



W

# UNDERGRADUATE STUDENT HANDBOOK

---

2022 – 2023 ACADEMIC YEAR

SCHOOL OF NURSING  
UNIVERSITY *of* WASHINGTON

## TABLE OF CONTENTS

1   About the Student Handbook .....	1
2   Mission, Vision and Values of the School of Nursing.....	2
3   Creating and Maintaining a Climate that is Supportive of Diversity, Equity and Inclusion .....	3
4   UW School of Nursing Philosophy of Undergraduate Education (Approved 2009).....	5
5   Approved Learning Goals for the UW School of Nursing Undergraduate Programs.....	6
6   Essential Behaviors for Undergraduate Students .....	7
7   Office of Student and Academic Services .....	14
a. Front Desk .....	14
b. Program Advising .....	14
c. Student Counseling Services.....	14
d. Financial Support.....	15
8   Academic Calendar .....	16
9   Academics .....	17
a. Academic Integrity Policies .....	17
b. UW Email Account Use .....	23
c. UW School of Nursing Social Networking Policy.....	23
d. Husky Card, Photo ID Badges and Health Sciences Building Card Access.....	25
e. Enrollment Status.....	26
f. Registration .....	26
g. Grading .....	29
h. Annual Reporting and Review of Student Progress .....	31
i. Grievance Procedures.....	32
10   Graduation.....	36
a. Eligibility to participate in Convocation and Commencement.....	36
b. Preparing to Graduate.....	36
c. Student Awards and Honors.....	36
11   Student Resources .....	40
a. Student Space .....	40
b. Transportation .....	41

c. Student Representation on Undergraduate Curriculum Coordinating Committees (BSNCC).....	41
d. Student Organizations Relevant for Undergraduate Students.....	42
e. Disability Resources for Students Services.....	42
f. Student Parent Resource Center.....	43
g. Methodology and Statistical Support .....	43
h. Writing Resources .....	44
i. Funding Resources .....	44



## **1 | ABOUT THE STUDENT HANDBOOK**

The Undergraduate Student Handbook is designed to help you navigate your undergraduate degree from program start to completion.

This handbook is a great place to start whenever you have questions about your degree, the School of Nursing, UW policies and procedures, and other student needs.

It is a living document and is reviewed annually.

## **2 | MISSION, VISION AND VALUES OF THE SCHOOL OF NURSING**

Our **mission** is to advance nursing science and practice through generating knowledge and preparing future leaders to address health. Our **vision** is to pioneer improvements in health and health care through innovative nursing science, education and practice.

Our **values** include: Collaboration\*, Social responsibility, Integrity\*, Respect\*, Accountability, Diversity\*, Excellence\*

Note: those values with an asterisk are held in common with the overall University of Washington values.

### **3 | CREATING AND MAINTAINING A CLIMATE THAT IS SUPPORTIVE OF DIVERSITY, EQUITY AND INCLUSION**

A fundamental purpose of nursing is the provision of quality and equitable health care to all members, groups, and communities of society. Nursing knowledge and practice must be sufficiently broad in perspective and content to meet the requirements of a diverse, multicultural population. To this end, the University of Washington School of Nursing seeks to attract, admit/hire, and support diverse and racially representative students, staff and faculty members.

A central activity to support this diverse community is adequate preparation to interact with people from all cultures. This focus requires that nursing be responsive to, explicitly value, and incorporate a wide variety of perspectives and experiences. This open and flexible approach is based on respect for all cultures and their members, on examination of our own perspectives, biases, and socialization, and on the ability to examine and adjust our own perspectives, beliefs and behaviors.

We are committed to fostering a climate that is inclusive and welcoming of all groups. We recognize that this effort is a multi-dimensional one that includes: recruitment efforts, policies, curriculum, pedagogy, norms, practices, faculty/staff promotions, decision making, and continuing multicultural and anti-oppression education for faculty and staff members. We also recognize that nursing education and practice in the United States occurs within the social, cultural, and historical context of institutionalized racism (among other forms of oppression). Meeting our purpose thus requires a sustained and multi-dimensional effort.

We are committed to eliminating all forms of oppression resulting from socially and culturally constructed differences in race/ethnicity, sex/gender identity or orientation, socioeconomic status, language, age, physical characteristics, disability, pregnancy, veteran status, country of origin, citizenship, religious or political beliefs, military status, and others.

[Read the latest draft of our Strategic Action Plan.](#)

#### **UW School of Nursing principles of inclusion**

- We affirm the inherent dignity of each individual and group.
- We affirm that group differences are socially, culturally, and historically constructed and hierarchically arranged, resulting in the inequitable distribution of resources

among groups. This construction and distribution can be changed and we commit to change it.

- We affirm our commitment to address difference, privilege and power at the School of Nursing. We will address privilege and power using anti-racist and anti-oppression principles of on-going education, open dialogue, skill building, challenging the status quo, and accountability to people of color and other social groups.
- We affirm our commitment to increase the numbers of faculty, students and staff from underrepresented groups, and to support their leadership within the school.
- We affirm our commitment to work toward a climate of inclusiveness on all levels of the School of Nursing.

## **4 | UW SCHOOL OF NURSING PHILOSOPHY OF UNDERGRADUATE EDUCATION (APPROVED 2009)**

The nursing faculty believes that the purpose of university-based undergraduate nursing education is to prepare professional nurses whose practice is informed by theory and research. The philosophy of the undergraduate curriculum is rooted in values of excellence, diversity, community, social justice, integrity, and creativity. Preparation for the various roles in practice requires knowledge of the arts, sciences, and humanities, together with content and processes specific to the discipline. An interdisciplinary emphasis engages students in a broad range of ideas and knowledge. Ultimately, professional nursing requires a commitment to scholarly inquiry, social equity, advocacy, and life-long learning.

The members of the faculty believe that their teaching styles need to take into account the diverse nature of how students learn. We are a community of learners and scholars—a community that is created in collaboration with students.

The Bachelor of Science in Nursing curriculum focuses on critical thinking and analysis, communication, and diversity. The baccalaureate degree enables a nurse to assume a leadership role and practice from an evidence base. Graduates collaborate with trans-disciplinary teams in complex organizational systems to improve health care access, cost, and quality. The curriculum prepares graduates to competently work in partnership with individuals, families, communities, and populations to promote health locally and globally.



## **5 | APPROVED LEARNING GOALS FOR THE UW SCHOOL OF NURSING UNDERGRADUATE PROGRAMS**

The Bachelor of Science in Nursing and Accelerated Bachelor of Science in Nursing programs prepare graduates to:

1. Integrate concepts from the arts and sciences in promoting health and managing complex nursing care situations.
2. Apply leadership concepts, skills, and decision making in the provision, and oversight of nursing practice in a variety of settings.
3. Translate principles of patient safety and quality improvement into the delivery of high quality of care.
4. Appraise, critically summarize and translate current evidence into nursing practice.
5. Integrate knowledge, processes, and skills from nursing science; information and patient care technologies; and communication tools to facilitate clinical decision-making, and the delivery of safe and effective nursing care.
6. Describe the effects of health policy, economic, legal, political, and socio-cultural factors on the delivery of and advocacy for equitable health care.
7. Demonstrate effective professional communication and collaboration to optimize health outcomes.
8. Deliver and advocate for health promotion and disease prevention strategies at the individual, family, community and population levels.
9. Demonstrate value-based, professional behaviors that integrate altruism, autonomy, integrity, social justice and respect for diversity and human dignity.
10. Demonstrate critical thinking, clinical decision making, and psychomotor skills necessary for the delivery of competent, evidence-based, holistic, and compassionate care to patients across the life span.
11. Demonstrate critical interrogation of positionality, recognition of implicit biases, as well as knowledge and application of anti-racism principles to promote health equity.

## **6 | ESSENTIAL BEHAVIORS FOR UNDERGRADUATE STUDENTS**

The University of Washington School of Nursing Bachelor of Science in Nursing (BSN) and the Accelerated Bachelor of Science in Nursing (ABSN) signify that the holder of the BSN degree has been educated to competently practice nursing in all healthcare settings and to apply for RN licensure in the State of Washington.

The education of a nurse requires assimilation of knowledge, acquisition of skills, and development of judgment through patient care experiences in preparation for independent, semi-autonomous practice where making appropriate decisions is required. The practice of nursing emphasizes collaboration among physicians, nurses, allied health care professionals and the patient.

The curriculum leading to the BSN from this School requires 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 requirements of the BSN, these functions are necessary to ensure the health and safety of patients, fellow candidates, faculty and other healthcare providers.

The essential abilities necessary to acquire or demonstrate competence in a discipline as complex as nursing and needed for successful admission and continuance by candidates for the BSN and ABSN at the University of Washington School of Nursing, in addition to the standards of behavior and academic conduct set forth in the [UW Student Conduct Code](#), include but are not limited to the following abilities:

### **Motor Skills**

Candidates should have sufficient motor function so that they are able to execute movements required to provide general care and treatment to patients in all health care settings.

For example: for the safety and protection of the patients, the candidate must be able to perform basic life support, including CPR, and function in an emergency situation. The

candidate must have the ability, within reasonable limits, to safely assist a patient in moving, for example, from a chair to a bed, or from a wheelchair to a commode.

### **Sensory/Observation**

Candidates must:

- be able to acquire the information presented through demonstrations and experiences in the basic and nursing sciences
- be able to observe a patient accurately, at a distance and close at hand, and observe and appreciate non-verbal communications when performing nursing assessment and intervention or administering medications
- be capable of perceiving the signs of disease and infection as manifested through physical examination; such information is derived from images of the body surfaces, palpable changes in various organs and tissues, and auditory information (patient voice, heart tones, bowel and lung sounds)

### **Communication**

Candidates must:

- communicate effectively and sensitively with other students, faculty, staff, patients, family, and other professionals
- express his or her ideas and feelings clearly and demonstrate a willingness and ability to give and receive feedback
- must be able to:
- convey or exchange information at a level allowing development of a health history;
- identify problems presented;
- explain alternative solutions; and
- give directions during treatment and post-treatment
- be able to communicate effectively in oral and written forms
- be able to process and communicate information on the patient's status with accuracy in a timely manner to members of the health care team (the appropriate

communication may also rely on the candidate's ability to make a correct judgment in seeking supervision and consultation in a timely manner)

### **Cognitive**

Candidates must:

- be able to measure, calculate, reason, analyze, integrate and synthesize in the context of undergraduate nursing study
- be able to quickly read and comprehend extensive written material
- be able to evaluate and apply information and engage in critical thinking in the classroom and clinical setting

### **Behavioral/Emotional**

Candidates must:

- possess the emotional health required for the full utilization of his or her intellectual abilities
- exercise good judgment
- promptly complete all responsibilities attendant to the diagnosis and care of patients and families
- be able to maintain mature, sensitive, and effective relationships with patients, students, faculty, staff, and other professionals under all circumstances, including in highly stressful situations
- have the emotional stability to function effectively under stress and to adapt to an environment that may change rapidly without warning and/or in unpredictable ways
- be able to experience empathy for the situations and circumstances of others and effectively communicate that empathy
- know that his or her values, attitudes, beliefs, emotions, and experiences affect his or her perceptions and relationships with others
- be able and willing to examine and change his or her behavior when it interferes with productive individual or team relationships

- possess skills and experience necessary for effective and harmonious relationships in diverse academic and working environments

## **Professional Conduct**

Candidates must:

- possess the ability to reason morally and practice nursing in an [ethical manner](#)
- be willing to learn and abide by professional standards of practice
- not engage in [unprofessional conduct](#)
- possess attributes that include compassion, empathy, altruism, integrity, honesty, responsibility, and inclusiveness
- be able to engage in patient care delivery in all settings and be able to deliver care to all patient populations including but not limited to:
  - children
  - adolescents
  - adults
  - developmentally disabled persons
  - medically compromised patients, and
  - vulnerable adults

## **Reasonable Accommodation for Disabilities**

The School of Nursing is committed to [ensuring that otherwise qualified students with disabilities are given equal access](#) through reasonable accommodations to its services, programs, activities, education and employment for students with disabilities. The School of Nursing works closely with [Disability Resources for Students \(DRS\)](#) (Seattle campus) in this process. DRS (Seattle) is the contact point for students with permanent or temporary sensory, physical or psychological disabilities interested in requesting reasonable accommodations due to the effects of a disability.

Students who wish to request reasonable accommodations are encouraged to contact DRS (Seattle) to start the process for documenting their disability and determining eligibility for services prior to the start of the program. While this process can be started at any time,

reasonable accommodations may not be implemented retroactively so being timely in requesting your accommodations is very important. The University does have policies regarding the type of documentation required in order to diagnose different disabilities and a process for requesting accommodations. To learn more about the process for establishing services through these offices please contact the appropriate office given your campus location:

Disability Resources for Students (Seattle)  
448 Schmitz Hall, Box 355839, Seattle, WA 98195-5839  
206.543.8924 (V/TTY)  
206.685.8379 (FAX)  
Website: <http://depts.washington.edu/uwdrs/>  
Email: [uwdrs@u.washington.edu](mailto:uwdrs@u.washington.edu)

Students with disabilities are expected to perform all the essential functions of the program with or without reasonable accommodation. The School of Nursing will work with the student and the respective campus disability office to provide reasonable and appropriate accommodations. While The School of Nursing will make every effort to work with our students with disabilities to accommodate their disability-related needs, it is important to note we are not required to provide requested accommodations that would fundamentally alter the essential functions or technical standards of the program.

### **Implementation of the Essential Qualifications of Candidates for Undergraduate Admission, Continuance, and Graduation**

Potential students will be advised of the Essential Behaviors for Admission, Continuance, and Graduation in application materials on the Web. Incoming students will be alerted to the Essential Behaviors expectations during program orientation and told where to locate them in The Essential Behaviors document on the School's Web site under 'Policies' for all students.

#### **1. Regular, Ongoing Evaluation**

Because of the close working relationship with the students, the clinical instructor will be responsible for monitoring whether the BSN/ABSN student is meeting the Essential Qualifications. The clinical instructor, in conjunction with the Course Coordinator, shall do so by the following actions:



- a. Direct interaction with and supervision of the students in the clinical section related to clinical activities, including clinical seminar
- b. Attendance at course and level Connected Teaching Meetings, paying attention to any concerns about behavior in theory courses by students in the clinical section
- c. Ensuring that each student in the clinical section completes a self [evaluation of the Essential Qualifications](#) at the end of the quarter
- d. Completion of an [evaluation of the Essential Qualifications](#) at the end of the quarter for each student in the clinical section

## **2. Annual Evaluation**

Students will be evaluated on an annual basis by the BSN Coordinating Committee (BSNCC) and will be informed in writing of their status.

## **3. As-Needed Evaluation**

## **4. Problematic behavior documented:** Problematic behavior will be documented by faculty in the student's academic file.

## **5. Problematic behavior results in an Essential Qualifications warning and contract:** If a pattern of problematic behavior or a single, very serious lapse in the essential behaviors becomes evident, the steps below will be followed:

- a. **Warning letter:** A letter indicating that the student's continuation in the program is in jeopardy is prepared.
- b. **Composing contract:** The student's instructor(s) and/or academic adviser in consultation with an official of Academic Affairs will prepare an individual student contract that must accompany the warning letter identifying what needs to be demonstrated in order to meet the essential behaviors and thus remain in the program.
- c. **Contract is approved:** The individual student contract is reviewed and approved by BSNCC Subcommittee. Documentation of the lapses in the essential behaviors must accompany the contract.
- d. **Student is given warning letter and contract:** The instructor(s) and/or academic adviser in consultation with the Course Coordinator, an official of Academic Affairs, and/or the chair of the BSNCC Subcommittee meet with the student to present the warning letter and individual student contract.

After the student reads and signs the warning letter and contract (signature indicates that the student has read it), the letter and a copy of the contract is placed in the student's academic file until completion of the program.

- 6. Contract monitored quarterly by BSNCC Subcommittee:** If the contract is not upheld by the student, the student may be dismissed.

## 7 | OFFICE OF STUDENT AND ACADEMIC SERVICES

### a. Front Desk

- Contact the front desk if you would like to:
  - Drop off and pick up documents
  - Check in for meetings
  - Obtain a copy of your clinical evaluations
  - Get directions
  - Ask general questions

Phone: (206) 543-8736

E-mail: [asknursing@uw.edu](mailto:asknursing@uw.edu)

Hours: Monday - Friday 8:00 a.m. – 5:00 p.m.

### b. Program Advising

Our undergraduate program adviser can help guide you through School of Nursing and University of Washington policies as well as documenting your program milestones. Your adviser is a SON staff member whose role is to work directly with students. You also have a faculty adviser (see program specific information modules)

Current BSN or ABSN students can schedule an advising appointment with Anh Shafer: [ashafer@uw.edu](mailto:ashafer@uw.edu)

### c. Student Counseling Services

- i. The SON has a counselor, Resa Regan, who is available to confidentially meet with students about school or personal issues/concerns. She may be contacted for individual appointments via email at [resa@uw.edu](mailto:resa@uw.edu)
- ii. In addition to the SON Counselor, there are many counseling resources available to students through the University of Washington. Students are highly encouraged to take advantage of the [services offered](#) as many of these are provided with no additional fees.

d. Financial Support

i. *Funding and Tuition Billing*

Programs may be either state-tuition based which follows undergraduate [student tuition rates](#) or [fee-based programs](#) (via Continuum College: Professional and Continuing Education). The Accelerated BSN is a fee-based program, and policies on registration and deadlines may differ.

ii. *Supplemental Employment*

Policy on Curricular Practical Training for International Students (F-1 Visa Students): This policy applies to undergraduate and graduate international students (F-1 Visa students) enrolled in SoN degree programs (BSN through PhD).

Curricular Practical Training (CPT) is a temporary training authorization for work directly related to a student's major field of study. CPT is authorized by the UW International Student Services office (ISS) in accordance with F-1 Visa regulations. Training is defined as paid work, internship, practicum, etc.

The School of Nursing does not require paid employment or internships for any of its degree programs. The School of Nursing does not provide internships (paid or unpaid) for undergraduate or graduate students. International students interested in applying to work under the CPT need to meet individually with the ADAA, Dr. Anne Hirsch ([hirsca2@uw.edu](mailto:hirsca2@uw.edu)).

## **8 | ACADEMIC CALENDAR**

- a. Regular Academic Year: The regular academic year is 9 months in duration and runs September through June as per the [Washington Administrative Code](#). Students should be aware that many SON faculty may be on 9 month appointments, and not available between June 16-September 15.
- b. Summer Session Terms: There are 2 terms in summer session: Term A and Term B. Some courses run full summer session (both A and B term). This information will be noted in the [time schedule](#).
- c. Official University Holidays are posted [online](#).

## 9 | ACADEMICS

### a. Academic Integrity Policies

#### i. Student Academic Responsibility

The following statement was prepared by the Committee on Academic Conduct in the College of Arts and Sciences. It amplifies the Student Conduct Code ([WAC 478-121](#)). Students at the University of Washington are expected to maintain the highest standards of academic conduct. Most UW students conduct themselves with integrity and are disturbed when they observe others cheating. The information on these three pages should help you avoid unintentional misconduct and clarify the consequences of cheating.

Cheating harms the University community in many ways. Honest students are frustrated by the unfairness of cheating that goes undetected and therefore unpunished. Students who cheat skew the grading curve in a class, resulting in lower grades for students who worked hard and did their own work. Cheaters also cheat themselves of a real education. They rob themselves not only of general knowledge, but also of the experience of learning how to learn, the very experience that makes a university degree so valuable to employers. The reputation of the University and the worth of a UW degree suffer if employers find graduates lacking the abilities their degrees should guarantee. Finally, most professions have codes of ethics, standards to which you will be expected to adhere when you are working. At the University you practice the integrity you must demonstrate later. For all of these reasons, academic misconduct is considered a serious offense at the UW.

#### [WHAT IS ACADEMIC MISCONDUCT?](#)

#### ii. Plagiarism

The University of Washington has delineated what behaviors are considered to be plagiarism:



- Using another writer's words without proper citation
- Using another writer's ideas without proper citation
- Citing your source but reproducing the exact words of a printed source without quotation marks
- Borrowing the structure of another author's phrases or sentences without crediting the author from whom it came
- Borrowing all or part of another student's paper or using someone else's outline to write your own paper
- Using a paper writing "service" or having a friend write the paper for you
- In computer programming classes, borrowing computer code from another student and presenting it as your own

Source:

<http://depts.washington.edu/grading/pdf/AcademicResponsibility.pdf>

### **Consequences of Suspected or Proven Plagiarism**

Suspected plagiarism should first be addressed by the instructor of the course where the suspected plagiarism has occurred. The instructor will meet with the student to present evidence of suspected plagiarism and to discuss the instructor's concerns. As a result of this conversation, the instructor may:

- Provide a verbal or written warning to the student (with copies or written documentation or written report of verbal warning to student to Student and Academic Services)
- Require the student to repeat the assignment
- Reduce the student's grade for the assignment in accordance with the criteria outlined in the course syllabus
- Give the student a zero for the assignment as specified in the course syllabus

- The instructor may also refer a suspected issue of suspected academic misconduct to the Committee on Academic Conduct. To do so, the faculty should:
- Discuss the issue with the student as specified above.
- Assign an 'X' grade for the course until the matter is resolved.
- Refer the issue to the Dean's Representative for Academic Conduct (generally the Associate Dean for Academic Affairs) to begin an impartial third-party hearing.
- Notify the student that the issue has been referred to the Dean's Representative for further action.

The Dean's Representative will conduct an informal hearing according to the following steps:

- Receive a description and supporting evidence of the issue from the instructor
- Ask the student to meet to discuss the problem
- Determine whether or not a violation of academic conduct occurred
- Specifies the sanction, if appropriate. In general, sanctions may take the form of disciplinary warning; Reprimand; Restitution; Disciplinary Probation; Suspension; Dismissal.

The Dean's Representative then writes a letter to the student summarizing the concerns, findings, and sanctions if applicable (with a copy to the instructor and to the Office of the Vice President for Student Life). The letter includes information for the student regarding his/her rights to further appeal to the University Disciplinary Committee.

The University Appeals Committee reviews all decisions at the request of the student, after the Dean's Representative has evaluated the case. Refer to <http://depts.washington.edu/grading/conduct/reporting.html> for University appeals process flow.

### **Confidentiality and Recordkeeping**

No record of this process is kept in the student file. The Dean's Representative will keep a copy of any discussion/decision in a confidential

file to provide documentation in the event of repeat incidents of academic misconduct.

This documentation may be purged from the student file upon graduation, at the student's written request.

#### Sources

<http://depts.washington.edu/grading/pdf/AcademicResponsibility.pdf>

<http://depts.washington.edu/grading/conduct/reporting.html>

#### External Resources

[U. Maine Farmington – Plagiarism Tutorial. Why does plagiarism matter?](#)

[Purdue OWL: Avoiding Plagiarism](#)

[How to Avoid Plagiarism – Northwestern University](#)

### iii. Online Testing Procedures

If a course uses online testing it will be in Canvas quizzes and proctored by Proctorio. A verification of the student's identification and recording of the student's exam attempt may be required. Recordings will be used for purposes of verifying the test taker's identity and academic conduct during testing. Students will need access to a webcam with a microphone (USB or internal) and the Chrome browser. Setup information and a practice quiz will be provided prior to taking a proctored quiz. Additional information and 24/7 help will be provided in courses that use Canvas quizzes and Proctorio. For information on Proctorio student costs and other details see [Proctorio-Info-FAQs](#).

### iv. Testing in the classroom - instructions for students:

1. Upon arrival to the exam room, leave all books, backpacks, jackets, hats, electronics (pagers, cell phones, computers, smart watches) water bottles etc. at the end of the aisle during the test time.
2. If scantron forms are used they will be provided by faculty in the exam room.
3. Students must bring two #2 pencils.

4. Expectations for student behaviors during the exam includes:

- \* Keep exam flat on the desk/table.
- \* Eyes on the exam only.
- \* No talking to other students or the faculty during the exam.

5. Marks on the test question sheets will not be graded, unless otherwise specified.

6. Students must turn in the test question sheet AND answer sheet with their name on the both. A grade of 0 will be awarded if the test question sheet is not turned in with the answer sheet.

7. Turn in also seating number cards, if distributed upon entry.

8. Students are required to remain in the room until they have completed the exam and permitted to leave. When exiting the classroom exit do not talk or use electronics.

9. Students are expected to complete tests at the scheduled date and time.

10. In case of absence due to serious illness or emergency, contact course faculty by phone or email before the exam begins. Failure to do so may result in not being permitted to make up the exam and receipt of 0 points for the exam.

v. Clinical Incident Reporting:

All SoN students are required to report to their instructor immediately any event in any clinical setting that they “believe resulted in patient harm, an unreasonable risk of patient harm, or diversion of legend drugs or controlled substances”, according to the law WAC [246-840-513 \(Links to an external site.\)](#)[Links to an external site.](#). This includes medication errors and HIPAA violations.

[Take WAC Compliance with Incident Reporting \(Links to an external site.\)](#)[Links to an external site.](#)

The purpose of reporting is to identify ways to improve the education program and not to assign blame. The process follows the Just Culture Model as described in <http://nursingworld.org/psjustculture> [\(Links to an external site.\)](#)[Links to an external site.](#)

For further information, you may go to the following sites:

[Human Subjects Division](#)

[Office of Animal Welfare](#)

vii. Student Absence Policy

The student absence policy according to [UW Student Governance and Policies](#) states “A student absent from any examination or class activity through sickness or other cause judged by the instructor to be unavoidable shall be given an opportunity to take a rescheduled examination or perform work judged by the instructor to be the equivalent. If the instructor determines that neither alternative is feasible during the current quarter, the instructor may exempt the student from the requirement. Examples of unavoidable cause include death or serious illness in the immediate family, illness of the student, and, provided previous notification is given, observance of regularly scheduled religious obligations and might possibly include attendance at academic conferences or field trips, or participation in University-sponsored activities such as debating contests or athletic competition. The regulations for [Incompletes in Scholastic Regulations, Chapter 110, Subsection 1.A.3](#) shall apply”.

viii. SON Policy on Planned Student Absences

A student who has a justifiable reason for being absent from class will discuss this need with his/her course instructor and will make any necessary arrangements with the instructor prior to the student's absence from the class. Thus, leave arrangements will be a primary concern between the student and his/her instructor. It is hoped, however, that the student will plan ahead for any contemplated leave of absence from classes (either theory or clinical) so that the student may make satisfactory arrangements for make-up work (if needed) or to meet any other kind of class requirements which might be due while the student is gone.

The instructor of the class is responsible to carefully appraise the request with the student and to give the final approval of the request. The student will determine whether or not the student needs to compensate for the work

missed and to determine with the student what is needed by the student to meet the objectives of the course.

b. UW Email Account Use

When you enroll at the University of Washington, you are asked to sign up for e-mail service through UW Office 365 or UW G Suite by Google.

As a nursing student, you should choose Office 365 for your email service because you may be communicating sensitive information that cannot be transmitted via Google servers. Office 365 is HIPAA and FERPA compliant while Google is not. For this reason, you must choose Office 365 to meet the UW School of Nursing and UW Medicine Workforce compliance requirements. School of Nursing students are considered as a UW Medicine Workforce Member.

Students are not permitted to set their University of Washington email accounts to forward automatically to non-University of Washington email accounts, i.e., personal email accounts such as AOL, Comcast, Hotmail, Yahoo, etc. Each student in the School of Nursing must sign and [return a form](#) that reviews email policies to the UW School of Nursing.

c. [UW School of Nursing Social Networking Policy](#)

SUMMARY OF RELEVANT UW AND UW SON POLICIES (for full background and policy see link above)

1. Confidential, proprietary and trade-secret information about UW SON or its affiliates, students, employees, or alumni may not be posted.
2. Patient privacy must be maintained in all communications. Do not disclose information that may be used to identify patients or their health condition<sup>2</sup> and remember that even de-identified information may be recognized by patients, their families, or their employers.
3. Copyright and intellectual property rights must be preserved. For comprehensive guidance, consult the UW Copyright Connection at [http://depts.washington.edu/uwcopy/Copyright\\_Connection/](http://depts.washington.edu/uwcopy/Copyright_Connection/) . This useful site contains links to relevant laws and university policies including the UW Patent, Invention and Copyright Policy at



- <http://www.washington.edu/faculty/facsenate/handbook/04-05-07.html> and the Digital Millennium Copyright Act information at <http://www.washington.edu/itconnect/policy/dmca.html> . Violations may result in lawsuits, fines, and imprisonment. Copyright content can be very valuable; owners may routinely search to see if their material is being used without permission and may take steps to enforce their rights.
4. The UW owns and controls its name(s) and other marks, logos, insignias, seal, designs, and symbols. Unauthorized use of these trademarks is prohibited by UW trademark and licensing policies (see <http://depts.washington.edu/uwlogos/uw-resources/policies-procedures> ), and is subject to civil and criminal penalties. The UW reserves the right to assess financial penalties, issue cease and desist orders, or take other legal action.
  5. Respect university time and property. The use of university computers, internet access, networks, and time on the job is subject to a number of specific rules and policies, including but not limited to the following:
    - a. As employees of Washington state agencies, faculty and staff are subject to State law and UW policy that prohibits the use of computers and networks for most personal use except under certain circumstances. State resources may not be used to support, promote, or solicit for an outside organization or group unless otherwise provided by law and University policy, to assist an election campaign, promote or oppose a ballot proposition or initiative, or lobby the state legislature. Supervisors are responsible for monitoring the use of state resources, determining whether frequency or volume of use complies with the law, counseling staff as needed, and revoking access privileges, if necessary.
    - b. Student use of computers and networks is subject to UW policies, including, but not limited to the following:
      - i. Using Your Computer in Residence Halls
      - ii. [\[https://itconnect.uw.edu/connect/phones/policies-procedures/\]](https://itconnect.uw.edu/connect/phones/policies-procedures/)
      - iii. Chapter 478-120 WAC: UW Student Conduct Code [\[http://apps.leg.wa.gov/WAC/default.aspx?cite=478\]](http://apps.leg.wa.gov/WAC/default.aspx?cite=478).
  6. In general, do not use Social Media sites for personal, non-work related purposes when you are supposed to be doing your job (student work). Recognize that other clinical agencies or departments may also set more

restrictive or specific policies regarding access to Social Media sites. When in doubt, check with your unit head.

7. Unless you are serving as an approved, official spokesperson for UW SON, online communications are your personal opinions and do not reflect the opinion of UW SON or its affiliated entities. Each workforce member is personally responsible for his/her posts (written, audio, video or otherwise).
8. There should be no expectation of privacy when using a University account to visit internet websites. Email communications and internet use may be subject to disclosure under the Public Records Act or for audit purposes.
9. Adhere to the rules that apply to all other aspects of your responsibilities as a UW SON workforce member, including professionalism, integrity, confidentiality, and security. Relevant University and UW SON policies include but are not limited to the following:
  - a. UW Electronic Information Privacy Policy on Personally Identifiable Information:  
<http://www.washington.edu/itconnect/policy/privacypolicy.html>
  - b. The UW Access and Use Agreement:  
<http://uwnetid.washington.edu/agree/>
  - c. UW Information Security policies:  
<https://itconnect.uw.edu/security/security-and-privacy-policies/>
  - d. UW Minimum Data Security Standards: UW APS 2.10, UW Minimum Data Security Standards
  - e. UW Data Management Policy: <https://ciso.uw.edu/policy/policies-standards-guidelines/>
  - f. UW Guidelines for Electronic Discovery:  
<http://www.washington.edu/admin/ago/ediscovery.pdf>
- d. Husky Card, Photo ID Badges and Health Sciences Building Card Access
  - i. Husky Card: [The Husky Card](#) is the official identification card for members of the UW community and is available to students, faculty and permanent staff. Obtaining a Husky Card gives you access to a variety of services. You will need to obtain your Husky Card before coming to orientation. You will need

your Husky Card in order to participate in the Color Vision clinic that occurs during orientation.

- ii. Health Sciences Photo ID Badge: Students will get an email with dates and times specific to new nursing student to get their pictures taken before orientation. There will NOT be time at orientation to get your Photo ID Badge. You will need your Photo ID Badge to check in at orientation. NOTE: Your Photo ID Badge is different than the Husky Card.
- iii. Health Sciences Building Card Access: For building and library access after-hours. Students will receive their Access Card at orientation check-in.

e. Enrollment Status

Full-time quarterly enrollment for undergraduate students is 12 credits during the academic year.

Consult the Financial Aid Office for its requirements on satisfactory student progress.

f. Registration

i. Access to Course Materials and Websites

Only registered (audit or for credit) students will be granted access to course materials and Canvas course websites. Students who are planning to use tuition waiver and must delay registration should contact course faculty of record to obtain the materials for the first week of class.

The only expected reason to register for a course late (on or after day 1 of the quarter) is to take advantage of a possible tuition exemption option. Students who are eligible for tuition exemption will not register until day 3 or 4 of the quarter. PCE students are not eligible for tuition exemption, so all PCE students should register before day 1 of the quarter (to avoid late fees). Students registering late for other reasons (e.g., missed deadlines; upper campus "registration holds" on their student account; unpaid fees or tuition in a previous quarter; etc.) will not be given access to course websites by faculty or staff until officially registered. Students may contact course faculty

directly via email to be provided with access to week 1 course materials in order to avoid getting behind in coursework in the case of unavoidable late registration.

ii. Auditing Courses

To audit a course, you must first register for the course as per usual methods and then complete a [Registration Transaction Form](#) (Section 2) to change the course to audit. Students must initial on the form that they have received approval to audit the course from the instructor. The audit option can be changed starting once registration has begun through the end of the second week of the quarter. You cannot change a course to audit status on MyUW. A change of registration fee will be charged starting the second week of the quarter.

Attendance in courses as an auditor is based on the consent of the instructor and space availability. You may not audit a course if you have not completed a prerequisite. Permission to audit is ordinarily granted for lecture classes only. You may not participate in class discussion or laboratory work and your registration may be canceled at the discretion of the instructor. Audited courses are not recorded on your permanent record.

Auditors pay standard tuition and fees and must be regularly admitted and registered in the course. Although credits for audited courses are not listed on your transcript, they will be included in the billing on the fee statement. Audit credits count in the calculation of fees. Courses audited may not be changed to credit registrations after Friday of the second week of the quarter.

iii. Independent Study Procedures

Students wishing to complete independent guided study ([NMETH 499](#)) with a faculty member need to meet and develop specific objectives for the quarter in advance of registering. Students and faculty will need to agree upon the specific objectives, deliverables and methods for the course. Faculty and students also need to concur on the number of credits for the independent

study, recognizing that 1 credit is approximately 30 hours of work/quarter to meet stated objectives. Once these have been established, the student and faculty complete required form ([NMETH 499](#)). Students should only be provided with a faculty add code to register for the independent study after form is completed and signed off. Please note that in summer quarter, the faculty's chairperson signature is also required prior to registration. A copy of the completed form is provided to the Undergraduate Program Adviser for student file.

At the end of the quarter, student and faculty evaluate progress towards objectives, and complete part C of the form denoting what grade will be awarded. Following completion, the form is again filed with student and academic services, and the faculty submits student grade to registrar (credit or no credit).

iv. Courses that require permission to register

Certain courses may require either an add code or faculty permission to register. These details and how to obtain permission will be provided in the time schedule.

v. Withdrawal from Courses

1. Withdrawal (W)

Through the 7th week of the quarter in the regular academic year (Autumn, Winter Spring), you must withdraw by dropping all your classes. Beginning the eighth week of the quarter, you must complete a withdrawal form or send an email from your UW email address requesting to be withdrawn that includes your student number to [regoff@uw.edu](mailto:regoff@uw.edu) . Emails and forms will be effective based on the original email or postmark date. No withdrawals are accepted after the last day of instruction. During summer quarter, the last day for withdrawal depends upon if the course is full, term A or term B. (See [link](#) for full policies including International student withdrawal, summer quarter and military withdrawals)

Students who withdraw may be entitled to a refund of all or a portion of the tuition and fees for a given quarter depending on the time of the quarter the withdrawal is completed. If you drop all of your courses, you will be charged a Change of Registration Service fee beginning the eighth calendar day of the term or quarter. Students who withdraw for two consecutive quarters will lose graduate status and be required to request reinstatement.

2. Hardship withdrawal (HW)

Hardship withdrawal [petitions](#) may be submitted for dropping individual courses after the 14th calendar day of the quarter or after the drop deadline for A- or B-terms during summer quarter. You may petition the Registrar for a hardship withdrawal if the following apply: 1) you are unable to complete the course in question because of a physical and/or mental debilitation, or 2) unusual or extenuating circumstances beyond your control prevented you from dropping the course by the drop deadline (the last day to drop an individual course for the quarter).

Hardship Withdrawals will not be granted for course work that has already been applied to a completed degree. Petitions must be filed within one year of the quarter being petitioned. Grades cannot be changed after a degree has been granted.

g. Grading

i. University Student Grading Policies

1. Incompletes in Courses

An Incomplete may be given only when the student has been in attendance and has done satisfactory work to within two weeks of the end of the quarter and has furnished proof satisfactory to the instructor that the work cannot be completed because of illness or other circumstances beyond the student's control.

To obtain credit for the course, a student must successfully complete the work and the instructor must submit a grade. In no case may an Incomplete be converted into a passing grade after two years or



more. An incomplete received by the graduate student does not automatically convert to a grade of 0.0 but the "I" will remain as a permanent part of the student's record.

i. Warning Notices and Learning Contracts

A warning notice is issued for any nursing student who is doing less than satisfactory work in a School of Nursing (theory, seminar, clinical) course. A Warning Notice may be issued at any point in the quarter, but will be issued for ANY student who is not meeting course objectives, is in danger of failing and/or who has less than a 2.7 grade at mid-quarter. The warning notice includes a learning contract which outlines what the student must do for the remainder of the quarter to pass the course.

ii. Undergraduate Grading Scale

**Approved A/BSN Grading Scale\***

98.50-100	4.0	78.00-78.99	2.3
97.00-98.49	3.9	77.00-77.99	2.2
95.50-96.99	3.8	76.00-76.99	2.1
94.00-95.49	3.7	75.00-75.99	2.0
92.50-93.99	3.6	74.00-74.99	1.9
91.00-92.49	3.5	73.00-73.99	1.8
89.50-90.99	3.4	72.00-72.99	1.7
88.00-89.49	3.3	71.00-71.99	1.6
87.00-87.99	3.2	70.00-70.99	1.5
86.00-86.99	3.1	69.00-69.99	1.4
85.00-85.99	3.0	68.00-68.99	1.3
84.00-84.99	2.9	67.00-67.99	1.2
83.00-83.99	2.8	66.00-66.99	1.1
82.00-82.99	2.7	65.00-65.99	1.0
81.00-81.99	2.6	64.00-64.99	0.9
80.00-80.99	2.5	63.00-63.99	0.8
79.00-79.99	2.4	62.00-62.99	0.7
		<62.00%	0

\*This scale is standardized and used by all instructors who teach A/BSN courses. It is not negotiable. Approved by BSN-CC August 2016

h. Annual Reporting and Review of Student Progress

i. Student in Good Standing

To be considered an undergraduate student in good standing, the student must be making satisfactory progress, be meeting Essential Behaviors and University and School standards relative to scholarship and performance in pursuit of their degree. This includes the following criteria:

- Earn a 2.0 or above in all graded classes (see University definition of low scholarship) or “Credit” in non-graded classes;
- Meet the [Essential Qualifications of Candidates for Undergraduate Admission, Continuance and Graduation](#) at all times during the program; and
- Satisfactorily complete the first 45 credits of the BSN program within two years of initial enrollment.

The BSN Coordinating Committee (BSNCC) monitors satisfactory progress of all BSN/ABSN students. If BSNCC is concerned that a student is not making satisfactory progress as defined by the criteria above, the committee:

1. Reviews the situation, with particular attention to evidence that student is not meeting Essential Qualifications or is performing at a level that poses a safety risk to patients.
2. Considers action needed. Actions may consist of but are not limited to:
  - a. Place the student on Essentials or Academic (course) Warn.
  - b. Outline in writing specific requirements the student must meet for the remainder of the program in order to continue in and graduate from the program.
  - c. Provide the student with information about support systems to enhance satisfactory progress, including regular tutoring, counseling, and/or advising appointments.
  - d. Require the student to repeat a course or courses, take a remedial course or complete additional remedial sessions associated with a course.

- e. Require the student to attend the program on a reduced program schedule.
- f. Require the student to take a leave of absence.
- g. Dismiss the student from the program.

Students are encouraged to seek support through Student and Academic Services, as well as through counseling services as needed.

i. Grievance Procedures

- i. There are many situations not related to grades that may occur in the educational process. An undergraduate student enrolled in the School of Nursing who believes they have a grievance involving unfair treatment or an injustice of substantial proportions involving academic affairs with the School of Nursing may initiate action to redress such grievance.

The staff of Student and Academic Services is available to assist students in resolving problems any time during the process. Attempts to resolve problems should begin with discussion between the student and instructor. Often, by clarifying communication, a problem may become manageable. However, if a student feels that progress is not being made, the student should contact the chairperson of the department of which the instructor is a member. Usually making an appointment to discuss the situation is the best course of action.

Steps in the grievance procedure for undergraduate students are described below. Each step must be completed prior to going to the next step. The University Ombudsman may be consulted at any point in the procedure. This procedure is intended to expedite the handling of grievances that arise within the School of Nursing.

*Student-Instructor Discussion*

Many problems can be resolved by an open discussion between the student and the faculty member. Thus, if a student has a grievance with a faculty member, the student needs to make an appointment with the faculty member and state that the purpose of the meeting is to discuss a grievance. Either the student or faculty member may request another faculty member to be present during the student-instructor discussion. The faculty member

involved is responsible for preparing a summary of the points discussed and outcome of the meeting to be placed in the student's file. A copy of this summary is also given to the student.

*Course Coordinator Meeting with Student and Faculty Member*

If student-instructor discussion does not resolve the issue, the student may contact the course coordinator to seek a solution. The course coordinator is responsible for keeping written documentation of the discussion with the student. A copy of the discussion should be given to the student and another copy placed into the student file. The course coordinator also needs to provide the instructor with a copy of the student/course coordinator discussion and initiate a discussion with the instructor. The course coordinator is responsible for preparing a written summary of the course coordinator/instructor discussion. A copy of this report should be given to the student; an additional copy should be placed into the student file. If the issue can be resolved at the course coordinator level the case is then closed. If the issue cannot be resolved to the student's satisfaction, the student may file a written complaint with the department chairperson.

*Department Chairperson meeting with Student and Faculty Member*

If more than one department is involved (an example may be an integrated course like NURS 401), the original should be sent to the department chairperson of the course coordinator. Copies of the complaint should be sent to the chairperson of each department involved and to the Associate Dean for Academic Affairs. The chairperson of the course coordinator's department will arrange a meeting with the student and the faculty member together in order to seek a resolution of the problem. Within two weeks of the date that the grievance is filed, the department chairperson will provide a written summary of the meeting including the decision and will send a copy of the decision to the Associate Dean, Office of Student and Academic Services. If other departments are involved, a copy of the decision should be sent to each chairperson involved. The student and involved faculty member also must receive a copy of the written summary.

*Meeting with the Associate Dean for Academic Affairs*

Within two weeks from the date the grievance was filed with the Departmental Chairperson, if the problem has not been resolved to the

satisfaction of the student the matter may be referred to the Associate Dean for Academic Affairs. The Associate Dean for Academic Affairs will endeavor to determine the basis of the student's continuing dissatisfaction and explore with the student alternatives for further action. The Associate Dean is responsible for writing a summary of discussion and outcome of the meeting. The original summary goes into the student's file and a copy is given to the student. Upon the request of the student, the Associate Dean will refer the matter to a Grievance Committee within the School of Nursing. The student shall present his/her grievance in writing to the Grievance Committee. For undergraduate students the Dean will appoint two faculty members and two students to serve on the Grievance Committee within 10 days of receiving the written grievance from the student. If a member of the committee is involved with the student's grievance, a substitute faculty member with no known bias in the matter will be appointed for the consideration of the grievance.

*Consideration of Matter by Grievance Committee*

The Grievance Committee may review the written materials regarding the student's grievance and make its decision based solely on the written material. Alternatively, the committee, the student, or the faculty member may request a hearing about the matter. The hearing should be held as soon as those involved may be assembled. A written summary of the hearing (the findings) and the committee's recommendation are to be submitted to the Associate Dean for Academic Affairs within 48 hours of the hearing. The Associate Dean will advise the student, faculty member, and department chairperson(s) of the recommendations.

*Associate Dean for Academic Affairs, School of Nursing*

Upon receiving a report of the findings and recommendations of the Grievance Committee, the Associate Dean for Academic Affairs may decide to intervene or not. Within ten days, the Associate Dean for Academic Affairs will notify the student of this decision and send a copy of the notification to the Dean of the School of Nursing.

ii. Communicating Concerns about Instruction Procedures

If a student has any concerns about a course, course instructor, or course Teaching Assistant (TA), please see the TA or instructor about these concerns directly and as soon as possible. Direct communication with the affected parties is the simplest way to resolve any misunderstandings and miscommunication. If you are not comfortable talking with the TA or instructor, or are not satisfied with the response that you receive, you are encouraged to speak to the [Department Chair](#) of the course faculty.

iii. Grade Disagreement

If a student has a concern about a grade on an assignment or within a course, they should first refer to the course syllabus for specific guidance on rebuttals or grading procedures. In the absence of specific guidance from the course syllabus, students should follow the “Communicating Concerns about Instruction Procedures” above.

iv. Role of the University Ombudsperson

The [Office of the Ombud](#) is a place where all members of the University of Washington community, including students, can seek information, consultation, and assistance. Each year, the Ombud Office collaborates with hundreds of individuals who are facing challenges. They provide a safe environment to voice concerns and develop constructive options to address situations.

## 10 | GRADUATION

### a. Eligibility to participate in Convocation and Commencement

All undergraduate students who have graduated between the summer quarter and spring quarter prior to Convocation may participate in the School of Nursing Convocation.

ABSN students may participate in the School of Nursing Convocation ceremony at the end of spring quarter during their ABSN program enrollment or the spring quarter following graduation.

### b. Preparing to Graduate

- i. The undergraduate advisor will assist the student in filing an electronic application for his or her degree with the Graduation and Academic Records Office, 264 Schmitz, two to three quarters before the expected date of graduation. The absolute deadline for filing an application is Friday of the third week of the quarter in which the student intends to graduate.

It is the student's responsibility to apply for a degree or certificate, because degrees are not automatically awarded when requirements have been satisfied. Application forms and diploma cards are available in the major departments.

### c. Student Awards and Honors

#### ii. *School of Nursing awards*

The School of Nursing honors graduating students from each degree program with awards at the Convocation Ceremony in June. A call for nominations will be sent out electronically in early spring quarter for the 1) Distinguished ABSN/BSN Achievement Award and the 2) Daisy Foundation Student Award. Students may be nominated by fellow students and/or faculty. No self-nominations are accepted.

#### ***Baccalaureate honors***

Baccalaureate honors (summa cum laude, magna cum laude, cum laude)

are awarded only to recipients of a first baccalaureate degree. These honors are earned by those students who have completed no fewer than 90 residence credits at this institution. At least 60 of the 90 credits must have been acquired on a graded basis.

The University's Honors Committee determines annually the grade-point requirement for each baccalaureate honor at each campus, (Seattle, Bothell, and Tacoma). In recent years, approximately ten percent of the students have been awarded baccalaureate honors. Distance Learning courses (those that include a DL prefix) are included in the UW cumulative GPA and therefore count toward baccalaureate honors. See [Seattle Baccalaureate Honors Requirements](#).

### ***Departmental honors***

The UW School of Nursing BSN Honors Program offers Bachelor of Science in Nursing students the opportunity to earn departmental honors and graduate With Honors in Nursing. Graduating With Honors is a nationally-recognized achievement that signifies additional effort and accomplishment.

The UW School of Nursing is the only nursing school in Washington State to offer baccalaureate honors.

Accelerated Bachelor of Science in Nursing students are not eligible for the BSN Honors Program.

The BSN Honors Program provides an opportunity for students to:

- be part of a scholarly learning community with a small group of peers
- be mentored in nursing science research by School of Nursing faculty
- gain experience in presenting their research project at a symposium

Students engage with faculty in cutting-edge programs of research through mentored experiences. You have an opportunity to pursue your interest in a chosen area of nursing science and undertake a year-long research project under the guidance of a faculty researcher.



Students interested in the BSN Honors Program apply for admission during spring quarter of their first year in the BSN program. Accepted students are notified prior to the end of spring quarter and will be matched with a faculty mentor in fall quarter. All requirements for graduating with honors in nursing are met during the second year in the BSN program.

### ***Dean's List***

#### *Quarterly Dean's List*

The Quarterly Dean's List includes the names of matriculated undergraduate students who are pursuing their first undergraduate degree and have attained a quarterly GPA of 3.50 in the final grades for at least 12 graded credits. Appropriate entries regarding inclusion on the Dean's List are made on the student's permanent academic record.

#### *Dean's Letters*

A student is notified of his or her quarterly Dean's List standing with a Dean's Letter. As of spring quarter 2009, Dean's Letters are distributed electronically. Recipients receive notification and download instructions via e-mail sent to their UW-provided e-mail address. (To comply with FERPA regulations, Dean's Letter notifications are not sent to non-UW e-mail addresses.)

Dean's Letters are generated once per quarter, a few weeks after grades are due for that quarter. **Dean's Letters are only generated for students who meet the Dean's List criteria at that time.**

Dean's Letters are not issued or updated based on late changes to the academic record. Students wishing to download a Dean's Letter for the previous quarter may obtain a link to the Dean's Letter [here](#).

A student's Dean's List status is always current on the permanent academic record. The Quarterly Dean's List on the Student Guide is updated weekly and lists those students included on the previous quarter's Dean's List.

*Annual Dean's List*

The Annual Dean's List high-scholarship award is recorded on the academic transcript of matriculated undergraduate students who are pursuing their first undergraduate degree and have achieved a quarterly GPA of 3.50 in 12 or more numerically graded credits each quarter for three quarters of the academic year (summer through spring).

Students enrolled for four quarters of the academic year (summer through spring) must satisfy the conditions outlined above and attain a quarterly GPA of 3.50 or better in the fourth quarter, if enrolled for 10 or more credits.

Students who are on the annual Dean's List receive a certificate.

iii. Sigma Honor Society for Nursing

[Sigma Theta Tau](#) is the National Honor Society of Nursing. Psi Chapter is the University of Washington sponsored chapter and was formed to recognize and promote scholarship and leadership in the profession.

Eligible undergraduate students include those who have completed half of the nursing component of the baccalaureate curriculum, rank in the top one-third of their graduating class and show evidence of leadership. Those students who are members of Sigma Theta Tau are encouraged to wear their honor cords at commencement and convocation.

## 11 | STUDENT RESOURCES

### a. Student Space

#### i. Study Spaces

- Ten study rooms are available on the second and third floors of the Health Sciences Library. <https://hsl.uw.edu/topics/hsl-study-rooms/>
- Suzzallo Library Carrels and Scholar Study Rooms  
<http://www.lib.washington.edu/suzzallo/study/carrels>

#### ii. Student Lounge

The SON student lounge is located on the 4th floor (T441), near the coffee cart. A code is required for access and will be provided to students at orientation. The lounge includes a kitchenette area, a printer for student use and mailboxes.

#### iii. Student Lockers

See also: <https://depts.washington.edu/hsasf/instructional-support/crs/lockers/>

Locker Locations for Nursing Students: T-wing, 4th and 6th floors.

Locker Assignments:

- Students must provide their own locks.
- All lockers are reserved on a first-come, first-served basis.
- To request a locker assignment, visit the Instructional Support office in T-291A (open 8:00 am-5:00 pm, Monday-Friday). Please be prepared to show valid student ID.

Assignment Length: Assignments are valid for one academic year.

Locker Renewals: Returning nursing students who wish to renew their locker assignment may do so prior to the spring clear-out deadline.

Contact: Instructional Support - Classroom Services: [hsbav@uw.edu](mailto:hsbav@uw.edu) ; 206-543-6729.

iv. Lactation Rooms

Private lactation rooms are available in the Health Sciences Building and the South Campus Center.

- Health Sciences has four secured rooms available for lactating mothers.
- Three rooms are located in the T-wing and one room in South Campus Center.
- There are two stations in each room available on a first-come, first-served basis.
- Please go to T283 with your completed [Lactation Room Agreement Form](#) to check out a code to the rooms for the duration of your need.

b. Transportation

- i. UW Transportation Services: <https://facilities.uw.edu/transportation/>
- ii. ORCA/UPASS: The [U-PASS](#) provides students with a variety of low-cost transportation options. All Students who pay the Service & Activities Fee are automatically U-PASS members and required to pay the U-PASS Fee.
- iii. [Parking](#): Students can purchase daytime or evening parking permits, as well as motorcycle permits from Transportation Services. Parking lot availability changes based on occupancy levels and whether or not the permit is for evening parking (after 4 p.m.) or daytime parking (before 4 p.m.).

c. Student Representation on Undergraduate Curriculum Coordinating Committees (BSNCC)

The undergraduate curricular coordinating committee includes and encourages student representation. The student representatives can bring forward items for the agenda and collectively have one vote on motions. Calls for nominees occurs at the

beginning of the academic year.

d. Student Organizations Relevant for Undergraduate Students

- i. Professional Organization of Nursing Students (PONS): [PONS](#) serves as the overarching student government for the undergraduate nursing cohorts, encompassing the Accelerated Bachelor of Science in Nursing (ABSN), 1st Year Bachelor of Science in Nursing, and 2nd Year Bachelor of Science in Nursing cohorts. It is a place for students to coordinate projects, share common ideas, and work together towards building a more unified undergraduate nursing voice.
- ii. Future Nurses Club: The mission of the [Future Nurses Club](#) is to provide mentorship, as current UW Nursing student, to undergraduate students – especially underserved individuals who have not yet been admitted to the nursing program.
- iii. Office of Student Veteran Life: <http://depts.washington.edu/vetlife/>  
[Veteran's Education Benefits](#): The University of Washington Veterans Education Benefits office serves current service members, veterans and their dependents during their time as students at the UW. The Veterans Education Benefits staff provides students with information about VA educational benefits, certifies GI Bill® benefits, and answers questions about financial aid.
- iv. Sigma Honor Society of Nursing Psi-at-Large Chapter:  
<http://thecircle.nursingsociety.org/psichapter/home>
- v. Additional student groups are open to both Undergraduate and Graduate students. See the complete list at: <https://nursing.uw.edu/students/clubs/>

e. Disability Resources for Students Services

The School of Nursing is committed to ensuring that otherwise qualified students with disabilities are given equal access through reasonable accommodations to its services, programs, activities, education and employment for students with disabilities. The School of Nursing works closely with Disability Resources for Students-DRS in this process. DRS is the contact point for students with permanent

or temporary sensory, physical or psychological disabilities interested in requesting reasonable accommodations due to the effects of a disability.

Students who wish to request reasonable accommodations are encouraged to contact DRS to start the process for documenting their disability and determining eligibility for services prior to the start of the program. While this process can be started at any time, reasonable accommodations may not be implemented retroactively so being timely in requesting your accommodations is very important. The University does have policies regarding the type of documentation required in order to diagnose different disabilities and a process for requesting accommodations. To learn more about the process for establishing services through these offices please contact the appropriate office given your campus location:

Disability Resources for Students (DRS)  
448 Schmitz Hall, Box 355839, Seattle, WA 98195-5839  
206.543.8924 (V/TTY)  
206.685.8379 (FAX)  
[uwdrs@u.washington.edu](mailto:uwdrs@u.washington.edu)

Students with disabilities are expected to perform all the essential functions of the program with or without reasonable accommodation. The School of Nursing will work with the student and the respective campus disability office to provide reasonable and appropriate accommodations. While the School of Nursing will make every effort to work with our students with disabilities to accommodate their disability-related needs, it is important to note it may not be possible to provide requested accommodations that would fundamentally alter the essential functions or technical standards of the program.

f. Student Parent Resource Center

[Student Parent Resource Center](#) provides resources and financial support to students with children. Student parents at the UW can find the resources they need to support the successful completion of their degree.

g. Methodology and Statistical Support

The [Office of Nursing Research](#) supports the UW School of Nursing's research mission to advance nursing science. The ONR provides consultation services which are available, free-of-charge to students for study design and statistical support. In

addition, the ONR supports modeling parties (grant reviews) for student researchers preparing extramural applications.

h. Writing Resources

- i. The [Odegaard Writing and Research Center](#) provides drop in and by appointment writing support for students. In addition to upper campus office, the OWRC offers writing support to those in the health sciences in the [Health Sciences Library](#)
- ii. [Health Sciences Librarians](#) are available to assist with research and search support services.

i. Funding Resources

i. Funding your Education

Many funding opportunities are available for nursing students, both within the School and UW and also the community at large. Students, no matter their need level, are encouraged to apply for as many funding sources as possible.

Complete information about the types of student funding available, as well as how to complete the Free Application for Federal Student Aid (FAFSA), can be found on the [UW Office of Student Financial Aid](#) website.

**School of Nursing Financial Support Application**

The School of Nursing has several scholarships to support nursing students enrolled at the Seattle campus during the academic year (autumn through spring). Though some scholarships are limited, we are able to help many of our students who have high unmet need.

Unmet need is determined from the Cost of Attendance (CoA) minus federal loans minus student/parent contribution; what is left is called unmet need. This figure is determined from the student's Free Application for Federal Student Aid (FAFSA) and the UW Office of Student Financial Aid (UW OSFA).

More information on the application can be found here:

<https://nursing.uw.edu/students/financial/application/>

Students should contact April Wilkinson, Manager of Scholarships and Student Finances ([amwilk@uw.edu](mailto:amwilk@uw.edu)) in the School of Nursing for assistance.