

**RN to BSN Program
Student Handbook**



**College of Health and Wellness
University of Wisconsin-Stevens Point**

WELCOME

We are pleased you have chosen a program of study within Nursing at the University of Wisconsin-Stevens Point. It is our hope you will take advantage of all the University of Wisconsin-Stevens Point and the Nursing Program has to offer. Enjoy your time here!

The Bachelor of Science nursing completion program is both challenging and rewarding. Our faculty and staff are dedicated to providing you with a high caliber program. The quality of our program is reflected in our success assisting you in reaching your educational and professional goals.

This handbook is designed to provide you the information you need to guide you through the program. Information regarding the department, advising, and the curriculum is included for your reference in devising your personal plan of action for your time with us. Should you have additional questions, please stop in the office, or call to schedule an appointment.

We look forward to working with you!

UWSP Nursing Program Faculty and Staff

Bachelor of Science Completion Program in Nursing

The UWSP Bachelor of Science Completion Program in Nursing enables licensed registered nurses (RNs) holding either a Diploma or Associate Degree in Nursing to obtain a Bachelor of Science degree in Nursing. Coursework will prepare registered nurses for leadership roles and broaden theoretical understanding and clinical skills for caring for patients in acute, community, and ambulatory settings. Students will increase skills in technology and communication while gaining a greater appreciation for the interdisciplinary aspect of nursing practice.

UWSP offers courses in the Nursing Program in hybrid (combination of face-to-face/ZOOM and online) and/or online format. Fully online courses are available through the BSN at Home consortium. BSN at Home provides online courses that are developed and consistent with core Bachelor of Science in Nursing completion nursing courses within the 6 Universities of Wisconsin (UW-Eau Claire, UW-Oshkosh, UW-Green Bay, UW-Madison, UW-Milwaukee, and UW-Stevens Point) that make up the consortium. Access to the BSN at Home program is located at www.bsnathome.com. Students holding an Associate Degree in Nursing may be eligible for up to 72 transferable credits based on articulation agreements.

Faculty and Staff

The UWSP nursing baccalaureate completion program is within the School of Health and Wellness (SHW), in the College of Professional Studies (CPS). The office is located in in the Science building.

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Bachelor of Science Completion Program in Nursing

Philosophy, Mission and Conceptual Framework

Philosophy

The baccalaureate curriculum at UWSP is based in a strong liberal arts foundation that promotes a humanistic and interdisciplinary approach to nursing practice. The focus of care is on individuals, families, groups and communities within dynamic environments.

Students learn through a process of constructing knowledge based on experience and education resulting in a progressively integrated level of nursing care. Faculty members support a learning environment that encourages clear oral and written communication; promotes ethical and professional behavior; requires application of skills of critical inquiry to issues and problem-solving; and recognizes the value of community and context in learning.

The discipline of nursing forms a necessary foundation for the delivery of health care, regardless of the type of health system or populations served. The nature of nursing is to promote wellness, determine health alterations, and provide safe, effective care to those with disease, illness, or injury. The program's conceptual framework reflects the philosophy and represents graphically the interplay of its components: person, nursing, health, and environment.

Purpose/Mission

The mission of the Nursing program is to improve the health status of humans through baccalaureate level nursing education that emphasizes foundational knowledge, skills and values within an interdisciplinary and service-oriented mindset.

Conceptual Framework

The program's conceptual framework is defined by four concepts central to the curriculum: person, nursing, health, and environment. Person represents the learner who accumulates knowledge and applies that knowledge through critical thinking, reasoning and a lens of caring toward interactions with clients.

Nursing is the integration of sensibility of service to community and mankind, demonstrating practice as a culmination of formal education and experiences. Nursing requires the ability to recognize multiple roles in the provision of excellent care and to work independently and within interdisciplinary teams to maintain and improve quality of care. The concept of connectedness symbolizes nursing's function within health systems.

Environment is the impacts of internal and external influences that result in how people experience and live their lives. Environment consists of physical, psychological social, spiritual, and cultural factors. Nursing, as an environmental factor, influences the health of

individuals, families, and populations. Health is a state of being within intrinsic and extrinsic environs and is optimized through conscientious self-care and competent use of resources for that purpose.

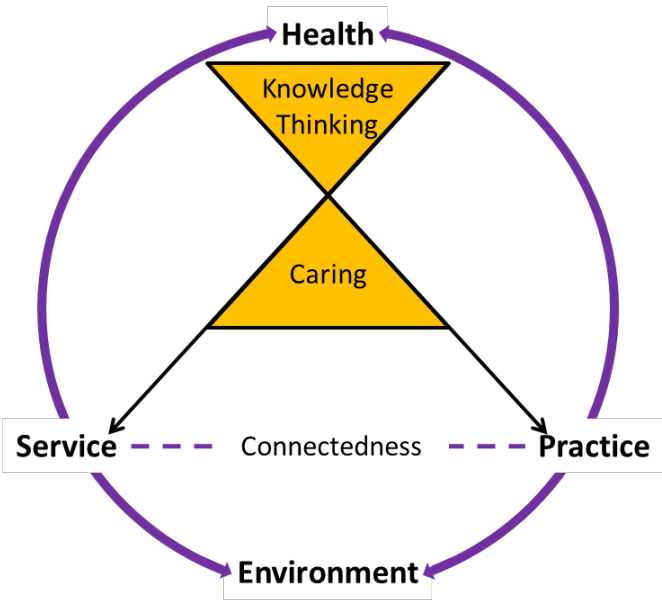


Figure 1. Conceptual Framework

Program Outcomes

The Baccalaureate Nursing Completion Program Outcomes

1. Integrate the knowledge from liberal education as a basis for decision-making and nursing practice.
2. Apply knowledge and skills in leadership, quality improvement, and patient safety that support high quality nursing practice.
3. Apply the principles of research in evaluating scientific studies to support the practice of evidence-based nursing.
4. Utilize technology to evaluate information to support the practice of quality patient care.
5. Connect knowledge of the economic, political, and social environment to health care and its impact on professional nursing practice.
6. Demonstrate the integration of interprofessional communication and collaborative skills to optimize patient care.
7. Assess a community/population using the principles of public health determining approaches that support health promotion and prevention for individuals, families and the community.
8. Demonstrate professionalism incorporating understanding of diversity, values, and ethics in the professional practice of nursing.
9. Demonstrate synthesis of previous and new knowledge through completion of practicum in a nursing setting that incorporates inter-professional communication skills, professionalism, leadership and clinical reasoning skills.

Accreditation

The University of Wisconsin-Stevens Point's baccalaureate nursing completion program is accredited by the Commission on Collegiate Nursing Education (CCNE). <http://www.ccneaccreditation.org>

Commission on Collegiate Nursing Education
655 K Street NW
Suite 750
Washington DC 20001
202-887-6791

Program Application Requirements

Formal application to the BSN Completion Program must be completed during the semester prior to enrolling in nursing courses.

- Associate or Diploma degree in Nursing from a nationally accredited program
- Current Wisconsin Registered Nursing license
- Minimum GPA of 2.5 (0-4.0 scale)

Academic Core Requirements-BSN Completion Program

- The Bachelor of Science general education program requirements
- Associate or Diploma Degree in Nursing from a nationally accredited program
- Current Wisconsin Registered Nursing license
- SOC 101; PSYCH 110, 260; BIOL 333, 385, 387
- One semester of college chemistry: CHEM 101, CHEM 105, CHE 203, or CHE 250 (CHE 203 Survey of Biochemistry and CHE 250 Review and Updates in Chemistry and Biochemistry are offered through UW Colleges.)
- HS 301, or MATH 355
- Total of 31 credits in nursing.
 - i. Core: NURS 310, 407, 441, 446, 447, 452, 453, 454, and 455
 - ii. Electives: at least six credits of NURS 486 (topics vary)
- Communication in the Major: NURS 407, 452 and 455
- Capstone Experience: NURS 455
- Experiential Learning: NURS 455

Academic Standards for Nursing

For acceptance and continued registration in the Nursing major, you must earn a grade point of 2.5 or better overall. No grade below a C in any core nursing course will be accepted for graduation. No more than two courses with grades of less than C- will be accepted in the major and/or may be repeated for credit. Students may repeat courses to achieve a grade of C or better. If a second repeat of a course is necessary, the student will be required to seek the approval of the nursing instructor and/or nursing program director.

UWSP RN to BSN program does not have a course failure policy in terms of the number of times a course can be taken. However, if there is a pattern of course performance, or behavioral, issues resulting in course failure/s, the Program Director and faculty reserve the right to decline entry or mandate additional requirements to be considered for re-entry. These requirements may involve the Tutoring/support center, or other student resources on campus. [If a student fails the same course, on the repeat attempt, the student is out of the program.](#)

Grading Scale for Nursing Core Courses

Grading Scale:

A	94-100
A-	90-93
B+	87-89
B	84-86
B-	80-83
C+	77-79
C	74-76
C-	70-73
D+	67-69
D	64-66
F	<64

Stop-Out Policy

Students often take courses offered at other institutions to complete their degree or need to defer school for personal or professional reasons. Students not taking a course at UWSP during a semester are identified as, 'stopped out'. Student records will be maintained for up to two years for enrollees in the baccalaureate nursing completion program for a student needing to 'stop-out'.

Students who are "stopped out" have responsibility for contacting their advisor each semester that they are "stopped out", continuing to read e-mail in their UWSP accounts, reactivating admission status, and having official transcripts from courses completed outside UWSP sent directly to the Registrar's Office.

Curriculum (Required Nursing Courses)

NURS 310. Professional Essentials. 1 cr. Orientation to nursing major including skill building in writing, navigating the online environment, and components of professional nursing practice. Prereq: nursing major.

NURS 407. Foundations of Professional Nursing Practice. 3 cr. Apply philosophical perspectives, theories, and standards to the practice of professional nursing. Analyze factors influencing nursing/health care delivery. Enhance professional communication skills. Prereq: 310; ENGL 150 or 202; nursing major; R.N. license.

NURS 441. Chronic Care Management. 3 cr. Explore interaction of biological, psychological, social, and environmental factors important to understanding management of chronic conditions at the individual, family, community, and social levels. Prereq: 310; nursing major; R.N. license.

NURS 446. Research and Evidence-Based Practice. 3 cr. Introduction to importance of research to improve clinical practice, strategies to evaluate the quality of research and evidence, and increase integration of research into practice. Prereq: 310; HS 301 or MATH 355; nursing major; R.N. license.

NURS 447. Leadership and Management. 3 cr. Examine nursing leadership and management using relevant theories and concepts. Analyze decision-making in relation to communication, delegation, supervision, and group process. Prereq: 310; nursing major; R.N. license.

NURS 452. Aging and Health. 3 cr. Explore normal aging and lifestyle factors that promote optimal aging or lead to health alterations. Examine coping and facilitation of elders' achievement of health goals. Prereq: 310; ENGL 150 or 202; nursing major; R.N. license.

NURS. 453. Information Management and Health Care Technology. 3 cr. Utilize computer and information/decision science to support quality and safety in health care. Explore informatics issues and examine nursings' role in health care. Opportunities to use and master various healthcare technologies and healthcare data will be given. Prereq: 310; nursing major; R.N. license.

NURS 454. Community Health Nursing. 3 cr. Nursing care of populations and communities to facilitate optimal health outcomes. Prereq: 310; nursing major; R.N. license.

NURS 455. Concepts in Nursing Practice. 3 cr. Experiential learning in community settings applying theory, research, critical thinking, and reasoning using tools of reflection, writing, and discussing. Prereq: 484 or Coreq; nursing major; R.N. license; cons instr.

NURS 472. Nursing Economics. 3 cr. Various payment systems in healthcare will be explored including how these payment methods have shaped the healthcare system. Emphasis will be on how healthcare and nursing is changing to meet the challenges of the changing economic healthcare environment and how this shapes nursing careers now and in the future. Prereq: 310, nursing major, R.N. license.

NURS 486. Selected Topics in Nursing. 3 cr. Major topics in nursing. Subtitle will identify the area. Availability varies. Prereq: 310, nursing major; R.N. license.

Students should be aware that N310 and N455 have required face-to-face or ZOOM class sessions with online content (hybrid mode) as there are not fully asynchronous [fully](#) online options for these courses. N455 is a clinical course and will require clinical

hours at a healthcare entity. This course requires the student to have a criminal background check, CPR records and various health records. Please check with the SHW office, or your instructor, for details on placement requirements. This course may require a fee of up to \$150.00, or greater for immunization tracking software, [professional liability insurance](#), [drug testing](#), or any other costs associated with getting cleared at a clinical site such as titers, etc. Students should be aware that every effort is made to place them at a clinical site locally, but this may not always be possible. Expect travel expenses. The student will work with the placement coordinator and N455 instructor to meet the placement requirements. A lack of student engagement in this process may result in a delay in placement and graduation.

BSN at Home

Course registration procedures differ between the locally offered UWSP courses and the online BSN at Home nursing courses. Students, depending on their preference, may alternate between either course-offering-format as they complete the program. The BSN at Home courses are offered by UWSP and five other UW campuses; therefore, students taking BSN at Home courses can expect instruction to originate from any of these universities.

Procedure to Take Online Nursing Courses from BSN at Home

1. You must be a current UWSP RN to BSN Completion student.
 - a. If you are not a current UWSP student, submit an application, see “How to Apply” at UWSP Admissions Office <http://www.uwsp.edu/admissions/Pages/Applying/Future-Students.aspx>.
 - b. Select intended major to be “Nursing (B.S.)”
 - c. If you are a new student to UWSP, you’ll need to paper register for at least one course to activate your student account. This will establish your UWSP logon and password, which are needed to fully access the BSN at Home website.
2. Once accepted and activated as a UWSP student, go to BSN at Home <http://www.bsnathome.com/>, click on “Currently Enrolled Students” and then click “Forms” to get to the Demographic Form link.
3. Select and complete the “ONLINE SUBMISSION” of the Demographic Form. Acceptance of this form gets you into the BSN at Home system.
4. Seats in online BSN at Home courses are reserved by (1) the student completing and submitting a Commitment Form and (2) Tiffany Koeshall giving approval for the form. This is done system-wide on a first-come-first-served basis, and online BSN@Home courses fill quickly.
5. Commitment Forms open at 8:30 am on a specified day in February, April, and November for Summer, Fall, and Spring Semesters, respectively. Commitment Form opening dates are published on the BSN at Home website.

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6. Online submission of the Commitment Form is done from the same web page as the Demographic Form, <http://academic.son.wisc.edu/bsnathome/forms.html>.
7. Once you have a reserved seat in an online BSN at Home course, T. Koeshall will give authorization (permission required, PR) for you to register for the course through the normal UWSP process (UWSP website, myPoint link, Academics tab, Drop or Add Courses link). Please contact T. Koeshall (tkoeshal@uwsp.edu) or 715-346-2603) with any questions.
8. You will receive email instructions on how to access your BSN at Home course(s) via UW Extension Continuing Education, Outreach & E-Learning. This includes a BSN at Home specific username and password. UW Extension and Continuing Education, Outreach & E-Learning (BSN at Home) course login page is located at <https://uwli.courses.wisconsin.edu/?logout=1>.

Nursing Courses Offered by Semesters-Hybrid Option-combination of face-to-face (ZOOM) and online. These classes have synchronous class expectations.

All Nursing core courses are offered each semester through BSN at Home in a fully online mode.

Fall	Spring	Summer
N310 – Professional Essentials	N310 – Professional Essentials	N310 – Professional Essentials
N407 – Foundations of Nursing Practice N446- Research and EBP N454-Community Health Nursing N453- Information Management and HC Tech N455- Concepts of Nursing Practice	N441-Chronic Care Management N447- Leadership and Management N452 Aging and Health (Hybrid) N472 Nursing Economics (UWSP Elective) N455-Concepts of Nursing Practice	N407 – Foundations of Nursing Practice

Criminal Background Check and Required Immunizations

Clearance, pending a criminal background check and documentation of compulsory vaccinations/immunizations/titers, is required prior to placement in NURS 455 or any hospital, clinic, or community healthcare setting. Two-step tuberculin skin tests and seasonal Influenza vaccinations may be offered a no or minimal costs to students at UW-SP Student Health Services, 715-346-4646, 910 Fremont Street, Stevens Point, WI. Any expense associated with vaccinations and titers is your responsibility.

Confidentiality Related to Coursework Policy (HIPAA, FERPA)

When communicating information online or face-to-face based on personal or work-related experiences, keep in mind rules and policies of Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act of 1996 (HIPAA). It is expected that students will judiciously protect the privacy of patients, peers, family, or agency/institution by not disclosing confidential information outside of the course. To maintain anonymity methods such as alias or initials should be used. For more information on these laws, please refer to the following websites:

FERPA - <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/students.html>

HIPAA - <http://www.hhs.gov/ocr/privacy/hipaa/understanding/summary/index.html>

Social Media Policy

Consistent with American Nurses Association (ANA) principles for social media, whatever is posted on a social media site (Facebook, Twitter, YouTube, LinkedIn, etc.) instantly becomes available to the public, so keep content appropriate and confidential matters private. Regardless of the privacy settings, content can easily be made available to those outside of the user's preference settings. Be aware that all University and legal guidelines, such as Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act of 1996 (HIPAA), also apply in social media sites.

The following is adapted from the American Nurses Association (ANA) Principles for Social Networking:

1. Nurses must not transmit or place online individually identifiable patient information.
2. Nurses must observe ethically prescribed professional patient - nurse boundaries.
3. Nurses should understand that patients, colleagues, institutions, and employers may view postings.
4. Nurses should take advantage of privacy settings and seek to separate personal and professional information online.
5. Nurses should bring content that could harm a patient's privacy, rights, or welfare to the attention of appropriate authorities.

For more information: <https://www.nursingworld.org/social/>

APA Style

Complete APA (7th ed.) format is required for all formal papers. APA format specifies format for title page, running head with pagination, abstract, levels of headings, in-text citations, and reference list. Discussions do not require APA format unless you are using information from a reference source (your textbook, other books, journal articles, etc.), in which case you must properly use APA format for in-text citations and references. All documents must be submitted in Word (.doc or .docx).

GENERAL INFORMATION & POLICIES

The Nursing Department is a department in the College of Professional Studies (CPS) and within the School of Health and Wellness (SHW). The CPS and SHW policies apply to the Nursing Department.

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Academic Rights and Responsibilities

The Dean of Students Office protects your rights as a student. If you believe that your rights have been violated, or if you have questions concerning your rights, write or visit this office, DOS@uwsp.edu, room 212 Old Main, or call them at 715-346-2611.

You have the responsibility to act appropriately and responsibly. If your actions conflict with the welfare and integrity of UWSP or disregard the rights of other members of the university community, including guests and visitors to the campus, you will face student conduct disciplinary proceedings.

You will find copies of the University of Wisconsin System disciplinary procedures and UWSP's institutional policies under these procedures on the Dean of Students website, <http://www.uwsp.edu/dos/Pages/default.aspx>. We urge you to read Chapter UWSP 14 and 18, which is part of our contract with you, since the chapters describe what constitutes violations of appropriate conduct on campus and for university activities.

Advising

Students are assigned an advisor within the department at the time that they declare the major. All faculty and staff are involved in advising. If it is an emergency and your advisor is not available, you are able to meet with another advisor. A student seeking to be admitted into the RN to BSN program will be linked with the SHW advisor Tiffany Koeshall. Once they are admitted and taking N310, the student is assigned a faculty advisor in the program. All students are expected to check their email to obtain their adviser assignment.

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Students are encouraged to schedule appointments with their advisor whenever they have questions.

Academic **advising** will be scheduled about the **8th or 9th week** of the semester for the next semester's **registration**. Students must meet with their advisor at that time to receive authorization to register for courses. Notices are sent to students, and sign-up sheets are posted on the bulletin board outside of the SHW Office, D-127, Science Building. When meeting for academic advising, the student should bring a copy of their Degree Progress Report (DPR). With the guidance of the advisor, the student will create a tentative program plan for their course work at UW-Stevens Point.

Students in their first semester at UW-Stevens Point, or students that do not meet the minimum grade point average requirements for the professional program, are asked to meet with their advisor within the first three weeks of the semester. Students will be sent an email notifying them to schedule an appointment with their advisor. It is the students' responsibility to schedule the appointment. In making that contact, indicate days and times that are convenient for you to meet. Advisors make every effort to schedule the appointment at a mutually agreed upon day/time.

Appeal Process

Grade Review

If an instructor does not distribute, by the end of the second week of class, a written statement of how grades are determined, or if you feel that your instructor does not assign grades as described on that written statement, you may appeal the grade you receive in the course.

First talk with the instructor about your concerns. If, after doing so, you are not satisfied, write a statement of the problem and request that your grade be reviewed by the SHW Associate Dean. Within two weeks of the department's receipt of your appeal, a meeting will be scheduled with you, the SHW Associate Dean, and other individuals involved. If, after doing so, you are not satisfied, write a statement of the problem and request that your grade be reviewed. Submit this to the coordinator for grade review in the Provost/Vice Chancellor for Academic Affairs Office, Room 202 Old Main. You may submit this appeal up until the end of the fourth week of classes in the following semester.

After the coordinator receives your request, the following things take place:

1. The student meets with the coordinator and discusses the grounds for appeal, the appeal process, and the options available to the Grade Review Subcommittee if the appeal is sustained.
2. The coordinator gives a copy of the students' appeal to your instructor and asks the instructor to respond to it in writing within 20 working days.
3. After 20 working days, the coordinator evaluates the allegations and determines if the students' appeal is valid.
4. If the coordinator concludes that a grade change may be warranted, or if the instructor has failed to respond in writing, the coordinator gives the Grade Review Subcommittee of the Academic Affairs Committee all relevant information and

directs the members of the committee to investigate your allegations and determine whether they are valid.

The subcommittee usually reaches a decision by the end of the semester in which you make the appeal. If, however, one of the parties is not on campus that semester, it may take longer.

If the subcommittee or the instructor determines that special academic expertise is needed, the subcommittee solicits an independent evaluation in writing from three impartial experts appointed by the chair of the instructor's department in consultation with the instructor and the subcommittee chair. The subcommittee accepts the evaluation and recommendations of the impartial experts on matters of academic content whenever it asks for them.

After investigating the grievance, the subcommittee will inform the student and instructor of its decision in writing. If it finds that a change of grade is warranted, it will also recommend to the instructor the appropriate grade change. If the instructor refuses to make the recommended grade change within 10 school days after notification, the subcommittee will do one or more of the following to protect the students' interests:

1. Attach to the students' permanent record and transcript, a statement of the recommended change of grade and the reasons the instructor did not change the grade.
2. Exempt the challenged grade from being included in the students' grade point average, unless the student wants the grade to be included.
3. Authorize the students' graduation minus the credit hours represented by the challenged grade, if that grade was "F."

Nursing Program Non-academic Complaint Process

For the non-academic grievances, the student may follow the "chain-of-command." A written grievance is filed with the Chair of the School of Health and Wellness. If satisfaction is not achieved, the grievance is filed with the Dean of the College of Professional Studies. If the student remains unsatisfied, the grievance continues with the Provost and Vice Chancellor of Academic Affairs, and finally, with the Chancellor of the university. In extremely rare cases, the grievance process could be filed at the level of the University of Wisconsin System.

Communication

When enrolled at UW-Stevens Point, students are assigned a UW-Stevens Point email account. It is the students' responsibility to monitor this account on a regular basis. Periodically throughout the semester, notices may be forwarded using e-mail, U.S. mail or phone calls.

Return emails: Instructors have five business days to return emails. If the student has not heard back from an instructor within five business days, it is acceptable to inquire about receipt of the email.

All communications between the student and instructor shall be in a professional and courteous manner.

Graduation

To graduate, students must earn at least 120 credits (30 credits in residence at UWSP), which include the general requirements for your degree and the requirements for at least one major. A minimum of 40 credits must be at the 300 level or higher. You may need to take some elective credits. Specific requirements for each major may be found in the UW-Stevens Point course catalog. A bachelor's degree will be granted only if you complete the general degree requirements and at least one major.

Letters of Recommendation

- Faculty and advisors often write letters of recommendation for students when applying for jobs, scholarships or graduate programs. You must complete a “[Recommendation Request Form](#)”, “[Personal Data Form](#)”, and “[Letter of Recommendation Release Form](#)” located on the SHCP home page under student resources and scholarship/summer internship opportunities. Send these forms as an e-mail attachment to the faculty/staff when making the request for a recommendation. Copies of these forms may be found in the appendix.
- These forms are essential to write letters of recommendation that contain specific details regarding your work history, volunteer work, awards, GPA, future plans, courses taken with the recommendation letter writer, deadline for submission, etc.
- As a courtesy, when requesting a letter of recommendation from faculty, allow at least 3-4 weeks.
- You may need to remind faculty by email of the submission deadline for the letter of recommendation and the logistics for picking up the completed letters.

Scholarships

Scholarship information specific for the SHW is updated and distributed each year. Students will receive notification from the SHW office. For general scholarship information, contact the Financial Aid Office, Room 106 Student Services Center, Phone 715-346-4771.

Special Needs

The Disability Services Office provides assistance for special needs. Contact the Disability Services Office, Room 103, Student Services Center, 715-346-3365. Accommodations in CLS courses will not be made without notification from this office.

Tuition

The basic costs per semester are listed in the UWSP catalog or on the Accounts Receivable website: <http://www.uwsp.edu/ar/Pages/Tuition-Rates.aspx> for undergraduate and graduate students. When planning your budget for college, you should also take into account the costs of travel to and from the university and personal expenses such as clothing, laundry, school supplies, phone calls, etc.

The total cost includes tuition and seven segregated fees: the University Center fee, the Student Activity fee, the Text Rental fee, the Student Health fee, the Municipal Services fee, the Health Enhancement Center fee, and the United Council fee.

Students are required to pay a \$25 registration deposit prior to registration.
<https://www.uwsp.edu/regrec/Pages/registrationDates.aspx>

Refunds

Written notification must be sent to the Registrar's office as soon you decide to cancel your enrollment or withdraw from UWSP. The refund policy and schedule can be found in the catalog or on the Accounts Receivable website.

There is no fee assessed if you cancel your registration prior to the first day of the semester. Withdrawals effective the first week of classes will be assessed a \$100.00 fee.

Withdrawal

Students must notify the SHW main office upon withdrawing from all courses (withdrawal from the university). It is the student's responsibility to consult with Enrollment Services, 715-346-3300, esos@uwsp.edu, and submit a "Withdrawal Form" <https://www.uwsp.edu/regrec/Documents/Cancellation-Withdrawal%20Form%20Registrar.pdf>.

Please see <https://www.uwsp.edu/one-stop/Pages/cancel-drop-withdrawal.aspx> for important information, such as tuition refund rates and the impact of withdrawal on financial aid.

In addition to UWSP withdrawal procedures, contact Tiffany Koeshal, tkoeshal@uwsp.edu or R. Sommer, rsommer@uwsp.edu, 715-346-2603 to be removed from BSN at Home courses. A student who voluntarily leaves the university at any time without completing the prescribed withdrawal procedures will be considered as still registered. This will result in financial obligations for, and failing letter grades in, each course in which the student is enrolled.

Academic Misconduct (Dismissal from the Program)

Students must maintain academic standards, ethics, and honesty, including UWSP, SHW, and individual course standards. The following policy statement does not replace, but rather defines the SHW cheating policy as it relates to all students in the programs. SHW faculty members equate unethical and/or dishonest behavior as demonstration of the potential for harmful and life-threatening behavior in the clinical setting. Therefore, cheating in any of its forms will not be tolerated. The following activities are specifically prohibited and will warrant a warning or reprimand, failure or reduction of your grade on an assignment or exam, probation, temporary or prolonged suspension, or permanent expulsion from the SHW programs.

1. **Cheating** includes but is not limited to the following:
 - a. Copying from another student's test paper.
 - b. Copying from another student's assignment without faculty approval for collaboration.
 - c. Using materials, or inappropriate procedures during a test not authorized by the person giving the test.
 - d. Collaborating with any other person during a test without faculty approval for collaboration.
 - e. Knowingly obtaining, using, buying, selling, voluntarily revealing, transporting, or soliciting in whole or in part the contents of any test without authorization of appropriate official.
 - f. Bribing any other person to obtain a copy of a test.
 - g. Soliciting or receiving unauthorized information about any test.
 - h. Substituting for another student or permitting any other person to substitute for you in completing a test.
2. **Plagiarism** is the unacknowledged use of any other person or group's ideas or work. This includes purchased or borrowed papers.
3. **Collusion** is the unauthorized collaboration with another person in preparing assignments or projects in course work.
4. **Falsification** is the intentional and unauthorized altering or inventing of any information or citation in an academic exercise, activity, or record-keeping process.
5. **Giving, selling, or receiving unauthorized course or test information.**
6. **Using any unauthorized resource** or aid in the preparation or completion of any course work, exercise, or activity.
7. **Infringing on the copyright law of the United States** which prohibits the making of reproduction of copyrighted material except under certain specified conditions.
8. **Falsifying data** and submitting as true, authentic data.
9. **Altering test responses after the test is corrected** and stating that altered response was actually misread by the faculty or staff reviewing the test responses.

You are subject to cheating policies, definitions, and sanctions established by the SHW, UWSP, and the University of Wisconsin System. Please refer to the university handbook for details at:

<https://www.uwsp.edu/dos/Pages/Student-Conduct.aspx>

If UWSP is notified of any academic misconduct through the BSN at Home courses, you are subject to the consequences in this policy. The consequences may range from not being allowed to take any further BSN at Home courses, to dismissal from the program

Specific SHW sanctions that typically apply to cheating during test-taking or to cheating on class assignments are listed below.

1. **Warning**. A warning will be issued if the incident cannot be verified beyond a reasonable doubt. A warning is a verbal or written notice to you that your conduct may be in violation of UWSP and/or SHW's rules and regulations. Continuation of such conduct or actions may result in further disciplinary action.
2. **Grade Reduction**. Reduction by one full letter grade of your grade for the course (example B to C) will be implemented if you have previously committed no verifiable acts of cheating.
3. **Failure of course**. A failing grade for the course will be assigned if you have previously participated in at least one verifiable act of cheating.
4. **Dismissal from the Program**. Dismissal from the program will be implemented if:
 - a. student previously participated in more than one verifiable act of cheating.
 - b. student failed to meet time deadlines to correct deficiencies pursuant to academic probation matters.
 - c. student failed to attend a scheduled practicum.
 - d. student failed to successfully complete a practicum with minimum proficiency.
 - e. student failed to consistently follow guidelines for protection of self and others in matters regarding health and safety.

Students are encouraged to consult with their instructor or advisor if they are having problems meeting program goals, objectives, or academic standards. The following provides a summary of the due process procedure which should be followed.

1. Schedule a conference with the clinical or academic instructor.
2. If unsatisfactory progress is made or no resolution can be reached, schedule a meeting with the director, program coordinator, or department chair for review and resolution of the matter.
3. If the findings by the program director/coordinator are not acceptable, an appeal may be made to the Dean of the College in which the program or course is offered.
4. If you remain unsatisfied, contact the Dean of Students Office, Room 212, Old Main, Phone 715-346-2611.