to complete a 15-month, full-time program.

RN to BSN to MSN Option

The RN to BSN to MSN options offers students with a RN license the ability to complete their BSN online while also taking three graduate courses.

Technology, Academic, Clinical and Progression Policies and Procedures

<ul style="list-style-type: none">• Mobile Technology Devices• Computer Laptop Requirements• Academic Policies and Procedures• Progression Policies• Grading Policies	<ul style="list-style-type: none">• Formal Grade Appeal Policy• Advisement• Independent Study Procedure• State Board of Nursing Licensing Procedures• Clinical/Lab Policies
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Technology Policy

Mobile Technology Devices Policy

Mobile Technology Devices include but are not limited to smart phones such as: Android, iPhone, and other portable devices such as laptop, I-touch and/or I-pad, smart watch technology.

Mobile information technology devices may be used in clinical, simulation, and classrooms if permitted by the agency and faculty. If those devices also include a cell phone, instant messaging/text messaging, or camera feature, these features are NOT ALLOWED to be used in any of these settings. The use of the internet through the use of these devices in these settings is limited to educational purposes ONLY.

Students are expected to comply with Health Insurance Portability and Accountability Act (HIPAA) regulations. All patient related information (simulated and/or real) is confidential. Patient related information (simulated and/or real) is defined as all information related to the health, business, or personal matters of the patient or patient's family. This includes but is not limited to Protected Health Information (PHI) that is based on a patient's diagnosis, examination, treatment, observation, or conversation, and information maintained in data bases that contain diagnostic or treatment related information. (*Dismissal offence: See student handbook at <http://catalog.widener.edu> for details)

Cleaning of mobile technology devices must comply with the clinical agency's infection control policy and procedures. **If the device becomes contaminated it should be cleaned with the recommended disinfectant. If a patient is in isolation, the mobile technology device cannot be taken into the patient's room. Hand hygiene is the best method of preventing transmission of disease.

Students who do not comply with this policy will be subject to possible consequences as stated in the SON handbook

Unauthorized student recording of classroom or other academic activities (including advising sessions or office hours) is prohibited. Unauthorized recording is unethical and may also be a violation of University policy and state law. Students requesting the use of assistive technology as an accommodation should contact the Office of Accessibility Services. Unauthorized use of classroom recordings – including distributing or posting them – is also prohibited. Under the US Copyright law, faculty own the copyright to instructional materials – including those resources created specifically for the purposes of instruction, such as syllabi, lectures and lecture notes, and presentations. Other than for their own course uses, students cannot copy, reproduce, display, or distribute these

materials. Students who engage in unauthorized recording, unauthorized use of a recording, or unauthorized distribution of instructional materials will be referred to the appropriate Associate Dean.

These Guidelines are effective as of June 2022, and may be amended, revised or revoked by the University or School of Nursing in either's sole discretion at any time.

COMPUTER LAPTOP REQUIREMENTS

- MAC: mac OS versions greater than 11 (Big Sur). Only genuine versions of Mac Operating Systems are supported.
- PC Operating System: 64-bit Versions of Windows 10 or 11
- Surface Pro, Surface Books, and Surface Laptops are supported (**Non-Pro Surface devices are NOT supported**) (more info here: <https://ei.examssoft.com/GKWeb/login/widenernursing>)
- Updated Internet Browser(s): Firefox, Chrome, and/or Edge
- Adobe Reader DC (Free Download)
- WIFI enabled and Ethernet cable
- A fully charged battery and plug; **must last 4hrs** (external battery recommended if not)

*A Netbook/Tablet (i.e. IPad, Chromebook, etc.) is NOT acceptable as a substitute for a laptop

Academic Policies and Procedures

Progression Policy

Students must meet the pre and co-requisites for each nursing course. In order to progress into junior year, student must have completed all required and elective courses with a 'C' or better (not a C-), and have a cumulative GPA of 3.0 (not rounded) or higher.

Lower Division Policies

1. Nursing prerequisites and electives may be repeated only once (either at Widener or off-campus) following either: a) a grade less than 'C' and/or withdrawal or grade less than a B for courses taken off campus. A withdrawal (either at Widener or off-campus) counts as an attempt. The repeat attempt requires written permission from the school dean or dean's designee on the Repetition of Course forms. If, on the repeat attempt, the student does not complete the course with a minimal grade of 'C' (not C-) or B if taken off campus or withdraws from the course, the student will be dismissed from the School of Nursing BSN program.
2. Biology 121 and 122 or corresponding transfer courses must be successfully completed not more than five years prior to entry to upper division (junior year).
3. Matriculated students may take a maximum of nine semester credits off campus only with special permission from the Associate Dean of Undergraduate Programs or the Assistant Dean of Student Services and the university's Associate Provost. Course Transfer Authorization form must be completed for all courses taken off campus. Students must achieve a grade of B or better on all courses taken off campus.
4. NURS 205/206 and NURS 261/262 must be completed in the semester immediately preceding the start of the junior year. Sophomore students who do not progress but who have taken NURS 205/206 and/or NURS

261/262 will be required to repeat those courses in the semester immediately preceding junior year in order to move to upper division.

Upper Division Policies

1. Students must achieve a Widener University cumulative GPA of 3.0 (not rounded) and a grade of 'C' or higher (not a C-) on all lower division prerequisite and elective courses (All courses listed for the freshman and sophomore years) for admission into the upper division.
2. Students must demonstrate compliance with all clinical requirements as specified in the School of Nursing Undergraduate Student Handbook. Students who have not completed the appropriate clinical requirements by the end of sophomore year and junior year will not be able to progress.
3. Students must have successfully completed the pre-requisite and elective courses by the end of spring or summer semester of the sophomore year. See curriculum grid.
4. All Widener students must have a minimum GPA of 3.0 (not rounded) or higher to progress into junior year.
5. Students are responsible to have their official transcripts from all other institutions sent to the Registrar's Office by the first day of the semester immediately preceding attendance in the class. Academic deficiencies may result in deferring progression into the Junior year. Students who are enrolled in summer school to complete prerequisite courses may submit a letter signed by the course instructor designating the grade earned in the course or an unofficial transcript to the Assistant Dean of Undergraduate Programs. An official transcript verifying the grade earned must be forwarded as soon as possible. Students may not begin the Junior year until documentation of all lower division requirements has been received by the School of Nursing.
6. Documentation of compliance with all of clinical requirements, including:
 - a. Immunizations:
 1. Tetanus/diphtheria/pertussis (TDAP) within 10 years
 2. Meningitis (required for students less than 25 years of age)
 3. COVID Vaccine and booster or one dose of Bi-Valent Covid vaccine
 - b. Titers ~ serologic proof of immunity
 1. MMR
 2. Varicella
 3. Hepatitis B
 - c. Physical Examination
 - d. Criminal Background Investigation through agency designated by the School of Nursing (within 6 months of beginning clinicals)
 - e. FBI Criminal Check
 - f. Child Abuse Clearance for Pennsylvania
 - g. 10 Panel Drug Screen (within 6 months of beginning clinicals)
 - h. Quantiferon (required annually)
 - i. Cardiopulmonary Resuscitation Certification (American Heart Association Health Care Provider) 2 year certification or American Red Cross Health Care Provider 2 year certification
 - j. Personal Health Insurance (documentation required annually)

All students are required to acknowledge and sign the following statement:

I understand and acknowledge that the degree I am seeking may include clinical, field or educational placements, and that the University has no control over the policies, rules and regulations of such clinical, field or educational sites. Each clinical, field or educational site may require specific immunization, TB testing, health assessments or other requirements, regardless of my reason and request for an exemption. My failure or refusal to comply with the policies, rules and regulations of clinical, field and/or educational placements will prevent the completion of my chosen University educational program. Therefore, I understand and acknowledge that there can be no assurance, and the University cannot guarantee, that I will be able to complete my degree requirements if I have not received required vaccinations, testing or health assessments and/or complied with any other requirements mandated by such clinical, field or educational sites.

Failure to meet these requirements may result in the student being unable to progress in the curriculum.

1. Nursing prerequisites and electives may be repeated only once following either a grade of less than 'C' or withdrawal. The repeat attempt requires written permission from the school dean or dean's designee on the "Repetition of Course" form. If, on the repeat attempt, the student does not complete the course with a minimal grade of 'C' or withdraws from the course, the student will be dismissed from the School of Nursing BSN program.
2. BIOL 121 and BIOL 122 or corresponding transfer courses must be successfully completed not more than five years prior to entry to upper division (junior year).
3. Students enrolled at Widener in a major other than nursing who wish to be considered for the school of nursing BSN program must fulfill the following requirements: (1) successfully complete CHEM 105 and CHEM 106 with a grade of 'C' or higher, (2) earn a grade of 'C' or higher in any courses that are part of the required nursing curriculum, and (3) achieve a cumulative GPA of 2.75 in their present major (see "Change in Curriculum" section of current catalog). A cumulative GPA of 3.0 must be attained for entry into junior-level nursing courses. Students with a GPA of less than 2.9 at the end of the fall semester sophomore year may not progress to the spring semester nursing courses NURS 205/NURS 206 and NURS 261/NURS 262. See <https://catalog.widener.edu/> for details.
4. Matriculated students may take a maximum of nine semester credits off campus. The Associate Dean of Undergraduate Programs or the Assistant Dean of Student Services approval must be acquired for all courses taken off campus prior to the start of the class. A "Course Transfer Authorization" must be completed for all courses taken off campus. Courses taken off campus count as an attempt. See Undergraduate Student Handbook for more details.
5. NURS 205/NURS 206 and NURS 261/NURS 262 must be completed in the semester immediately preceding the start of the junior year. Sophomore students who do not progress but who have taken NURS 205/NURS 206 or NURS 261/NURS 262 are required to repeat those courses in the semester immediately preceding the junior year.
6. Theory grades are calculated per the course syllabus, and are reported as a letter grade. Students are required to earn a grade of "C" or higher (not a C-) in the theory component of all nursing courses, including clinical and non-clinical required courses in order to successfully complete, or pass the course. The minimum numeric score required to earn a grade of "C" in any nursing course is 75.0. Final and exam grades are not rounded.
7. Laboratory or clinical grades are evaluated per the course syllabus and reported as "pass" or "fail". A grade of "pass" in the clinical/laboratory component of a course is required to successfully complete, or pass, the course.
8. Students failing either the classroom or clinical component of a nursing course must repeat the course in its entirety, including classroom and clinical components.
9. Students who withdraw from one nursing course with co-requisite requirements before midterm must withdraw from the other co-requisite course(s) as well. For progression purposes, withdrawal from one course and its co-requisites will be considered as one withdrawal.
10. Students are permitted only one unsuccessful attempt to complete a nursing course throughout the program. Both withdrawals and failures count as an attempt.
 - a. A grade of less than "C" in the same nursing course twice will result in dismissal from the nursing program.
 - b. A withdrawal from a nursing course and a grade of less than "C" on a subsequent attempt after a previous withdrawal from the same course will result in dismissal from the nursing program.

- c. A grade of less than "C" in any nursing course with subsequent withdrawal from the same course on the second attempt.
 - d. A grade of less than "C" in any two nursing courses will result in dismissal from the nursing program.
 - e. A withdrawal from a nursing course, followed by a subsequent withdrawal from any other nursing course will result in dismissal from the nursing program. A withdrawal from a nursing course, followed by a subsequent failure of any nursing course will result in dismissal from the nursing program.
11. Students who are unsuccessful in a nursing course must repeat the course in the same semester it is offered in the following year. Students may not move forward to subsequent courses until all prior courses from the semester the student is enrolled is complete. If the course withdraw or failure occurs in the spring semester, senior year, the student must also repeat NURS 475 with the failed or withdrawn course.
 12. Students who are dismissed from the School of Nursing will be able to apply for readmission to the School of Nursing after three years as per the University Catalog.
 13. Students who are dismissed from the nursing program for failure to meet academic progression requirements may continue in another major within the University if their grade point meets requirements for that major.

Students must achieve a Widener University cumulative GPA of 3.0 and a grade of 'C' or higher on all lower division prerequisite courses listed for the freshman and sophomore years, including those courses meeting elective requirements in the nursing curriculum. Students must demonstrate compliance with all clinical requirements as specified in the Clinical Requirement Section of this handbook.

Progression Criteria for RN to BSN to MSN Option

Students must meet the pre and co-requisites for each nursing course. In order to progress, student must have completed all required and elective courses with a 'C' or better (not a C-), and have a cumulative GPA of 2.0 or higher.

Nursing courses may be repeated only once following either: a) a grade less than 'C' and/or withdrawal. The repeat attempt requires written permission from the school dean or dean's designee on the Repetition of Course forms. If, on the repeat attempt, the student does not complete the course with a minimal grade of 'C' (not C-) or withdraws from the course, the student will be dismissed from the School of Nursing RN to BSN program.

1. Theory, or course grades are calculated per the course syllabus, and are reported as a letter grade. Students are required to earn a grade of "C" or higher (not C-) in the theory component of all nursing courses, including clinical and non-clinical required courses in order to successfully complete, or pass the course. The minimum numeric score required to earn a grade of "C" in any nursing course is 75.0. Final and exam grades are not rounded.
2. Students are permitted only two attempts to successfully complete a nursing course; a withdrawal counts as an attempt. A student who earns a grade of less than "C" (including C-) in the same nursing course twice will be dismissed from the nursing program. Likewise, a student who withdraws from a nursing course and earns a grade of less than "C" (including C-) on a subsequent attempt at the same course will be dismissed from the nursing program.
3. A grade of less than "C" (including C-) in any two nursing courses will result in dismissal from the nursing program.
4. Students who are dismissed from the nursing program for failure to meet academic progression requirements may continue in another major within the University if their grade point meets requirements for that major.

Progression Criteria for Accelerated BSN and Transfer Students

Once accepted, the student must successfully complete NURS 125, 202, 205/206, and 261/262 with a grade of C or higher (not C-) at Widener University, and achieve a Widener University cumulative GPA of 3.0 (not rounded) or

higher prior to progressing into clinical nursing courses, which begin in the semester 2. Accelerated students follow the same policies and procedures as the traditional BSN students.

Progression Interrupted

Students who cannot continue in the program because of a course failure or withdrawal in a NURS 300 or NURS 400 level course may re-enroll in the program within a period of 12 months from the point of exit. Leave of Absence (LOA) will be granted only by the Associate Provost due to either medical care or compelling personal hardship. Students who take a LOA after completing NURS 205/206 and NURS 261/262 may be required to repeat those courses prior to the start of clinical rotations. Students who do not return after 12 months will be required to repeat all nursing courses.

Progression Dismissal Policies

The University dismissal policies are outlined in the Widener University Undergraduate Catalog under the section marked Academic Standing. The School of Nursing adheres to the University dismissal policies. Students will be dismissed from the School of Nursing for failure to meet the progression policies regarding failures as well as any of the following situations:

- GPA below 2.0
- Failure to complete clinical requirements
- A violation of the University Student Code of Conduct (see Student Handbook at <http://catalog.widener.edu>).
- Failure to keep any contractual stipulation imposed by the Academic Program Director or the Dean of the School of Nursing.
- Violations are specified in the student conduct section of this handbook.

Withdrawal

The drop period for the spring semester senior nursing courses will be three weeks before the end of these courses, because they are offered in an abbreviated format. The date will be specified in the course syllabus. For all other courses, it is as designated by the University.

Refunds for courses are determined by the University. (See University Catalog at <http://catalog.widener.edu>). The effective date used for all adjustment of charges will be the date that written notice of the withdrawal is received by the appropriate program office of Widener University.

Grading Policies

<ul style="list-style-type: none">• Grade Calculation• Computerized Testing Program	<ul style="list-style-type: none">• Grading Scale• Exam Retake Policy for Graduating Seniors• Formal Grade Appeal
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GRADE CALCULATION

The method for calculating the final grade is specified in each course syllabus. Students who have questions regarding calculations of grades are referred to their faculty member. Selected nursing courses will have a 75% (no rounding) average required in objective testing that must be obtained. Courses with this policy will so state in the course syllabus provided at the beginning of the course. In this case, grades from other assignments will be included only after a grade of 75 on objective testing is achieved as stated in the course syllabus.

COMPUTERIZED TESTING PROGRAM

Throughout the curriculum students will be required to take nationally-normed computerized exams developed by ATI Nursing Education (ATI). The cost of this program is charged to the students' tuition bill each semester either as a course fee or a one per year/semester fee. Such fees are non-refundable. Students will take the ATI examinations as specified in their course syllabi. Course syllabi will also specify calculation of the ATI score(s) as a part of the total course grade.

GRADING SCALE FOR THE SCHOOL OF NURSING	
<i>Passing Grades</i>	<i>Failing Grades</i>
A 93-100	C- 70-74
A- 90-92	D 60-69
B+ 87-89	F Below 60
B 83-86	
B- 80-82	
C+ 77-79	
C 75-76	

The use of a whole letter or plus/minus grading scale is the decision of each individual faculty member. A faculty member may choose not to differentiate grades using the plus/minus system for any particular course.

EXAM RETAKE POLICY FOR GRADUATING SENIORS

A senior student who achieves a final course grade of less than 'C' in a class during the last semester prior to graduation will be eligible, based upon the criteria below, to retake the final examination one time in that course, in order to attempt to achieve a passing final course grade.

In order to retake a final examination, all of the following criteria must be met:

1. The student's theoretical average in the course before taking the final examination was 75.0 (not rounded) or above and the student's earned grade below 75 on the final examination was the sole reason for a final course grade of C-, D or F;
2. The student has achieved satisfactory passing clinical performance evaluations in all nursing courses.

Formal Grade Appeal Policy

See School of Nursing Grading Policy in Navigation Bar of this Handbook

Advisement

- Academic Advising
- Academic Records
- Pre-Registration

- Cancellation of Nursing Courses
- Course Transfer Authorization
- Independent Student in Nursing
- Procedure for Independent Study

ACADEMIC ADVISING

All pre-licensure traditional, transfer and ABSN students are advised by the Assistant Dean of Undergraduate Programs or the Associate Director of Advising and Retention beginning in the freshman year. In addition, all students are assigned a faculty mentor upon admission to develop supportive relationships with their students in order to foster their academic success. Students are encouraged to reach out to their faculty mentors for any issues. Students may request a change in faculty mentor after consultation with the Director of Undergraduate Programs.

ACADEMIC RECORDS

Records for students are kept digitally only accessible only by Associate Dean, faculty and staff in the School of Nursing. The record contains such information as course grades, clinical evaluations, correspondence, course planning forms, etc. The academic record is the property of the University. Student access to such records and disclosure of information contained in such records is governed by the Widener University Policy Pertaining to the Confidentiality of, Access to, and Disclosure of Student Record. Students are advised to review such policy for further information.

PRE-REGISTRATION

Pre-registration is completed online through Student Planning. Dates for pre-registration are posted on my.widener.edu. It is the students' responsibility to access My Widener for their assigned date and time. Group mandatory advising meetings for all classes will be scheduled each semester. Students must contact their mentors for an appointment to obtain approval and the mentor's signature prior to attempting to register online. Students are advised to contact their mentors with any questions. Detailed information about the process is available on the Registrar's home page. Repeated courses cannot be registered for online. Repetition of course form must be obtained from the Office of the Assistant Dean of Undergraduate Programs and submitted to Lipka Hall along with drop/add form to repeat a course.

CANCELLATION OF NURSING COURSES

The School of Nursing has the right to cancel any course with insufficient enrollment.

COURSE TRANSFER AUTHORIZATION

Matriculated students may take a maximum of nine semester credits off campus. The Associate Dean of Undergraduate Programs or the Assistant Dean of Student Services approval must be acquired for all courses taken off campus prior to the start of class. A minimum grade of B (not B-) must be earned in a course to have the credits transferred to the School of Nursing. This precludes taking a course on a pass/no pass basis. A "Course Transfer Authorization" form must be completed for all courses taken off campus.

INDEPENDENT STUDY IN NURSING

An independent study is available for self-directed learners who have an interest in either a theoretical or clinical nursing topic in which they would like to pursue further study. An independent study is student-initiated; the student must identify a faculty member willing to serve as the instructor prior to enrollment in the course. The selection for the faculty member must be appropriate to the instructor's area of expertise. A faculty member will be responsible for approval of student objectives, criteria for evaluation, clinical supervision (if applicable), and final grade assignment.

Clinical activities may consist of observation or direct patient care. Direct patient care activities must be supervised by a School of Nursing faculty member. If a clinical activity is involved in the Independent Study, the faculty member will seek agency approval and initiate an agency contract through the Associate Dean, Undergraduate Studies, as appropriate. Please note that students in the nursing program who are preclinical will not be permitted to develop an independent study with a clinical experience.

Determination of the appropriate credit allotment should be based on the learning objectives of the Independent Study. Credits will be allocated on the basis of an estimated one hour/week of actual library research or other appropriate study activity per credit, or three hours of clinical activity per week/credit. Evaluation methods are assigned in addition to the estimated hours of study required per credit. A student may take no more than a total three credits of independent study in the nursing major.

PROCEDURE FOR INDEPENDENT STUDY

See School of Nursing Office for Independent Study Form.

1. Independent study may be pursued by a sophomore, junior, or senior level students matriculated in the School of Nursing. Students must register for Independent Study during the designated registration time on the academic calendar.
2. A Proposal for Independent Study is student initiated. At the outset of the independent study, students will submit to the faculty member a typed proposal for the independent study to include the topic for the independent study, along with specific objectives for the learning experience.
3. Once the faculty member approves the objectives, the student and the faculty member will agree on the assignment of credits, and the method(s) of evaluation. Following approval for the proposal by the faculty member, the contract for Independent study is submitted to the Academic Program Director for approval. The contract must be signed by the student, faculty member, and Academic Program Director. One copy will be placed in the student's file, one copy will be kept by the faculty member, and one will be returned to the student.
4. According to a prearranged schedule of meetings, the faculty member will work closely with the student to guide the student's progress towards the accomplishment of proposal objectives.
5. The faculty member is responsible to grade the independent study and submit the grade according to the university protocol.

State Board of Nursing Licensing Procedures

<ul style="list-style-type: none"> • Nursing Education Verification Form • PA Exam/Graduate Temporary Practice Permit • Special Accommodations 	<ul style="list-style-type: none"> • NCLEX Exam • Out of State Applications • PA State Board of Nursing Licensure Information
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Please read ALL the forms and FOLLOW ALL directions carefully. Forms are available in the Office of the School of Nursing.

1. **NURSING EDUCATION VERIFICATION FORM:**
 - Your name **MUST** reflect the identification you will use for access to the testing center. **Complete the date of birth and provide the last 4 numbers of your social security number.** Return the form (see PA State Board Form) to Mrs. Costello no later than **April 1st**. You will not be permitted to receive a temporary practice permit or receive permission to test until **you are released in the PA State Board of Nursing. This will not happen until after graduation. You must also your application and any other requirements and pay the associated fees.**
2. **PENNSYLVANIA EXAMINATION/GRADUATE TEMPORARY PRACTICE PERMIT APPLICATION**
 - You must pay the application fee online and apply online.
 - Go to <https://www.dos.pa.gov/ProfessionalLicensing/BoardsCommissions/Nursing/Pages/default.aspx>
3. **SPECIAL ACCOMMODATIONS**
 - If special accommodations are required for testing you **MUST** follow the directions on the State Board of Nursing Website.
4. **NCLEX EXAMINATION**
 - **Register to take the licensure exam with PearsonVue. \$200 fee paid to PearsonVue.**

- You may register online at www.vue.com/nclex, or call (866) 496-2539 or submit an NCLEX registration form to NCLEX Operations, PO Box 64950, St. Paul, MN 55164-0950. You may download an NCLEX Examination Candidate Bulletin that will provide you with valuable information and the form. The **SCHOOL CODE IS US25505200**. Only **MONEY ORDERS or CERTIFIED CHECKS in the amount for the \$200** will be accepted by the Center. You may register online or by telephone using a credit card. You will need a small 2X2 or wallet size photo.

5.

- Any graduate, who will sit for NCLEX outside of **Pennsylvania** must request for their transcript to be sent to the state where they are sitting. **If your state requires verification, please send completed verification pages to Mrs. Costello for the Associate Dean's signature.** When requesting a transcript you must specify, "**AFTER DEGREE IS AWARDED**", or it will be sent too soon!
- For NJ: <https://www.njconsumeraffairs.gov/nur/Pages/default.aspx>
- For DE: <https://dpr.delaware.gov/boards/nursing/exam/>

6. PA STATE BOARD OF NURSING LICENSURE INFORMATION

- Please note that the PA State Board of Nursing reserves the right to deny a license to any candidate who has been convicted of any felonious act. Conviction includes a judgement, an admission of guilt or a plea of nolo contendere, probation without verdict, or incomplete Accelerated Rehabilitative Disposition (ARD). Further, the board shall not issue a license to any applicant who has been:
 - Convicted of a felonious act prohibited by the act of April 14, 1972 (P.L. 233, No. 64) known as The Controlled Substance, Drug, Device and Cosmetic Act; or
 - Convicted of a felony relating to a controlled substance in a court of law of the United States or any other state, territory or country unless;
 - at least 10 years have elapsed from the date of conviction;
 - the applicant satisfactorily demonstrates to the Board, significant progress in personal rehabilitation since the conviction such that the license should not create a substantial risk of further violations; and
 - the applicant otherwise satisfies the qualifications contained in this act.

Clinical and Lab Policies

<ul style="list-style-type: none"> Clinical Requirements/Functions for Practice Confidentiality of Criminal Background Criminal Background Check Drug and Alcohol Screening Recreational Marijuana Use Impaired Behavior in Clinical Courses Covid-19 Policies and Procedures Incident Report for Students Blood and Body Fluid Exposures/Needle Stick Injuries Accessibility Services Latex Allergy Medical Conditions Requiring Medication Center for Simulation Professional Attire Agency Requirements Health Conditions Requiring University Health Clearance Clinical/Lab/Simulation Absences 	<ul style="list-style-type: none"> Clinical Rotations Clinical Theory Courses Confidentiality CPR Requirement Denial of Clinical Experience Emergency Care Essential Requirements Health Insurance Health Requirements HIPPAA Guidelines Learning Prescriptions Malpractice Insurance Personal Safety Uniform Regulations University ID Pre-Clinical Requirements Clinical course Essential Functions of Nursing Practice Student Health Services Return to Nursing Clearance: Main Campus
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- Clinical Absence due to Weather
- Clinical Lateness

- Student Health Services Return to Nursing Clearance: Harrisburg Campus

CLINICAL REQUIREMENTS AND ESSENTIAL FUNCTIONS FOR NURSING PRACTICE

Students must complete specified requirements to enter junior and senior clinical courses. These requirements are provided to the students in the spring of the sophomore year by the office of the Academic Program Director. See Pre-Clinical Requirements for Graduate and Undergraduate Clinical Courses.

Deadlines: Failure to meet deadlines established by the Academic Program Director may result in dismissal from the nursing program.

Essential functions are defined as those skills and competencies that all BSN and MSN students must have the capacity to demonstrate with or without reasonable accommodations. Students must have the physical and mental capacity to perform tasks in practice. Students must be able to meet the five competencies of the Essential Functions of Nursing Practice (see The Essential Functions for Nursing Practice) in order to attend clinical. Students must sign that they have reviewed the essential functions (see Essential Functions for Nursing Form). If a student is unable or suspects that he/she is unable to complete any of the essential functions, the student is strongly encouraged to consult the Director of Disability Services as soon as possible.

CONFIDENTIALITY OF CRIMINAL BACKGROUND

School of Nursing administration will discuss criminal background information and drug/alcohol screen results of students on a need-to-know basis. This may include Widener University officials and personnel at Clinical Agencies who are responsible for placement of students. Criminal background results and drug screening results will be maintained in a file separate from the student's academic file.

Criminal background results and drug/alcohol screen results of licensed nurses are subject to the Commonwealth of Pennsylvania Code Title 49. Professional and Vocation Standards issued by the Department of State. Section 14.1 (f) states that "*Any hospital or health care facility, peer or colleague who has substantial evidence that a professional has an active addictive disease for which the professional is not receiving treatment, is diverting a controlled substance or is mentally or physically incompetent to carry out the duties of his license shall make or cause to be made a report to the Board*".

CRIMINAL BACKGROUND CHECK

The curricula for the Bachelor of Science in Nursing, Master of Science, and Doctor of Nursing Practice in Nursing degrees require clinical experiences to occur within hospitals, clinics, private practices, and other Ebackground check before students are permitted to engage in clinical experiences. Therefore, the School of Nursing and Clinical Agencies require a criminal background check for all students. This is to be completed during the semester immediately prior to the beginning of clinical experiences. Students may be required to complete additional background investigations during their course of study, dependent upon specific agency policies. Such requirements are beyond the control of the School of Nursing. The expenses of all background investigations are the responsibility of the student. Criminal background checks will be performed by a third-party company selected by the School of Nursing. Students will be given instructions regarding processes by the appropriate Academic Program Director. As a part of the process, students will authorize the background screening company to release results to the School of Nursing through the office of the appropriate Academic Program Director. Failure to meet deadlines established by the School of Nursing may negatively affect clinical placements. Failure to complete the background check will preclude entry into clinical courses and can result in dismissal from the program. The office of the Academic Program Director will administratively remove noncompliant students from all clinical courses. Should the criminal background check reveal convictions, further investigation will be undertaken by the School of Nursing through the office of the appropriate Associate Dean.

VIOLATIONS INVOLVING NARCOTICS OR CONTROLLED SUBSTANCES, CRIMES OF VIOLENCE (HOMICIDE, AGGRAVATED ASSAULT, CHILD OR ELDER ABUSE, DOMESTIC VIOLENCE), OR LISTING ON THE NATIONAL TERRORIST WATCH LIST, OR THE SEX AND VIOLENT OFFENDER REGISTRY MAY PRECLUDE ADMISSION TO CLINICAL COURSES, WHICH WOULD NEGATE COMPLETION OF THE NURSING DEGREE. Violations of any nature may preclude the School of Nursing from

placing students in clinical agencies, dependent upon the policies in place at such agencies. The School of Nursing will make every effort to place a student affected by such agency policies. **HOWEVER, STUDENTS WHOSE CRIMINAL BACKGROUND FINDINGS ARE NOT ACCEPTABLE TO THE CLINICAL AGENCIES WITH WHICH THE SCHOOL OF NURSING HAS EXISTING CLINICAL AGREEMENTS MAY EXPERIENCE DISRUPTIONS TO THEIR PLAN OF STUDY OR, IN EXTREME CASES, MAY BE UNABLE TO COMPLETE THE COURSE OF STUDY IN NURSING.**

Any student with a criminal background finding other than a misdemeanor will be referred to the Dean of the School of Nursing for investigation. The student will be notified by the Academic Program Director to contact the Dean directly. The student in question will not be permitted to attend clinical experiences, while the matter is under investigation the Dean will confer with the Associate Vice President for Administration as needed, and will notify faculty and student of final decision. If a student is not able to complete clinical experiences, the student will be administratively dismissed from the program. Students with question.

DRUG AND ALCOHOL SCREENING

Purpose

The School of Nursing recognizes that substance abuse can impair the professional judgment required of the student nurse and that drug testing is a reliable, objective, evidence-based tool to identify those who are currently engaging in the unauthorized or improper use of controlled substances. Substance abuse jeopardizes the ability of the student nurse to administer safe, competent patient care. Safety in the delivery of patient care is the basis for drug testing and such testing is essential to the health, safety and welfare of patients within the supervision or care of the student nurse. The purpose of this policy is to set forth the requirement of the School of Nursing that all students undergo a 10 panel drug screen and test negative before being permitted to engage in any clinical activity through the School of Nursing.

The School of Nursing at Widener University shall (a) support faculty in meeting their obligation to comply with section § 21.18. Standards of nursing conduct of the Pennsylvania State Board of Nursing which states that "A registered nurse shall: Act to safeguard the patient from the incompetent, abusive or illegal practice of any individual."

(<http://www.pacode.com/secure/data/049/chapter21/chap21toc.html#21.18a>, retrieved October 2, 2007) and (b) assure compliance with conditions for criminal background investigations and drug screens as specified in agency contracts with the Clinical Affiliates where students gain clinical experiences. Students who are under the influence of drugs and/or alcohol are deemed to be impaired and, therefore, incompetent to provide care to patients.

Policy

1. Students in the School of Nursing are required to complete a 10-panel drug screen with a negative test result as part of the requirements for approval to participate in a clinical placement. The drug testing shall be conducted annually or more frequently if required by the healthcare facility at which the student is placed ("clinical site"). Testing is required to be completed by the established deadlines. Failure to complete the requisite drug testing by any established deadline may result in the delay or withdrawal of a clinical placement. Testing under this policy is in addition to any testing required by the policies and procedures of any clinical site.
2. Students are required to sign all necessary consent and release forms related to any drug testing. By participating in the drug testing procedure, the student is authorizing release of the drug testing results in accordance with this policy.
3. Drug tests shall be performed through a testing facility designated by the School of Nursing. The designated testing facility shall determine what constitutes a positive or negative test result. A student is not permitted to select a testing facility to conduct any drug testing.
4. All test results are returned to the student's online medical document manager hosted by the online vendor and are viewable by the student. The Vendor's Medical Review Officer notifies the student by e-mail when the test results are available.

5. A positive test result will be reviewed by the Medical Review Officer ("MRO") utilized by the vendor prior to release to a student. An MRO is a nationally certified, licensed medical doctor or osteopath responsible for receiving laboratory results under this policy who has knowledge of substance abuse disorders and appropriate medical training to interpret and evaluate positive test results, medical history and any other relevant biomedical information. MRO reviews are usually completed within seven (7) business days of an initial positive test result.

6. If a test result is positive, the MRO will notify the student by email. If the student does not respond to the MRO within three (3) business days of the transmission of the first email, the MRO shall report the test as positive and notify the student by email that the student's test results have been posted. The vendor will also advise the Associate Dean that the student's test results have been posted on the student's on-line medical document manager.

7. When the student responds to the MRO, the MRO will interview the student and may undertake a further review in accordance with the testing facility's internal procedures. If, following an interview and any further review, the MRO concludes that the test result is positive, the Vendor reports the test as positive, notifies the student by email that his/her test results have been posted and advise the Associate Dean that the student's test results have been posted on the student's on-line medical document manager.

8. Any attempt to delay, hinder or tamper with any testing or to alter the result of testing shall be considered a refusal to comply with this policy. As required by law, a student who is licensed as a nurse and who tests positive or is suspected of substance abuse will be reported to the appropriate state Board of Nursing issuing the license.

9. If a student is on a prescribed medication the MRO verifies that with the student by giving a medical prescription and is recorded on the website as a negative test. Medical marijuana is not an approved prescribed substance.

As a Widener University nursing student, a commitment to the highest professional standard and the solemn contract we hold with society to be safe, competent caregivers is expected. Our legal contracts with clinical agencies require clean substance screens. State laws that legalize both **recreational and medical marijuana**, do not change our standard and our commitment to a drug-free life style, both during the school year and during breaks. Use of marijuana, even though legal in other states, will not be permitted in the SON. Violations of the SON substance abuse guidelines will result in disciplinary action up to and including dismissal.

This policy is effective as of June 2022, and may be amended, revised or revoked by the School of Nursing in its sole discretion at any time.

IMPAIRED BEHAVIOR IN CLINICAL COURSES

Clinical nursing experiences require a keen intellect and mental acuity. Students must present themselves to their clinical sites free from the influences of alcohol and chemical substances that would impair their judgment. Faculty in the clinical must be prepared to recognize and manage impairment that may result from use of drugs and/or alcohol.

Some common, but not all-inclusive, signs of impairment are:

- *Noticeable mood changes;*
- *Repeated lateness for clinical experiences;*
- *Isolation, withdrawal, or avoidance of students or faculty;*
- *Increased frequency of trips to the bathroom;*
- *Unexplained absences from the clinical unit;*
- *Physical signs such as shakiness, tremors, dilated or constricted pupils, slurred speech, unsteady gait, or disheveled appearance* (adapted from the Pennsylvania State Board of Nursing Newsletter, Summer 2007).

Faculty who observe clustering of such signs, repeated patterning of signs, or who detect odors consistent with alcohol consumption/marijuana use must take action to preserve the well-being of patients and the student. Faculty are encouraged to seek a second opinion as appropriate to the situation, including other faculty members or preceptors at the same institution, or phone consultation with the Course Coordinator or appropriate Academic Program Director.

Procedure:

1. The student will be removed from the clinical placement at the discretion of the faculty member who is responsible for the clinical experience. The faculty member may confer with other personnel involved with the student as indicated by the circumstances. A report must be completed and placed in the student file (see Report of Behavior Congruent with Impairment Form).
2. The faculty member will contact the Course Coordinator immediately to report the situation. The Course Coordinator will contact the appropriate Academic Program Director immediately. Should the Academic Program Director be unavailable, the Dean of the School of Nursing shall be notified.
3. The student shall be assessed by the faculty member to determine the setting most appropriate for the collection of a drug screen and/or alcohol screen. These settings include:
 - a. the third party lab selected by the School of Nursing, via transport by Widener Campus Safety if the student exhibits no signs requiring emergency treatment,
 - b. the immediate clinical setting if it is an acute care setting and the student exhibits signs that require immediate emergency management,
 - c. the Crozer Emergency Department via ambulance if the student exhibits signs that require immediate emergency management and the clinical setting is other than an acute care facility, or
 - d. the Crozer Emergency Department via Widener Campus Safety if the student requires treatment, but exhibits no signs requiring immediate emergency management.
4. The faculty member or designee will contact 911 or Widener Campus Safety as needed to provide transportation.
5. Chain of Custody forms to accompany samples may be obtained from the secretary's office of the Academic Program Director. The form will be given to the emergency department in the immediate clinical facility, or will be given to the responding Widener Campus Safety Officer.
6. At the conclusion of treatment, Widener Campus Safety will transport students from Crozer Emergency Department or the immediate clinical setting to the main campus in Chester. Further transportation is the responsibility of the student.
7. A student who is removed from the clinical setting for reasons set forth in this section will be provisionally suspended from further clinical experiences in all clinical courses.
8. In order to lift suspension, the student must provide a statement signed by the health care provider indicating that the student is able to perform in the role of the student nurse, and must authorize release of the drug and alcohol screen results to the appropriate Academic Program Director. A positive drug or alcohol screen is not acceptable.
9. A student with a positive drug or alcohol screen not supported by a legitimate prescription will remain suspended from the clinical setting for the duration of the semester, which will preclude course completion and result in failure of the clinical course(s).
10. Students may be dismissed from the School of Nursing for such an offense.
11. Any student who is dismissed from the School of Nursing for reason of positive drug or alcohol screen may re-apply. The student must provide documentation from an appropriate healthcare provider that he or she has undergone appropriate treatment/rehabilitation.

12. A student, who is readmitted, must comply with unannounced drug and/or alcohol screens to be conducted at an independent laboratory identified by the School of Nursing within a 6-hour period after notification. All drug or alcohol screens must return with negative results. Any positive result or failure to comply with testing will result in dismissal from the School of Nursing.
13. The student is required to continue counseling or other interventions as specified by his/her health care provider and/or the School of Nursing. Compliance with interventions will be documented by the health care provider in a letter to the appropriate Academic Program Director on a periodic basis to be determined by the Academic Program Director and stipulated in a contract developed and signed at the time of readmission. Failure to comply will result in final expulsion, after which the student will be ineligible to return to the School of Nursing.
14. This policy sets forth consequences and requirements in the School of Nursing; any student who has a positive drug or alcohol screen while in the clinical setting will be referred to Widener University's Dean of Students, and all university policies will apply.
15. Students are responsible for all expenses for drug and alcohol screens and for related treatment.
16. Any student who refuses to submit to drug or alcohol screening as stipulated in this policy shall be ineligible to return to clinical, which will preclude course completion and result in failure of the course.

COVID-19 POLICIES AND PROCEDURES

Responsibility and Professionalism.

You are healthcare students in a professional nursing program. You are equipped with the knowledge and tools to conduct yourselves in a safe and protective manner within the lab/healthcare environment. We call upon each of you to conduct yourselves in a safe and protective manner while outside of the lab experiences as well. For these on campus labs, minimizing risk of outside exposure is paramount for yourself and your classmates. Practice social distancing, handwashing, and face coverings while out in public. Please communicate freely with your Program Director of any concerns or questions you may have along the way. Our goal as your faculty is to further your education toward your goal of becoming a nurse in a timely, safe, healthy and competent manner.

You are required to show proof of COVID vaccination and booster to attend class and clinical.

INCIDENT REPORT FOR STUDENTS

A School of Nursing Student Incident Report (see Student Incident Report Form) is filed when any unusual event occurs (such as needle sticks, falls, being struck by a patient, etc.) which may cause harm to students.

The Academic Program Director should be notified as soon as the faculty member has knowledge of such an event. The completed form should then be sent to the office of the Academic Program Director for processing.

Incidents involving exposure to infectious disease, hazardous material, or serious injury must be reported to the Academic Program Director and University Health Services immediately. Clinical instructors must contact the course coordinator or Manager of Clinical Placement who will contact the Academic Program Director. A call to University Health Center will be made. The incident report will be transmitted on the scene or next business day depending on time of occurrence.

BLOOD AND BODY FLUID EXPOSURES/NEEDLE STICK INJURIES

"An exposure that might place a health care professional at risk for HIV is defined as a percutaneous injury (e.g. a needle stick or cut with a sharp object) or contact of mucous membrane or non-intact skin (e.g. exposed skin that is chapped, abraded, or afflicted with dermatitis) with blood, tissue, or other body fluids that are potentially infectious" (CDC, 2005, pg 2). Students who sustain a needle stick injury, or get blood or other potentially infectious materials in their eyes, nose, mouth, or on broken skin should "immediately flood the exposed area with water and clean any wound

with soap and water or a skin disinfectant if available"
(https://www.osha.gov/SLTC/bloodborne pathogens/worker_protections.html)

In accordance with the Americans with Disabilities Act, any student has the right to request reasonable accommodation of a disability. Accommodations can be requested through the Office of Student Accessibility Services (520 E. 14th St., 610-499-1266). Disabilities Services is the office that authorizes all accommodations on campus. Please note that you will need to present documentation of your disability to Disabilities Services. It is important to make this request as soon as possible so that we will have time to make any necessary arrangements. For additional information, please go to [my.widener](#) or [click here](#)

LATEX ALLERGY

Students with a known latex allergy must inform the Office of the Academic Program Director and note this information on their student health forms. Students are also responsible to inform each faculty member/instructor of their allergy and of the recommended accommodations at the onset of each new clinical or laboratory rotation. Where appropriate, non-latex gloves will be utilized. Students are responsible for knowing which article/equipment in the work environment may contain latex and cause an adverse reaction.

MEDICAL CONDITIONS REQUIRING MEDICATION

Students whose healthcare provider has prescribed a medication or controlled substance that could impair clinical functioning must inform the course coordinator and appropriate Academic Program Director in writing at the beginning of each clinical course. In addition, the student must provide a written statement from the healthcare provider indicating that the student is physically and mentally fit to provide care in the clinical setting. The School of Nursing requires such notification for the protection of students and their patients. This documentation is to be sent to University Health Services.

CENTER FOR SI

The Center for Simulation, located on the 2nd floor of the Founders Hall is for the use of all nursing students attending Widener University. Its purpose is to provide students with instructional resources for selected courses and supplement nursing courses.

Flexible Center for Simulation hours are scheduled each semester to enable students to meet course expectations and requirements.

For further information, call the Director at 610-499-4690

PROFESSIONAL ATTIRE

The appearance of a student in the School of Nursing communicates definite messages about the profession and the School. As a student, professional attire may be required for School of Nursing activities.

Students are urged to consult the career services website (<https://www.widener.edu/student-experience/student-success-support/career-design-development>) for more detailed information. Information about appropriate attire for clinical experiences is found in the School of Nursing Handbook under "Uniform Regulations".

AGENCY REQUIREMENTS

1. Widener SON faculty and students are the guests of our clinical agencies. As such, the utmost care is required to adhere to professional dress, conduct and agency policies
2. Students are expected to comply with clinical agency policies related to identification badges, confidentiality, HIPAA privacy regulations, criminal record check, drug free work environment, health records, immunizations, parking, meals, and mandatory procedural reviews, etc. Failure to comply with clinical agency policies may result in denial of clinical experience. Clinical agencies may require the students' signature, verifying their understanding of specific policies.

3. Clinical agencies have the right to remove students from duty when in the judgment of the agency they cannot carry out their duties due to physical or mental impairment. If such impairment is suspected to be due to drug and/or alcohol use, the agency may require drug testing and/or alcohol and/or counseling. If the student refuses, the agency may request the student be removed.
4. The School may be required to provide agencies with the names and specific records of students. Clinical agencies have the right to bar SON students and/or faculty from the agency. Such an occurrence is to be reported immediately to the Academic Program Director and Dean, who will then investigate the issues leading to such action.
5. The School may be required to provide agencies with the names and specific records of students. Clinical agencies have the right to bar SON students and/or faculty from the agency. Such an occurrence is to be reported immediately to the Academic Program Director and Dean, who will then investigate the issues leading to such action.

HEALTH CONDITIONS REQUIRING UNIVERSITY HEALTH CLEARANCE

The School of Nursing is responsible for protection of students and the patients for whom they care for by assuring that each student meets the School of Nursing Essential Functions (see The Essential Functions for Nursing Practice) in the Handbook. Students in clinical rotations, who have a significant health issue that precludes attendance or that may impair ability to function effectively in the clinical setting, must assure that their physicians provide a statement of medical clearance, including any functional limitations specific to the School of Nursing Essential Functions, to University Health Services or the Counselling Center as appropriate. Students must have their health care provider complete the Nursing Clinical Clearance forms (See Main Campus: Student Health Services Return to Nursing Clinical Clearance; Harrisburg: Student Health Services Return to Clinical Clearance) and submit them to Student Health Services of the Counselling Center. The Director of Student Health Services or the Counselling Center will communicate with the appropriate Academic Program Director and/or Dean (in the absence of the Academic Program Director) to provide a recommendation for clearance for return to the academic or clinical setting. The Academic Program Director/Dean (in the absence of the Academic Program Director) will communicate with faculty to let them know when students are cleared to return to the clinical setting. Any student who was evaluated in the Emergency room, hospitalized for any reason, sustained a head injury including concussion or any other condition that may impact the students' ability to perform in clinical/class must initiate the clearance process through University Health Services or the Counselling Center. Faculty who may become aware of a student experiencing these conditions must notify the appropriate Academic Program Director.

Students who miss clinical as a result of documented absence will be afforded the opportunity to make-up clinical without incurring an additional expense. Students who miss more than one clinical day may be at risk for not meeting the course objectives and may necessitate withdrawal from the course. Elective interventions must be scheduled outside the scheduled dates of the academic semester. Students who miss clinical due to elective procedures will need to withdraw from the course and are subject to progression policies.

Students who are experiencing significant health issues are eligible for a leave of absence. The student must contact the appropriate School of Nursing Academic Program Director who will advise the student regarding the process for such a request through the office of the Graduate or Undergraduate Associate Provost.

CLINICAL/LAB/SIMULATION ABSENCES

Documented clinical/lab/simulation absences are the only excused absences in the School of Nursing. A documented absence may include but is not limited to an illness, court date, funeral of an immediate family member, or a SON supported conference. When an absence prevents students from fulfilling the clinical, lab, simulation or community assignment, they must contact their clinical/lab/simulation instructor, course coordinator and clinical agency directly as early as possible, prior to the beginning of clinical day. If the absence is the result of an excused absence as defined above, the student is responsible for notifying the clinical/lab/simulation instructor and course coordinator as soon as the information is known. Failure to contact the instructor, coordinator and agency is an unexcused absence and may result in failure of the clinical course. Documentation may include but is not limited to a note from a health care provider, funeral director or faculty member for a conference, a discharge summary from a hospital/emergency room or a copy of a court document.

The clinical/lab/simulation absence must be made up. The make-up activity and the time/date is at the discretion of the course coordinator or simulation director. Attendance at this make up experience is mandatory. Students who do not attend will receive a failing grade for the course.

Students who miss clinical/lab/simulation time are at risk for not meeting their clinical objectives and may need to withdraw from the course (not the result of a clinical faculty member absence). This matter will be discussed with the clinical instructor, course coordinator and Academic Program Director to determine whether the number of days missed will necessitate withdrawal from the course. Students who miss clinical without documentation or students who do not notify the clinical instructor of an absence prior to the start of clinical may be at risk for failing clinical. Students who are experiencing a significant health issue may be eligible for Medical LOA and should follow the procedure outlined in the WU UG Catalog and contact the SON Academic Program Director. The student must contact the School of Nursing Academic Program Director to discuss the appropriate course of action.

CLINICAL ABSENCE DUE TO WEATHER

If the university is closed on a clinical day, the students do not report to their clinical sites but the time will be rescheduled at a later date. If the university is open, it is the expectation that students will attend clinical as scheduled.

CLINICAL LATENESS

It is the student's responsibility to be on time for clinical assignments or faculty may remove the student from the unit in the event of lateness for an unacceptable reason. In the event the student is removed from the unit for lateness, that removal will be counted as a clinical absence. In the event of unavoidable lateness students must call their instructors and notify them that they will be late. Due to the nature of traffic in the Tri-State area, students should plan travel time to include potential delays of up to thirty minutes.

CLINICAL ROTATIONS

Although the majority of clinical experiences will be week days, students may have evening and/or weekend rotations. Clinical experiences take place in a variety of settings in the tri-state area. Students can expect to travel up to one hour to their clinical placement site. Students must assume responsibility for their own transportation.

CLINICAL/THEORY COURSES

Both the theory and clinical/laboratory portions of a nursing course must be successfully completed to obtain a passing grade. Letter grades are given for the theory portion and either a "Pass" or "Fail" grade for the clinical/laboratory portion. **A failing clinical grade will result in a final course grade of 'F', regardless of the theory grade.**

CONFIDENTIALITY

Confidentiality is both an ethical and legal responsibility of all professional nurses. Annual review of the HIPAA Privacy Regulations is required. Students are to maintain the confidentiality of all clients. Information concerning any client's identity, diagnosis, treatment, family problem or life style is considered confidential and shall not be discussed or otherwise passed on to any individuals outside of the agency.

CPR REQUIREMENT

A current 2-year certification for Healthcare Provider (BLS) is required. The course should include 1 man CPR, 2 man CPR, child and infant CPR, management of obstructed airway for both conscious and unconscious victims, and automatic external defibrillation. Students must have a valid CPR card during the entire nursing program.

Proof of certification is submitted with other clinical requirements as designated by the Academic Program Director.

DENIAL OF CLINICAL EXPERIENCE

A School of Nursing faculty member has full and unmitigated authority to deny, based upon the faculty member's judgment, a student's participation in any School-approved clinical nursing experience activity. Students will have the right to a full hearing before the School's Academic Council. The hearing will be held in an expeditious manner.

EMERGENCY CARE

Should a health problem arise during a clinical experience, students will be referred to the nearest appropriate acute care facility. Students are responsible for all medical costs incurred; the University will not assume this responsibility. Prior to returning to the clinical, the student must be cleared through University Health Services.

ESSENTIAL REQUIREMENTS

Students must meet the "The Essential Functions for Nursing Practice ".

HEALTH INSURANCE

All medical costs are the responsibility of the student. Therefore, students are required to have health insurance. Verification of this insurance is required annually.

1. Health requirements are required to meet the contractual stipulations of the clinical agencies in which clinical experiences take place.
2. Students will be instructed to access the Castlebranch website to fulfill these requirements.

Note: Students will be unable to attend clinical if health requirements are not completed and they are not "cleared" by Castlebranch. Students will be responsible to submit all required documentation prior to the specified deadline.

HIPAA GUIDELINES

Students must annually review and sign the Widener University School of Nursing HIPAA form. (See Essential Functions for Nursing Form).

LEARNING PRESCRIPTIONS

Students who are determined to have skill deficiencies can be referred to the CSCT for remediation. Clinical faculty is encouraged to complete a "Learning Prescription" form (see Learning Prescription Form). If a student receives a learning prescription, he or she must schedule an appointment at 610-499-4215. Failure to complete the learning prescription may result in a clinical/lab failure.

MALPRACTICE INSURANCE

Malpractice insurance is required of all clinical nursing students. A group malpractice insurance policy is available through the University for all generic students. Students are billed annually for malpractice coverage.

PERSONAL SAFETY

Personal safety is a matter of concern to everyone. Most clinical agencies have policies regarding personal safety. Students are responsible for familiarizing themselves with these guidelines and using good judgment. Students may have independent clinical community assignments where the student will not be accompanied by an instructor.

In general, use the following guidelines:

- Concerns related to safety shall be discussed with the instructor.
- Faculty instruction related to safety shall be followed.
- Agency guidelines shall be followed.
- Visits should be scheduled between the hours of 9 AM and 4 PM whenever possible and students should make visits to client homes in pairs.

- Clients shall be contacted in advance of a visit when possible.
- Students shall wear the School's student uniform, unless otherwise directed.
- If not familiar with the area, students shall verify the directions with the clinical instructor or agency staff member.
- Students shall inform the clinical instructor, and/or agency staff member of their destination and expected return time.

UNIFORM REGULATIONS

The School of Nursing has specific uniform requirements for all clinical rotations.

1. Acute Care, Community Settings, and Clinical and Laboratory classes
 - A. A clean, pressed navy blue scrub set of shirt and pants is to be worn by all students. The uniform will include the School of Nursing patch on the left sleeve of the shirt and the student's name tag.
 - B. The navy blue scrub shirt will have Widener University School of Nursing embroidered in gold (using ½ - inch script style) in the upper left front section of the shirt. The scrub set shirt with two patch pockets is to be worn on the outside. The scrub pant length should not hang over the shoes. Long sleeved shirts or T-shirts cannot be visible beneath the scrub shirt.
 - C. A navy blue short lab jacket with the School of Nursing patch on the left sleeve may be worn over the scrub set.
 - D. All white supportive leather shoes or leather sneakers and white socks are to be worn. No open back or open toe shoes are permitted.
 - E. School of Nursing patches and name pins may be purchased from the Widener University Bookstore. A plastic holder for the student's picture ID can be purchased from the Campus bookstore.
 - F. WUSNA, Red Cross Service Pins, and First Time Pass Pins may be worn on the student uniform above the student name tag as appropriate to the clinical setting.
2. Other Clinical Settings
 - A. Professional street clothes or other types of uniform may be permitted. Clinical faculty will discuss specific guidelines for these situations.
 - B. Professional dress includes minimal jewelry, closed-toe shoes, and modest choices for necklines and hemlines. No jeans are permitted.
3. Widener University student name pins and University ID's must be visible at all times.
4. Hair must be styled off the face and collar. Hair must be a natural color.
5. Beards and mustaches must be neatly groomed.
6. Make-up is permitted in moderation.
7. Fingernails must not extend beyond the end of the finger. Nail polish is not permitted.
8. Artificial nails, dip or gel nail polish or nail extenders are not permitted. See CDC information at www.cdc.gov.
9. Tattoos must not be visible.
10. Perfume is prohibited in the clinical/lab areas.
11. Wedding bands, watches, and one small post earring per ear are the only articles of jewelry permitted. Gauges must be filled with skin tone plugs during clinical. No additional body adornments are permitted.
12. Students are expected to have a watch (with a second hand), a hemostat, bandage scissors, a professional stethoscope, and a penlight with them on the clinical unit at all times. Many of these items can be purchased at the Widener bookstore: <https://www.bkstr.com/widenerstore/home>.
13. Students may wear a head covering as required by their religious beliefs.

UNIVERSITY ID

Students must wear University student photo ID in lieu of their name pins.

PRE-CLINICAL REQUIREMENTS FOR STUDENTS SCHEDULED FOR GRADUATE AND UNDERGRADUATE CLINICAL COURSES

The following pre-clinical requirements apply to BSN, MSN, and DNP students. These requirements must be met for you to participate in required clinical experiences.

The requirements to be met are as follows:

A. Requirements met through Castlebranch

- Criminal background check
- Substance abuse screen – 12 panel urine drug screen
- See enclosed policy "Requirements for Criminal Background Investigations and Drug and Alcohol Screening for Students in Clinical Courses"

B. Requirements to be submitted to Castlebranch: (DEADLINE: March 1st for traditional, August 1st for Accelerated)

- CPR Certification inclusive of infant, child, adult, 2 person, and AED. CPR for the Health Care Professional
- Pennsylvania Child Abuse History Clearance (within 12 months of beginning clinical)
- Background Check through Castlebranch only
- Documentation of Health Insurance Coverage (copies of current coverage)
- Pre-Clinical Health History
- Pre-Clinical Physical exam to determine
- Ability to perform essential functions, consent to video, confidentiality agreement, fingerstick,
- Proof of vaccination via titers (blood draw)
- Health insurance portability- HIPAA Acknowledgement
- Documentation of immunization of serologic immunity, TDaP, and tuberculosis screening
- Annual Flu vaccination each Fall
- COVID-19 vaccine

C. Student Responsibilities

- Photo ID/ Widener University Name tag to be worn at all times while in clinical setting
(name tag available through the Widener bookstore: <https://www.bkstr.com/widenerstore/home>)

D. Additional Requirements for RN/BSN and Master's Students

- Proof of licensure as a Registered Nurse in PA for RN/BSN students and CNS students; FNP students required to be licensed in PA plus either NJ or DE license to facilitate clinical placements.
- Malpractice insurance within acceptable limits for specialty.

Please be sure to submit your documentation in advance of the designated deadline

THE ESSENTIAL FUNCTIONS FOR NURSING PRACTICE

See The Essential Functions for Nursing Practice

STUDENT HEALTH SERVICES RETURN TO NURSING CLINICAL CLEARANCE: MAIN CAMPUS

Widener University School of Nursing requires students who have missed any clinical time due to illness, injury, surgery, child birth, or emergency department visit, to be evaluated at Student Health Services in order to return. To return to clinical you must be able to perform all The Essential Functions for Nursing Practice as outlined in the School of Nursing Handbook with no restrictions.

1) If during clinical you become ill, or injure yourself and are taken to the Emergency Department please call Student Health Services and schedule a Return to Clinical appointment. You must provide all your emergency department records and discharge paperwork to the provider at the time of your visit to be appropriately evaluated.

2) If you are injured, treated for an illness, experience child birth, go to the emergency department outside of clinical, have surgery or are involved in an automobile accident please have the Main Campus: Student Health Services Return to Nursing Clinical Clearance form filled out by your treating provider. Once cleared by your outside provider please call Student Health Services and schedule a Return to Clinical appointment. You must bring the attached form filled out and signed as well as all your supporting documentation, such as diagnosis, treatment and clinical notes/tests to your visit to be appropriately evaluated. Please note if involved in an automobile accident Student Health Services will not be doing any physical assessment. Student Health Services will only be reviewing provided form and all required supporting documentation.

Catalog & Handbook Home

QUICK LINKS

CURRICULUM BSN: Curriculum MSN & Post Master's: Curricula DNP: Curriculum PHD: Curriculum	SCHOOL OF NURSING WEBSITE	School of Nursing Forms and Resources
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Pandemics or epidemics may impact the learning experience in unpredictable ways. The university reserves the right at all times to cancel, suspend, or delay all or any classes or programs provided by the university, to transition all or any classes or programs to an online or hybrid format, closing campus facilities, or to take any other measures that the university deems necessary to protect the health and safety of university community members and/or to comply with health and safety laws, orders, ordinances, regulations, and health and safety guidance issued by local, state, and national public health officials.

Get in Touch

School of Nursing Dean's Office

- Founders Hall, 1st Floor
- 610-499-4213
- school.nursing@widener.edu

School of Nursing Harrisburg Campus Office

- 3800 Vartan Way, Harrisburg, PA 17110-9742
- 717-541-1947
- krsheikh@widener.edu

MSN and Post Master's Certificate in Nursing Overview, Goals, and Outcomes

- | | |
|---|--|
| <ul style="list-style-type: none">• Preface• Professional Nursing Law• Professional Code for Nurses | <ul style="list-style-type: none">• Diversity Statement• Accreditation and Approval• MSN Goals and Learning Outcomes |
|---|--|

Preface

This Handbook will provide you with information about the programs of study and the policies and procedures specific to our School of Nursing. It should be used as a supplement to the Widener University Bulletin, Widener University Student Handbook, the School of Nursing Fact Books, and other University Publications. As such, the policies, procedures, regulations, requirements, standard of conduct and other information contained in such other publications are not reprinted herein, but are incorporated by reference herein as if all of the foregoing were set forth at length. All students are obliged to be familiar with and to comply with all of the policies, procedures, regulations, requirements, standards of conduct and other information set forth in such other publications.

The contents of this Handbook provide for the continuing integrity of the programs of study in the School of Nursing, thereby preparing you, the student, for professional roles. The University and the School of Nursing reserve the right and authority at any time to alter any of all of the statements contained herein, to modify the requirements for admission and graduation, to change or discontinue programs of study, to amend any regulation or policy affecting the student body, to increase tuition and fees, to deny admission, to revoke an offer of admissions, and to dismiss from the University any student at any time, if it is deemed by the University or the School of Nursing to be in the best interest of the University, the School of Nursing, the university community, or the student to do so. The provisions of this publication are subject to change without notice, and nothing in this publication may be considered as setting forth terms of a contract between a student or prospective student and Widener University.

Professional Nursing Law

The following statement is taken from the "The Professional Nursing Law" as enacted by the General Assembly of the Commonwealth of Pennsylvania. The Professional Nursing Law can be found at PA Code for Registered Nurse.

"The 'Practice of Professional Nursing' means diagnosing and treating human responses to actual or potential health problems through such services as case finding, health teaching, health counseling, and provision of care supportive to or restorative of life and well-being, and executing medical regimens as prescribed by a licensed physician or dentist. The foregoing shall not be deemed to include acts of medical diagnosis or prescription of medical therapeutic or corrective measures, except as performed by a certified registered nurse practitioner acting in accordance with rules and regulations promulgated by the Board". For additional information, click on the PA Professional Code for Nurses.

Professional Code for Nurses

The Code of Ethics for Nurses with Interpretive Statements (ANA 2015) was developed as a guide for carrying out nursing responsibilities in a manner consistent with quality in nursing care and the ethical obligations of the profession. Students at Widener University are responsible for understanding and adhering to the Code of Ethics. Additional information on the Code can be found at Code of Ethics for Nurses with Interpretive Statements.

Diversity Statement

Widener University School of Nursing is committed to fostering a culture of inclusivity and equity throughout our programs, our nursing practice, and in our workplace. The School of Nursing's unique, powerhouse programs serve the

needs of diverse students at all stages of their careers. We're All Widener. That's not just a saying here; it's a way of life. It represents the culture of our university - a powerful call for respect, mutual understanding, and unity. Here you'll be embraced and supported by a welcoming and inclusive community regardless of your race, ethnicity, national origin, gender and sexual identity, socioeconomic status, ability, religion, political affiliation, among other things. You'll join a community of students and scholars who hail from across the country and around the world. Our community is woven together by diverse backgrounds, life experiences, and perspectives, and our classrooms, residence halls, and social spaces are enriched by this variety. You'll interact with people and engage in the kinds of transformational moments that broaden your own worldview and prepare you for the world and workforce you're about to enter. For more information about Diversity and Inclusivity, please click [here](#).

Accreditation and Approval

Widener University's School of Nursing's Master of Science in Nursing (MSN) and Post Master's Certificate programs are fully accredited by the Commission on Collegiate Nursing Education, and the MSN and Post Master's Family (Individual across the Lifespan) CRNP and the MSN and Post Master's Adult Gerontology Acute Care Nurse Practitioner programs are approved by the State Board of Nurse Examiners of the Commonwealth of Pennsylvania.

Commission on Collegiate Commonwealth of Pennsylvania Nursing Education (CCNE) State Board of Nursing One DuPont Circle, NW P.O. Box 2649 Suite 530 Harrisburg, PA 17105 Washington, DC 20036 (717) 783-7142 (202) 887-6791

Master of Science In Nursing Program Goals and Learning Outcomes

Master of Science in Nursing Program Goals

The Master of Science in Nursing program prepares graduates to function as advanced practice nurses who are leaders in providing care to individuals across the life span, families, and populations in varied health care and/or educational settings. The graduate uses advanced knowledge in nursing and in related sciences and humanities to improve health care. Graduates are prepared as evidence-based practitioners who utilize theory, skills, and leadership concepts to guide practice to impact health outcomes.

Master of Science in Nursing Student Learning Outcomes

By the end of the Master of Science in Nursing Program, the graduate will:

- Apply nursing, science, humanities, and ethical theories and information in the analysis of clinical problems, illness prevention, and health promotion strategies across diverse populations.
- Analyze systems and work to create a culture of quality improvement and safety.
- Use leadership knowledge and skills in initiating and maintaining effective working relationships and analyzing the impact of systems on patient outcomes.
- Disseminate evidence-based practice decisions to advance clinical practice.
- Use current technologies to deliver and coordinate care.
- Collaborate with other health professionals to manage and coordinate care across systems.
- Evaluate the effectiveness of clinical prevention interventions that affect individual and population-based health outcomes that are culturally appropriate.
- Provide safe, quality care to diverse populations in a variety of settings and roles.

MSN and Post Master's Certificates: Curricula

<ul style="list-style-type: none"> • Adult-Gerontology Acute Care Nurse Practitioner, MSN • Adult-Gerontology Clinical Nurse Specialist Specialization, MSN • Executive Nurse Leadership Specialization, MSN • Family (Individual Across the Lifespan) CRNP Specialization 	<ul style="list-style-type: none"> • Accelerated MSN in Nursing Education PHD • MSN Executive Nurse Leadership • RN to MSN Option
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For Course Descriptions please visit our Catalog

[HTTPS://CATALOG.WIDENER.EDU](https://catalog.widener.edu)

Adult-Gerontology Acute Care Nurse Practitioner, MSN

Adult-Gerontology Acute Care Nurse Practitioner Masters	Credits	Adult-Gerontology Acute Care Nurse Practitioner Post-Master's Certificate	Credits
Required Courses (12 credits)	3	Required Courses (12 credits)	
NURS 634 <i>Nursing Leadership for Advanced Practice</i>	3	NURS 601 <i>Advanced Pathophysiology</i>	3
NURS 664 <i>The Health Care Environment: Technology and Health Policy</i>	3	NURS 608 <i>Advanced Physical Assessment</i>	3
NURS 684 <i>Using Research for Evidence-Based Practice</i>	3	NURS 636 <i>Dynamics of Family Health Care</i>	3
NURS 690 <i>Population Health and Epidemiology</i>		NURS 639 <i>Advanced Pharmacology</i>	3
Support Courses (16 credits)		NURS 605 <i>Clinical Decision Making and Diagnostic Reasoning Adult Gerontology Acute Care Nurse Practitioner I</i>	6

NURS 601 <i>Advanced Pathophysiology</i>	3	NURS 606 <i>Clinical Decision Making and Diagnostic Reasoning Adult Gerontology Acute Care Nurse Practitioner II</i>	6
NURS 608 <i>Advanced Physical Assessment</i>	3	NURS 606 <i>Clinical Decision Making and Diagnostic Reasoning Adult Gerontology Acute Care Nurse Practitioner III</i>	6
NURS 636 <i>Dynamics of Family Health Care</i>	3		
NURS 638 <i>Issues in Health Care for Underserved Vulnerable Populations</i>	3		
NURS 639 <i>Advanced Pharmacology</i>	3		
NURS 663 <i>Advance Practice Nursing: Current Perspectives</i>	1		
<i>Specialty Courses (18 credits)</i>			
NURS 605 <i>Clinical Decision Making and Diagnostic Reasoning Adult Gerontology Acute Care Nurse Practitioner I</i>	6		
NURS 606 <i>Clinical Decision Making and Diagnostic Reasoning Adult Gerontology Acute Care Nurse Practitioner II</i>	6		
NURS 606 <i>Clinical Decision Making and Diagnostic Reasoning Adult Gerontology Acute Care Nurse Practitioner III</i>	6		
TOTAL CREDITS	46	TOTAL CREDITS	30

Adult-Gerontology Clinical Nurse Specialist Specialization, MSN

Adult-Gerontology Clinical Nurse Specialist Masters	Credits	Adult-Gerontology Clinical Nurse Specialist Post-Master's Certificate	Credits
<i>Required Courses (16 credits)</i>		<i>Advanced Practice CNS Courses (15 credits)</i>	
NURS 611 <i>Introduction to Nursing Science</i>	3	NURS 602 <i>Adult-Gerontology CNS Practice Role Seminar and Practicum I</i>	5

NURS 634 <i>Nursing Leadership for Advance Practice</i>	3	NURS 603 <i>Adult-Gerontology CNS: Management of the Late Adolescent through Older Adult Patient</i>	5
NURS 663 <i>Advanced Practice Nursing: Current Perspectives</i>	1	NURS 604 <i>Adult Gerontology CNS Practicum III in the Critical Care Environment</i>	5
NURS 664 <i>The Health Care Environment: Technology and Health Policy</i>	3		
NURS 684 <i>Using Research for Evidence-Based Practice</i>	3		
NURS 690 <i>Population Health and Epidemiology</i>	3		
<i>Advanced Practice Core Courses (9 credits)</i>			
NURS 601 <i>Advanced Pathophysiology</i>	3		
NURS 608 <i>Advanced Health Assessment</i>	3		
NURS 639 <i>Advanced Pharmacology</i>	3		
<i>Advanced Practice CNS Courses (15 credits)</i>			
NURS 602 <i>Adult-Gerontology CNS Practice Role Seminar and Practicum I</i>	5		
NURS 603 <i>Adult-Gerontology CNS: Management of the Late Adolescent through Older Adult Patient</i>	5		
NURS 604 <i>Adult Gerontology CNS Practicum III in the Critical Care Environment</i>	5		
TOTAL CREDITS	40	TOTAL CREDITS	15

Executive Nurse Leadership Specialization, MSN

Executive Nurse Leadership Masters	Credits	Executive Nurse Leadership Post-Master's Certificate*	
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<i>Required Courses (15 credits)</i>			
NURS 611 <i>Introduction to Nursing Science</i>	3	*Questions regarding the ENL Post-Master's Certificate please contact the School of Nursing at mnursing@widener.edu	
NURS 634 <i>Nursing Leadership for Advance Practice</i>	3		
NURS 652 <i>Statistical Analysis and Interpretation</i>	3		
NURS 664 <i>The Health Care Environment: Technology and Health Policy</i>	3		
NURS 684 <i>Using Research for Evidence-Based Practice</i>	3		
<i>Nursing Program Courses (17 credits)</i>			
NURS 694 <i>Health Care Finance</i>	3		
NURS 695 <i>Organizational Leadership in Health Care</i>	3		
NURS 696 <i>Organizational Leadership in Health Care Practicum</i>	4		
NURS 697 <i>Systems Health Leadership</i>	3		
NURS 698 <i>Systems Health Leadership Practicum</i>	4		
<i>Business Program Courses (9 credits)</i>			
MGT 622 <i>Developing Management Skills</i>	3		
BUS 665 <i>Managing Business Processes</i>	3		
BUS 615 <i>Information Systems and Data Analytics</i>	5		
TOTAL CREDITS	41		

Family (Individual Across the Lifespan) CRNP Specialization, MSN

Family (Individual Across the Lifespan) CRNP Specialization Masters	Credits	Family (Individual Across the Lifespan) CRNP Specialization Post-Master's Certificate	Credits
<i>Required Courses (12 credits)</i>		<i>Required Courses (24 credits)</i>	
NURS 634 <i>Nursing Leadership for Advance Practice</i>	3	NURS 636 <i>Dynamics of Family Health Care</i>	3
NURS 664 <i>The Health Care Environment: Technology and Health Policy</i>	3	NURS 638 <i>Issues in Health Care for Underserved Populations</i>	3
NURS 684 <i>Using Research for Evidence-Based Practice</i>	3	NURS 648 <i>Advanced Family Nursing I</i>	4
NURS 690 <i>Population Health and Epidemiology</i>	3	NURS 649 <i>Advanced Family Nursing II</i>	6
<i>Support Courses (16 credits)</i>		NURS 655 <i>Advanced Family Nursing III</i>	6
NURS 601 <i>Advanced Pathophysiology</i>	3	NURS 658 <i>Advanced Family Field Practicum</i>	2
NURS 608 <i>Advanced Health Assessment</i>	3		
NURS 636 <i>Dynamics of Family Health Care</i>	3		
NURS 638 <i>Issues in Health Care for Underserved Populations</i>	3		
NURS 639 <i>Advanced Pharmacology</i>	3		
NURS 663 <i>Advanced Practice Nursing: Current Perspectives</i>	1		
<i>Specialty Courses (18 credits)</i>			
NURS 648 <i>Advanced Family Nursing I</i>	4		
NURS 649 <i>Advanced Family Nursing II</i>	6		
NURS 655 <i>Advanced Family Nursing III</i>	6		
NURS 658 <i>Advanced Family Nursing Field Practicum</i>	2		
TOTAL CREDITS	46	TOTAL CREDITS	24

Nursing Education Specialization, MSN

Nursing Education Specialization Masters	Credits	Nursing Education Specialization Post-Master's Certificate	Credits
<i>Required Courses (33 credits)</i>		<i>Required Courses (24 credits)</i>	
NURS 601 <i>Advanced Pathophysiology</i>	3	NURS 611 <i>Introduction to Nursing Science</i>	3
NURS 608 <i>Advanced Health Assessment</i>	3	NURS 687 <i>Curricular Concepts in Nursing Course Development</i>	3
NURS 611 <i>Introduction to Nursing Science</i>	3	NURS 691 <i>Teaching Practicum</i>	3
NURS 634 <i>Nursing Leadership for Advanced Practice</i>	3	NURS 705 <i>Psychology of Learning</i>	3
NURS 639 <i>Advanced Pharmacology</i>	3	NURS 750 <i>Assessment, Measurement and Evaluation</i>	3
NURS 652 <i>Statistical Analysis and Interpretation</i>	3		
NURS 664 <i>The Health Care Environment: Technology and Health Policy</i>	3		
NURS 685 <i>Teaching and Learning Strategies</i>	3		
NURS 686 <i>Assessment Methods in Nursing Education</i>	3		
NURS 687 <i>Curricular Concepts in Nursing Course Development</i>	3		
NURS 684 <i>Using Research for Evidence-Based Practice</i>	3		
<i>Clinical Courses (6 credits)</i>			
NURS 689 <i>Clinical Practicum</i>	3		
NURS 691 <i>Teaching Practicum</i>	3		
TOTAL CREDITS	39	TOTAL CREDITS	15

RN-to-MSN Option Curriculum

Registered nurses holding a bachelor's degree in another field of study are eligible to apply to the Master of Science in Nursing (MSN) program. Registered nurses must hold a license to practice in the State of Pennsylvania. The following admission requirements must be met in order to qualify for acceptance into the MSN program through the bridge option:

- Completed application form (applicants can apply online at www.widener.edu)
- Transcripts from ALL previously attended institutions of higher education
- Licensure as a registered nurse in the State of Pennsylvania
- Two letters of recommendation, preferably from professional nurses with graduate degrees, regarding the applicant's practice and potential for a graduate level studies in the advance practice roles of Family (Individual Across the Lifespan) CRNP, Adult Gerontology Acute Care NP (AGACNP), Adult-Gerontology Clinical Nurse Specialist, Executive Nurse Leader, or in Nursing Education
- Minimum GPA of 3.0 (on a 4.0 scale) in Nursing or Bachelor's degree
- Completion of an undergraduate statistics course with a grade of "C" or better (C- will not be accepted)
- Satisfactory scores on the Test of English as a Foreign Language (TOEFL) for all applicants from non-English speaking countries if applicable
- Transcript assessment
- Current resume
- Goal statement

Once matriculated, the student may begin the RN to MSN bridge courses listed below:

RN to MSN

NURS 443 *Population Health for the RN* (6 Credits)

NURS 446 *Research Design for the RN* (3 Credits)

NURS 447 *Evidence Based Practice for the RN* (3 Credits)

Students must complete all of the RN to MSN bridge courses with a grade of B or better (B – is NOT acceptable).

Program Advisement for the RN to MSN Program Student:

Students will be advised by the Director of the RN to MSN Program until completion of the bridge courses. Upon completion of the RN to MSN bridge courses, the student will be advised by the designated MSN program advisor. No more than 2 MSN courses can be taken prior to completion of the bridge courses.

Students are eligible to enroll in two (2) of the following courses listed below while completing the RN to MSN bridge courses.

NURS 611 *Introduction to Nursing Science* (required for CNS and Nursing Education) (3 Credits)

NURS 634 *Nursing Leadership for Advanced Practice* (3 Credits)

NURS 636 *Dynamics of family Health Care* (required for FNP or AGACNP) (3 Credits)

NURS 638 *Issues in Health Care for the Underserved (Vulnerable) Populations* (required for FNP or AGACNP) (3 Credits)

NURS 664 *The Healthcare Environment* (3 Credits)

MSN and Post Master's Academic Policies and Procedures

<ul style="list-style-type: none">• Transfer and Matriculation Policies• Grading Policies• Standards of Academic Integrity• Definition of Violations of the Standards of Academic Integrity• Definition of Plagiarism• Statement of Plagiarism• Self-Plagiarism• Penalties• Procedures• Student Request for Full Hearing• Conduct of Full Hearing	<ul style="list-style-type: none">• Advisement and Academic Policies• Progression Policies• Dismissal Policies• Graduation Requirements• Due Process/Grievance Policies• Nursing Committee/Awards/Honor Society• General Administrative Policies• Clinical Lab/Policies• Practicum/Preceptor/Mentor/Clinical Agency• Pre-Clinical Requirements for Graduate Courses• Essential Functions for Nursing Practice
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Transfer and Matriculation Policies

MATRICULATION

A matriculated student is one who has been accepted officially into the master's degree programs. Two master's level courses may be taken before matriculation. Students may be required to complete supplemental course work either prior to admission or as part of the course of studies.

A non-matriculated student is one who is taking a course for credit, but has not yet been accepted officially into the master's program. These students must submit the usual application for admission. No more than two courses earned by a student in a non-matriculated status may be applied toward the degree upon acceptance as a matriculated student.

TRANSFER OF CREDITS

The following guidelines have been established by the School of Nursing for acceptance of master's level course work taken previously at Widener University or at other institutions:

- A maximum of two master's level courses earned at another accredited institution within the five-year period preceding admission may be accepted for transfer upon admission to the master's program.
- Courses taken prior to admission to the MSN program, either within or outside the university, will be accepted only if the student has earned a grade of A or B (not B-) in the courses under consideration. Grades of "Satisfactory" or "Pass" are transferable as elective courses. The process in considering requests for transfer of graduate credit is as follows:
 - An official request for transfer credit must be submitted to the Program Director. If transfer credit is requested in lieu of required courses in the program, a course syllabus must accompany the request.
 - Requests for transfer of graduate credit will be approved upon recommendation of the program director in collaboration with the faculty who is a content expert in the area.
 - Required graduate courses in statistics and conceptual models/theories may not be used for transfer credit because they are prerequisites for admission.

Grading Policies

GRADING SCALE FOR THE SCHOOL OF NURSING GRADUTE COURSES

Note: Individual instructors may elect, at their discretion, not to use plus/minus grades.

Letter Grade	Quality Points	Percentage Range
A	4.0	93-100
A-	3.7	90-92
B+	3.3	87-89
B	3.0	83-86
B-	2.7	80-82
C+	2.3	77-79
C	2.0	73-76
C-	1.7	70-72
F	0.0	<70
I		Incomplete
W		Withdrawn
P/NP*		Pass/No Pass
AU		Audit: No Credit

* Only for courses offered on a Pass/No Pass basis

Standards of Academic Integrity

The School of Nursing adheres to the University policy of academic integrity as stipulated in the University Student Handbook and as stated below. Student appeals related to allegations of academic fraud are heard by Academic Council of the School of Nursing.

Academic Integrity Statement Widener University strongly supports the concepts of academic freedom and academic integrity and expects students and all other members of the Widener University community to be honest in all academic endeavors. Cheating, plagiarism, and all other forms of academic fraud are serious and unacceptable violations of university policies on academic honesty, and Widener will not accept a claim of ignorance - either of the policy itself or of what constitutes academic fraud as a valid defense against such a charge.

Definition of Violations of the Standards of Academic Integrity

Violations of the standard of Academic Integrity constitute academic fraud. Academic fraud consists of any actions that serve to undermine the integrity of the academic process, including but not limited to:

1. unauthorized inspection or duplication of test materials;

2. cheating, attempting to cheat, or assisting others to cheat in a classroom test, take home examination or final examination;
3. post-test alteration of examination responses;
4. plagiarism;
5. electronic or computer fraud.

In addition to but not limited to the above, for the School of Nursing violations of academic integrity include:

1. unauthorized possession or disposition of academic material not formally released by course faculty;
2. falsifying or altering clinical/patient records or other recordings;
3. not reporting patient safety errors, etc.;
4. falsifying research data or data analysis; and
5. specific clinical behaviors identified in nursing courses.

Definition of Plagiarism

Plagiarism—submitting the work of others as one's own—is a serious offense. In the academic world, plagiarism is theft. Information from sources—whether quoted, paraphrased, or summarized—must be given credit through specific citations. When a student paraphrases a work, it is still necessary to cite the original source. Merely rearranging a sentence or changing a few words is not sufficient. The citation style should be appropriate for the discipline and should clearly indicate the beginning and ending of the referenced material. All sources used in the preparation of an academic paper must also be listed with full bibliographic details at the end of the paper, as appropriate in the discipline.

Statement of Plagiarism

Plagiarism - passing off the work of others as one's own - is a serious offense. In the academic world, plagiarism is theft. Information from sources - whether quoted, paraphrased, or summarized -must be given credit through specific in-text citations. All sources used in the preparation of an academic paper must also be listed with full biographic details at the end of the paper. It is especially important that paraphrase be both cited and put into one's own words. Merely rearranging a sentence or changing a few words is not sufficient.

Self-Plagiarism

Is the presentation of your own previously published work as original. Incorporating previous classwork into one's thesis or dissertation and building on one's own existing writing may be permissible; graduate students who wish to do this should first disclose and discuss their ideas with their instructor or advisor (<https://apastyle.apa.org/style-grammar-guidelines/citations/plagiarism>). Submitting all or part of a paper used in a previous graduate class as part of a current graduate class assignment should not be done without first discussing with instructor.

Penalties

The minimal penalty for individuals found to have engaged in academic fraud will be failure in the course.

For a second offense, the penalty will be failure in the course and expulsion from the University.

For attempting to steal or stealing an examination, students found guilty will be failed in the course and expelled from the University.

The minimal penalty for individuals in the Doctoral program will be failure in the course and expulsion from the School of Nursing.

Advisement and Academic Policies

- Academic Advising
- Academic Records
- Course Overload
- Course Registration

- Special Academic Policies
- Withdrawal
- Refunds

ACADEMIC ADVISING

All students are assigned a School of Nursing Academic Advisor upon admission. The Academic Advisor works with the student to develop a plan of study.

ACADEMIC RECORDS

Graduate students' records are kept in the Graduate Nursing Office. The record contains such information as course grades, clinical evaluations, correspondence, course planning form, etc. The academic record is the property of the University. Students are permitted to view this record in the presence of their advisor. Written permission must be obtained from the student for any release of documents.

COURSE OVERLOAD

Nine credits in the fall and spring semesters and six credits in one summer session are recognized as normal course load for full-time students. Students, as adult learners, have the right to make decisions related to their learning needs. However, faculty believe a course load above nine credits for fall/spring or six credits in one summer session has potential for creating academic jeopardy. Students enrolling for more than nine credits during fall/spring semester or six credits in one summer session must have approval from their faculty advisor and the Program Director.

COURSE REGISTRATION

Students are emailed a specific date and time after which they may register at any time during the registration window.

NOTE: A plan of study should be developed with the Academic Advisor. Upon completion, the Academic Advisor will place one copy in the student's file and provide a copy to the student assist with course planning.

SPECIAL ACADEMIC POLICIES

- When a course is taken as a prerequisite for master's study, the grade will be recorded on the transcript with an asterisk, indicating that the course is not included in calculating the master's program grade point average.
- Following a request from the student, including an explanation of the extenuating circumstances involved, a professor may give a course grade of incomplete (I) if circumstances justify an extension of time required to complete the course. A student with an "I" in any course that is a prerequisite to another course will not be allowed to enroll in the subsequent course until the I in the prerequisite has been removed and replaced by a satisfactory grade. An "I" must be resolved within one calendar year from the end of the semester in which the course was taken or it will convert to an F.
- A grade of B (not B-) or higher is required for all graduate courses.
- An independent study course may be taken when a required course is not available in a timely manner. Approval for the independent study is required from the student's academic advisor and the Academic Program Director. Independent studies are offered for students requiring mastery of additional content in order to proceed. Students may request an independent study for a topic of special interest if the independent study credits are not needed to meet graduation requirements. The same approval process as noted above is required.
- All requests for exceptions to these policies should be referred to the Academic Program Director.

WITHDRAWAL

A student may withdraw from a course at any time prior to the final examination and receive the grade of W. If a course offered through these programs does not include a final examination, the deadline for withdrawing from the course with a grade of W is the final class meeting for the course.

REFUNDS

Refunds for courses are determined by the University. The effective date used for all adjustment of charges will be the date that written notice of the withdrawal is received by the appropriate office of Widener University.

Progression Policies

ACADEMIC PROGRESS TIME LIMIT

A maximum of five (5) calendar years from the date of matriculation is allowed for completion of the requirements for the master's degree. Students must enroll in both fall and spring semesters of the academic year through the completion of required master's course work. Students who do not follow this policy may be dropped from the program.

LEAVE OF ABSENCE (LOA)

Students who do not take at least one course per semester must submit a written request for a leave of absence, including the rationale, to the Academic Program Director for the semester in which they are not enrolled. Those who do not do so may be dropped from the program.

A leave of absence will extend the time limit for completion of the master's program by the length of the leave. The total cumulative leave time applied to extensions shall not exceed two academic years. Exceptions to the policy will be referred to the Academic Program Director.

REINSTATEMENT TO THE PROGRAM

Students who have withdrawn from the program may petition for readmission by filing a new application. Such requests must be sent to the Academic Program Director no later than 30 days prior to the start of the semester in which the student expects to enroll.

Dismissal Policies

- Students are expected to maintain satisfactory progress towards a degree. A student's record begins with the first course credited to the master's degree program and includes subsequent courses.
- Master's students are required to maintain at least a B (3.0) average. Only students with a 3.0 or better GPA will graduate. Courses for which grades lower than B (3.0) are received may be repeated. No more than two repetitions total and only one repetition of a particular course is allowed. If a course is repeated, both grades will be recorded on the transcript, but only the most recent grade is used in calculating the grade point average. However, if a student is found to be in violation of Widener's academic fraud policies, that student is prohibited from exercising the repeat of course option to remove the F grade (given as a result of fraud) from the GPA calculation. A student whose academic performance is considered inadequate will be dismissed from the program.
- Conduct inconsistent with the ethical and professional standards of discipline, whether it occurs before or after matriculation, is also grounds for dismissal from the program. Such conduct includes academic fraud. A student dismissed for academic fraud may no longer enroll in the graduate programs of the university may not apply for admission into another division of the university. Please see the section entitled "Policy Regarding Academic Fraud" in the Widener University Graduate Student Catalog at catalog.widener.edu.

Graduation Requirements

Students are eligible to petition for graduation, based upon anticipated completion of the curricular requirements. Students must petition within the timeframe designated by the Office of the Registrar.

Due Process/Formal Grade Appeal Policies

See School of Nursing Grading Policy in Navigation Bar of this Handbook

<ul style="list-style-type: none">• Due Process Policy• Formal Grade Appeal Policy	
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DUE PROCESS POLICY

Students in the School of Nursing are afforded opportunities to express their interests, issues, and concerns through student representation as voting members on selected SON standing committees, including Undergraduate Programs Committee, Graduate Programs Committee, and Student Affairs Committee. Students may also voice concerns by completion of Course and Faculty Evaluations at the end of each course.

Grievance issues related to discrimination and harassment, and or violation of the Widener Compact shall be addressed by the University policies and procedures outlined in the Undergraduate and Graduate University Catalogs.

FORMAL GRADE APPEAL POLICY

It is the policy of the School of Nursing to allow students to appeal the final course grade if they believe their grade has been derived in a manner not consistent with the fair and equitable application of evaluation criteria specified in the syllabus.

DEFINITION: A grade subject to the Grade Appeal Policy is a final grade the student believes to be derived in a manner not consistent the application of grading criteria found in the course syllabus and/or a grade the student believes to have been miscalculated, again based on the criteria specified within the course syllabus.

<ul style="list-style-type: none">• Shared Governance on Nursing School Committees• Graduate Program Committee• Graduate Student Awards	<ul style="list-style-type: none">• Nursing Honor Society
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SHARED GOVERNANCE-STUDENT REPRESENTATION ON SCHOOL OF NURSING COMMITTEES

SCHOOL OF NURSING COMMITTEES

Students are represented at School of Nursing Faculty meetings and on several School of Nursing Committees. Listed below are the committees with their respective functions and membership guidelines.

STUDENT INVOLVEMENT IN GOVERNANCE

Student representation on School of Nursing committees is an important aspect in the development and advancement of the nursing curricula and programs. The standing committee that graduate students may serve on is the School of Nursing Graduate Program Committee. Its respective functions and student membership are outlined below.

GRADUATE PROGRAM COMMITTEE

Functions:

1. To consider, study, analyze, develop and evaluate the curriculum and course changes submitted by the faculty and/or students.
2. To develop, review and recommend graduate curriculum changes to the faculty.
3. To develop, review and recommend policies for graduate programs.

4. Develop and implement admission policies for graduate programs.
5. To review and recommend changes to the committee bylaws and submit changes to the Faculty Affairs committee by March 1 of each year.
6. By March 1 of each year, review and recommend changes, if appropriate, to the following sections of the SON Faculty Handbook and submit changes to the Faculty Affairs committee: Goals and Outcomes of the Masters Program, Goals and Outcomes of the Doctoral Programs, Standards of Professional Practice.

Student Membership:

1. Students will be invited by the Committee Chair to serve as directed in the Bylaws. Students represented on the School of Nursing committees shall be granted voting privileges.
2. Student representation shall include one (1) masters, one (1) DNP, and one (1) PhD student

GRADUATE STUDENT AWARDS

DEAN'S GRADUATE STUDENT AWARD FOR EXCELLENCE (MSN)

Eligibility for School of Nursing Awards is based on academic excellence, scholarship and community services.

Dean's Award is given annually to a student who is granted the degree of Master of Science in Nursing. This award recognizes individual leadership, scholarship and service during the course of study in the master's program.

Criteria for Selection

1. Completed all requirements for graduation from any of the Master of Science in Nursing Programs
2. Minimum GPA of 3.5
3. Evidence of Leadership in the nursing profession
4. Evidence of Scholarly activities (writing, research, speaking, teaching)
5. Evidence of Service in the School of Nursing and the broader community

Procedures for Consideration

1. The Academic Program Director will circulate a list of those who will graduate and have GPAs above 3.5 to the faculty. All graduate faculty members will be requested to submit names of students they consider eligible for the Dean's Award.
2. A letter of support addressing the criteria for the Award must be submitted by faculty members for each student who is nominated. Any faculty member may submit more than one name.
3. The Dean of the School of Nursing and the Master's Academic Program Director will select the student who, in their judgment, best meets the criteria. Faculty recommendations will be important in the final selection process.

SIGMA THETA TAU INTERNATIONAL NURSING HONOR SOCIETY: ETA BETA CHAPTER

Candidates are invited to apply for membership. An induction ceremony is held each academic year. For further information regarding the chapter and faculty counselors please refer to the Sigma Theta Tau International Eta Beta chapter website: <https://thecircle.sigmanursing.org/>

General Administrative Policies

See General University Information

Clinical and Lab Policies

• Clinical Requirements	• Clinical Lateness
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<ul style="list-style-type: none"> • Confidentiality of Criminal Background • Criminal Background Check • Drug and Alcohol Screening • Incident Report for Students • Blood and Body Fluid Exposure/Needle Stick Injuries • Latex Allergy • Medical Conditions requiring Medication • Center for Simulation/Computer Testing • Agency Requirements • Health Conditions Requiring University Health Clearance • Clinical Absences 	<ul style="list-style-type: none"> • Clinical Theory Courses • Confidentiality • CPR Requirement • Denial of Clinical Experience • Emergency Care • Essential Requirements • Health Insurance • Health Requirements • Malpractice Insurance • Personal Safety • Professional Attire
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CLINICAL REQUIREMENTS

Students must complete all requirements to enter clinical courses. These requirements are provided to the students the semester prior to entry into the clinical course by the Office of Graduate Studies.

Deadlines: Failure to meet deadlines established by the the Graduate Program Director may result in severe consequences, including delay of starting clinical course sequence.

CONFIDENTIALITY OF CRIMINAL BACKGROUND

School of Nursing administration will discuss criminal background information and drug/alcohol screen results of students on a need-to-know basis. This may include Widener University officials and personnel at Clinical Agencies who are responsible for placement of students. Criminal background results and drug screening results will be maintained in a file separate from the student's academic file.

Criminal background results and drug/alcohol screen results of licensed nurses are subject to the Commonwealth of Pennsylvania Code Title 49. Professional and Vocation Standards issued by the Department of State. Section 14.1 (f) states that "Any hospital or health care facility, peer or colleague who has substantial evidence that a professional has an active addictive disease for which the professional is not receiving treatment, is diverting a controlled substance or is mentally or physically incompetent to carry out the duties of his license shall make or cause to be made a report to the Board".

CRIMINAL BACKGROUND CHECK

The curricula for the Bachelor of Science in Nursing, Master of Science, Post Master's and Doctor of Nursing Practice in Nursing degrees require clinical experiences to occur within hospitals, clinics, private practices, and other healthcare organizations (Collectively "Clinical Agencies"). Many of these agencies require a criminal background check before students are permitted to engage in clinical experiences. Therefore, the School of Nursing and Clinical Agencies require a criminal background check for all students. This is to be completed during the semester immediately prior to the beginning of clinical experiences. Students may be required to complete additional background investigations during their course of study, dependent upon specific agency policies. Such requirements are beyond the control of the School of Nursing. The expenses of all background investigations are the responsibility of the student. Criminal background checks will be performed by a third-party company selected by the School of Nursing. Students will be given instructions regarding processes by the appropriate Academic Program Director. As a part of the process, students will authorize the background screening company to release results to the School of Nursing through the office of the appropriate Academic Program Director. Failure to meet deadlines established by the School of Nursing may negatively affect clinical placements. Failure to complete the background check will preclude entry into clinical courses and can result in dismissal from the program. The office of the Academic Program Director will administratively remove noncompliant students from all clinical courses. Should the criminal background check reveal convictions, further investigation will be undertaken by the School of Nursing through the office of the appropriate Academic

Program Director. **VIOLATIONS INVOLVING NARCOTICS OR CONTROLLED SUBSTANCES, CRIMES OF VIOLENCE (HOMICIDE, AGGRAVATED ASSAULT, CHILD OR ELDER ABUSE, DOMESTIC VIOLENCE), OR LISTING ON THE NATIONAL TERRORIST WATCH LIST, OR THE SEX AND VIOLENT OFFENDER REGISTRY MAY PRECLUDE ADMISSION TO CLINICAL COURSES, WHICH WOULD NEGATE COMPLETION OF THE NURSING DEGREE.** Violations of any nature may preclude the School of Nursing from placing students in clinical agencies, dependent upon the policies in place at such agencies. The School of Nursing will make every effort to place a student affected by such agency policies. **HOWEVER, STUDENTS WHOSE CRIMINAL BACKGROUND FINDINGS ARE NOT ACCEPTABLE TO THE CLINICAL AGENCIES WITH WHICH THE SCHOOL OF NURSING HAS EXISTING CLINICAL AGREEMENTS MAY EXPERIENCE DISRUPTIONS TO THEIR PLAN OF STUDY OR, IN EXTREME CASES, MAY BE UNABLE TO COMPLETE THE COURSE OF STUDY IN NURSING.**

Any student with a criminal background finding other than a misdemeanor will be referred to the Dean of the School of Nursing for investigation. The student will be notified by the Academic Program Director to contact the Dean directly. The student in question will not be permitted to attend clinical experiences, while the matter is under investigation the Dean will confer with the Associate Vice President for Administration as needed, and will notify faculty and student of the final decision. If a student is not able to complete clinical experiences, the student will be administratively dismissed from the program. Students with question

DRUG AND ALCOHOL SCREENING POLICY:

Purpose

The School of Nursing recognizes that substance abuse can impair the professional judgment required of the student nurse and that drug testing is a reliable, objective, evidence-based tool to identify those who are currently engaging in the unauthorized or improper use of controlled substances. Substance abuse jeopardizes the ability of the student nurse to administer safe, competent patient care. Safety in the delivery of patient care is the basis for drug testing. The purpose of this policy is to set forth the requirement of the School of Nursing that all students undergo an 10 panel drug screen and test negative before being permitted to engage in any clinical activity through the School of Nursing.

The School of Nursing at Widener University shall (a) support faculty in meeting their obligation to comply with section § 21.18. Standards of nursing conduct of the Pennsylvania State Board of Nursing which states that "A registered nurse shall: Act to safeguard the patient from the incompetent, abusive or illegal practice of any individual (<http://www.pacode.com/secure/data/049/chapter21/chap21toc.html#21.18a>, retrieved October 2, 2007) and (b) assure compliance with conditions for criminal background investigations and drug screens as specified in agency contracts with the Clinical Affiliates where students gain clinical experiences. Students who are under the influence of drugs and/or alcohol are deemed to be impaired and, therefore, incompetent to provide care to patients.

Policy

1. Students in the College of Nursing are required to complete an 10-panel drug screen with a negative test result as part of the requirements for approval to participate in a clinical placement. The drug testing shall be conducted annually or more frequently if required by the healthcare facility at which the student is placed ("clinical site"). Testing is required to be completed by the established deadlines. Failure to complete the requisite drug testing by any established deadline may result in the delay or withdrawal of a clinical placement. Testing under this policy is in addition to any testing required by the policies and procedures at any clinical site.
2. Students are required to sign all necessary consent and release forms related to any drug testing. By participating in the drug testing procedure, the student is authorizing release of the drug testing results in accordance with this policy.
3. Drug tests shall be performed through a testing facility designated by the School of Nursing. The designated testing facility shall determine what constitutes a positive or negative test result. A student is not permitted to select a testing facility to conduct any drug testing.

4. All test results are returned to the student's online medical document manager hosted by the online vendor and are viewable by the student. The Vendor's Medical Review Officer notifies the student by e-mail when the test results are available.

5. A positive test result will be reviewed by the Medical Review Officer ("MRO") utilized by the vendor prior to release to a student. An MRO is a nationally certified, licensed medical doctor or osteopath responsible for receiving laboratory results under this policy who has knowledge of substance abuse disorders and appropriate medical training to interpret and evaluate positive test results, medical history and any other relevant biomedical information. MRO reviews are usually completed within seven (7) business days of an initial positive test result.

6. If a test result is positive, the MRO will notify the student by email. If the student does not respond to the MRO within three (3) business days of the transmission of the first email, the MRO shall report the test as positive. The vendor will advise the Associate Dean that the student's test results have been posted on the student's on-line medical document manager.

7. When the student responds to the MRO, the MRO will interview the student and may undertake a further review in accordance with the testing facility's internal procedures. If, following an interview and any further review, the MRO concludes that the test result is positive, the Vendor reports the test as positive, notifies the student by email that his/her test results have been posted and advise the Associate Dean that the student's test results have been posted on the student's on-line medical document manager.

8. Any attempt to delay, hinder or tamper with any testing or to alter the result of testing shall be considered a refusal to comply with this policy. As required by law, a student who is licensed as a nurse and who tests positive or is suspected of substance abuse will be reported to the appropriate state Board of Nursing issuing the license.

9. If a student is on a prescribed medication the MRO verifies that with the student by giving a medical prescription and is recorded on the website as a negative test. Medical marijuana is not an approved prescribed substance.

Marijuana use

As a Widener University nursing student, a commitment to the highest professional standard and the solemn contract we hold with society to be safe, competent caregivers is expected. Our legal contracts with clinical agencies require clean substance screens. State laws that legalize both recreational and medical marijuana, do not change our standard and our commitment to a drug-free life style, both during the school year and during breaks. Use of marijuana, even though legal in other states, will not be permitted in the SON. Violations of the SON substance abuse guidelines will result in disciplinary action up to and including dismissal.

INCIDENT REPORT FOR STUDENTS

A School of Nursing Student Incident Report is filed when any unusual event occurs (such as needle sticks, falls, being struck by a patient, etc.) which may cause harm to students. The Academic Program Director should be notified as soon as the clinical faculty member has knowledge of such an event. The completed form should then be sent to the office of the Academic Program Director for processing. Incidents involving exposure to infectious disease, hazardous material, or serious injury must be reported to the Academic Program Director and University Health Services immediately. Clinical instructors must contact the course coordinator who will contact the Academic Program Director. A call to University Health Center will be made. The incident report will be transmitted on the scene or next business day depending on time of occurrence.

BLOOD AND BODY FLUID EXPOSURES/NEEDLE STICK INJURIES

"An exposure that might place a health care professional at risk for HIV is defined as a percutaneous injury (e.g. a needle-stick or cut with a sharp object) or contact of mucous membrane or non-intact skin (e.g. exposed skin that is chapped, abraded, or afflicted with dermatitis) with blood, tissue, or other body fluids that are potentially infectious" Students who sustain a needle-stick injury, or get blood or other potentially infectious materials in their eyes, nose, mouth, or on broken skin should "immediately flood the exposed area with water and clean any wound with soap and water or a skin disinfectant if available" (https://www.osha.gov/SLTC/bloodborne pathogens/worker_protections.html)

AGENCY REQUIREMENTS

1. Widener SON faculty and students are the guests of our clinical agencies. As such, the utmost care is required to adhere to professional dress, conduct and agency policies.
2. Students are expected to comply with clinical agency policies related to identification badges, confidentiality, HIPAA privacy regulations, criminal record check, drug free work environment, health records, immunizations, parking, meals, and mandatory procedural reviews, etc. Failure to comply with clinical agency policies may result in denial of clinical experience. Clinical agencies may require the students' signature, verifying their understanding of specific policies.
3. Clinical agencies have the right to remove students from duty when in the judgment of the agency they cannot carry out their duties due to physical or mental impairment. If such impairment is suspected to be due to drug and/or alcohol use, the agency may require drug testing and/or alcohol and/or counseling. If the student refuses, the agency may request the student be removed.
4. The School may be required to provide agencies with the names and specific records of students.
5. Clinical agencies have the right to bar SON students and/or faculty from the agency. Such an occurrence is to be reported immediately to the Academic Program Director and Dean, who will then investigate the issues leading to such action.
6. A Criminal Record Check, a Child Abuse History Clearance, and a Drug and Alcohol Screening are required for all nursing students.
7. Students are expected to wear a lab coat, University ID badge, and name pin to all clinical rotations, unless otherwise specified by the course coordinator.

CLINICAL ABSENCES

MSN and Post MSN certificate students who are unable to attend clinical experiences as planned due to illness or personal emergency must notify their preceptors as soon as possible, but not later than two hours prior to the planned experience.

CLINICAL LATENESS

It is the student's responsibility to be on time for clinical experiences. In the event of unavoidable lateness students must call their preceptors and notify them that they will be late. Due to the nature of traffic in the Tri-State area, students should plan travel time to include potential delays of up to thirty minutes.

CLINICAL/THEORY COURSES

Both the theory and clinical/laboratory portions of a nursing course must be successfully completed to earn a passing grade. A failing clinical grade will result in a final course grade of 'F', regardless of the theory grade.

CONFIDENTIALITY

Confidentiality is both an ethical and legal responsibility of all professional nurses. Annual review of the HIPAA Privacy Regulations is required. Students are to maintain the confidentiality of all clients. Information concerning any client's identity, diagnosis, treatment, family problem or life style is considered confidential and shall not be discussed or otherwise passed on to any individuals outside of the agency.

CPR REQUIREMENT

A current 2-year certification from the American Heart Association Healthcare Provider or the American Red Cross Association Healthcare Provider (BLS). The course should include 1 man CPR, 2 man CPR, child and infant CPR, management of obstructed airway for both conscious and unconscious victims, and automatic external defibrillation. Students must have a valid CPR card during the entire nursing program.

Proof of certification is submitted with other clinical requirements.

DENIAL OF CLINICAL EXPERIENCE

A School of Nursing faculty member has full and unmitigated authority to deny, based upon the faculty member's judgment, a student's participation in any School-approved clinical nursing experience activity. Students will have the right to a full hearing before the School's Academic Council. The hearing will be held in an expeditious manner.

EMERGENCY CARE

Should a health problem arise during a clinical experience, students will be referred to the nearest appropriate acute care facility. Students are responsible for all medical costs incurred; the University will not assume this responsibility. Prior to returning to the clinical, the student must be cleared through University Health Services.

ESSENTIAL REQUIREMENTS

Students must meet the "The Essential Functions for Nursing Practice " specified in this Handbook.

HEALTH INSURANCE

All medical costs are the responsibility of the student. Therefore, students are required to have health insurance. Verification of this insurance is required annually.

HEALTH REQUIREMENTS

1. Health requirements are required to meet the contractual stipulations of the clinical agencies in which clinical experiences take place.
2. Students will be instructed to access the CastleBranch website to fulfill these requirements.

MALPRACTICE INSURANCE

Malpractice insurance is required of all clinical nursing students. Proof of malpractice insurance is required.

PERSONAL SAFETY

Personal safety is a matter of concern to everyone. Most clinical agencies have policies regarding personal safety. Students are responsible for familiarizing themselves with these guidelines and using good judgment.

In general, use the following guidelines:

- Concerns related to safety shall be discussed with the faculty member.
- Faculty/preceptor instruction related to safety shall be followed.
- Agency guidelines shall be followed.

PROFESSIONAL ATTIRE

The appearance of a student in the School of Nursing communicates definite messages about the profession and the School. As a student, professional attire may be required for School of Nursing activities.

Professional attire includes:

1. Minimal jewelry, closed-toe shoes, and modest choices for necklines and hemlines. No jeans are permitted.
2. Widener University student name pins and University ID's must be visible at all times.
3. Hair must be styled off the face and collar.
4. Beards and mustaches must be neatly groomed.
5. Make-up is permitted in moderation.
6. Fingernails must not extend beyond the end of the finger. Nail polish is not permitted.
7. Artificial nails or nail extenders are not permitted. See CDC information at www.cdc.gov.
8. Tattoos must not be visible.

9. Wedding bands, watches, and one small post earring per ear are the only articles of jewelry permitted. No additional body adornments are permitted.
10. Students may wear a head covering as required by their religious beliefs.

Program Practicum Information

ADVANCED CLINICAL (AP) PRACTICUM INFORMATION

Practicum experiences must be pre-approved by Academic Program Director and may include but are not limited to the following activities:

1. Direct practice experiences (majority of experiences in this domain)
2. Leadership experiences
3. Site visits
4. Consultation with experts
5. Health policy
6. Evidence-based and specialty related conference attendance (limited to once per clinical course – prior approval needed)
7. Quality improvement and system change activities
8. Development of education/support groups

The practicum hours are related to the student's individual goals, course objectives, student learning outcomes.

Students are mentored by the Widener University School of Nursing (SON) Faculty and selected practicum preceptors/mentors. Students will select preceptors/mentors in collaboration with the faculty who are content experts in the selected area of clinical practice.

Preceptors/mentors must agree to advise and facilitate the student towards the achievement of goals, objectives and MSN/APRN competencies.

Pre-Clinical Requirements for Students Scheduled for Graduate Clinical Courses

The following pre-clinical requirements apply to MSN students. These requirements must be met for you to participate in required clinical experiences.

The requirements to be met are as follows:

- A. Requirements met through Castlebranch Agency
 - Criminal background check
 - Substance abuse screen
- B. Requirements to be submitted to Castlebranch Agency (DEADLINE: as determined by the Graduate Clinical Placement and Prog Director and Program Directors)
 - CPR Certification inclusive of infant, child, adult, 2 person, and AED
 - Pennsylvania Child Abuse History Clearance
 - FBI Criminal Background Check
 - Documentation of Health Insurance Coverage
 - Pre-Clinical Health History
 - Pre-Clinical Physical exam to determine
 - Ability to perform essential functions
 - Health insurance portability- HIPAA Acknowledgement
 - Documentation of immunization of serologic immunity and tuberculosis screening.
 - Annual Flu vaccination each Fall.
- C. Student Responsibilities
 - Photo ID/ Widener University Name tag to be worn at all times while in clinical setting

D. Additional Requirements for RN/BSN, Master's and Post Master's Students

- Proof of licensure as a Registered Nurse in PA for RN/BSN students and CNS students; FNP and AGACNP students required to be licensed in PA plus either NJ or DE license to facilitate clinical placements.
- Malpractice insurance within acceptable limits for specialty.

The Essential Functions for Nursing Practice

See The Essential Functions for Nursing Practice

Doctor of Nursing Practice (DNP): Overview, Goals, and Outcomes

<ul style="list-style-type: none">• Preface• Professional Nursing Law• Professional Code for Nurses	<ul style="list-style-type: none">• Diversity Statement• Doctor of Nursing Practice Goals and Outcomes
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Preface

This Handbook will provide you with information about the programs of study and the policies and procedures specific to our School of Nursing. It should be used as a supplement to the Widener University Bulletin, Widener University Student Handbook, the School of Nursing Fact Books, and other University Publications. As such, the policies, procedures, regulations, requirements, standard of conduct and other information contained in such other publications are not reprinted herein, but are incorporated by reference herein as if all of the foregoing were set forth at length. All students are obliged to be familiar with and to comply with all of the policies, procedures, regulations, requirements, standards of conduct and other information set forth in such other publications.

The contents of this Handbook provide for the continuing integrity of the programs of study in the School of Nursing, thereby preparing you, the student, for professional roles. The University and the School of Nursing reserve the right and authority at any time to alter any of all of the statements contained herein, to modify the requirements for admission and graduation, to change or discontinue programs of study, to amend any regulation or policy affecting the student body, to increase tuition and fees, to deny admission, to revoke an offer of admissions, and to dismiss from the University any student at any time, if it is deemed by the University or the School of Nursing to be in the best interest of the University, the School of Nursing, the university community, or the student to do so. The provisions of this publication are subject to change without notice, and nothing in this publication may be considered as setting forth terms of a contract between a student or prospective student and Widener University.

Professional Nursing Law

The following statement is taken from the "The Professional Nursing Law" as enacted by the General Assembly of the Commonwealth of Pennsylvania. The Professional Nursing Law can be found at PA Code for Registered Nurse.

"The 'Practice of Professional Nursing' means diagnosing and treating human responses to actual or potential health problems through such services as case finding, health teaching, health counseling, and provision of care supportive to or restorative of life and well-being, and executing medical regimens as prescribed by a licensed physician or dentist. The foregoing shall not be deemed to include acts of medical diagnosis or prescription of medical therapeutic or corrective measures, except as performed by a certified registered nurse practitioner acting in accordance with rules and regulations promulgated by the Board". For additional information, click on the PA Professional Code for Nurses.

Professional Code for Nurses

The Code of Ethics for Nurses with Interpretive Statements (ANA 2015) was developed as a guide for carrying out nursing responsibilities in a manner consistent with quality in nursing care and the ethical obligations of the profession. Students at Widener University are responsible for understanding and adhering to the Code of Ethics. Additional information on the Code can be found at Code of Ethics for Nurses with Interpretive Statements.

Diversity Statement

Widener University School of Nursing is committed to fostering a culture of inclusivity and equity throughout our programs, our nursing practice, and in our workplace. The School of Nursing's unique, powerhouse programs serve the needs of diverse students at all stages of their careers. We're All Widener. That's not just a saying here; it's a way of life. It represents the culture of our university - a powerful call for respect, mutual understanding, and unity. Here you'll be embraced and supported by a welcoming and inclusive community regardless of your race, ethnicity, national origin, gender and sexual identity, socioeconomic status, ability, religion, political affiliation, among other things. You'll join a community of students and scholars who hail from across the country and around the world. Our community is woven together by diverse backgrounds, life experiences, and perspectives, and our classrooms, residence halls, and social spaces are enriched by this variety. You'll interact with people and engage in the kinds of transformational moments that broaden your own worldview and prepare you for the world and workforce you're about to enter. For more information about Diversity and Inclusivity, please click here.

Doctor of Nursing Practice Goals and Outcomes

OVERALL GOAL STATEMENT

The Doctor of Nursing Practice (DNP) program prepares advanced practice nurses to provide clinical leadership in the delivery of culturally competent, evidence-based, disease state management and/or system-based care. The graduate is also prepared for interprofessional collaboration and outcome management to support the provision of quality and safety in complex health care systems.

GOALS

The Doctor of Nursing Practice (DNP) degree program prepares experts in specialized advanced nursing practice.

- The graduates of this clinical doctorate degree program will be prepared to function as expert clinicians for roles at the highest levels of clinical competence in either an advanced practice registered nursing or leadership role with distinct in-depth knowledge of complex health care systems.
- The graduates of the DNP program will distinguish themselves by their ability to provide direct care, as well as to conceptualize new delivery models, based in contemporary nursing science, and informed by organizational, political, cultural, and economic tenets.
- The ultimate goals are improving patient and health care outcomes and reducing health disparities.

DOCTOR OF NURSING PRACTICE OUTCOMES

Graduates of the doctor of nursing practice program will:

- Apply nursing science and theory with knowledge from ethics, biophysical, psychosocial, analytical, and organizational sciences to develop, evaluate, and improve advanced nursing practice.
- Apply organizational, political, and economic sciences as well as ethical principles for ongoing improvement of health outcomes within health care systems.
- Promote evidence based practice by collaboratively conducting, translating, and disseminating research to guide improvements in nursing practice and outcomes of care.
- Evaluate and use information systems and technology, considering ethical and legal implications, to support, improve, and transform health care.
- Assume leadership roles in the analysis and development of health care policies through advocacy, teaching, and active participation in policy making.
- Promote collegial and collaborative relationships with inter-professional teams to improve patient and population outcomes.
- Assume leadership roles in evidence-based health promotion and risk reduction/illness prevention practices in response to political, socioeconomic, cultural, and ethical issues in individual, aggregate, and population health.
- Demonstrate skills in advanced practice roles through the synthesis of biophysical, psychosocial, behavioral, sociopolitical, cultural, economic, and nursing science knowledge as appropriate for area of specialization.

Doctor of Nursing Practice: Program Curriculum

<ul style="list-style-type: none">• Post Master's DNP Program Curriculum• Full Time DNP Curriculum• Part Time DNP Curriculum• DNP LEVEL II Post-Master's Curriculum Allocation of Classroom and Clinical Credits, Class Hours, Practicum Hours	<ul style="list-style-type: none">• Post-Baccalaureate RN to DNP• Post Baccalaureate RN-DNP Family/Individual Across the Lifespan Option• Post Baccalaureate RN-DNP Adult Gerontology Acute Care Nurse Practitioner Option• Post-Baccalaureate RN to DNP Adult Gerontology Clinical Nurse Specialist Option• Post Baccalaureate RN-DNP Health Systems Leadership Option• DNP Practicum
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Post Master's DNP Program Curriculum

The Post Master's DNP student is required to have at minimum 500 hours in the previous Master's program and 560 hours in the DNP Program. The Program consists of 37 credits, including three advanced practice clinical courses (16 credits) and 560 hours beyond the Master's, for a minimum of 1,060 hours. Of the total hours required for the DNP Program (1060), 750 will be direct patient care clinical hours. If needed, students will complete additional direct patient care clinical hours to achieve the minimum of 750 direct patient care clinical hours. The Post Master's DNP Program is consistent with current guidelines outlined in *The Essentials: Core Competencies for Professional Nursing Education (AACN, 2021)*; *The Essentials of Doctoral Education for Advanced Nursing Practice (AACN, 2006)*; *NONPF's NP Role Core Competencies (2022)*; *NONPF 2022 Standards for Quality NP Education (6th ed.)*; *CNS Competencies (NACNS, 2019)*; and *Nurse Executive Competencies (AONE, 2015)*.

Course Number	Course Title	Course Credit (Clinical Hours)
NURS 702	Nursing Science I	3
NURS 708	Health Policy	3
NURS 713	Complex Health Care Systems	3
NURS 732	Evidence Based Practice I	3
NURS 734	Evidence Based Practice II ^a	3
NURS 736	Informatics	3
NURS 740	Ethics and Genetics	3
NURS 885	DNP I	4 ^b (112)
NURS 886	DNP II	6 ^c (224)
NURS 887	DNP III	6 ^c (224)

Notes.

Total course credits = 37. Total clinical hours = 560.

NURS 889 (DNP Project Advisement) requires continuous enrollment each fall, spring and summer semester until the project is completed.

Program can be completed full-time or part-time. Full-time: 9 credits fall and spring semesters; 6 credits summer. Part-time: 3-credit minimum each semester (fall, spring, summer).

Course credits and clinical hours ratio per graduate course (per 15-week semester); 1 classroom credit hour = 14 classroom hours; 1 clinical credit hour = 4 clinical hours per week

^aNURS 732 is a pre-requisite of NURS 734

^b2 credits didactic; 2 credits clinical

^c2 credits didactic; 4 credits clinical

Post-Baccalaureate RN-to-DNP

Post-Baccalaureate RN-to-DNP students are prepared to design, implement, and evaluate evidence-based disease management care and/or to organize care for multiple chronic conditions for individuals and populations. Graduates will be prepared at the highest level for evidence-based care, system-based care, health equity, inter-professional

collaboration, and practice leadership. The Post Baccalaureate DNP Program is consistent with current guidelines outlined in *The Essentials: Core Competencies for Professional Nursing Education (AACN, 2021)*; *The Essentials of Doctoral Education for Advanced Nursing Practice (AACN, 2006)*; *NONPF's NP Role Core Competencies (2022)*; *NONPF 2022 Standards for Quality NP Education (6th ed.)*; *CNS Competencies (NACNS, 2019)*; and *Nurse Executive Competencies (AONE, 2015)*.

Post Baccalaureate RN-to-DNP Family/Individual Across the Lifespan Option

The Post Baccalaureate RN-to-DNP Family/Individual Across the Lifespan NP student is required to complete a minimum of 672 direct patient care clinical hours to individuals and families to fulfill the family individual across the lifespan population and role requirements, as well as an additional 560 clinical hours of direct and/or systems based clinical hours for a total of 1232 hours.

The Post Baccalaureate RN-to-DNP Family/Individual Across the Lifespan Program prepares graduates to perform acts of diagnosis and prescription of therapeutics and corrective measures in primary care, collaborating with interprofessional teams in the nurse practitioner role with emphasis across the lifespan. The population focused and role course are as follows.

CURRICULUM

Core (10 Credits)

NURS 636 Dynamics of Family Health Care (3 credits)

NURS 638 Issues in Health Care for Underserved Populations (3 credits)

NURS 663 Advanced Nursing Practice: Current Perspectives (1 credit)

NURS 690 Population Health and Epidemiology (3 credits)

Advanced Practice Registered Nurse Core Courses (9 Credits)

NURS 601 Advanced Pathophysiology (3 credits)

NURS 608 Advanced Health Assessment (3 credits)

NURS 639 Advanced Pharmacology (3 credits) approved

Specialty Family (Individual Across the Lifespan) Role/Population Focused Area, (18 credits)

NURS 648 Advanced Family Nursing I (4 credits, 112 clinical hours)

NURS 649 *Advanced Family Nursing II* (6 credits, 224 clinical hours)

NURS 655 *Advanced Family Nursing III* (6 credits, 224 clinical hours) (state board approved)

NURS 658 *Advanced Family Nursing Practicum* (2 credits, 112 clinical hours)

In addition 3 credits each semester until Capstone Project Advisement is complete. (74 Credits, 1232 Clinical Hours) *

Post Baccalaureate RN-to-DNP Adult Gerontology Acute Care NP Option

The Post Baccalaureate RN-to-DNP Adult Gerontology Acute Care NP (AGACNP) students are required to complete a minimum of 672 direct patient care clinical hours to individuals and families to fulfill the AGACNP population and role requirements and an additional 560 clinical hours of direct and/or systems-based care for a total of 1232 hours.

The Post Baccalaureate RN-to-DNP AGACNP Program prepares graduates to perform acts of diagnosis and prescription of therapeutics and corrective measures in acute care, collaborating with interprofessional teams in the nurse practitioner role. The population focused and role course are as follows.

CURRICULUM

Core (10 Credits)

NURS 636 *Dynamics of Family Health Care* (3 credits)

NURS 638 *Issues in Health Care for Underserved Populations* (3 credits)

NURS 663 *Advanced Nursing Practice: Current Perspectives* (1 credit)

NURS 690 *Population Health and Epidemiology* (3 credits)

Advanced Practice Registered Nurse Core Courses (9 Credits)

NURS 601 *Advanced Pathophysiology* (3 credits)

NURS 608 *Advanced Health Assessment* (3 credits)

NURS 639 *Advanced Pharmacology* (3 credits) approved

Specialty AGACNP Role/Population Focused Area, (18 credits)

NURS 605 *Clinical Decision Making and Diagnostic Reasoning AGACNP 1* (224 clinical hours)

NURS 606 *Clinical Decision Making and Diagnostic Reasoning AGACNP 2* (224 clinical hours)

NURS 607 Clinical Decision Making and Diagnostic Reasoning AGACNP 3 (224 clinical hours)

In addition 3 credits each semester until Capstone Project Advisement is complete. (74 Credits, 1232 Clinical Hours)

Post Baccalaureate RN-to-DNP Adult Gerontology Clinical Nurse Specialist Option

The Post Baccalaureate RN-to-DNP Adult Gerontology Clinical Nurse Specialist program of study provides a broad foundation in health promotion and disease prevention, concepts of wellness and illness care, and clinical decision-making grounded in evidence-based practices. The focus is on caring for late adolescents, adults, and older adults in wellness through acute care settings, including emergency and critical care environments. Graduates are prepared for leadership in improving patient outcomes and the quality of health care.

CURRICULUM

Core (4 Credits)

NURS 663 *Advanced Nursing Practice: Current Perspectives* (1 credit)

NURS 690 *Population Health and Epidemiology* (3 credits)

Advanced Practice Registered Nurse Core Courses (9 Credits)

NURS 601 *Advanced Pathophysiology* (3 credits)

NURS 608 *Advanced Health Assessment* (3 credits)

NURS 639 *Advanced Pharmacology* (3 credits)

Specialty: Advanced Practice CNS Courses (15 Credits)

NURS 602 *Adult-Gerontology CNS Practice Role Seminar & Practicum I* (5 credits) (168 Clinical Hours)

NURS 603 *Adult-Gerontology CNS: Management of the Late Adolescent through Older Adult* (5 credits) (168 Clinical Hours)

NURS 604 *Adult Gerontology CNS Practicum III* (5 credits) (168 Clinical Hours)

In addition 3 credits each semester until DNP Project Advisement is complete.

(65 Credits, 1064 Clinical Hours) *

Post Baccalaureate RN-to-DNP Health Systems Leadership Option

The Post Baccalaureate RN-to-DNP Health Systems Leadership Option responds to the clinical, organizational, and economic challenges incurred by health systems across the nation. Health care leaders require more than clinical expertise and well-developed communication skills. There is a need for business savvy, along with a deep knowledge and appreciation for fiscal and human resource management, continuous quality improvement and safety, complex organizational behavior, and strategic leadership competencies. The RN-to-DNP in Health Systems Leadership at Widener University builds on your strong nursing foundation and prepares you to advance as a visionary and passionate nurse executive and leader.

CURRICULUM

Nursing Core (15 Credits)

- **NURS 611** *Introduction to Nursing Science* (3 credits)
- **NURS 634** *Nursing Leadership for Advanced Practice* (3 credits)
- **NURS 652** *Statistical Analysis and Interpretation* (3 credits)
- **NURS 664** *Health Care Environment: Technology and Health Policy* (3 credits)
- **NURS 684** *Using Research for Evidence-Based Practice* (3 credits)

Business Core (9 credits)

MGT 622 *Developing Management Skills* (3 credits)

BUS 615 *Information Systems and Data Analysis* (3 credits)

BUS 665 *Managing Business Processes* (3 credits)

Specialty Health Systems Leadership Courses (17 Credits)

- **NURS 694** *Health Care Finance* (3 credits)
- **NURS 695** *Organizational Leadership in Health Care* (3 credits)
- **NURS 696** *Organizational Leadership in Health Care Practicum* (4 Credits) (224 clinical hours)
- **NURS 697** *Systems Health Leadership* (3 credits)
- **NURS 698** *Systems Health Leadership Practicum* (4 Credits) (224 clinical hours)

(66 credits, 1008 clinical hours)

In addition 3 credits each semester until DNP Project Advisement is complete.

DNP Practicum

ADVANCED CLINICAL (AP) PRACTICUM INFORMATION

There are three advanced practice (AP) clinical courses in the Post Master's DNP Program curriculum:

1. **NURS 885** *Doctor of Nursing Practice I* (4 credits)
2. **NURS 886** *Doctor of Nursing Practice II* (6 credits)
3. **NURS 887** *Doctor of Nursing Practice III* (6 credits)

These three courses provide 560 hours to meet the required minimum 1,000 DNP clinical hours including a minimum of 750 direct patient care clinical hours.

Practicum experiences must be pre-approved by program faculty and may include but are not limited to the following activities:

1. Direct practice experiences
2. Leadership experiences
3. Stacked credential activities
4. Consultation with experts
5. Health policy activities
6. Evidence-based and specialty Related conference and workshop attendance
7. Quality improvement and system change activities
8. Development of education practice model and support groups

The practicum hours are related to the student's individual goals, course objectives, student learning outcomes, DNP competencies, the Essentials of Doctoral Education for Advanced Practice Nursing (AACN, 2006) and the DNP Project. Students are mentored by the Widener University School of Nursing (SON) Faculty and selected practicum preceptors/mentors. Students will select preceptors/mentors in collaboration with the faculty who are content experts in the selected area of clinical practice inquiry. Preceptors/mentors must agree to advise and facilitate the student towards the achievement of goals, objectives, DNP Essentials and population focused competencies. The preceptor/mentor may be an external member of the DNP Project advisement team.

Academic Policies and Procedures

• Academic Integrity

• Practice Project Policies and Procedures

<ul style="list-style-type: none"> • Student Conduct • Mobile Device Policy • Admission/Transfer/Matriculation • Grading Policies • Advisement • Progression Policies • Dismissal Policies 	<ul style="list-style-type: none"> • Graduation Policies • Due Process Policy • Grievance Process • Shared Governance/Committees • Graduate Student Award/Honor Society • General Administrative Policies and Procedures • Clinical/Lab Policies
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Standards for Academic Integrity

<ul style="list-style-type: none"> • Definition of Violations of Standards of Academic Integrity • Definition of Plagiarism • Statement of Plagiarism 	<ul style="list-style-type: none"> • Self-Plagiarism • Penalties
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The School of Nursing adheres to the University policy of academic integrity as stipulated in the University Student Handbook and as stated below. Student appeals related to allegations of academic fraud are heard by Academic Council of the School of Nursing.

Academic Integrity Statement Widener University strongly supports the concepts of academic freedom and academic integrity and expects students and all other members of the Widener University community to be honest in all academic endeavors. Cheating, plagiarism, and all other forms of academic fraud are serious and unacceptable violations of university policies on academic honesty, and Widener will not accept a claim of ignorance - either of the policy itself or of what constitutes academic fraud as a valid defense against such a charge.

Definition of Violations of the Standards of Academic Integrity

Violations of the standard of Academic Integrity constitute academic fraud. Academic fraud consists of any actions that serve to undermine the integrity of the academic process, including but not limited to:

- unauthorized inspection or duplication of test materials;
- cheating, attempting to cheat, or assisting others to cheat in a classroom test, take home examination or final examination;
- post-test alteration of examination responses;
- plagiarism;
- electronic or computer fraud.

In addition to but not limited to the above, for the School of Nursing violations of academic integrity include:

- unauthorized possession or disposition of academic material not formally released by course faculty;
- falsifying or altering clinical/patient records or other recordings;
- not reporting patient safety errors, etc.;
- falsifying research data or data analysis; and
- specific clinical behaviors identified in nursing courses.

Definition of Plagiarism

Plagiarism—submitting the work of others as one's own—is a serious offense. In the academic world, plagiarism is theft. Information from sources—whether quoted, paraphrased, or summarized—must be given credit through specific citations. When a student paraphrases a work, it is still necessary to cite the original source. Merely rearranging a sentence or changing a few words is not sufficient. The citation style should be appropriate for the discipline and should clearly indicate the beginning and ending of the referenced material. All sources used in the preparation of an academic paper must also be listed with full bibliographic details at the end of the paper, as appropriate in the discipline.

Statement of Plagiarism

Plagiarism - passing off the work of others as one's own - is a serious offense. In the academic world, plagiarism is theft. Information from sources - whether quoted, paraphrased, or summarized - must be given credit through specific in-text citations. All sources used in the preparation of an academic paper must also be listed with full biographic details at the end of the paper. It is especially important that paraphrase be both cited and put into one's own words. Merely rearranging a sentence or changing a few words is not sufficient.

Self-Plagiarism

Is the presentation of your own previously published work as original. Incorporating previous classwork into one's thesis or dissertation and building on one's own existing writing may be permissible; graduate students who wish to do this should first disclose and discuss their ideas with their instructor or advisor (<https://apastyle.apa.org/style-grammar-guidelines/citations/plagiarism>). Submitting all or part of a paper used in a previous graduate class as part of a current graduate class assignment should not be done without first discussing with instructor.

Penalties

The minimal penalty for individuals found to have engaged in academic fraud will be failure in the course.

For a second offense, the penalty will be failure in the course and expulsion from the University.

For attempting to steal or stealing an examination, students found guilty will be failed in the course and expelled from the University.

The minimal penalty for individuals in the Doctoral program will be failure in the course and expulsion from the School of Nursing.

Student Conduct

All students are expected to be honest, mature, and responsible and to respect the rights and property of others. The purpose of the Student Code is to promote, preserve, and protect the educational mission of the university. All students must be aware of and conform to the Widener University "Student Code of Conduct" that is published online in all Widener University Student Handbooks. The Student Code of Conduct applies to all student behavior in class, lab, clinical settings, and public places.

Nursing is a profession requiring the highest level of ethical behavior. Students are held to the American Nurses Association Code of Ethics. This code is available online at: <https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses/>.

Violating the Widener University Code of Conduct, the School of Nursing Code of Conduct or the American Nurses Association code of ethics is a serious offense and may result in the student's dismissal from the School of Nursing.

In addition to the general University Student Code of Conduct, the following student behaviors may result in disciplinary action by the School of Nursing. Even a single incident of one of these behaviors may result in dismissal. This may mean permanent separation from the School of Nursing. These issues of professionally related conduct may include but are not limited to:

- a breach of client confidentiality.
- a behavior that jeopardizes a client, student, Widener University personnel or clinical agency personnel.
- other unprofessional behaviors, based on faculty judgment.

Student Policy for Using Mobile Technology Devices

Mobile information technology devices may be used in clinical, simulation, and classrooms if permitted by the agency and faculty. If those devices also include a cell phone, instant messaging/text messaging, or camera feature, these features are **NOT ALLOWED** to be used in any of these settings. The use of the internet through the use of these devices in these settings is limited to educational purposes **ONLY**.

Students are expected to comply with Health Insurance Portability and Accountability Act (HIPAA) regulations. All patient related information (simulated and/or real) is confidential. Patient related information (simulated and/or real) is defined as all information related to the health, business, or personal matters of the patient or patient's family. This includes but is not limited to Protected Health Information (PHI) that is based on a patient's diagnosis, examination, treatment, observation, or conversation, and information maintained in data bases that contain diagnostic or treatment related information. (*HIPAA violations are a dismissal offense: See dismissal section in student handbook for details)

Admission/Transfer/Matriculation Policies

<ul style="list-style-type: none">• Admissions Post Master's DNP• Admissions Post Baccalaureate RN to DNP Family (Individual Across the Lifespan) CRNP Option and Post Baccalaureate RN to DNP Adult-Gerontology CNS Option	<ul style="list-style-type: none">• Matriculation• Transfer of Credits
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Graduates of an accredited master's programs are invited to apply for admission by submitting evidence of:

- A completed online application.
- Transcripts from all previously attended higher education institutions.
- Minimum of 500 clinical clock hours in master's level course work.
- A minimum of 3.2 grade-point average (on a 4.0 scale) in the MSN program.
- An undergraduate or graduate statistics course with a grade of at least C (2.0).
- Two references—one from an educator or an advanced practice nurse and one from an employer with a graduate degree.
- Goal Statement that highlights the applicant's interests with emphasis on health care practice improvement.
- Interview with a School of Nursing faculty member (this is arranged after a preliminary review of application materials).
- Current national APRN certification in an advanced practice nursing role and population as appropriate.
- Valid RN and APRN licenses.
- Curriculum vitae.
- Graduate level epidemiology course pre-/co-requisite.
- GRE scores are not required. International applicants, as well as applicants whose native language is not English, must submit Test of English as a Foreign Language (TOEFL) scores with a minimum score of 213 for computer-based test or 550 for paper test.

More information can also be found online at <https://www.widener.edu/student-experience/student-success-support/international-student-support>. International Student Services Office at 610-499-4499.

ADMISSIONS POST BACCALAUREATE RN-TO-DNP (FAMILY/INDIVIDUAL ACROSS THE LIFESPAN NP, ADULT-GERONTOLOGY ACUTE CARE NP, OR ADULT-GERONTOLOGY CNS)

Graduates of nationally accredited Baccalaureate programs are eligible to apply for admissions by submitted evidence of:

- Completed online application.
- Transcripts from all previously attended higher education institutions.
- A minimum of 3.0 grade-point average (on a 4.0 scale) in the BSN program.
- An undergraduate or graduate statistics course with a grade of at least C (2.0).
- Two references—one from an educator or an advanced practice nurse and one from an employer with a graduate degree.
- Goal Statement that highlights the applicant's interests with emphasis on health care practice improvement.
- Interview with a School of Nursing faculty member (this is arranged after a preliminary review if application materials).
- Valid RN license.
- Curriculum vitae.

MATRICULATION

A matriculated student is one who has been accepted officially into the doctoral degree program. Two doctoral level courses may be taken before matriculation. Students may be required to complete supplemental course work either prior to admission or as part of the course of studies.

A non-matriculated student is one who is taking a course for credit, but has not yet been accepted officially into the doctoral program. These students must submit the usual application for admission. No more than two courses earned by a student in a non-matriculated status may be applied toward the degree upon acceptance as a matriculated student.

The following guidelines have been established by the School of Nursing for acceptance of doctoral level course work taken previously at Widener University or at other institutions:

- A maximum of two doctoral level courses earned at another accredited institution within the five-year period preceding admission may be accepted for transfer upon admission to the doctoral program.
- Once admitted, a student may only take one course for transfer credit at another institution.
- Courses taken prior to admission to the DNP program, either within or outside the university, will be accepted only if the student has earned a grade of A or B in the courses under consideration. Grades of "Satisfactory" or "Pass" are transferable as elective courses. The process in considering requests for transfer of graduate credit is as follows:
 - An official request for transfer credit must be submitted to the Program Director. If transfer credit is requested in lieu of required courses in the program, a course syllabus must accompany the request.
 - Requests for transfer of graduate credit will be approved upon recommendation of the Academic Program Director in collaboration with the faculty expert on the topic.
 - Required graduate courses in statistics and conceptual models/theories may not be used for transfer credit because they are prerequisites for admission.

Grading Policies

GRADING SCALE FOR THE SCHOOL OF NURSING GRADUTE COURSES

GRADE	QUALITY POINTS	PERCENTAGE RANGE
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A	4.0	93-100
A-	3.7	90-92
B+	3.3	87-89
B	3.0	83-86
B-	2.7	80-82
C+	2.3	77-79
C	2.0	73-76
C-	1.7	70-72
F	0.0	<70
I	Incomplete	
W	Withdrawn	
P/NP	Pass/Not Pass	
AU	Audit (No Credit)	

NOTE: Individual instructors may elect, at their discretion, not to use plus/minus grades.

Advisement

<ul style="list-style-type: none"> • Academic Advising • Academic Records • Course Overload 	<ul style="list-style-type: none"> • Registration • Special Academic Policies • Withdrawal
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All students are assigned a School of Nursing advisor upon admission.

Graduate students records are kept in the Graduate Nursing Office. The record contains such information as course grades, clinical evaluations, correspondence, course planning form, etc. The academic record is the property of the University. Students are permitted to view this record in the presence of their advisor. Written permission must be obtained from the student for any release of documents.

Nine credits in the fall and spring semesters and six credits in one summer session are recognized as normal course load for full-time students. Students, as adult learners, have the right to make decisions related to their learning needs. However, faculty believe a course load above nine credits for fall/spring or six credits in one summer session has potential for creating academic jeopardy. Students enrolling for more than nine credits during fall/spring semester or six credits in one summer session must have approval from their faculty advisor and the Program Director.

REGISTRATION

Students are emailed a specific date and time after which they may register at any time during the registration window.

NOTE: A course of study should be developed with your advisor. Your advisor will place 1 copy in your file and you will retain 1 copy to assist you with your course planning.

SPECIAL ACADEMIC POLICIES

- When a course is taken as a prerequisite for doctoral study, the grade will be recorded on the transcript with an asterisk, indicating that the course is not included in calculating the doctoral program grade point average.
- Pass/no pass grading is used for grading in "Capstone Advisement." Pass/no pass grading is optional for elective courses and the option must be exercised prior to the second class meeting. All other courses must be taken for a letter grade.
- Following a request from the student, including an explanation of the extenuating circumstances involved, a professor may give a course grade of incomplete (I) if circumstances justify an extension of time required to complete the course. A student with an "I" in any course that is a prerequisite to another course will not be allowed to enroll in the subsequent course until the I in the prerequisite has been removed and replaced by a satisfactory grade. An "I" must be resolved within one calendar year from the end of the semester in which the course was taken or it will convert to an F.
- An independent study course may be taken when a required course is not available in a timely manner. Approval for the independent study is required from the student's academic advisor and the Program Director. Independent studies are offered for students requiring mastery of additional content in order to proceed with the capstone project. Students may request an independent study for a topic of special interest if the independent study credits are not needed to meet graduation requirements. The same approval process as noted above is required.
- All requests for exceptions to these policies should be referred to the Program Director.

WITHDRAWAL

Student may withdraw from the course at any time prior to the final examination and receive the grade of W. If a course offered through these programs does not include a final examination, the deadline for withdrawing from the course with a grade of W is the final class meeting for the course.

Refunds for courses are determined by the University. The effective date used for all adjustment of charges will be the date that written notice of the withdrawal is received by the appropriate office of Widener University.

Progression Policies

<ul style="list-style-type: none">• Academic Progress Time Limit• Leave of Absence (LOA)	<ul style="list-style-type: none">• Reinstatement to the Program
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ACADEMIC PROGRESS TIME LIMIT

A maximum of seven (7) calendar years from the date of matriculation is allowed for completion of the requirements for the doctoral degree. Students must enroll in both fall and spring semesters of the academic year through the completion of required DNP course work. Students must register for "DNP Project Advisement" each fall, spring, and summer until the DNP project is completed. Students who do not follow this policy may be dropped from the program.

LEAVE OF ABSENCE (LOA)

Students who do not take at least one course per semester must submit a written request for a leave of absence, including the rationale, to the Program Director for the semester in which they are not enrolled. Those who do not do so will be dropped from the program.

A leave of absence will extend the time limit for completion of the doctoral program by the length of the leave. The total cumulative leave time applied to extensions shall not exceed two academic years. Exceptions to the policy will be referred to the Program Director.

REINSTATEMENT TO THE PROGRAM

Students who have withdrawn from the program may petition for readmission by filing a new application. Such requests must be sent to the Program Director no later than 30 days prior to the start of the semester in which the student expects to enroll.

Dismissal Policies

DISMISSAL POLICIES

- Students are expected to maintain satisfactory progress towards a degree. A student's doctoral studies record begins with the first course credited to the doctoral degree program and includes subsequent courses.
- DNP students are required to maintain at least a B (3.0) average. Only students with a 3.0 or better GPA will graduate. Courses for which grades lower than B (3.0; not B-) are received must be repeated. No more than two repetitions total and only one repetition of a particular course is allowed. If a course is repeated, both grades will be recorded on the transcript, but only the most recent grade is used in calculating the grade point average. However, if a student is found to be in violation of Widener's academic fraud policies, that student is prohibited from exercising the repeat of course option to remove the F grade (given as a result of fraud) from the GPA calculation. A student whose academic performance is considered inadequate will be dismissed from the program.
- Conduct inconsistent with the ethical and professional standards of discipline, whether it occurs before or after matriculation, is also grounds for dismissal from the program. Such conduct includes academic fraud. A student dismissed for academic fraud may no longer enroll in the graduate programs of the university may not apply for admission into another division of the university. Please see the section entitled "Policy Regarding Academic Fraud" in the Widener University Graduate Student Catalog.

Practice Project Policies and Procedures

<ul style="list-style-type: none">• I. Introduction• II. DNP Project Procedures• III. DNP Project Documentation• DNP Project Advisement	<ul style="list-style-type: none">• DNP Project Advisors• Review for Human Subjects Protections• DNP Project Report• Graduation Requirements
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The purpose of the project is to provide a formal written document describing in detail the nature and scope of the capstone project. The project will also highlight contribution to health care system quality improvement.

It is the responsibility of the student, throughout the program, to explore evidenced-based practice change topics as a focus for the capstone. By the time students enroll in the DNP clinical course sequence it is anticipated that they will have identified a scholarly project. At the completion of the (NURS 886), DNP students are expected to have finished the proposal and selected a DNP Project Advisor.

The DNP student will prepare an exhaustive document that substantiates that advanced practice competencies have been achieved. The DNP project may include but is not limited to an individual comprehensive disease management care case study, population systems change projects, health promotion/disease management program design and evaluation, translation of research into practice and quality improvement inquiry. The DNP Project will be individualized to the career focus of the DNP student and supervised by the DNP Project advisors. The DNP project topic will be selected by the DNP student and approved by the DNP Project Advisors. The DNP student will design the project in NURS 885 DNP I, present a written proposal for the capstone project in NURS 886 DNP II prior to the capstone semester, and carry-out the DNP projects during N887 DNP III and N889 DNP Project Advisement (as needed). The completed projects will be presented at the DNP Project presentation session(s). Documentation of DNP project will include an introduction, problem statement, purpose, implications for advanced practice nursing and

implications for health care system change, background and significance of the clinical issue, critical appraisal of the evidence, evaluate and synthesize the evidence to determine best practice, methods and procedures to carry-out the capstone project and answer practice related questions. Documentation will also include an impact analysis including challenges and opportunities for nursing. Depending on the nature of the project then, IRB approval may be required. Finally, the DNP student will document how the project substantiates that the DNP Essentials, population role core competencies and Common Advanced Practice Registered Nurse Doctoral-Level Competencies competencies have been achieved and how the project substantially contributes to health care improvement. A sustainability and dissemination plan of project outcomes will be documented. To summarize:

- A. The DNP Project will be individualized to the career focus of the DNP student.
- B. The DNP Project will be supervised by the DNP Project Advisors.
- C. The capstone project topic will be selected by the DNP student and approved by the DNP Project Advisors.
- D. The DNP student will design the DNP project in NURS 885 DNP I and present a written proposal for the DNP project in NURS 886 DNP II prior to the final DNP Project completion semester.
- E. The DNP student will carry-out the project during NURS 887 DNP III and NURS 889 DNP Project Advisement if needed.
- F. Completed projects will be presented at the DNP Project Presentation session(s).

DNP students who do not have an approved DNP project proposal within 2 years of enrollment in DNP II (NURS 886) may be required to repeat enrollment in NURS 886 the next time it is offered, at the discretion of the DNP Project Advisors.

Documentation of capstone project will include:

1. Title Page
2. Abstract
3. Table of Contents
4. Chapter 1: Introduction Problem Statement Purpose Implications for Advanced Practice Nursing and Health Care System Change
5. Chapter 2: Background and Significance of the Clinical Issue Search Strategy Critical Appraisal of the Evidence Evaluation and Synthesis of the Evidence
6. Chapter 3: Methodology Methods and procedures to carry-out the capstone project and answer practice related questions will be presented. If the project involves data collection, then IRB approval must be obtained.
7. Chapter 4: Impact Analysis/Results of the Capstone Project including challenges and opportunities for nursing will be documented in this chapter.
8. Chapter 5: The DNP student will document how the project substantiates how the DNP Essentials and their population-focused competencies have been achieved and how the project contributes to practice improvement. The potential for replicability and a plan for future projects will be documented. A dissemination plan of project outcomes will be documented.

One copy of the completed DNP Project must be presented to the Graduate Nursing Office and one copy must be presented to the Director of the DNP Program.

The doctoral student may be required to take Advisement (NURS 889) until successful completion of the capstone project and completion of program requirements. Students may be required by their advisor to complete additional elective coursework over and above the minimum course requirements in support of the content area or research methodology. See Graduate Catalog for additional policies and the project guidelines for additional information.

The DNP Project Advisors will be officially appointed by the Director of the Doctor of Nursing Practice Program, on the basis of a written request submitted by the student and a signed Consent to Serve form. The DNP Project will be supervised by the DNP Project Advisors. These forms are available in the Graduate Nursing Office.

A DNP project that involves data collection may require permission from the Widener University Institutional Review Board (IRB) as appropriate following the procedure established by that Board for the protection of human subjects.

Human subjects review procedures and forms may be obtained online at <http://www.widener.edu/irb>. It is the student's responsibility to provide the DNP Project Advisor with a signed approval from the IRB.

The outline for the DNP project may vary depending upon the type of project undertaken. It also may vary depending upon the specific problem being addressed. The final form of the written project is decided in conjunction with the DNP Project Advisors.

In preparing the capstone project document it is necessary to refer to the information available in the APA Manual (7th ed.).

In order to be cleared for graduation, students must submit required corrected copies of the completed DNP Project to the Graduate Nursing Office at least four weeks before graduation

Note: If anticipated graduation date is missed a new petition for graduation must be completed and submitted to the Graduate Nursing Office. The Registrar's office will not issue a graduation diploma without a petition for the appropriate semester.

Graduation Policies

- Degree Requirements

- Petition for Graduation

DEGREE REQUIREMENTS

Students must complete at least 37 credits of approved DNP course work beyond the master's level requirements in nursing. Students must also successfully complete the DNP project. Only doctoral courses will be accepted for doctoral transfer credit. Please note that a waiver of any requirement must be approved in writing by the Program Director.

PETITION FOR GRADUATION

A student anticipating graduation must submit a graduation petition by the end of the pre-registration period in the semester prior to the one in which his/her program will be completed. Incomplete grades must be removed by May 1, August 1, or December 1 in order for your petition to be completed in time for graduation.

A student must re-petition (complete another Graduation Petition form) if graduation does not occur in the semester of the original petition. Forms are available online. A one time petition for graduation fee must be remitted with the petition as designated by the registrar's office.

NOTE: A graduation fee will be charged that includes the cost of the diploma and doctoral hood component of the academic regalia.

- Due Process Policy
- Formal Grade Appeal Policy

Due Process Policy

Students in the School of Nursing are afforded opportunities to express their interests, issues, and concerns through student representation as voting members on selected SON standing committees, including Undergraduate Programs Committee, Graduate Programs Committee, and Student Affairs Committee. Students may also voice concerns by completion of Course and Faculty Evaluations at the end of each course.

Grievance issues related to discrimination and harassment, and or violation of the Widener Compact shall be addressed by the University policies and procedures outlined in the Undergraduate and Graduate University Catalogs.

Formal Grade Appeal Policy

It is the policy of the School of Nursing to allow students to appeal the final course grade if they believe their grade has been derived in a manner not consistent with the fair and equitable application of evaluation criteria specified in the syllabus.

DEFINITION

A grade subject to the Grade Appeal Policy is a final grade the student believes to be derived in a manner not consistent with the fair and equitable application of grading criteria found in the course syllabus and/or a grade the student believes to have been miscalculated, again based on the criteria specified within the course syllabus.

See School of Nursing Grading Policy in Navigation Bar of this Handbook

Shared Governance/Committees

<ul style="list-style-type: none">• School of Nursing Faculty Committee• School of Nursing Committee	<ul style="list-style-type: none">• Graduate Program Committee
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Student representation on School of Nursing committees is an important aspect in the development and advancement of the nursing curricula and programs. The standing committee that graduate students may serve on is the School of Nursing Graduate Programs Committee. Its respective functions and student membership are outlined below.

GRADUATE PROGRAM COMMITTEE

Functions:

- A. To consider, study, analyze, develop and evaluate the curriculum and course changes submitted by the faculty and/or students.
- B. To develop, review and recommend graduate curriculum changes to the faculty.
- C. To develop, review and recommend policies for graduate programs.
- D. Develop and implement admission policies for graduate programs.
- E. To review and recommend changes to the committee bylaws and submit changes to the Faculty Affairs committee by March 1 of each year.
- F. By March 1 of each year, review and recommend changes, if appropriate, to the following sections of the SON Faculty Handbook and submit changes to the Faculty Affairs committee: Goals and Outcomes of the Masters Program, Goals and Outcomes of the Doctoral Programs, Standards of Professional Practice.

Student Membership:

- a. Students will be invited by the Committee Chair to serve as directed in the Bylaws. Students represented on the School of Nursing committees shall be granted voting privileges.
- b. Student representation shall include one (1) masters, one (1) DNP, and one (1) PhD student

Graduate Student Award and Nursing Honor Society

- Dean's Award for Excellence: DNP

- Sigma Theta Tau International Nursing Honor Society: Eta Beta Chapter

The Dean's Award for Doctor of Nursing Practice Excellence is given annually to a student who is granted the degree of Doctor of Nursing Practice. This award recognizes a student whose practice improvement project is exceptional and exemplifies high standards of scholarship and knowledge development.

DNP projects will be considered based on the following criteria.

1. The practice improvement is significant for the discipline of nursing and health care system improvement.
2. The practice improvement reflects clearly defined conceptual or theoretical basis.
3. The practice improvement methods are valid and consistent with the evidence-based practice.
4. The project impact contributes to health care systems improvement.

Procedures for Consideration

1. The Academic Program Director will circulate a list of those who will complete the DNP program by May to the faculty. All graduate faculty members will be requested to submit names of students they consider eligible for the Dean's Award. Students can self-nominate.
2. Faculty members for each student who is nominated must submit a letter of support addressing the criteria for the Award. Any faculty member may submit more than one student name.
3. The Dean of the School of Nursing and appropriate Academic Program Director will select the student who, in their judgment, best meets the criteria for the program. Faculty recommendations will be important in the final selection process.

SIGMA THETA TAU INTERNATIONAL NURSING HONOR SOCIETY: ETA BETA CHAPTER

A Eta Beta Chapter of Sigma Theta Tau, International, the Nursing Honor Society, was established in 1984. The purposes of the Society include:

- a. Recognizing superior achievement;
- b. Developing leadership qualities;
- c. Fostering high professional standards;
- d. Encouraging exploration, innovation and research in nursing;
- e. Strengthening commitment to the ideals and purposes of the profession.

Membership:

The requirements for membership on the graduate level include:

- a. A minimum academic average of 3.5 on a 4.0 scale.
- b. Completion of at least one quarter of the curriculum requirements and in good academic standing.
- c. Submission of a curriculum vitae and a 250-word essay describing leadership abilities in school or work environments and a plan to demonstrate this leadership in the nursing honor society.

Candidates are invited to apply for membership. An induction ceremony is held each academic year. For further information regarding the chapter and faculty counselors please refer to the Sigma Theta Tau International Eta Beta chapter website. <https://etabeta.sigmanursing.org/etabetchapter/aboutus/aboutus92>

General Administrative Policies and Procedures

See General University Information

CLINICAL/LAB POLICIES

<ul style="list-style-type: none">• Clinical Requirements• Confidentiality of Criminal Background• Criminal Background Check• Drug and Alcohol Screening• Impaired Behavior in Clinical Courses• Incident report for Students• Blood and body Fluid Exposure/Needle Stick Injuries• Latex Allergy• Medical Conditions Requiring Medication• Center for Simulation and Computerized Testing• Health Conditions Requiring University Health Clearance• Clinical Absences DNP	<ul style="list-style-type: none">• Clinical Lateness• Clinical/Theory Courses• Confidentiality• CPR Requirement• Denial of Clinical Experience• Emergency Care• Essential Requirements• Health Insurance• Health Requirements• Malpractice Insurance• Personal Safety• Professional Attire
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CLINICAL REQUIREMENTS

Students must complete specified requirements to enter clinical courses. These requirements are provided to the students the semester prior to entry into the clinical course by the Office of Graduate Studies.

Deadlines: Failure to meet deadlines established by the Academic Program Director may result in severe consequences, including dismissal from the program.

CONFIDENTIALITY OF CRIMINAL BACKGROUND

School of Nursing administration will discuss criminal background information and drug/alcohol screen results of students on a need-to-know basis. This may include Widener University officials and personnel at Clinical Agencies who are responsible for placement of students. Criminal background results and drug screening results will be maintained in a file separate from the student's academic file.

Criminal background results and drug/alcohol screen results of licensed nurses are subject to the Commonwealth of Pennsylvania Code Title 49. Professional and Vocation Standards issued by the Department of State. Section 14.1 (f) states that "Any hospital or health care facility, peer or colleague who has substantial evidence that a professional has an active addictive disease for which the professional is not receiving treatment, is diverting a controlled substance or is mentally or physically incompetent to carry out the duties of his license shall make or cause to be made a report to the Board".

CRIMINAL BACKGROUND CHECK

The curricula for the Bachelor of Science in Nursing, Master of Science, and Doctor of Nursing Practice in Nursing degrees require clinical experiences to occur within hospitals, clinics, private practices, and other healthcare organizations (Collectively "Clinical Agencies"). Many of these agencies require a criminal background check before students are permitted to engage in clinical experiences. Therefore, the School of Nursing and Clinical Agencies require a criminal background check for all students. This is to be completed during the semester immediately prior to the beginning of clinical experiences. Students may be required to complete additional background investigations during their course of study, dependent upon specific agency policies. Such requirements are beyond the control of the School of Nursing. The expenses of all background investigations are the responsibility of the student. Criminal

background checks will be performed by a third-party company selected by the School of Nursing. Students will be given instructions regarding processes by the appropriate Academic Program Director. As a part of the process, students will authorize the background screening company to release results to the School of Nursing through the office of the appropriate Academic Program Director. Failure to meet deadlines established by the School of Nursing may negatively affect clinical placements. Failure to complete the background check will preclude entry into clinical courses and can result in dismissal from the program. The office of the Academic Program Director will administratively remove noncompliant students from all clinical courses. Should the criminal background check reveal convictions, further investigation will be undertaken by the School of Nursing through the office of the appropriate Associate Dean. VIOLATIONS INVOLVING NARCOTICS OR CONTROLLED SUBSTANCES, CRIMES OF VIOLENCE (HOMICIDE, AGGRAVATED ASSAULT, CHILD OR ELDER ABUSE, DOMESTIC VIOLENCE), OR LISTING ON THE NATIONAL TERRORIST WATCH LIST, OR THE SEX AND VIOLENT OFFENDER REGISTRY MAY PRECLUDE ADMISSION TO CLINICAL COURSES, WHICH WOULD NEGATE COMPLETION OF THE NURSING DEGREE. Violations of any nature may preclude the School of Nursing from placing students in clinical agencies, dependent upon the policies in place at such agencies. The School of Nursing will make every effort to place a student affected by such agency policies. HOWEVER, STUDENTS WHOSE CRIMINAL BACKGROUND FINDINGS ARE NOT ACCEPTABLE TO THE CLINICAL AGENCIES WITH WHICH THE SCHOOL OF NURSING HAS EXISTING CLINICAL AGREEMENTS MAY EXPERIENCE DISRUPTIONS TO THEIR PLAN OF STUDY OR, IN EXTREME CASES, MAY BE UNABLE TO COMPLETE THE COURSE OF STUDY IN NURSING.

Any student with a criminal background finding other than a misdemeanor will be referred to the Dean of the School of Nursing for investigation. The student will be notified by the Academic Program Director to contact the Dean directly. The student in question will not be permitted to attend clinical experiences, while the matter is under investigation the Dean will confer with the Associate Vice President for Administration as needed, and will notify faculty and student of final decision. If a student is not able to complete clinical experiences, the student will be administratively dismissed from the program.

DRUG AND ALCOHOL SCREENING POLICY

Purpose

The School of Nursing recognizes that substance abuse can impair the professional judgment required of the student nurse and drug testing is reliable, objective, evidence-based tool to identify those who are currently engaging in the unauthorized or improper use of controlled substances. Substance abuse jeopardizes the ability of the student nurse to administer safe, competent patient care. Safety in the delivery of patient care is the basis for drug testing. The purpose of this policy is to set forth the requirement of the School of Nursing that all students undergo a 10 panel drug screen and test negative before being permitted to engage in clinical activity through the School of Nursing

The School of Nursing at Widener University shall

1. Support faculty in meeting their obligation to comply with section § 21.18. Standards of nursing conduct of the Pennsylvania State Board of Nursing which states that "A registered nurse shall: Act to safeguard the patient from the incompetent, abusive or illegal practice of any individual (<http://www.pacodeandbulletin.gov/21.18a>, retrieved October 2, 2007)
2. Assure compliance with conditions for criminal background investigations and drug screens as specified in agency contracts with the Clinical Affiliates where students gain clinical experiences. Students who are under the influence of drugs and/or alcohol are deemed to be impaired and, therefore, incompetent to provide care to patients.

Policy

1. Students in the College of Nursing are required to complete a 10 panel drug screen with a negative test result as part of the requirements for approval to participate in a clinical placement. The drug testing shall be conducted annually or more frequently if required by the healthcare facility at which the student is placed ("clinical site"). Testing is required to be completed by the established deadlines. Failure to complete the requisite drug testing by any

established deadline may result in the delay or withdrawal of a clinical placement. Testing under this policy is in addition to any testing required by the policies and procedures at any clinical site.

2. Students are required to sign all necessary consent and release forms related to any drug testing. By participating in the drug testing procedure, the student is authorizing release of the drug testing results in accordance with this policy.

3. Drug tests shall be performed through a testing facility designated by the School of Nursing. The designated testing facility shall determine what constitutes a positive or negative test result. A student is not permitted to select a testing facility to conduct any drug testing.

4. All test results are returned to the student's online medical document manager hosted by the online vendor and are viewable by the student. The Vendor's Medical Review Officer notifies the student by e-mail when the test results are available.

5. A positive test result will be reviewed by the Medical Review Officer ("MRO") utilized by the vendor prior to release to a student. An MRO is a nationally certified, licensed medical doctor or osteopath responsible for receiving laboratory results under this policy who has knowledge of substance abuse disorders and appropriate medical training to interpret and evaluate positive test results, medical history and any other relevant biomedical information. MRO reviews are usually completed within seven (7) business days of an initial positive test result.

6. If a test result is positive, the MRO will notify the student by email. If the student does not respond to the MRO within three (3) business days of the transmission of the first email, the MRO shall report the test as positive. The vendor will advise the Associate Dean that the student's test results have been posted on the student's on-line medical document manager.

7. When the student responds to the MRO, the MRO will interview the student and may undertake a further review in accordance with the testing facility's internal procedures. If, following an interview and any further review, the MRO concludes that the test result is positive, the Vendor reports the test as positive, notifies the student by email that his/her test results have been posted and advise the Associate Dean that the student's test results have been posted on the student's on-line medical document manager.

8. Any attempt to delay, hinder or tamper with any testing or to alter the result of testing shall be considered a refusal to comply with this policy. As required by law, a student who is licensed as a nurse and who tests positive or is suspected of substance abuse will be reported to the appropriate state Board of Nursing issuing the license.

9. If a student is on a prescribed medication the MRO verifies that with the student by giving a medical prescription and is recorded on the website as a negative test. Medical marijuana is not an approved prescribed substance.

Marijuana use

As a Widener University nursing student, a commitment to the highest professional standard and

the solemn contract we hold with society to be safe, competent caregivers is expected. Our legal

contracts with clinical agencies require clean substance screens. State laws that legalize both recreational and medical marijuana, do not change our standard and our commitment to a drug-free life style, both during the school year and during breaks. Use of marijuana, even though legal in other states, will not be permitted in the SON. Violations of the SON substance abuse guidelines will result in disciplinary action up to and including dismissal.

INCIDENT REPORT FOR STUDENTS

A School of Nursing Student Incident Report is filed when any unusual event occurs (such as needle sticks, falls, being struck by a patient, etc.) which may cause harm to students. The Academic Program Director should be notified as soon as the faculty member has knowledge of such an event. The completed form should then be sent to the office of the Academic Program Director for processing. Incidents involving exposure to infectious disease, hazardous material, or serious injury must be reported to the Academic Program Director and University Health Services immediately.

Clinical instructors must contact the course coordinator who will contact the Academic Program Director. A call to University Health Center will be made. The incident report will be transmitted on the scene or next business day depending on time of occurrence.

BLOOD AND BODY FLUID EXPOSURES/NEEDLE STICK INJURIES

"An exposure that might place a health care professional at risk for HIV is defined as a percutaneous injury (e.g. a needlestick or cut with a sharp object) or contact of mucous membrane or nonintact skin (e.g. exposed skin that is chapped, abraded, or afflicted with dermatitis) with blood, tissue, or other body fluids that are potentially infectious" (CDC, 2005, pg 2). Students who sustain a needlestick injury, or get blood or other potentially infectious materials in their eyes, nose, mouth, or on broken skin should "immediately flood the exposed area with water and clean any wound with soap and water or a skin disinfectant if available" (https://www.osha.gov/SLTC/bloodborne pathogens/worker_protections.html)

LATEX ALLERGY

Students with a known latex allergy must inform the Office of the Academic Program Director and note this information on their student health forms. Students are also responsible to inform each faculty member/instructor of their allergy and of the recommended accommodations at the onset of each new clinical or laboratory rotation. Where appropriate, non-latex gloves will be utilized. Students are responsible for knowing which article/equipment in the work environment may contain latex and cause an adverse reaction.

MEDICAL CONDITIONS REQUIRING MEDICATION

Students whose healthcare provider has prescribed a medication or controlled substance that could impair clinical functioning must inform the course coordinator and appropriate Academic Program Director in writing at the beginning of each clinical course. In addition, the student must provide a written statement from the healthcare provider indicating that the student is physically and mentally fit to provide care in the clinical setting. The School of Nursing requires such notification for the protection of students and their patients. This documentation is to be sent to University Health Services.

CENTER FOR SIMULATION AND COMPUTERIZED TESTING

The CSCT, located on the 1st and 2nd floor of Founders Hall is for the use of all nursing students attending Widener University. Its purpose is to provide students with instructional resources for selected courses and supplement nursing courses. Flexible CSCT hours are scheduled each semester to enable students to meet course expectations and requirements. For further information, call the CSCT at 610-499-4616 or the Director at 610-499-4215.

AGENCY REQUIREMENTS

1. Widener SON faculty and students are the guests of our clinical agencies. As such, the utmost care is required to adhere to professional dress, conduct and agency policies.
2. Students are expected to comply with clinical agency policies related to identification badges,
3. confidentiality, HIPAA privacy regulations, criminal record check, drug free work environment, health records, immunizations, parking, meals, and mandatory procedural reviews, etc. Failure to comply with clinical agency policies may result in denial of clinical experience. Clinical agencies may require the students' signature, verifying their understanding of specific policies.
4. Clinical agencies have the right to remove students from duty when in the judgment of the agency they cannot carry out their duties due to physical or mental impairment. If such impairment is suspected to be due to drug and/or alcohol use, the agency may require drug testing and/or alcohol and/or counseling. If the student refuses, the agency may request the student be removed.
5. The School may be required to provide agencies with the names and specific records of students.
6. Clinical agencies have the right to bar SON students and/or faculty from the agency. Such an occurrence is to be reported immediately to the Academic Program Director and Dean, who will then investigate the issues leading to such action.

7. A Criminal Record Check, a Child Abuse History Clearance, and a Drug and Alcohol Screening are required for all nursing students.
8. Students are expected to wear the designated School of Nursing uniform, University ID badge, and name pin to all clinical rotations, unless otherwise specified by the course coordinator.

CLINICAL ABSENCES DNP

Students who are unable to attend clinical experiences as planned due to illness or personal emergency must notify their preceptor as soon as possible, but not later than two hours prior to the planned experience.

CLINICAL LATENESS

It is the student's responsibility to be on time for clinical experiences. In the event of unavoidable lateness students must call their preceptors and notify them that they will be late. Due to the nature of traffic in the Tri-State area, students should plan travel time to include potential delays of up to thirty minutes.

CLINICAL/THEORY COURSES

Both the theory and clinical/laboratory portions of a nursing course must be successfully completed to earn a passing grade. A failing clinical grade will result in a final course grade of 'F', regardless of the theory grade.

CONFIDENTIALITY

Confidentiality is both an ethical and legal responsibility of all professional nurses. Annual review of the HIPAA Privacy Regulations is required. Students are to maintain the confidentiality of all clients. Information concerning any client's identity, diagnosis, treatment, family problem or life style is considered confidential and shall not be discussed or otherwise passed on to any individuals outside of the agency.

CPR REQUIREMENT

A current 2-year certification from the American Heart Association Healthcare Provider or the American Red Cross Association Healthcare Provider (BLS). The course should include 1 man CPR, 2 man CPR, child and infant CPR, management of obstructed airway for both conscious and unconscious victims, and automatic external defibrillation. Students must have a valid CPR card during the entire nursing program. Proof of certification is submitted with other clinical requirements as designated by the Academic Program Director.

DENIAL OF CLINICAL EXPERIENCE

A School of Nursing faculty member has full and unmitigated authority to deny, based upon the faculty member's judgment, a student's participation in any School-approved clinical nursing experience activity. Students will have the right to a full hearing before the School's Academic Council. The hearing will be held in an expeditious manner.

EMERGENCY CARE

Should a health problem arise during a clinical experience, students will be referred to the nearest appropriate acute care facility. Students are responsible for all medical costs incurred; the University will not assume this responsibility. Prior to returning to the clinical, the student must be cleared through University Health Services.

ESSENTIAL REQUIREMENTS

Students must meet the "The Essential Functions for Nursing Practice " specified in this Handbook.

HEALTH INSURANCE

All medical costs are the responsibility of the student. Therefore, students are required to have health insurance. Verification of this insurance is required annually.

HEALTH REQUIREMENTS

1. Health requirements are required to meet the contractual stipulations of the clinical agencies in which clinical experiences take place.
2. Students will be instructed to access the CertifiedBackground website to fulfill these requirements.

MALPRACTICE INSURANCE

Malpractice insurance is required of all clinical nursing students. Proof of malpractice insurance is required.

PERSONAL SAFETY

Personal safety is a matter of concern to everyone. Most clinical agencies have policies regarding personal safety. Students are responsible for familiarizing themselves with these guidelines and using good judgment. Students may have independent clinical community assignments where the student will not be accompanied by an instructor.

In general, use the following guidelines:

- Concerns related to safety shall be discussed with the faculty member.
- Faculty/preceptor instruction related to safety shall be followed.
- Agency guidelines shall be followed.

PROFESSIONAL ATTIRE

Professional attire includes:

- Attire should include closed-toe shoes, and modest choices for necklines and hemlines. No jeans are permitted.
- Impeccable personal grooming is required.
- Hair must be styled off the face and collar.
- Beards and mustaches must be neatly groomed.
- Make-up is permitted in moderation.
- Fingernails must not extend beyond the end of the finger. Nail polish is not permitted.
- Artificial nails or nail extenders are not permitted. See CDC information at www.cdc.gov
- Tattoos must not be visible.
- Wedding bands, watches, and one small post earring per ear are the only articles of jewelry permitted. No additional body adornments are permitted.
- Students may wear a head covering as required by their religious beliefs.
- Widener University student name pins and University IDs must be visible at all times.

Pre-Clinical Requirements for Students Scheduled for Graduate and Undergraduate Clinical Courses

The following pre-clinical requirements apply to BSN, MSN, and DNP students. These requirements must be met for you to participate in required clinical experiences.

The requirements to be met are as follows:

- A. Requirements met through Certified Background
 - Criminal background check
 - Substance abuse screen

Requirements to be submitted:

- CPR Certification inclusive of infant, child, adult, 2 person, and AED
- Pennsylvania Child Abuse History Clearance
- FBI Criminal Background Check
- Documentation of Health Insurance Coverage
- Pre-Clinical Health History
- Pre-Clinical Physical exam to determine

- Ability to perform essential functions
- A titer package is available through Widener University Student Health
- Health insurance portability- HIPAA Acknowledgement
- Documentation of immunization of serologic immunity and tuberculosis screening.
- Annual Flu vaccination each Fall.
- A. Student Responsibilities
 - Photo ID/ Widener University Name tag to be worn at all times while in clinical setting
- B. Additional Requirements for RN/BSN and Master's Students
 - Proof of licensure as a Registered Nurse in PA for RN/BSN students and CNS students; FNP students required to be licensed in PA plus either NJ or DE license to facilitate clinical placements.
 - Malpractice insurance within acceptable limits for specialty.

Nursing PHD Overview, Goals, and Outcomes

<ul style="list-style-type: none"> • Preface • Professional Nursing Law • Professional Code for Nurses 	<ul style="list-style-type: none"> • Diversity Statement • Doctor of Philosophy PhD Goals and Outcomes
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Preface

This Handbook will provide you with information about the programs of study and the policies and procedures specific to our School of Nursing. It should be used as a supplement to the Widener University Bulletin, Widener University Student Handbook, and other University Publications. As such, the policies, procedures, regulations, requirements, standard of conduct and other information contained in such other publications are not reprinted herein, but are incorporated by reference herein as if all of the foregoing were set forth at length. All students are obliged to be familiar with and to comply with all of the policies, procedures, regulations, requirements, standards of conduct and other information set forth in such other publications.

The contents of this Handbook provide for the continuing integrity of the programs of study in the School of Nursing, thereby preparing you, the student, for professional roles. The University and the School of Nursing reserve the right and authority at any time to alter any of all of the statements contained herein, to modify the requirements for admission and graduation, to change or discontinue programs of study, to amend any regulation or policy affecting the student body, to increase tuition and fees, to deny admission, to revoke an offer of admissions, and to dismiss from the University any student at any time, if it is deemed by the University or the School of Nursing to be in the best interest of the University, the School of Nursing, the university community, or the student to do so. The provisions of this publication are subject to change without notice, and nothing in this publication may be considered as setting forth terms of a contract between a student or prospective student and Widener University.

Professional Nursing Law

The following statement is taken from the "The Professional Nursing Law" as enacted by the General Assembly of the Commonwealth of Pennsylvania. The Professional Nursing Law can be found at PA Code for Registered Nurse.

"The 'Practice of Professional Nursing' means diagnosing and treating human responses to actual or potential health problems through such services as case finding, health teaching, health counseling, and provision of care supportive to or restorative of life and well-being, and executing medical regimens as prescribed by a licensed physician or dentist. The foregoing shall not be deemed to include acts of medical diagnosis or prescription of medical therapeutic or corrective measures, except as performed by a certified registered nurse practitioner acting in accordance with rules and regulations promulgated by the Board". For additional information, click on the PA Professional Code for Nurses.

Professional Code for Nurses

The Code of Ethics for Nurses with Interpretive Statements (ANA 2015) was developed as a guide for carrying out nursing responsibilities in a manner consistent with quality in nursing care and the ethical obligations of the profession. Students at Widener University are responsible for understanding and adhering to the Code of Ethics. Additional information on the Code can be found at Code of Ethics for Nurses with Interpretive Statements.

Diversity Statement

Widener University School of Nursing is committed to fostering a culture of inclusivity and equity throughout our programs, our nursing practice, and in our workplace. The School of Nursing's unique, powerhouse programs serve the needs of diverse students at all stages of their careers. We're All Widener. That's not just a saying here; it's a way of life. It represents the culture of our university - a powerful call for respect, mutual understanding, and unity. Here you'll be embraced and supported by a welcoming and inclusive community regardless of your race, ethnicity, national origin, gender and sexual identity, socioeconomic status, ability, religion, political affiliation, among other things. You'll join a community of students and scholars who hail from across the country and around the world. Our community is woven together by diverse backgrounds, life experiences, and perspectives, and our classrooms, residence halls, and social spaces are enriched by this variety. You'll interact with people and engage in the kinds of transformational moments that broaden your own worldview and prepare you for the world and workforce you're about to enter. For more information about Diversity and Inclusivity, please click here.

Doctor of Philosophy PhD Program Goals

The Doctor of Philosophy in Nursing program prepares nurse scientists and is based on the belief that nursing is a professional discipline with its unique role and body of knowledge. The primary goal of the Doctor of Philosophy program of the Widener University School of Nursing is the preparation of nurse scientists, scholars, and leaders in nursing education. Graduates will create and disseminate to the public new knowledge gained from disciplined inquiry related to nursing and nursing education.

Reviewed annually Revised 9/08, 2/12, 1/19 Approved full faculty 2.24.12, 2.25.19 PhD PROGRAM

Expected Student and Program Outcomes

Doctor of Philosophy program graduates will be able to:

- Synthesize knowledge of the theoretical and empirical foundations of nursing education and related fields within the context of higher education.
- Integrate acquired knowledge into a philosophical and intellectual frame of reference that can be applied to nursing education.
- Apply rigorous methods of disciplined scientific inquiry to generate new knowledge.

- Independently conduct and communicate research that advances and extends nursing knowledge and scholarship.
- Evaluate curricular designs and outcomes based on internal and external contextual analysis.
- Demonstrate leadership by addressing social, economic, political, and institutional forces in nursing, higher education, and health care practice.
- Engage in scholarly discourse with colleagues, nurse scholars, and leaders from within and outside the discipline of nursing.
- Disseminate new knowledge gained from disciplined inquiry of concern to nursing and nursing education.

Reviewed annually Edits Revised 9/08, 2/12, 1/19 Approved full faculty 2.24.12; 11.4.13, 2.25.19

Nursing PHD Curriculum and Standards of Practice

<ul style="list-style-type: none"> • Unit I Curriculum • Unit II Curriculum • Unit III Curriculum 	<ul style="list-style-type: none"> • Standards of Practice • Comprehensive Exams • Submission of a Manuscript • Presentation at a Conference
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Degree Requirements

The student must complete at least 48 credits of approved doctoral course work beyond the master's degree in nursing. The student must also successfully pass the comprehensive examination, submit a manuscript for publication, present a paper or poster at a conference venue, and defend a dissertation for graduation. Only doctoral courses will be accepted for doctoral credit. Please note that the program director must approve a waiver of any requirement for the degree in writing.

Curriculum

The course of study consists of three related units designed to prepare competent, scholarly nurse educators, scientists, and leaders in nursing education. Throughout the doctoral program, students are challenged to explore the historical, social, philosophical, ethical, and organizational implications of emergent issues that affect nursing education.

Unit I

Unit I emphasizes nursing science. It includes philosophy, epistemology, theoretical thinking, and knowledge synthesis, as well as nursing theory and nursing science development.

UNIT I COURSES	CREDITS
NURS 702 - <i>Nursing Science I: Epistemology</i>	3
NURS 813 - <i>Nursing Science II: Synthesis in Nursing</i>	3

NURS 814 - <i>Nursing Science III: Theory Development in Nursing</i>	3
TOTAL	9

Unit II

Unit II is related to general and nursing education. It consists of specialized courses in contemporary nursing education, curriculum development, teaching concepts, and evaluation methods. Students work closely with faculty in teaching/learning situations through seminars and projects.

UNIT II COURSES	CREDITS
NURS 705 - <i>Psychology of Learning</i>	3
NURS 724 - <i>Scholarly Writing for the Discipline</i>	3
NURS 720 - <i>Curriculum Design and Evaluation</i>	3
NURS 750 - <i>Assessment, Measurement, & Evaluation</i>	3
NURS 820 - <i>Current Issues in Higher Education Organizations</i>	3
NURS 822 - <i>Leadership in Nursing Education</i>	3
NURS 853 - <i>Evidence-Based Teaching Practice</i>	3
Total	21

Unit III

Unit III addresses research methods. It includes qualitative and quantitative design, statistical analysis, and data interpretation while fostering disciplined inquiry as students develop and implement a dissertation proposal that will contribute to the scientific basis of nursing education or practice.

UNIT III COURSES	CREDITS
NURS 815 - <i>Qualitative Research I</i>	3
NURS 825 - <i>Advanced Research Design</i>	3
NURS 826 - <i>Quantitative Analysis I</i>	3
NURS 827 - <i>Quantitative Analysis II</i>	3
NURS 900 - <i>Dissertation Seminar I</i>	3

NURS 901 - Dissertation Seminar II	3
NURS 950 - Dissertation Advisement*	3
Total	21

Total Credits: 48

**Dissertation Advisement (NURS 950) must be taken each fall, spring, and summer until the dissertation is completed.*

Standards of Practice

The Doctor of Philosophy (PhD) program is guided by the American Association of Colleges of Nursing Research-Focused Doctoral Program in Nursing: Pathways to Excellence (AACN, 2022) and the National League for Nursing Nurse Educator Competencies (Halstead, 2007, 2019).

Comprehensive Examinations

Comprehensive examinations will be taken subsequent to the successful completion of all course work. After passing the comprehensive examinations, the student is accepted as a doctoral candidate and proceeds into **NURS 901** Dissertation Seminar II.

Submission of a Manuscript

Prior to program completion, all PhD students are required to submit a manuscript for publication to a peer-reviewed journal. The manuscript may be the product of a course or course requirement. The student must be the first author on the manuscript. A copy of the manuscript, documentation of submission, and cover letter is to be submitted to the program director for the student's file.

Presentation at a Conference

Prior to program completion, all PhD students are required to present a paper or poster at a conference venue. The venue may be local, regional, national, or international. The student must be the first author on the presentation. A copy of the acceptance email or letter to present with a cover letter is to be submitted to the Program Director for the student's file.

Nursing PHD: Admissions, Matriculation, Transfer, Progression

- Admission
- Matriculation

- Transfer Policies
- Progression Policies

Admission

Graduates of a BSN, MSN, or DNP accredited school of nursing programs are invited to apply for admission. Highly qualified graduates with other graduate academic degrees will be considered based on academic achievement and career performance.

- A completed online application.
- Transcripts from previously attended higher education institutions.
- A minimum of 3.5 grade-point average (on a 4.0 scale) in the highest degree obtained.
- The Graduate Record Examination (GRE) is **not required** for admission to the PhD program in the School of Nursing.
- A graduate statistics course with a grade of at least B (3.0) is recommended.
- A graduate course in nursing theories and conceptual models with a grade of at least B (3.0) is recommended.
- Two references—one from an educator and one from an employer with a graduate degree. One of these individuals must have a research doctoral degree.
- Curriculum vitae.
- Statement explaining goals for doctoral work in nursing with emphasis on proposed area of specialization.
- Interview with a School of Nursing faculty member (this is arranged after a preliminary review of application materials).

In addition, international students need satisfactory Test of English as a Foreign Language (TOEFL) scores. They should contact the International Student Services Office at 610-499-4498 for immigration requirements. More information can also be found online at www.widener.edu.

Licensure in the United States is not required.

Matriculation

A matriculated student is one who has been accepted officially into the doctoral program. Two doctoral level courses may be taken before matriculation. Students may be required to complete supplemental course work either prior to admission or as part of the course of studies.

A nonmatriculated student is one who is taking a course for credit, but has not yet been accepted officially into the doctoral program. These students must submit the usual application for admission. No more than two courses earned by a student in a nonmatriculated status may be applied toward the degree in the event of later acceptance as a matriculated student.

Transfer Policies

- Transfer of Credits
- Transfer of Credits Once Matriculated

- Transfer students

TRANSFER OF CREDITS

Course work must come from a regionally accredited institution of higher learning, recognized by the appropriate professional body. An official transcript with institution seal and registrar's signature is required. Course work is accepted based on requirement of the School of Nursing, either as equivalent to a required course or as an elective.

Transfer credits will be considered on an individual basis. A maximum of two graduate-level courses (6 credits) earned at another accredited institution within the five-year period proceeding admission may be accepted for transfer. Courses taken prior to admission, either within or outside, the University, will be accepted only if the student has earned a grade of A or B (not B-) in the courses under consideration, or pass, if taken on a pass/fail grading system.

If transfer credit is requested in lieu of required courses in the program, a course syllabus must accompany the request prior to matriculation.

TRANSFER OF CREDITS ONCE MATRICULATED

Once matriculated, a student may take three (3) credits (one approved course) at another academic institution. Permission must be obtained from the PhD Program Director.

TRANSFER STUDENTS

Students, who are matriculated in another nursing graduate program and wish to transfer, will be considered on an individual basis.

The process followed in considering requests for transfer of graduate credit is as follow:

1. An official request for transfer credit must be submitted to the PhD Program Director. If transfer credit is requested in lieu of required courses in the program, a course syllabus must accompany the request.
2. The PhD Program Director, upon recommendation of the Widener SON faculty content area specialist, will approve requests for transfer of graduate credit.

Progression Policies

- Academic Progress
- Leave of Absence
- Progression

- Re-Admission to the School of Nursing
- Reinstatement to the Program
- Time Limit

ACADEMIC PROGRESS

Policies for academic progress are listed in the Widener University Graduate Student Catalog. It is important that students are familiar with and understand them.

NOTE: All required doctoral coursework must be successfully completed (with the exception of NURS 901), including removal of grades of "I" (incomplete), before a student may take the comprehensive examination and become a doctoral candidate, eligible to enroll in Dissertation Seminar II.

LEAVE OF ABSENCE (LOA)

Matriculated students must submit a written request for a leave of absence (LOA) with rationale, for each semester that they are not actively taking courses at Widener University. An approved leave will extend the deadline for completion of the program by the length of the leave. However, the total cumulative leave time applied to extensions shall not exceed two years.

The student must:

- Notify the PhD Program Director and the Graduate Nursing Office, in writing, including the date the leave is requested to begin and end. The effective date of the leave of absence, including the determination of eligibility for refunds, is considered to be the date the student completes the required paperwork and returns it to the Graduate Nursing Office.
- Notify the Graduate Nursing Office the semester before the student plans to return. A student's placement in nursing courses will be determined by availability.

Students who do not take at least one course per semester must submit a written request for a leave of absence, including the rationale, to the PhD Program Director for the semester in which they are not enrolled. Those who do not do so will be dropped from the program.

A leave of absence will extend the time limit for completion of the doctoral program by the length of the leave. The total cumulative leave time applied to extensions shall not exceed two years, four academic semesters. Exceptions to the policy will be referred to the PhD Program Director and Associate Dean for Graduate Programs as needed.

PROGRESSION

Continuous Enrollment - Following matriculation, students are required to be enrolled at least two semesters (fall, spring, or summer) per calendar year. Students who do not apply for a leave of absence and have not completed at least one course per two semesters during a calendar year will be dropped from the program.

RE-ADMISSION TO THE SCHOOL OF NURSING

The PhD Program Director and the Graduate Program Committee will consider a request for re-admission to the School of Nursing. A decision for re-admission may specify certain stipulations to which the student must agree. The School of Nursing reserves the right to specify the semester and year in which re-admitted student may enroll in classes. Refusal of the individual to accept any of the specified conditions for re-admission will result in a default of the particular readmission, and the School's offer of re-admission will be rescinded. Failure to comply with these contractual stipulations may result in the dismissal of the student.

REINSTATEMENT TO THE PROGRAM

Requests for reinstatement into the PhD program from individuals who electively withdraw from the PhD program will be considered on an individual basis and PhD program space availability. Requests post comprehensive examination greater than three (3) years from withdrawal date will require repeating the comprehensive examination and Dissertation Seminars I and II. Reinstatement pre-comprehensive examination will require re-application to the PhD program. Exceptions to the policy will be referred to the PhD Program Director and Associate Dean for Graduate Programs. Such requests must be completed no later than 90 days prior to the start of the semester in which the student expects to enroll.

TIME LIMIT

A maximum of seven calendar years from the date of matriculation is allowed for completion of the requirements for the doctoral degree.

Nursing PHD Academic Policies and Procedures

- | | |
|---|--|
| <ul style="list-style-type: none">• Standards for Academic Integrity/Plagiarism• Grading and Dismissal Policies• Advisement | <ul style="list-style-type: none">• Due Process/Grievance Policies• Shared Governance• General Administrative Policies/Information |
|---|--|

STANDARDS FOR ACADEMIC INTEGRITY

- Definition of Violations of the Standards of Academic Integrity
- Definition of Plagiarism
- Statement of Plagiarism

- Self-Plagiarism
- Penalties
- Student Conduct

The School of Nursing adheres to the University policy of academic integrity as stipulated in the University Student Handbook and as stated below. Student appeals related to allegations of academic fraud are heard by Academic Council of the School of Nursing.

Widener University strongly supports the concepts of academic freedom and academic integrity and expects students and all other members of the Widener University community to be honest in all academic endeavors. Cheating, plagiarism, and all other forms of academic fraud are serious and unacceptable violations of university policy, as specified in the Widener University Graduate Student Handbook. Widener University expects all students to be familiar with university policies on academic honesty, and Widener will not accept a claim of ignorance - either of the policy itself or of what constitutes academic fraud as a valid defense against such a charge.

DEFINITION OF VIOLATIONS OF THE STANDARDS OF ACADEMIC INTEGRITY

Violations of the standard of Academic Integrity constitute academic fraud. Academic fraud consists of any actions that serve to undermine the integrity of the academic process, including but not limited to:

- unauthorized inspection or duplication of test materials;
- cheating, attempting to cheat, or assisting others to cheat in a classroom test, take home examination or final examination;
- post-test alteration of examination responses;
- plagiarism;
- electronic or computer fraud.

In addition to but not limited to the above, for the School of Nursing violations of academic integrity include:

- unauthorized possession or disposition of academic material not formally released by course faculty;
- falsifying or altering clinical/patient records or other recordings;
- not reporting patient safety errors, etc.;
- falsifying research data or data analysis; and
- specific clinical behaviors identified in nursing courses.

DEFINITION OF PLAGIARISM

One of the most common violations of the Standards for Academic Integrity is plagiarism. Plagiarism can be intentional or unintentional. However, since each student is responsible for knowing what constitutes plagiarism, unintentional plagiarism is as unacceptable as intentional plagiarism and commission of it will bring the same penalties. In many classes faculty will provide their definitions of plagiarism. In classes where a definition is not provided, students are invited to follow the standards articulated in the following statement.

STATEMENT OF PLAGIARISM:

Plagiarism - passing off the work of others as one's own - is a serious offense. In the academic world, plagiarism is theft. Information from sources - whether quoted, paraphrased, or summarized - must be given credit through specific in-text citations. All sources used in the preparation of an academic paper must also be listed with full biographic details at the end of the paper. It is especially important that paraphrase be both cited and put into one's own words. Merely rearranging a sentence or changing a few words is not sufficient.

SELF-PLAGIARISM

Is the presentation of your own previously published work as original. Incorporating previous classwork into one's thesis or dissertation and building on one's own existing writing may be permissible; graduate students who wish to do this should first disclose and discuss their ideas with their instructor or advisor (<https://apastyle.apa.org/style-grammar-guidelines/citations/plagiarism>). Submitting all or part of a paper used in a previous graduate class as part of a current graduate class assignment should not be done without first discussing with instructor.

PENALTIES

The minimal penalty for individuals found to have engaged in academic fraud will be failure in the course.

For a second offense, the penalty will be failure in the course and expulsion from the University.

For attempting to steal or stealing an examination, students found guilty will be failed in the course and expelled from the University.

The minimal penalty for individuals in the Doctoral program will be failure in the course and expulsion from the School of Nursing.

PROCEDURES

- a. A School of Nursing faculty member who obtains evidence of academic fraud should inform the student of this evidence, either orally or in writing. The faculty member may also provide the student with the opportunity to respond to the charges.

STUDENT CONDUCT

All students are expected to be honest, mature, and responsible and to respect the rights and property of others. The purpose of the Student Code is to promote, preserve, and protect the educational mission of the university. All students must be aware of and conform to the Widener University "Student Code of Conduct" that is published online in all Widener University Student Handbooks in the electronic catalog under student handbook. The Student Code of Conduct applies to all student behavior in class, lab, clinical settings, and public places.

Nursing is a profession requiring the highest level of ethical behavior. Students are held to the American Nurses Association Code of Ethics. This code is available online at: <https://www.nursingworld.org/coe-view-only>.

Violating the Widener University Code of Conduct, the School of Nursing Code of Conduct or the American Nurses Association code of ethics is a serious offense and may result in the student's dismissal from the School of Nursing.

In addition to the general University Student Code of Conduct, the following student behaviors may result in disciplinary action by the School of Nursing. Even a single incident of one of these behaviors may result in dismissal. This may mean permanent separation from the School of Nursing. These issues of professionally related conduct may include but are not limited to:

- a breach of client confidentiality.
- a behavior that jeopardizes a client, student, Widener University personnel or clinical agency personnel.
- other unprofessional behaviors, based on faculty judgment.

Grading and Dismissal Policies

GRADING SCALE FOR THE SCHOOL OF NURSING GRADUATE COURSES

Letter Grade	Quality Points	Percentage Range
A	4.0	93-100
A-	3.7	90-92
B+	3.3	87-89
B	3.0	83-86
B-	2.7	80-82
C+	2.3	77-79
C	2.0	73-76
C-	1.7	70-72
F	0.0	<70
I		Incomplete
W		Withdrawn
P/NP*		Pass/No Pass
AU		Audit (no credit)

* For Courses offered on a pass/no pass basis

NOTE: Individual instructors may elect, at their discretion, not to use plus/minus grades.

DISMISSAL POLICIES

The dismissal policies are outlined in the current Widener University Graduate Student Catalog under University Sanctions. The School of Nursing will strictly adhere to the policies of the University.

Advisement

<ul style="list-style-type: none"> • Academic Advising • Academic Records • Candidacy • Comprehensive Examination • Continuous Enrollment • Course Overload 	<ul style="list-style-type: none"> • Course Waiver • Dissertation Procedures • Nursing Independent Study • Overload Policies • Pre-Registration • Repetition of Nursing Courses • Withdrawal
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ACADEMIC ADVISING

All students are assigned a School of Nursing advisor. Students may request a change in his or her advisor after consultation with the Associate Dean for Graduate Programs.

ACADEMIC RECORDS

Graduate student records are kept in the Graduate Nursing Office. The record contains such information as course grades, correspondence, course planning form, etc. The academic record is the property of the University. Students are permitted to view this record in the presence of their advisor. Written permission must be obtained from the student for any release of documents to family, employers, etc.

CANDIDACY

After the successful completion of the comprehensive examination, the student is accepted as a doctoral candidate.

COMPREHENSIVE EXAMINATION

Comprehensive examinations will be taken at the successful completion of all course work. Comprehensive examinations are offered three times per year, May, August, and December. After successful completion of the comprehensive examination, the student is accepted as a doctoral candidate. The student must make the arrangements for examination with the PhD Program Director.

If a student is unsuccessful on the comprehensive examination, the student must re-take the examination the next semester the examination is offered to allow time for remediation. The student may not take additional courses until the comprehensive examination is passed. Students may retake the comprehensive examination one time only. Students who are unsuccessful on the second attempt are dismissed from the doctoral program and may not reapply.

CONTINUOUS ENROLLMENT

The doctoral program is designed for continuous enrollment of calendar year students in fall, spring and summer semesters and for summer's option students during four consecutive summers. To maintain matriculated status, students must be enrolled fall and spring semesters for the calendar year program or obtain an approved leave of absence. "Dissertation Advisement" (NURS 950) must be taken each fall, spring, and summer until dissertation is completed. Students who do not follow this policy will be dismissed from the program.

COURSE OVERLOAD

Nine credits of course work in fall/spring and six in one summer session are recognized as normal course load for full-time students. Faculty believe that students, as adult learners, have the right to make decisions related to their learning needs. However, faculty believe a course load above nine credits for fall/spring or six credits in a summer session has potential for creating academic jeopardy.

Students enrolling for more than nine credits during fall/spring semester or six credits in one summer session must have approval from the PhD Program Director.

COURSE WAIVER

Doctoral students who have completed doctoral level courses comparable to courses in the PhD Program are provided the opportunity to further enhance their knowledge base rather than repeating prior learning experiences.

A request for doctoral-level course waiver must be submitted to the PhD Program Director with the following documentation:

- An official transcript indicating a grade of B or better.
- Evidence that the course was successfully completed within the last five years.
- A doctoral-level syllabus reflecting the course is comparable to a specific required course in the doctoral program.

A maximum of six credits may be eligible for course waiver. The request is presented to the Graduate Program Committee for consideration. Students receiving an approved course waiver are required to achieve/obtain the credits that would be allocated for the waiver through additional courses or independent study approved by the PhD Program Director.

DISSERTATION PROCEDURES

Students are required to complete all required course work prior to enrollment in *Dissertation Seminar II* (NURS 901). Exception to this policy requires approval from the School of Nursing Academic Council. Students are expected to continue to enroll in "*Dissertation Advisement*" (NURS 950) for three semester hours each consecutive fall, spring, and summer semester until the degree is granted. If another course becomes necessary to complete the dissertation, enrollment in NURS 950 may be waived while the student is taking that course.

A waiver from enrollment in NURS 950 may be granted by the student's dissertation chairperson based on the student's or chairperson's availability for dissertation work. A waiver will not alter the seven-year limit for completion of the doctoral program. For more than one semester of "*Dissertation Advisement*" to be waived in a calendar year, students are required to obtain a leave of absence that does extend the time limit for completion of the doctoral degree. Doctoral candidates who have not successfully defended the dissertation proposal with six (6) semesters following completion of NURS 901 may not continue and must repeat NURS 900 and/or NURS 901 the next time they are offered. These courses would be taken in lieu of NURS 950 for that semester or summer session.

Policies and procedures specific to dissertation proposal and final dissertation defense are available in the Graduate Nursing Office or [click here](#).

NURSING INDEPENDENT STUDY

Independent Studies - enrollment in an independent study course is an option available to students only when a required course is not available. An independent study course requires approval of the faculty member supervising the independent study, the PhD Program Director, and the Associate Dean for Graduate Programs. Listed below are the descriptions and procedures of the two types of independent studies within the School of Nursing.

1. In rare situations, a course may be offered in an independent study format to meet the curricular requirements while facilitating the student's timely progression through the nursing program. Special permission of the PhD Program Director in conjunction with the course instructor must be obtained.
2. Steps for enrolling and completing Independent Studies are:
 - a. Discuss plans for independent study topic with advisor.
 - b. Select potential mentor on reference of advisor.
 - c. Discuss ideas for study with potential mentor.
 - d. Obtain acceptance of faculty member to be a mentor. The student and faculty member must complete the Independent study and registration forms, obtain signatures of the PhD Program Director and the Associate Dean for Graduate Nursing. The course is designated as NURS 899 and a specific number of credits indicated.
 - e. Establish estimated completion date.
 - f. Meet with faculty mentor as necessary.
 - g. Submit written drafts of study phases to mentor for suggestions, clarification, or approval
 - h. Submit formal typed report using APA (7th edition) format at a mutually agreeable date.

OVERLOAD POLICIES

It is University policy that no student with less than a 3.0 G.P.A. will be permitted to carry an overload. An overload of more than one (1) course will be permitted only in rare instances upon specific approval of the student's school.

Course Overload - Nine credits of course work in fall/spring and six credits in one summer session are recognized as a "normal" course load for full-time graduate nursing students. Faculty believes students, as adult learners, have the right to make decisions related to their learning needs. However, faculty believe a course load above 9 credits for fall/spring and 6 credits in one summer session has potential for creating academic jeopardy.

Students enrolling in more than 9 credits during fall/spring semester or 6 credits in one summer session must have approval from their faculty advisor and the Director of the PhD program. Students are required to complete and sign the Course Overload Acknowledgement Form (including rationale for request), which must be signed by the PhD Program Director prior to enrolling in the course. The Overload Acknowledgement Form is intended to communicate to students written acceptance of their responsibility for this decision.

PRE-REGISTRATION

Dates for pre-registration are posted and listed on Widener's Web page. It is the student's responsibility to be alert to these dates.

Pre-registration is available on-line for matriculated students only. Please contact your advisor prior to course selection and to answer any questions.

If for any reason a student must drop and/or add courses the student may do this provided they have consulted with their advisor and the advisor has signed the form. Note: the student is responsible for payment and/or additional fees as determined by the Bursar's office.

NOTE: A course of study should be developed with your advisor. Your advisor will place 1 copy in your file and you will retain 1 copy to assist you with your course planning.

REPETITION OF NURSING COURSES

A student is expected to maintain satisfactory progress toward a degree. Please see the section entitled "Grading and Dismissal " in the current university Graduate Catalog.

NOTE: No more than two course repetitions total and only one repetition of a particular course are allowed

1. Only students with a GPA of at least a B (3.0) or better will graduate.
2. A student may repeat a nursing course only one time. If a course is repeated both grades will be recorded on the transcript but only the most current will be used in calculating the GPA (A second failure results in automatic dismissal from the program.)
3. A student with an I (Incomplete) grade in any course that is a prerequisite to another course will not be allowed to enroll in the subsequent course until the grade of I in the prerequisite has been removed and replaced with a satisfactory grade.
4. Enrollment and subsequent withdrawal in a nursing course is considered one attempt. A nursing course may be attempted no more than two times.
5. A student whose academic performance is considered inadequate will be dismissed.

Students will be dismissed from a graduate program of the School of Nursing for:

- a GPA below 3.0
- a second grade of F
- a violation of the University Student Code of Conduct (See Student Conduct).
- failure to keep any contractual stipulations imposed by the PhD Program Director or the Associate Dean for Graduate Programs. 7/01

WITHDRAWAL

Students may withdraw from the course at any time prior to the final examination and receive the grade of W. If a course offered through these programs does not include a final examination, the deadline for withdrawing from the course with a grade of W is the final class meeting for the course.

The University determines course refunds. The effective date used for all adjustment of charges will be the date that written notice of the withdrawal is received by the appropriate office of Widener University.

Graduation Policies

<ul style="list-style-type: none">• Degree Requirements• Submission of a Manuscript and Presentation at a Conference	<ul style="list-style-type: none">• Petition for Graduation
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DEGREE REQUIREMENTS

The doctoral student must complete at least 48 credits of approved doctoral course work beyond the master's degree in nursing. In addition, the student must successfully complete the comprehensive exam, submit a manuscript for publication, present at a conference, and defend a dissertation for graduation. Only doctoral courses will be accepted for doctoral credit. Please note that the Program Director must approve a waiver of any requirement for the degree in writing. PhD candidates are not permitted to participate in graduation and commencement activities prior to completion of all degree requirements.

SUBMISSION OF A MANUSCRIPT AND PRESENTATION AT A CONFERENCE

Prior to program completion, all PhD students are required to submit a manuscript for publication to a peer-reviewed journal. The manuscript may be the product of a course or course requirement. The student must be the first author on the manuscript. A copy of the manuscript, documentation of submission, and cover letter is to be submitted to the Program Director for the student's file.

Prior to program completion, all PhD students are required to present a paper or poster at a conference venue. The venue may be local, regional, national, or international. The student must be the first author on the presentation. A copy of the acceptance email or letter to present with a cover letter is to be submitted to the Program Director for the student's file.

PETITION FOR GRADUATION

A student, in anticipation of graduation, must submit a graduation petition by the start of the semester in which their program will be completed. Incomplete grades must be removed by May 1, August 1, or December 1 in order for your petition to be completed in time for graduation.

Forms are available online. Fees must be remitted with the petition as designated by the registrar's office.

Due Process/Formal Grade Appeal Policies

<ul style="list-style-type: none">• Due Process Policy• Formal Grade Appeal Policy	
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DUE PROCESS POLICY

Students in the School of Nursing are afforded opportunities to express their interests, issues, and concerns through student representation as voting members on selected SON standing committees, including Undergraduate Programs Committee, Graduate Programs Committee, and Student Affairs Committee. Students may also voice concerns by completion of Course and Faculty Evaluations at the end of each course.

Grievance issues related to discrimination and harassment, and or violation of the Widener Compact shall be addressed by the University policies and procedures outlined in the Undergraduate and Graduate University Catalogs.

FORMAL GRADE APPEAL POLICY

It is the policy of the School of Nursing to allow students to appeal the final course grade if they believe their grade has been derived in a manner not consistent with the fair and equitable application of evaluation criteria specified in the syllabus.

DEFINITION

A grade subject to the Grade Appeal Policy is a final grade the student believes to be derived in a manner not consistent with the fair and equitable application of grading criteria found in the course syllabus and/or a grade the student believes to have been miscalculated, again based on the criteria specified within the course syllabus.

See School of Nursing Grading Policy in Navigation Bar of this Handbook

Shared Governance

<ul style="list-style-type: none">• School of Nursing Committee• Graduate Program Committee	<ul style="list-style-type: none">• Graduate Student Award (PHD)• Sigma Theta Tau International Nursing Honor Society ETA BETA Chapter
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SCHOOL OF NURSING COMMITTEE

Student representation on School of Nursing committees is an important aspect in the development and advancement of the nursing curricula and programs. The standing committee that graduate students may serve on is the School of Nursing Graduate Program Committee. Its respective functions and student membership are outlined below.

GRADUATE PROGRAM COMMITTEE

Functions

- Develop and evaluate the curriculum and course changes submitted by the faculty and/or students.
- Recommend graduate curriculum changes to the faculty.
- Develop, review, recommend, and implement policies for graduate programs.
- Develop and implement admission policies for graduate programs.
- Review and recommend changes to the committee bylaws and submit changes to the Faculty Affairs committee by March 1 of each year.
- Review and recommend changes, if appropriate, to the following sections of the SON Faculty Handbook and submit changes to the Faculty Affairs committee: Goals and Outcomes of the Masters Program, Goals and Outcomes of the Doctoral Programs, Standards of Professional Practice, by March 1 of each year.

Student Membership

- Students will be invited by the Committee Chair to serve as directed in the Bylaws. Students represented on the School of Nursing committees shall be granted voting privileges.
- Student representation shall include one (1) masters, one (1) DNP, and one (1) PhD student.

GRADUATE STUDENT AWARD (Dean's Award for Excellence: PhD)

The Dean's Award for Excellence: PhD is given annually to a student who is granted the degree of Doctor of Philosophy. This award recognizes a student whose dissertation is exceptional and exemplifies high standards of scholarship and knowledge development.

Dissertations will be considered based on the following criteria.

- The study problem is significant for the discipline of nursing.
- The study proceeds from a clearly defined conceptual or theoretical basis.

3. The methods (sample, data collection techniques, and data analysis) are valid and consistent with the research design.
4. The findings contribute to the body of nursing knowledge.
5. The dissertation sets the stage for a research career and the direction for a program of research.

Procedures for Consideration

1. The Program Director will circulate a list of those who have successfully defended the dissertation by April to the faculty. All graduate faculty members will be requested to submit names of students they consider eligible for the Dean's Award. Students can self-nominate.
2. Faculty members for each student who is nominated must submit a letter of support addressing the criteria for the Award. Any faculty member may submit more than one student name.
3. The Dean of the School of Nursing and appropriate Program Director will select the student who, in their judgment, best meets the criteria for the program. Faculty recommendations will be important in the final selection process.

SIGMA THETA TAU INTERNATIONAL NURSING HONOR SOCIETY ETA BETA CHAPTER

Eta Beta Chapter of Sigma Theta Tau, International, the Nursing Honor Society, was established in 1984. The purposes of the Society include:

- a. Recognizing superior achievement;
- b. Developing leadership qualities;
- c. Fostering high professional standards;
- d. Encouraging exploration, innovation and research in nursing;
- e. Strengthening commitment to the ideals and purposes of the profession.

Membership:

The requirements for membership on the graduate level include:

- a. A minimum academic average of 3.5 on a 4.0 scale.
- b. Completion of at least one quarter of the curriculum requirements and in good academic standing.
- c. Submission of a curriculum vita and a 250-word essay describing leadership abilities in school or work environments and a plan to demonstrate this leadership in the nursing honor society.

Candidates are invited to apply for membership. An induction ceremony is held each academic year. For further information regarding the chapter and faculty counselors please refer to the Eta Beta website. <https://etabeta.sigmanursing.org/etabetchapter/aboutus/aboutus92>

General Administrative Policies

See General University Information

Dissertation Policies and Procedures

<ul style="list-style-type: none"> • Dissertation Proposal • Advisement • Dissertation Committee • Proposal Defense • Proposal Defense Definitions • Human Subjects Protections 	<ul style="list-style-type: none"> • Dissertation Report • Dissertation Defense • Dissertation Defense Definitions • Requirements: Title Page and Final Copies • Deadlines
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DISSERTATION PROPOSAL

The purpose of the dissertation proposal is to provide a formal written document describing in detail the nature and scope of the planned study. The dissertation proposal is an academically oriented research proposal and may reflect quantitative and/or qualitative approaches to investigation of phenomena.

It is the responsibility of the student, throughout the program, to explore researchable topics as a focus for the dissertation. By the time students enroll in the dissertation seminar course it is anticipated that they will have identified a dissertation topic. At the completion of the *Dissertation Seminar (NURS 901)*, doctoral candidates are expected to have finished the proposal in first draft and selected a committee chairperson.

Doctoral candidates who have not successfully defended the dissertation proposal with six (6) semesters following completion of **NURS 901** may not continue and must repeat **NURS 900** and/or **NURS 901** the next time they are offered. These courses would be taken in lieu of **NURS 950** for that semester or summer session. The outline for the dissertation is addressed in the section entitled Dissertation Report and the sections to be included in the proposal are Chapters I, II and III. Anticipated appendixes should be listed and should include drafts of permission and consent forms, correspondence and a copy of proposed instruments. A timeline for dissertation completion should be presented.

Format of the proposal must conform to the instructions for manuscripts in the APA Manual (7th ed.), except when superseded by the General Instructions for the Preparation of Dissertations.

ADVISEMENT

The doctoral candidate, following satisfactory completion of all courses including the Dissertation Seminar (**NURS 901**), is expected to enroll in Dissertation Advisement (**NURS 950**) for three semester hours each consecutive Fall, Spring, and Summer semester until the degree is granted. Students may be required by their dissertation committee to complete additional elective coursework over and above the minimum course requirements in support of the content area or research methodology. See Graduate Catalog at <https://catalog.widener.edu/> for additional policies related to dissertation advisement.

DISSERTATION COMMITTEE

The purposes of the Dissertation Committee are to provide ongoing academic guidance to the student and to evaluate scholarly research achievement in the form of the dissertation. The Committee will consist of at least three members, all of who must hold an earned research doctorate. The student will select the chairperson from among full-time faculty of Widener University School of Nursing. The student and chairperson will collaborate in the selection of the other members at least one of whom must be a member of the School of Nursing faculty. Other members may be qualified individuals from within or outside the University, subject to approval by the chairperson and the PhD Program Director. A curriculum vita is required of members outside the University.

The Dissertation Committee is formed in consultation with the student, Dissertation Chairperson, and the Director of the PhD Program on the basis of a written request submitted by the student and a signed Consent to Serve form from each prospective Committee member. These forms are available on request in the Graduate Nursing Office.

If the chairperson or a committee member leaves Widener University prior to completion of the dissertation, the individual may be allowed to remain on the Committee if feasible. If not, a replacement will be selected by following the steps in the original procedure. A Committee chairperson or member may resign from the Committee by informing the candidate and the Director of the PhD Program in writing. Under exceptional circumstances students may request a change in Committee membership by writing to the PhD Program Director and to the Associate Dean of Graduate Programs.

PROPOSAL DEFENSE

Having completed the dissertation proposal in consultation with the Committee, in individual and group meetings as necessary, the student will submit to the Graduate Nursing Office, an electronic copy of a written proposal describing the nature and scope of the expected research. These copies are distributed to the readers, chairperson, and committee members. Two full-time School of Nursing faculty with earned research doctorates will be assigned as readers by the PhD Program Director. The committee members and readers must be formulated so that each dissertation proposal

defense committee has at least three School of Nursing faculty members. The copy must be submitted by the dates published in the Graduate Catalog.

The PhD Program Director will inform the student of the Readers' names, the date, and time of the proposal defense. The Graduate Nursing Office will schedule a room. The proposal defense is open to Widener University faculty and doctoral students who wish to observe but they may not participate. The presentation of the proposal is open to friends, family, and colleagues of the doctoral student; the examination portion is closed to these observers.

The oral defense is conducted before the Committee and the two Readers. The decision must be at least a four-fifths majority vote with the following categories as defined below:

1. Approved as Written
2. Approved with Revisions
3. Approval Denied

Successful completion of the defense requires approval of any revisions by the Dissertation Chair and/or Committee. The Dissertation Committee Chair will determine the date for filing the final proposal copy in the Graduate Nursing Office. The final copy of the proposal will be sent electronically to the PhD Program Director as a single pdf file for the student's record.

PROPOSAL DEFENSE DEFINITION OF TERMS

1. **Approved as written.** The dissertation proposal is judged to be conceptually and methodologically sound. Minor edits may be needed to produce a final copy. The student may submit the application for protection of human subjects to the Institutional Review Board (IRB).
2. **Approved with revisions.**
 - a. The dissertation proposal is generally judged to be conceptually and methodologically sound. Editorial changes are required but may not involve methodology and/or data collection. The application for protection of human subjects may be submitted for IRB review. The Dissertation Chair must approve revisions before data collection begins.
 - b. The dissertation proposal is judged to be generally sound; however, substantive changes are required so as to afford greater clarity of conceptual and/or methodological issues. The Dissertation Committee Chairperson will state clearly, in writing, the changes that must be made and the time frame for submission of the revised dissertation proposal. The Dissertation Committee must approve the revised proposal before the candidate submits the application for protection of human subjects to the IRB.
3. **Approval denied.** The dissertation proposal is judged to have major deficiencies that require the candidate to rewrite and defend the proposal. The Dissertation Committee Chairperson will state clearly, in writing, the reasons for denial of approval and the course of action the candidate must undertake prior to resubmitting and defending the dissertation.

HUMAN SUBJECTS PROTECTION

Following approval of the dissertation proposal, but before data collection begins; the doctoral candidate must obtain permission from the Widener University Institutional Review Board (IRB) following the procedure established by that Board for the protection of human subjects.

Human subjects review procedures and forms may be obtained online in myWidener, under the Institutional Review Board Office. It is the candidate's responsibility to provide the Dissertation Committee Chairperson with a signed approval from the IRB.

DISSERTATION REPORT

The outline for the dissertation varies depending upon the type of research (quantitative or qualitative). It also may vary depending upon the specific question being addressed. Therefore, although students are encouraged to read other dissertations they should be cautious in adopting an outline since the content of each dissertation must respond to the specific question posed. The final form of the proposal is decided in conjunction with the committee.

In preparing the dissertation it is necessary to refer to the information available in the APA Manual (7th ed.), the Guidelines for Preparation of the Dissertation on the Wolfgram Memorial Library/Widener University webpage, and the guidelines from Proquest.

DISSERTATION DEFENSE

The student will be required to defend the completed dissertation during an oral examination conducted by the Committee and two additional readers appointed by the Director of the PhD Program. Both readers are full-time School of Nursing faculty members. The committee members and readers must be formulated so that each dissertation defense committee has at least three School of Nursing faculty members. The PhD Program Director will notify the student of the names of the readers. The candidate will arrange the date and time of the defense with the Committee, readers, and PhD Program Director. The Graduate Nursing Office will reserve a room.

A copy of the dissertation must be submitted to the Graduate Nursing Office of the School of Nursing according to the calendar in the Graduate Catalog (<http://catalog.widener.edu>).

An electronic copy will be distributed to the readers, chairperson, and committee members.

The full defense is open to Widener University faculty and doctoral students who wish to observe but they may not participate. The presentation of the dissertation findings is open to friends, family, and colleagues of the doctoral student; the examination portion of the defense is closed to these observers. The topic, date, time, and place of the dissertation defense and an abstract are posted. The decision regarding the outcome will be made by four-fifths majority vote of the Committee members and outside readers. The categories are:

1. Approved as Written
2. Approved with Minor Revisions
3. Approved with Revisions
4. Approval Denied

DISSERTATION DEFENSE DEFINITION OF TERMS

1. **Approved as written.** The dissertation is judged to be conceptually and methodologically sound. Some minor edits may be needed to produce final copies for filing in the Graduate Nursing Office. The student and chair negotiate a due date for submission of the final dissertation.
2. **Approved with minor revisions.** Some minor editorial changes are necessary but generally approved as written.
3. **Approved with revisions.** The dissertation is judged to be generally sound; however, some changes are required to afford greater clarity of conceptual and/or methodological issues or of data analysis and interpretation. The Dissertation Committee Chairperson will state clearly, in writing, the changes that must be made and the time frame for submission of the revised dissertation. The Dissertation Committee must approve the revised dissertation before the candidate files the final copies with the Graduate Nursing Office.
4. **Approval denied.** The dissertation is judged to have major deficiencies, which require the candidate to rewrite and redefend the dissertation. In some instances, additional data collection may be required. The Dissertation Committee Chairperson will state clearly in writing, the reasons for denial of approval and the course of action the candidate must undertake prior to resubmitting and redefending the dissertation.

COMPLETION OF REQUIREMENTS: TITLE PAGE AND FINAL COPIES

After making final corrections and receiving approval from your committee chair, the candidate must electronically upload the final dissertation file in ProQuest ETD. The procedure is described on the Wolfgram Library dissertation requirements and procedures page. The candidate should copyright the dissertation. Sigma Theta Tau International honor society members should visit the Sigma Theta Tau website and the Virginia Henderson (VH) Library if they wish to submit their dissertation abstract to the VH library. It is the candidate's responsibility to meet all deadlines.

The candidate is also responsible for asking committee members if they want a bound copy of the final dissertation. ProQuest provides an opportunity to purchase bound copies.

DEADLINES

Requests for comprehensive examination, dissertation proposals, and dissertation for defense must be submitted in accordance with the deadlines listed in the School of Nursing calendar. The dates listed in fall, spring and summer sessions are the last dates that material is accepted. Materials may be submitted earlier. The following schedule is required to assure a May, August, or December graduation.

ACTIVITY	FALL	SPRING	SUMMER
Declare intent to defend and schedule date/time for defense by	Sep 15	Jan 30	June 1
Submit Proposal/Final Dissertation	4 weeks prior to defense	4 weeks prior to defense	4 weeks prior to defense
Defend Dissertation Proposal	Dec 10	May 1	Aug 1
Defend Final Dissertation	Dec 1	Apr 20	July 20
Submit to Library	Dec 10	May 1	Aug 1
Graduate	Dec	May	Aug

In order to be cleared for graduation, PhD candidates must submit required corrected copies to the library by the above date prior to graduation. Candidates are not permitted to participate in graduation and commencement activities prior to completion of all degree requirements. Candidates not meeting these timelines will be scheduled for dissertation defense during the next semester with graduation that semester.

Note: If one's anticipated graduation date is missed, your petition for graduation will be retained for the next graduation date. The Registrar's office will not issue a graduation diploma without a petition for graduation.

Student Life: Widener School of Nursing

<ul style="list-style-type: none"> • School of Nursing Committees • Senior Class Activities • Sigma Theta Tau International • Widener University Nurses Association (WUSNA) 	<ul style="list-style-type: none"> • Appointments with Administration/Faculty • Outlook Email • Canvas • Change of Address/Phone/Name • Communication
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SCHOOL OF NURSING COMMITTEES

Students are represented at School of Nursing Faculty meetings and on several School of Nursing Committees. Listed below are the committees with their respective functions and membership guidelines.

Undergraduate Program Committee

- A. Functions of Committee:
- a. Establish the agenda for the Undergraduate Program Committee meetings in collaboration with membership and the Associate Dean of Academic Affairs;
 - b. Consider, study, analyze, develop and evaluate the curriculum and course changes submitted by the faculty and/or students;
 - c. Develop, review, and recommend undergraduate curriculum changes to the faculty;
 - d. Develop, review, and recommend policies for the undergraduate program;
 - e. Review and recommend changes to committee bylaws and submit changes to the Faculty Affairs committee by March 1 of each year;
 - f. By March 1 of each year, review and recommend changes, if appropriate, to the following sections of the SON Faculty handbook and submit changes to the Faculty Affairs committee: Goals and Outcomes of the Baccalaureate Program, Nursing Learning Resource Center, and Standards of Professional Practice.
- B. Membership:
- a. A tenured or tenure track faculty member who teaches in the undergraduate program, voted by the faculty of the committee, shall serve as chairperson for a term of two years with no successive terms;
 - b. Seven (7) faculty who teach in the undergraduate program. At least four (4) of these faculty members must be course coordinators;
 - c. Director of Community Relations and Clinical Placement
 - d. Director for the Center of Simulation and Computerized Testing;
 - e. Assistant Dean of Undergraduate Student Services;
 - f. Director of the RN – BSN program;
 - g. Associate Dean of Academic Affairs, ex-officio
 - h. One (1) undergraduate student at the junior or senior level

Graduate Program Committee

1. Functions of Committee:

- a. Develop and evaluate the curriculum and course changes submitted by the faculty and/or students;
- b. Recommend graduate curriculum changes to the faculty;
- c. Develop, review, and recommend policies for graduate programs;
- d. Develop and implement admission policies for graduate programs;
- e. Review and recommend changes to committee bylaws and submit changes to the Faculty Affairs committee by March 1 of each year;
- f. Review and recommend changes, if appropriate, to the following sections of the SON Faculty handbook and submit changes to the Faculty Affairs committee: Goals and Outcomes of the Master's Program, Goals and Outcomes of the Doctoral Program, Standards of Professional Practice by March 1 of each year.

2. Membership:

- a. A faculty member who teaches in the graduate program, will be voted by members of the committee to serve as chair;

- b. Two (2) faculty members who teach in the graduate program who are elected for a two year term on alternate years;
- c. The Directors of the RN-MSN, MSN, PhD, and DNP programs;
- d. The Assistant Dean, Harrisburg Campus;
- e. The Associate Dean of Graduate Nursing
- f. Student representation shall include one (1) master's student, two (2) doctoral students, including one (1) PhD student and one (1) DNP student.

SIGMA THETA TAU INTERNATIONAL

NURSING HONOR SOCIETY ETA BETA CHAPTER

Eta Beta Chapter of Sigma Theta Tau, International, the Nursing Honor Society, was established in 1984.

The purposes of the Society include:

- a. Recognizing superior achievement;
- b. Developing leadership qualities;
- c. Fostering high professional standards;
- d. Encouraging exploration, innovation and research in nursing;
- e. Strengthening commitment to the ideals and purposes of the profession.

Membership:

The requirements for membership on the baccalaureate level include:

- a. A minimum academic average of 3.0 on a 4.0 scale and ranking in the top 35% of their class.
- b. Completion of the junior year of the required nursing curriculum (50% of the baccalaureate nursing course requirements).
- c. Recommendations from Sigma Theta Tau Faculty members and/or faculty attesting to potential leadership and professional commitment.

Candidates are invited to apply for membership. An induction ceremony is held each academic year. For further information regarding the chapter and faculty counselors please refer to the Eta Beta website: <https://thecircle.sigmanursing.org/home>

WIDENER UNIVERSITY STUDENT NURSES' ASSOCIATION (WUSNA)

All students matriculated in the School of Nursing at Widener University are invited members of the Widener Chapter of the Student Nurses' Association (WUSNA). Each nursing student is also a member of the Student Nurses' Association of Pennsylvania (SNAP) and the National Student Nurses' Association (NSNA). An annual fee is charged to the student's account to cover membership fees. Students have the right to opt out of membership.

Opportunities for serving on various committees are available and open to all nursing students. These committees include: Community Service, Break Through to Nursing (BTN), Fundraising, Publicity, and Social Activities. Please contact a member of the Executive Board if you are interested.

Elections for the Executive Board are held in December for the following academic year. Members in good standing are eligible to run for office and to nominate and vote for candidates. Newly elected officers shall work in concert with the current Executive Board for the month of December and assume their duties in January.

The mission of WUSNA is to promote and enhance professionalism and the academic aspects of the Widener Nursing student. WUSNA provides many volunteer services for the surrounding community. WUSNA organizes many different activities throughout the school year designed to inform nursing students of current trends in health care and promote camaraderie and fellowship within the School of Nursing. The times, dates, and focus of various events will be posted on the WUSNA web site, on the digital monitors in the New Academic Building and/or announced in class.

General meetings are held on Mondays 12-1 PM as announced. All are invited to attend the meetings. This is your opportunity to meet with fellow nursing students and see what WUSNA is all about. There will be opportunities to earn points toward pinning throughout the year. A formal pinning ceremony will take place in the spring to honor these members. Friends and family are encouraged to attend this ceremony.

APPOINTMENTS WITH ADMINISTRATION/FACULTY

Appointments with the Dean of the SON are scheduled with the Administrative Assistant to the Dean, by calling 610-499-4213. Appointments with the Associate Dean of Undergraduate Programs and the Director of the BSN program are scheduled with the Administrative Support Specialist to the Associate Dean at 610-499-4211. Appointments with the Associate Dean of Graduate Programs is scheduled with the Administrative Assistant of Graduate Programs at 610-499-4207. Appointments for students in the RN/BSN/MSN program are scheduled by the Program Director. Appointments for the Assistant Dean and the Director of the Accelerated Nursing option are scheduled with the Administrative Support Specialist at 610-499-4206. Students are requested to provide an overview of the nature of the business they wish to discuss at the time the meeting is scheduled.

Faculty post their scheduled office hours by their doors. Appointments with faculty members should be made individually by the student. Students may contact faculty by telephone leaving a message on the faculty member's voicemail, or by email.

OUTLOOK EMAIL

Outlook email is the official point of contact for faculty and administration of the School of Nursing. Students must check e-mail daily and are responsible for keeping space available in their inboxes. Managing, tracking and sharing information for the Widener University community is facilitated through the MyWidener platform. Registration and personal profile updates are available through MyWidener. Questions related to log in identification and password registration are handled through the ITS Help Desk (610-499-1047).

CANVAS

Canvas is the learning management system used at Widener University. Students will utilize this system to access course information.

CHANGE OF ADDRESS, PHONE NUMBER OR NAME

It is the student's responsibility to notify the Registrar's Office of any change in name, address, or telephone number. Students must also notify the Office of the Assistant Dean for Undergraduate Services of above changes. RN/ MSN students must also notify the Office of Graduate Studies of these changes.

COMMUNICATION

The School of Nursing makes every effort to communicate information from the School, faculty, staff and the Widener University Student Nurses' Association to all concerned. Students are responsible for materials posted on the digital monitors in Founders Hall. Email accounts are provided through the Information Technology Services Office. Course information can be accessed through Canvas. Students must check their Outlook email messages daily.

School of Nursing Forms

School of Nursing Forms

All forms are available in the School of Nursing Office

- Essential Functions for Nursing Form
- Learning Prescription Form

- Main Campus: Student Health Services Return to Nursing Clinical Clearance
- PA State Board Form
- Report of Behavior Congruent with Impairment Form
- Student Incident Report Form
- Undergraduate Curricular Theory and Clinical hour form

• **DNP Practicum Forms**

- DNP Preceptor/Mentor And Site Evaluation Form
- DNP Student Clinical Practicum Activities Journal and Clinical Hours Form
- DNP Clinical Site Visit Form
- DNP Consent to Serve on DNP Project Form
- DNP Faculty Evaluation of Student's Clinical Performance
- DNP Project Completion Form
- DNP Project Proposal Approval Form
- DNP Practice Project Final Document Checklist
- DNP Project Documentation Guidelines

General Widener University Information

General Administrative Services

<ul style="list-style-type: none"> • Accessibility Services • Appointments with Administration/Faculty • Career Design and Development • Change of Address/Name • Communication • Computer Competencies • Computer Knowledge and Skills • Counseling • Financial Clearance/Financial Aid 	<ul style="list-style-type: none"> • International Student Services • Mobile Technology Device Policy • MyWidener • Office of Multicultural Affairs • Personal Safety • Scholarships and Financial Aid • University ID • Writing Center
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In accordance with the American with Disabilities Act (ADA), any student has the right to request reasonable accommodation of a disability. Accommodations must be requested through Student Accessibility Services (520 E. 14th St., 610.499.1266); which is the program that authorizes all ADA accommodations on campus. It is important to make this request as soon as possible so that there is time to make any necessary arrangements. <https://www.widener.edu/student-experience/student-success-support/student-accessibility-services>

APPOINTMENTS WITH ADMINISTRATION AND FACULTY

Appointments can be made directly with Academic Program Directors or the Dean. Contact information is on the website. Students are requested to provide an overview of the nature of the business they wish to discuss at the time the meeting is scheduled.

Appointments with faculty members should be made individually by the student. Students may contact faculty by telephone leaving a message on the faculty member's voicemail, or by email.

CAREER DESIGN AND DEVELOPMENT

The Career Design and Development office assists students with all aspects of their career development. This includes choosing a major, exploring career options, gaining experience through internships and summer jobs, developing effective resumes, learning effective interviewing skills, creating individualized job search strategies, and applying to graduate school. The services of CDD are available to all Widener Students. To receive the greatest benefits, students are encouraged to visit CDD early in their educational program. For more information, or to schedule an appointment, call 610-499-1261 or see <https://www.widener.edu/student-experience/student-success-support/career-design-development>

CHANGE OF ADDRESS OR NAME

It is the student's responsibility to notify the Registrar's Office of any change in name, address, or telephone number. Students must also notify the Graduate Nursing Office of these changes.

Editorial changes made 9.8.17 MED

COMMUNICATION

The School of Nursing makes every effort to communicate information from the School, faculty and staff to all concerned. Email accounts are provided through the Information Technology Services Office. Course registration and information can be accessed through myWidener. **Students must check their Widener email messages twice daily.**

COMPUTER COMPETENCIES REQUIRED

Nursing education and nursing service environments are characterized by their increasing use of and reliance on advanced technology. As a result, one expectation of highly educated professionals in education and health care is that they are familiar with and competent in the use of basic computer resources. Accordingly, all entering graduate students in the School of Nursing are required to have the following basic computer knowledge and skills.

COMPUTER KNOWLEDGE AND SKILLS REQUIREMENTS

- Keyboard competency for effective typing
- File management (create folders; create, save, edit, print files; make back up files on CD/DVD/flash drive)
- Launch/open various computer programs from desktop icons and from Start option
- Microsoft Office (incl. use of spell checker, thesaurus, grammar checker)
- Literature retrieval (online searches; download and save search results and full-text pdf files)
- Electronic mail (send, receive, forward, save, print e-mail, attach files to email)
- Internet (browse the WWW; use search engines effectively)

MICROSOFT OFFICE 365® email is the official point of contact with faculty and administration of the School of Nursing. Managing, tracking and sharing information for the Widener University community is facilitated through this platform. Questions related to log in identification and password registration are handled through the ITS Help Desk (610-499-1047). **It is strongly recommended that students check their email messages twice daily.**

Students who do not meet these requirements must acquire the appropriate computer knowledge and skills prior to beginning coursework.

Full Faculty 2/19/2010

COUNSELING

Confidential personal counseling is available to students free of charge. Appointments can be made by calling the Student Counseling and Psychology Services (CAPS) , 610-499-1261 <https://www.widener.edu/student-experience/student-success-support/counseling-psychological-services>

Students are encouraged to direct all questions related to financial aid to the Office of Enrollment Services, located in Lipka Hall (610-499-4161). Students receiving financial aid must see a counselor before graduating, transferring to another major, or withdrawing from the University. <https://www.widener.edu/admissions-aid/financial-aid>

Students must be financially cleared by the designated University deadline in fall, spring, and summer semesters. Students who are not financially cleared by census date will NOT be permitted to attend classes.

All non-academic functions such as housing, immigration visas and sponsorship are handled by International Student Services, 610-499-4498. <https://www.widener.edu/student-experience/student-success-support/international-student-support>

WUMAIL email is the official point of contact for faculty and administration of the School of Nursing. Students must check e-mail daily and are responsible for keeping space available in their inboxes. Managing, tracking and sharing information for the Widener University community is facilitated through the WUMAIL platform. Course information, registration and personal profile updates are available through My.Widener.edu. Questions related to log in identification and password registration are handled through the ITS Help Desk (610-499-1047). **Students should check their myWidener account several times a semester.**

MOBILE TECHNOLOGY DEVICE POLICY

Mobile Technology Devices include but are not limited to: Smart phones such as: Blackberry, Android, Iphone, and other portable devices such as laptop, Itouch and/or Ipad.

Mobile information technology devices may be used in clinical, simulation, and classrooms if permitted by the agency and faculty. If those devices also include a cell phone, instant messaging/text messaging, or camera feature, these features are NOT ALLOWED to be used in any of these settings. The use of the Internet through the use of these devices in these settings is limited to educational purposes ONLY.

Students are expected to comply with Health Insurance Portability and Accountability Act (HIPAA) regulations. All patient related information (simulated and/or real) is confidential. Patient related information (simulated and/or real) is defined as all information related to the health, business, or personal matters of the patient or patient's family. This includes but is not limited to Protected Health Information (PHI) that is based on a patient's diagnosis, examination, treatment, observation, or conversation, and information maintained in databases that contain diagnostic or treatment related information. (*Dismissal offense: See student handbook for details)

Cleaning of mobile technology devices must comply with the clinical agency's infection control policy and procedures. **If the device becomes contaminated it should be cleaned with the recommended disinfectant. If a patient is in isolation, the mobile technology device cannot be taken into the patient's room. Hand hygiene is the best method of preventing transmission of disease.

Students who do not comply with this policy will be subject to possible consequences as stated in the SON handbook.

9/16/2011 approved by Graduate and Undergraduate Program Committees 9/30/2011 approved by Full Faculty

OFFICE OF MULTICULTURAL AFFAIRS

This office provides programming to support diversity and an inclusive, tolerant climate, and is located on the second floor of the University Center. An inviting lounge offers an opportunity for discourse, networking, and community building. <https://www.widener.edu/profile/multicultural-student-affairs>

PERSONAL SAFETY

Personal safety is a matter of concern to everyone. Please remember to be aware of your surroundings when attending evening and night classes at the Main Campus. To assure your personal safety, Widener University has located RED

telephones in each building and BLUE Emergency Call Boxes around campus. Campus security is available at ext. 4200, 24 hours a day. Escort service by campus security is available to any building or parking lot on campus. During evening hours students should request an escort. In order to receive timely notifications regarding emergencies of types, including campus closing for weather, students must sign up for E2 Campus.

Students are advised to contact the Office of Enrollment Services at 610-499-4161 for the Main Campus to inquire about financial aid. Students receiving financial aid must see a counselor before graduating, transferring to another major, or withdrawing from the University. Information specific to scholarships is available through the Graduate Office for the School of Nursing.

UNIVERSITY ID

Both clinical and educational institutions require that students wear University Student picture ID or Campus 1 Card. This applies to all students during required course experiences and data collection related to research as well as completion of guided projects. A valid ID with barcode is necessary to use the library's resources. ID's are available through the Campus Safety Office in Lipka Hall (610- 499-1018) and online. Students' ID's must be validated by Wolfgram Library in order to use remote site access to the University Library data bases for literature searches. <https://sites.widener.edu/campus1card/links/>

WRITING CENTER

Widener University provides comprehensive assistance with writing skills at the Writing Center, located in Old Main Annex. Writing tutors are available Monday thru Friday. Students can receive help with generating ideas for assignments, creating outlines, reviewing drafts, proofreading papers, and general writing skills such as improving the organization and clarity of their written expression. Writing Center services are by appointment only, and appointments can be scheduled by calling 610-499-4332. <https://www.widener.edu/profile/writing-center>

The Essential Functions for Nursing Practice

The Essential Functions for Nursing Practice

<ul style="list-style-type: none">• Competency 1: Acquiring Fundamental knowledge.• Competency 2: Oral and writing ability with accuracy, clarity, and efficiency.• Competency 3: Interpreting Data	<ul style="list-style-type: none">• Competency 4: Ability to learn, think critically, analyze, assess, solve problems, reach judgement.• Competency 5: Concern for others, integrity, ethical conduct, accountability, interest and motivation
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The programs of study leading to the Bachelor of Science in Nursing (BSN) and Master of Science in Nursing (MSN) require students to engage in diverse, complex, and specific experiences essential to the acquisition and practice of essential nursing skills and functions. Unique combinations of cognitive, affective, psychomotor, physical and social abilities are required to satisfactorily perform these functions. In addition to being essential to the successful completion of the degree requirements, these functions are necessary to ensure the health and safety of patients, fellow students, faculty, and other health care providers.

In keeping with its mission and goals and compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), Widener University School of Nursing promotes an environment of respect for and support of persons with disabilities. The ADA defines disability as "...a physical or mental impairment that substantially limits one or more of the major life activities of such individual: a record of such an impairment: or being regarded as having such an impairment" Physical or mental impairment is broadly defined and includes "...any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more ...body systems ... [and]...any mental or psychological disorder such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities..."

Essential functions are defined as those skills and competencies that all BSN and MSN students at Widener University must have the capacity to demonstrate, with or without reasonable accommodations. Students are not required to be competent in all of these skills at the time of admission, but must have the physical and mental capacity to perform the tasks in clinical practice. If a student is unable, or suspects they may be unable, to complete any of the essential functions outlined in this document, with or without reasonable accommodations, the student is strongly encouraged to consult with the Office of Student Accessibility Services as soon as possible. Essential functions include but are not limited to the following:

Competency 1: Acquiring Fundamental knowledge

Compliance with this competency requires that the student be able to:

- Ability to learn in classroom and in educational settings.
- Ability to find sources of knowledge and acquire the knowledge.
- Ability to be a life-long learner.
- Novel and adaptive thinking.

Competency 2: Oral and writing ability with accuracy, clarity and efficiency

- Communicate effectively with stakeholders.
- Demonstrate professional behaviors in the workplace.
- Provide effective health teaching to individuals and groups.
- Interpret and document nursing actions and patient/client and family responses.
- Utilize professional behaviors with other members of the interprofessional team.
- Ability to observe patient conditions and responses to health and illness.
- Ability to assess and monitor health needs.
- Computational thinking.
- Cognitive load management

Competency 4: Ability to learn, think critically, analyze, assess, solve problems, reach judgment

- Demonstrate knowledge of nursing science and effective/safe clinical nursing care
- Utilize the nursing process in the provision of care
- Demonstrate clinical judgment.
- Synthesize nursing knowledge and skills in planning and providing effective/safe nursing care
- Establish priorities among several tasks or pieces of data
- Transfer knowledge and skills from one clinical nursing situation to another
- Demonstrate effective communication
- Develop a holistic plan of care utilizing clinical judgement
- Develop a plan of care based on the best evidence
- Address issues of health equity in the provision of care
- Monitor patient outcomes.
- Evaluate patient outcomes based on clinical practice guidelines.
- Accurately evaluate own performance in relation to written standards
- Accurately identify areas for continued learning and performance improvement
- Develop plan for lifelong learning
- Establish therapeutic boundaries
- Demonstrate clinical judgment and ethical conduct
- Be accountable for own behaviors
- Promote mature, sensitive, and effective relationships with patients, students, faculty, staff, and other professionals
- Respect differences in patients/clients and families

- Support patient/client, families.
- Adapt to changing environment or stressful situations