



**SCHOOL
OF
NURSING**

**Bachelor of Science in Nursing &
Accelerated Bachelor of Science in
Nursing**

Student Handbook

2024 – 2025

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1 | ABOUT THE UNDERGRADUATE STUDENT HANDBOOK

The Undergraduate Student Handbook is designed to help you navigate your undergraduate degree or certificate from program start to completion. This handbook is a great place to start whenever you have questions about your degree, the School or Nursing, UW policies and procedures, and other student needs. It is a living document and is reviewed and updated 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 DEI 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 university-based undergraduate nursing education prepares 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. Professional nursing requires a commitment to scholarly inquiry, social equity, advocacy, and life-long learning.

The faculty members believe their teaching styles must consider 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 UW SCHOOL OF NURSING A/BSN PROGRAMS

The BSN and ABSN 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 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 lifespan.
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 BSN AND ABSN STUDENTS

1. Essential Qualifications for BSN and ABSN 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 an 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 the 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
- be accountable for any behaviors or actions that convey racism, bias, or discrimination and engage in reparations as necessary
- 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

2. Reasonable Accommodations 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) 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, UW Seattle

011 Mary Gates, Box 352808, Seattle, WA 98195-2808

206.543.8924 (V/TTY)

206.685.8379 (FAX)

<http://depts.washington.edu/uwdrs/>

uwdrs@uw.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 and disabilities to accommodate their disability-related needs, it is important to more we are not required to provide requested accommodations that

would fundamentally alter the essential functions or technical standards of the program.

3. Implementation of the Essential Qualifications of BSN and ABSN Students

Students will be advised of the Essential Behaviors for Admission, Continuation, and Graduation in application materials online. 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 current students webpage under "SoN Policies".

- 1) **Regular, Ongoing Evaluation.** Because of the close working relationship with the students, the clinical instructor will be responsible for monitoring whether the A/BSN student is meeting the Essential Qualifications. The clinical instructor, in conjunction with the Course Coordinator, shall do so by the following actions:
 - a. Direct interactions with and supervision of the students in the clinical section related to clinical activities, including clinical seminar
 - b. Attendance at course 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 the 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 so that the student is apprised that the student's continuation in the program is in jeopardy:
- a. **Warning notice and student contract are composed:** The student's instructor(s), in consultation with an official of the Office of Student and Academic Affairs, will prepare a warning notice and compose an accompanying individual student contract providing documentation of lapse(s) in the Essential Qualifications and describing what the student needs to demonstrate, within a specific time frame, in order to meet the Essential Behaviors and thus remain in the program.
 - b. **BSN Coordinating Committee (BSNCC) approves contract review and approval:** The warning notice and individual student contract are reviewed and approved by BSNCC. The documentation of the lapses in the essential behaviors must accompany the contract.
 - c. **Students apprised of warning letter and given contract:** An official of the Office of Student and Academic Affairs and the chair of the BSNCC meet with the student to present the warning notice and individual student contract. After the student reads and signs the warning letter (signature indicates that the student has read it), the letter is placed in the student's academic file. The warning notice and individual student contracts will be purged from the student record upon graduation.
- 6) **Contract monitored quarterly by BSNCC.** Each quarter, BSNCC will monitor the contract and make a determination that: 1) the contract is resolved, 2) to continue the contract, or 3) if unresolved after two quarters, BSNCC may recommend that the student be dropped from the A/BSN program. The warning notice and individual student contracts will be purged from the student record upon graduation.
- a. **Resolution.** If the student fulfills the contract and Essential Behavior concerns are resolved, BSNCC will vote to resolve the warning notice. An official of the Office of Student and Academic Affairs will draft a notice to the student that the

- Warning Notice and student contract are resolved. A copy of this notification will be placed in the student's file.
- b. **Continuation.** If the student is making progress but has not yet resolved the concerns outlined in the warning notice and contract, BSNCC may vote to continue the warning notice. An official of the Office of Student and Academic Affairs will draft a notice to the student that the Warning Notice and student contract will continue; the letter will outline areas of progress and areas still requiring resolution. A copy of this notification will be placed in the student's file.
 - c. **Drop.** If the concerns outlined in the prior warning notices remain unresolved, BSNCC may vote to recommend a drop from the A/BSN program. Drop is an official action that terminates a student's enrollment from a degree program; a program drop is distinct from dismissal, which is an official action that terminates a student's affiliation with the University. An official of the Office of Student and Academic Affairs will send the drop recommendation to the student with a copy to the Registrar no later than the fifth business day of the drop quarter. When dropped, a student is not eligible to complete the A/BSN program or return later to complete the degree. A student dropped from one undergraduate program may apply to and enroll in a different graduate program if accepted.
- 7) **Appeals.** If a student believes they have been subjected to unfair treatment in the administration of academic policies and processes, they may appeal in accordance with [Memo 17: Undergraduate Student Grievance Policies](#). It is recommended the student begin with step 4, Meeting with the Associate Dean for Student and Academic Affairs (sonadaa@uw.edu).

7 | OFFICE OF STUDENT AND ACADEMIC AFFAIRS (OSAA)

1. 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

Hours: Monday - Friday 8:00 a.m. – 5:00 p.m. Closed on University Holidays.

2. Program Advising

Our undergraduate program adviser(s) can help guide you through UW School of Nursing and document your program milestones. Your adviser is a SoN staff member whose role is to work directly with students. Advisers host periodic group advising sessions throughout the program. Additionally, current A/BSN students may schedule an individual advising appointment with their respective advisers:

1. BSN: bsnadvising@uw.edu
2. ABSN: absnadvising@uw.edu

3. Student Counseling Services

The SoN provides a counselor, Resa Regan, PhD, who is available to confidentially meet with students about school of personal issues/concerns. There is no charge for counseling sessions. She may be contacted for individual appointments via email at resa@uw.edu.

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.

4. Financial Support

1) Funding and Tuition Billing. Programs may be either state-tuition based or fee-based.

State-tuition based programs

The BSN Program follows undergraduate student rates. Please see the [Undergraduate Tuition Dashboard](#) for more information.

Fee-based programs

The Accelerated BSN is a fee-based program (via Continuum College: Professional and Continuing Education), and policies on registration and deadlines may differ. See [FAQs about Fee-Based Programs](#).

2) Supplemental Employment

[Curricular Practical Training \(CPT\)](#) is an opportunity for students on F-1 visas to learn practical skills related to their majors while studying at the University of Washington. CPT serves as a work authorization as a student engages in different types of activities related to their major.

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 Director of Student Services, Patrick Tufford (ptufford@uw.edu).

8 | ACADEMIC CALENDAR

The University of Washington [Academic Calendar](#) is accessible online.

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.

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](#).

Official University Holidays are posted [online](#).

9| ACADEMICS

1. Academic Integrity Policies

1) Student Conduct

School of Nursing students are expected to maintain the highest standards of ethics, integrity and accountability, and to this end they are held accountable to the University of Washington Student [Conduct Code](#) (WAC 478-121). The University has also developed two companion policies, Student Governance and Policies [Chapter 209](#) and [Chapter 210](#), which explain how student conduct proceedings work and a student's rights in the process.

The School of Nursing works in collaboration with the [UW Community Standards and Student Conduct](#) office to engage students in an equitable process centered on the values of honesty, integrity, and respect. Students are encouraged to reflect on their actions to understand their impact on themselves, the learning community, and the profession of nursing.

2) Reporting Misconduct

As a matter of professional accountability, School of Nursing students are expected to report observed incidents of misconduct in a timely way to the appropriate instructor, Chair of the relevant Department, or the School of Nursing Conduct Officer (sonadaa@uw.edu). Students who report misconduct are expected to provide details, including student names and other specifics.

3) Off-Campus Activity

The University may hold students accountable for prohibited conduct that occurred off campus (i.e., not on University premises or in the context of a University-sponsored program or activity). See Student Governance and Policies [Chapter 209](#), Section 5.D. Jurisdiction of the University.

4) Prohibited Conduct

The University of Washington Student Conduct Code defines the following acts as prohibited conduct. Students committing these acts may be found responsible for violating the Student Conduct Code and face disciplinary measures.

- Abuse of others
- Abuse of the student conduct process
- Academic Misconduct (see next section)
- Acts of dishonesty
- Aiding, assisting, and attempting
- Alcohol violations
- Computer abuses
- Creating a public nuisance in neighboring communities
- Discriminatory harassment
- Disruption or obstruction
- Drug violations
- Failure to comply
- Harassment or bullying
- Hazing
- Indecent exposure
- Intimate partner violence
- Possession or use of firearms, explosives, dangerous chemicals, or other dangerous weapons
- Research misconduct
- Retaliation
- Sexual assault
- Sexual exploitation
- Sexual harassment
- Stalking
- Theft
- Unauthorized keys, entry, or use
- Unauthorized recording
- Vandalism
- Violation of disciplinary sanctions
- Violation of law

2. Academic Misconduct

University of Washington students are expected to practice high standards of academic and professional honesty and integrity. As defined in [Student Governance Policy, Chapter 209 Section 7.C](#), academic misconduct includes:

- “Cheating” which includes, but is not limited to:
 - The use of unauthorized assistance in taking quizzes, tests, or examinations, or completing assignments;
 - The acquisition, use, or distribution of unpublished materials created by another student without the express permission of the original author(s);
 - Using online sources, such as solution manuals, without the permission of the instructor to complete assignments, exams, tests, or quizzes; or
 - Requesting, hiring, or otherwise encouraging someone to take a course, exam, test, or complete assignments for a student.
 - Note, under the Student Conduct Code, **cheating includes the unauthorized use of assistance, including technology (i.e., Artificial Intelligence content generators, such as Chat GPT), in completing assignments or exams.**

“Falsification,” which is the intentional use or submission of falsified data, records, or other information including, but not limited to, records of internship or practicum experiences or attendance at any required event(s), or scholarly research.

- “Plagiarism,” which is the submission or presentation of someone else’s words, composition, research, or expressed ideas, whether published or unpublished, without attribution. The University of Washington has delineated what behaviors are considered to be plagiarism within the [Student Conduct Policy](#). Plagiarism includes, but is not limited to:
 - 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
- Unauthorized collaboration.
- Engaging in behavior specifically prohibited by an instructor in the course of class instruction or in a course syllabus.
- Multiple submissions of the same work in separate courses without the express permission of the instructor(s).
- Taking deliberate action to destroy or damage another's academic work in order to gain an advantage for oneself or another.
- The recording of instructional content without the express permission of the instructor(s), unless approved as a disability accommodation, and/or the dissemination or use of such unauthorized records.

3. Behavioral Misconduct

1) University of Washington students are expected to be responsible members of the Husky community. As defined in [Student Governance Policy, Chapter 209 Section 7.D](#), behavioral misconduct includes:

- Abuse of others
- Abuse of the conduct process
- Acts of dishonesty
- Alcohol violations
- Computer abuses
- Creating a public nuisance in neighboring communities
- Disruption or obstruction
- Drug violations
- Failure to comply
- Harassment or bullying
- Hazing
- Failure to comply
- Possession or use of firearms, explosives, dangerous chemicals, or other

- dangerous weapons
- Retaliation
- Theft
- Unauthorized keys, entry or use
- Unauthorized recording
- Vandalism
- Violation of disciplinary sanctions
- Violation of law

4. Conduct Procedures

Academic and behavioral misconduct may only be adjudicated under [WAC 478-121](#) and [Student Governance and Policies, Chapter 209](#) by those who have the authority to initiate a conduct proceeding. This ensures a student's due process rights, creates consistency in the process, and accountability for any additional misconduct by the student. For additional information about the student conduct process visit [Student Conduct Process](#).

5. Reporting

Any non-emergency incident of alleged academic or behavioral misconduct are reported to the Community Standards & Student Conduct office <https://www.washington.edu/cssc/facultystaff/report-academic-misconduct/>

1) Information to Include

1. Your name and the name of the course (if applicable) in which the alleged misconduct took place.
2. The student(s) names and student ID number(s).
3. Any other student(s) or witnesses who are able to provide additional information.
4. Brief description of the incident such as observations of the student's behavior, information about the assignment, and areas in which you think academic or behavioral misconduct occurred.
5. Additional information could include any statements gathered from others, such as a teaching assistant who observed the alleged misconduct.

2) Examples of documents in evidence

- Course materials including handouts to the student explaining the assignment or examination for which they are charged with misconduct.
- The student's work. It is understandable that you might wish to provide copies, but if the quality of the paper, specific marks which do not reproduce well, or remains of attempts to alter a paper are essential to the case, originals may be necessary.
- Original sources if the allegation involves plagiarism.
- Annotated remarks including diagrams or marks to illustrate some point that may not be evident to the Conduct Officer.
- Correct answers to example questions.
- Course syllabus.

3) Conduct proceedings

An overview of the University Student Conduct Process is found here:

<https://www.washington.edu/cssc/for-students/overview-of-the-student-conduct-process/>

- Conduct officer is assigned and begins fact-finding process
- An investigative interview will be scheduled for the respondent to review the alleged violation(s) of the Student Conduct Code and the report with the Conduct Officer.
 - During the investigative interview, the student respondent is provided with an overview of the Student Conduct Process and their rights.
 - The respondent has the opportunity to provide their account of what occurred, present relevant evidence, and provide names of witnesses for further consideration by the Conduct Officer during the fact-finding process.
- At the conclusion of the fact-finding process, the Conduct Officer will make a decision regarding whether there was a violation of the Student Conduct Code based on a “**preponderance of evidence**” standard. The decision will either be that the student is responsible or not responsible for a violation of the Student Conduct Code. If found responsible, the Conduct Officer will also determine what [sanctions](#) are appropriate for the violation(s). This written decision is called an **Initial Order**.
- The respondent has the option to request an [administrative review](#) (appeal) of the decision within 21 days of service of the Initial Order.

If an administrative review is not requested the Initial Order is considered final.

- During the fact-finding process, the Conduct Officer may initiate a **full hearing**. Please click [here](#) for more information about full hearings.

For more details about the student conduct process, please visit [Student Governance Policy, Chapter 209](#).

4) Grading during conduct process

Instructors leave an “x” grade annotation if grades are due before the Conduct Proceedings are resolved.

6. Online Testing Procedures

If a course uses online testing it will be via Canvas, the SoN learning management system.

7. Testing in the Classroom – Instructions for Students

To maintain test integrity for classroom-based testing, A/BSN instructors typically follow the process below though details may vary. For high stakes exams, instructors may also use proctors following a ratio of recommended proctors per number of students.

- a. 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.
 - i. If scantron forms are used, they will be provided by faculty in the exam room. Students must bring two #2 pencils.
 - ii. If Canvas is used for testing, students will use their personal computer.
- b. Expectations for student behaviors during the exam includes:
 - i. Keep exam flat on the desk/table.
 - ii. Eyes on the exam only.
 - iii. No talking to other students or the faculty during the exam.
- c. Marks on the test question sheets will not be graded, unless otherwise specified.

- d. Students must turn in the test question sheet AND answer sheet with their name on both. A grade of 0 will be awarded if the test question sheet is not turned in with the answer sheet.
- e. Turn in also seating number cards, if distributed upon entry.
- f. Students must stay in the room until they have completed the exam. When exiting the classroom exit do not talk or use electronics.
- g. Students are expected to complete tests at the scheduled date and time unless prior arrangements are made with faculty. Students with DRS accommodations should contact their faculty to discuss.
- h. 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.

8. 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”. Information on leave of absence is provided in handbook section 9.18.

9. Attendance Policy for Clinical & Lab Courses

The School of Nursing expects students to recognize that they have entered into nursing in which full participation in the learning environment is an essential component. On-time and in person attendance is expected in all educational activities (lecture, lab, seminar, clinical, and all onboarding activities). As such, students are

required to be prepared and present at beginning of each assigned clinical day and activity. In addition, the instructor may require the student to come before the start of the agency shift for pre-clinical preparation and the student is expected to arrive on time for this as scheduled.

In the clinical training setting students are considered to be part of the nursing and/or interdisciplinary team. When students arrive late to the clinical or other scheduled activities, it affects other nurses, patients, faculty, and the student's own performance. On the first occasion of being late to clinical, the student will receive a verbal warning. On the second occasion of being late to clinical, the student will receive a course warn and a learning contract pertaining to the expectations for nursing student behavior and safe practice. If the student arrives late to clinical on more than one occasion, the BSN Curriculum Committee (BSNCC) program may initiate a program-level behavioral warning under the provisions of the [Essential Qualifications for BSN and ABSN Students](#).

Students should **not expect** to be excused from required coursework or program activities for personal, family, or work commitments. In **extraordinary** circumstances, a **planned absence** may be granted at the discretion of the course instructor and course coordinator.

If a student must miss time due to illness or personal emergency, they must call, text, or email the clinical instructor 30 minutes prior to the start of the clinical shift. The mode of notification will be specified by the instructor. The clinical instructor, in consultation with the course coordinator, may determine make-up time. Decisions as to the need for make-up clinical experiences are based on a student's progress in meeting course objectives, sufficient clinical hours and the availability of continued clinical site access. Students will be expected to accommodate any make-up work offered, even if different than their regularly scheduled clinical shifts and activity times. If a student does not have sufficient time to meet course objectives the course will need to be repeated.

Final Exam Weeks

This attendance policy includes absences during final exam weeks. Students should plan to be available for program activities until the end of finals week. Final exam week is noted on the [University of Washington academic calendar](#). Any personal plans (e.g.,

flight arrangements) should be scheduled during the regular quarterly breaks in order to avoid unexcused absences.

[See Attendance Policy for Clinical & Lab Courses](#)

10. SoN Policy on Planned Student Absences

A student who has a justifiable reason for being absent from class will discuss this need with their 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 their instructor. It is hoped, however, that the student will plan ahead for any contemplated leave of absence from classes (didactic, lab or clinical) so that they may make satisfactory arrangements for make-up work (if needed) or to meet any other kind of class requirements which might be due while they are 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. They 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. [See SoN Memo 9.](#)

11. UW Email Account Use

When you enroll at the University of Washington, you are asked to sign up for email 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, Gmail, Comcast, Hotmail, Yahoo, etc.).

Students are expected to check their UW emails and reply in a timely manner (within 2 business days). Email communications should be written in a professional and respectful manner.

12. UW School of Nursing Social Networking Policy

Summary of relevant UW and UW SoN policies (for full background and policy) can be found here: <https://students.nursing.uw.edu/policies/student-policies/social-media/>

- 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 and remember that even de-identified information may be recognized by patients, their families, or their employees.
- 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/. This useful site contains links to relevant laws and university policies including the UW Patent, Invention, and Copyright Policy at <https://www.washington.edu/admin/rules/policies/PO/EO36.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](#) 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:

- 6) Student use of computers and networks is subject to UW policies, including, but limited to the following:
 - a. [Using your computer in residence halls](#)
 - b. [Chapter 478-121 WAC Student Conduct Code for the University of Washington](#)
- 7) 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 the 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.
- 8) 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 their posts (written, audio, video, or otherwise).
- 9) 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 for audit purposes.
- 10) 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](#)
 - b. The [UW Access and Use Agreement](#)
 - c. [UW Information Security policies](#)
- 11) UW Minimum Data Security Standards: UW APS 2.10, UW Minimum Data Security Standards.

- a. [UW Data Management Policy](#)
- b. [UW Guidelines for Electronic Discovery](#)

13. Husky Card and Health Sciences Building Card Access

- 1) 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.
- 2) Your Husky Card is your Health Sciences Building access card for building and library access afterhours.

14. 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.

15. Registration

1) 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 and must delay registration should contact course faculty of record to request that they be manually added to a course Canvas website (see [Memo 50: Student Access to Courses](#)).

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 (e.g., ABSN students) are not eligible for tuition exemptions, 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 should contact course faculty directly via email to be provided with access to week 1 course materials to avoid getting behind in coursework in the case of unavoidable late registration.

2) 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/MyGrad. 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.

3) 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 must agree on the course's objectives, deliverables and methods. 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).

4) 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.

5) Withdrawal from Courses

a. Withdrawal (W)

It is your responsibility to withdraw if you are unable to attend for the quarter. Through the end of the *Unrestricted Drop Period*, you may withdraw by dropping all courses from your MyUW registration page. Beginning the first day of the *Late Course Drop Period* through the last date of instruction, you must withdraw by following the Adviser-Assisted Drop process, as listed on the [Current Quarter Drop](#) webpage. Review the [UW Office of the Registrar Withdrawal policy](#).

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.

b. Former Quarter Drop (previously known as a hardship withdrawal)

The University of Washington understands that, as a student, you may face a variety of challenges and obstacles while attending the University. The Former Quarter Drop (FQD) process was designed to help you address the impact these challenges and obstacles may have on your ability to achieve academic success.

The FQD process provides students with a method to petition for a grade earned in a former quarter to be changed to a Registrar Drop (RD) due to the student having an extenuating circumstances prevented them from using [Current Quarter Drop Process](#).

The following information outlines how you can the FQD process to request to drop a class or classes completed in a quarter that has already ended. See Former Quarter Drop policy [here](#).

16. Grading

1) University and SoN Graduate Student Grading Policies

The School of Nursing follows **Scholastic Regulation, Chapter 110.1.B: [Grading Practices for Graduate Students](#)**.

2) Undergraduate Grading Scale and Policies

The Grading Scale for undergraduate courses to convert from percentile to 4.0 scale is as follows:

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

Final grades are not rounded. The use of this scale and rounding rules are standardized and used by all instructors. It is not negotiable.

Grades below 1.7 will be recorded as 0.0 by the Registrar and no credit is earned. Courses in which a student received a grade below 2.7 are not able to be applied towards the degree.

3) Incompletes in Courses

Instructors may grant an incomplete grade if the student has done satisfactory work to within two weeks of the last day of the quarter and if circumstances prevent the student from completing the remaining work for the course by the end

of the quarter. Instructors are never obligated to grant a student's request for an Incomplete. Instructors will use the designated process for students to request and for instructors to approve the awarding of an Incomplete grade.

To obtain credit for the course, a student must successfully complete the work by the last day of the next quarter in residence. An Incomplete grade not made up by the end of the next quarter will be converted to the grade 0.0 by the Registrar unless the instructor has indicated, when assigning the Incomplete grade, that a grade other than 0.0 should be recorded if the Incomplete work is not completed. The original Incomplete grade is not removed from the permanent record for Summer 2024 and prior. However, starting Winter 2025, the submitted grade will replace the "I" on the transcript for Autumn 2024 courses; if no grade is submitted, the Incomplete will convert to a grade of 0.0 and the "I" will be removed from the official transcript; and if a default grade was submitted by the instructor this grade will replace the "I" on the transcript. An instructor may approve an extension of the Incomplete removal deadline. Such an extension must be received, in writing, at the Office of the Registrar, not later than the last day of the quarter following the quarter in which the Incomplete grade is assigned. Extensions, which may be granted for up to three additional quarters, must be received before the Incomplete has been converted into a failing grade. In no case can an Incomplete received by an undergraduate be converted to a passing grade after a lapse of one year. Students should never re-register for the course as a means of removing the Incomplete.

[See Student Governance and Policies Chapter 110](#) and [Registrar Grading Policy](#).

4) Warning Notices and Learning Contracts

A [warning notice and learning contract](#) is issued for any nursing student who is doing less than satisfactory work in a School of Nursing course. A Warning Notice and learning contract 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. See [Memo 6: Warning Notice and Learning Contract](#) for more information.

17. Annual Reporting and Review of Student Progress

The UW School of Nursing will review student progress annually. Annual student progress letters will be sent by the Office of Student and Academic Affairs.

Academic Standing with the University is determined by the Registrar. See <https://registrar.washington.edu/students/status-definitions/> for more information.

1) 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 courses;
- Maintain satisfactory performance and progression toward completion of the degree;
- Meet the Essential Qualifications of Candidates for Undergraduate Admission, Continuation, and Graduation; and
- BSN only: Satisfactorily complete the first 45 credits of the BSN program within two years of initial enrollment.

Review of student standing is undertaken at least annually by BSNCC. Students whose cumulative or quarterly GPA falls below a 2.0 must be reviewed quarterly and be provided with a written explanation. An official from the Office of Student and Academic Affairs works with the Chair of BSNCC to provide annual and quarterly progress letters to students.

2) Student Not in Good Standing

An undergraduate student whose GPA falls below 2.00 in their first quarter at the University receives an academic warning. If a cumulative GPA of at least 2.00 for

courses earned in residence at the University is not achieved by the end of the next quarter, the student will be placed on academic probation.

3) Academic Alert

When review of a student's performance and progress result in a determination that it has been unsatisfactory, the name of the student and recommendation for action (i.e. probation, final probation, or drop) are transmitted by the SoN to the Dean of the Graduate School. Students must receive written notification of this action which includes information regarding the necessary steps the student must take to maintain good standing in their graduate student status. [Graduate School Policy 3.7: Academic Performance and Progress](#)

4) Academic Warning (formerly Probation) and Academic Drop

An undergraduate student is placed on academic warning status at the end of any quarter (except for the first quarter at the University, when an academic warning is issued) in which their cumulative GPA falls below 2.00. The student remains on academic warning until the cumulative GPA is raised to at least 2.00. If this requires more than one quarter's work, the student must maintain a quarterly GPA of at least 2.00 each succeeding quarter or the student is put on academic drop.

5) Reinstatement

A student who has been dropped under academic drop rules is readmitted to the University only at the discretion of the dean of the school or college to which readmission is sought. A student readmitted after being dropped under these rules re-enters on academic warning. The student's GPA is the same as when dropped from the University, and the student may not use grades from other colleges or universities to raise their UW GPA. A readmitted student is dropped if they fail to attain either a 2.00 GPA for the following quarter's work or a cumulative UW GPA of 2.00 at the end of that quarter. The student is removed from academic warning at the end of the quarter in which a cumulative GPA of 2.00 or better is reached.

6) Senior in Final Quarter

A senior who has completed the required number of credits for graduation, but whose work in what would normally be their final quarter places them on academic warning, does not receive a degree until removed from academic warning. A senior who has completed the required number of credits for graduation, but whose work during the last quarter results in being dropped with the academic drop (formerly low scholarship drop), does not receive a degree until readmitted and removed from academic warning.

18. Grievance Procedures

1) Grievances

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 injustice of substantial proportions involving academic affairs with the School of Nursing may initiate action to redress such grievance.

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. Learn more about [Memo 17: Undergraduate Student Grievance Policies](#).

Students may seek assistance with navigating the Grievance Policy by contacting their respective advisors (BSN: bsnadvising@uw.edu; ABSN: absnadvising@uw.edu).

i. 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 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.

ii. 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; another one 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.

iii. 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.

iv. 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 alternatives for further action with the student. The Associate Dean is responsible for writing a summary of the meeting's outcome. The original summary goes into the student's file and a copy is given to the student. Upon the student's request, 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 student's written grievance. 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.

v. 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.

vi. 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.

2) 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. Additional detail may be found in [Memo 36: Communicating Concerns about Instruction](#).

3) 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 contact their course instructor. If this fails to resolve the concern, the student should follow the [Grade Appeal Procedure](#).

4) 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| CLINICAL POLICIES

1. Compliance Requirements

Nursing students must meet Health Sciences and School of Nursing compliance requirements and requirements established by clinical partners prior to the start of the program and throughout enrollment. Office of Student and Academic Affairs (OSAA), in collaboration with CastleBranch, and the University of Washington Health Sciences Immunization Program (HSIP), monitor student trainings, licensure, policy agreements, background checks, and immunizations designed to protect our students, the University, and the School of Nursing's clinical partners.

The Office of Clinical Placements (OCP) monitors student compliance quarterly. You must adhere to all deadlines established by the OCP and clinical partners. Delay in clinical compliance adherence may impact your ability to retain your clinical placement, and clinical placements may be cancelled by the School of Nursing or the clinical partner. Holds will be placed on student accounts when a requirement's expiration date has passed. Contact your compliance specialist at nscomply@uw.edu for questions regarding account holds. <https://students.nursing.uw.edu/clinical-skills/compliance/>. Clinical onboarding must begin as soon as your clinical site is confirmed and announced; students are responsible for initiating and monitoring their clinical onboarding progress.

As expiration dates for compliance items approach, the online compliance system, CastleBranch, will alert you to pending expiration dates so you can renew immunizations/licensure/etc. and minimize interruption to your research or clinical rotations. The School of Nursing will send students quarterly reminders about their immunization status, but students are responsible for monitoring and maintaining current records with CastleBranch. Please note that some compliance items may require renewal several months prior to their expiration date, as noted and communicated by HSIP and your compliance specialist. You are expected to adhere to the earliest date communicated to you. Students are expected to monitor their emails daily for updates or changes to clinical site requirements. This ensures all deadlines are met to avoid delays or complications with the clinical onboarding process.

Compliance tracking continues to evolve to meet the expanding needs and requirements of our partnered agencies such as: [Clinical Placements Northwest](#) and [University of Washington's Health Sciences Immunization Program \(HSIP\)](#).

2. Clinical Site Requirements

Students must also meet all clinical site requirements, which may include, but are not limited to: fingerprinting, drug screening, evidence of military draft registration, and other site-specific requirements. ***Note, drug screening prior to clinical rotations is common and failure may risk clinical education and progression.***

Important reminders:

- Keep copies of compliance requirements for your own records.
- To update expired requirements in your student file, upload updated documents to your CastleBranch account.
- Immunizations must be updated through your CastleBranch account. Any registration hold will be released once your compliance documentation has been reviewed and accepted.
- If a drug screening is required at a clinical site, the student and/or clinical agency are responsible for the cost and for arranging the screening. The UW School of Nursing does not pay for drug screening and will not administer, receive, or review drug testing results. The date of the drug screening will be included in the clinical passport to the site without results or other information.
- A hold will be placed on your student account if a requirement's expiration date, or a compliance deadline as communicated by your compliance specialist and/or HSIP, has lapsed. Contact your compliance specialist at nscomply@uw.edu for questions regarding account holds.
- **Students enrolled in clinical courses:** Clinical sites require the School of Nursing to send verification of your compliance status (including your immunizations history) quarterly. If any of your compliance items have lapsed or are outstanding, you will not be allowed on site, and may risk cancellation of your clinical rotation
- **Students entering clinical sites** for observation purposes, data collection, projects, etc. must meet the clinical agency's compliance requirements in addition to School of Nursing requirements.

- Students must have an unrestricted WA state or Multistate RN license prior to matriculation into the DNP program and maintain their RN license throughout the program. ([WAC 246-840-522](#)).

3. Health and Wellness & Health Insurance

Every graduate student enrolled in the UW School of Nursing program must meet the University of Washington Graduate School's immunization requirements prior to the start of the program and throughout enrollment. DNP and GCPAPN students in clinical programs must also meet School of Nursing immunization requirements prior to matriculation and throughout enrollment. See [Memo 22: Student Health Policy](#).

1) Immunizations

Nursing students are often at risk for exposure to and possible transmission of vaccine-preventable communicable diseases because of their contact with patients or infective material from patients. Maintenance of immunity to vaccine-preventable diseases through HSIP is therefore an essential requirement of all students. HSIP follows recommendations for health care workers from the Centers for Disease Control and Prevention (CDC) and OSHA/DOSH occupational health mandates.

Nursing students will **not** be permitted to enter a clinical site without documentation of all school and clinical site compliance requirements, including, but not limited to, tuberculosis screening, influenza vaccination, and Covid vaccination. All compliance items must be confirmed by HSIP and the School of Nursing before a student may be cleared to onboard with a clinical site.

Nursing students must comply with requirements for the following: measles (rubeola), mumps, rubella, Hepatitis B, tetanus-diphtheria-pertussis, varicella (chicken pox), influenza vaccination, Covid vaccination, and tuberculosis screening (PPD skin testing, or symptom review for those not being tested). A summary of HSIP requirements is available at <https://www.ehs.washington.edu/system/files/resources/HSIP-Requirements-Checklist.pdf> and is subject to change.

- a. **Measles Immunity Requirement:** Two doses of the MMR 3-component vaccine are required (other vaccine types are not accepted), OR positive measles, mumps, and rubella IgG antibody titers (Note: IgM titer is not acceptable).
- b. **Tuberculosis Requirement:** Students must complete an initial Tuberculosis screening and annual Tuberculosis risk assessments. Additional Tuberculosis screening may be required throughout the student's program of study, depending on clinical site placement. Students must fulfill this requirement by the assigned deadline when notified by UW Compliance. Failure to do so will result in ineligibility for clinical placement.
- c. **Influenza and Covid Requirement:** Students must get the influenza vaccine and Covid vaccine annually throughout the student's program of study.
- d. The information contained in this document is subject to change. For the most up-to-date information on immunizations, TB testing requirements, and details about how to satisfy each requirement, please visit the HSIP website: <https://www.ehs.washington.edu/health-sciences-immunization-program-hsip>

2) Student Account Holds

Students who do not meet the immunizations prerequisites and who do not meet ongoing compliance requirements will have a hold placed on their student account by Office of Student and Academic Affairs (OSAA) and HSIP.

3) Health Fee

School of Nursing students pay a standard annual Health Fee that will appear on tuition billing statements the first or second quarter of enrollment and will recur each year as you are enrolled in the program. **There are NO EXCEPTIONS or refunds for this fee.**

The Health Fee covers the following services provided by HSIP as listed below:

- a. Follow up and counseling (but not treatment) for positive PPD conversion.
- b. Coverage for counseling, testing, and treatment for any course-related Blood Borne Pathogen (BBP) exposure after your insurance is billed.

The Health Fee does **not** cover immunizations and proof of immunity required by individual clinical sites or for entry into the program, including but not limited to, TB screening, flu and Covid vaccination, MMR, Tetanus/polio, Varicella titer, Hepatitis B titer.

Students have to meet these requirements and secure documentation thereof at their own expense. A student may choose to obtain any of the required immunizations from their current health care provider. In this case, students must provide all documentation to the HSIP, obtain clearance through the HSIP program staff, and pay the health fee.

4) Health Insurance

Some clinical sites require students to have health insurance. Students without health insurance will not be placed at such sites. All Health Sciences students are **STRONGLY ADVISED** to have personal health insurance, or to join a health care plan, to cover the expenses of their health care, treatments in case of an injury, and/or care for a catastrophic illness or serious chronic condition within or outside the clinical setting.

5) Professional Liability Insurance Protection

Nursing students are covered for professional liability by the UW as long as the activity in question is definitely University-connected and sanctioned. School of Nursing coverage is in effect when the student is:

- i. working in a program formally approved by the School of Nursing
- ii. working in a program not formally approved by the School of Nursing, but is a program for which the University will extend individual professional liability coverage

- iii. participating as an individual, with written authorization of the Dean, in a specified activity to which liability coverage is extended

Student liability coverage is extended only when acting “at the direction or request of or on behalf of the University.” In order for students to be protected, their student activities must occur under supervision of a faculty member. Clinical practice must occur in agencies where a legal contractual agreement has been established between the School of Nursing and the Agency. Evidence of Professional Liability Coverage is provided as an appendix to this handbook on the website.

Students who are already registered professional nurses should consider that, in addition to their student status, they are also licensed as individual nursing practitioners. Conceivably, they could be held liable for their acts as autonomous professional individuals in addition to, or rather than, as students. Therefore, it is recommended that registered professional nursing students protect themselves by carrying their own professional liability insurance. One type of this insurance can be purchased for a minimal annual premium through membership in the American Nurses Association (ANA); availability of liability protection is one of the benefits of membership in ANA. Insurance is also available for members of some nursing specialty organizations.

Professional liability insurance provided by the UW does not cover nursing practice in any voluntary health clinic where the registered nurse acts as an individual volunteer and not at the direction of or on the behalf of the University. No student should attempt nursing services beyond their present level of educational preparation.

4. Clinical Placement Policies and Procedures

UW School of Nursing undergraduate students have an extraordinary opportunity to learn and work alongside skilled mentors throughout the Puget Sound and beyond. Clinical rotations are tailored to your undergraduate program of study. **Students may NOT contact clinical sites to ask about clinical placements or other clinical experiences (e.g., shadowing, observing).** The Office of Clinical Placements in coordination with SoN

Faculty arrange all clinical placements. **All clinical placements are at the sole discretion of the UW School of Nursing.** Students complete a Clinical Placement Agreement form at program matriculation and may be asked to reconfirm understanding prior to start of clinical.

1) Clinical Placement Accommodations

In accordance with your clinical agreement, the school is not able to accommodate personal preferences (e.g., work schedules, extracurricular courses, and/or personal commitments and obligations). This is due to clinical site availability and to ensure the most robust clinical education for all. Preferences will be considered for students who have an approved DRS clinical accommodation, documented active or reserve military service obligations, or approved religious accommodation. DRS clinical accommodations and documentation of active or reserve military service obligations should be submitted to the undergraduate program director, Tiffany Liu (tliu7@uw.edu) directly as soon as possible, and no later than 12 weeks (about 3 months) prior to the start of the quarter. As a reminder, the School of Nursing is a guest at these sites, and you will be a part of the healthcare team during these rotations. You will be required to be present on all clinical days and for full shifts, unless otherwise arranged with your course faculty in advance.

2) Dress Code & Appearance

- UW deep purple medical scrub top and bottom
- Two UW School of Nursing emblems: the emblem must be sewn or glued onto the upper left sleeve, just below the shoulder of both the jacket and the purple scrub top
- UW School of Nursing name tag
- White, short professional jacket (may be worn with name badge over street clothes during preparation time ONLY; when wearing purple scrubs, may be taken off during the clinical day as needed)
- An easy-to-read watch with a second hand
- Low, rubber-heeled, closed-toe shoes that are easily cleaned and reserved for clinical only. Dress codes for most clinical agencies do not permit clogs or sandals.

- Appearance: Appearance must be professional. Your uniform should be clean and you should be easily identifiable as a UW nursing student. Hair, jewelry, and other accessories should be worn so they avoid causing safety risks to yourself or patients. You must also adhere to the dress code of each site. If you arrive at the site in unacceptable attire, you will be asked to leave the facility. Direct any questions to your instructor or the manager of the unit you will be working on.
- Dress codes for most clinical sites do not permit backless or open toed shoes in compliance with OSHA regulations.
- Scents: Because perfumes, colognes and other scents, including lingering cigarette smoke, can cause significant airway distress to people with asthma, allergies, and/or chemical sensitivities, students are urged to minimize the use of scented products while at clinical sites.

3) Travel to Clinical Sites

Students will likely be assigned to clinical sites in the greater Seattle metropolitan area as well as throughout Western and Central Washington State. Clinical assignments are based on providing you with a variety of clinical experiences throughout the program, which requires travel time outside your home area. Due to limited spaces in clinics for clinical rotations, **access to the clinical site from your local address or other needs cannot be taken into consideration when assignments are made.** Transportation, including the cost of transportation (gas, bus fare, parking, ferry fees), to and from the clinical site is the student's responsibility. Students may use their own car, ride share, or public transportation.

4) Clinical Shifts

Students are expected to accommodate their assigned clinical shift. Clinical shifts may occur during nights, evenings, weekends, and holidays.

Students in clinical courses are expected to complete their clinical hours during the academic quarter. No students may be in clinical sites for course-related work before the academic quarter starts or after the academic quarter ends (last day of finals week) according to dates outlined on the UW calendar. Exceptions must be approved and monitored by the course coordinator and department chairperson. Please see [Memo 49: Clinical Break Policy](#).

Exceptions to this rule include when a student is unable to complete clinical hours due to:

- An acute illness episode within the last two weeks of the quarter
- Required clinical experiences were not available (e.g., a student in a nurse-midwifery track needs to “attend” a birth and must wait until an appropriate patient presents to the healthcare system)
- Failure to complete required clinical hours was beyond control of the student; e.g., preceptor became ill or otherwise unable to fulfill precepting responsibilities and a substitute was not found in time to support student finishing during the academic quarter.

Examples of instances that do not qualify as exceptions include, but are not limited to: Student missed clinical hours due to lack of organization or other omission of professional responsibility; Student wants to get “more” clinical experience; Student was unwilling to accommodate preceptor schedule.

5) Documentation of Clinical Hours

Students document clinical hours and other course-specific experiences (e.g., patient/case logs, procedures) in Exxat, the School of Nursing’s clinical program management software. Preceptor, faculty, and student self-evaluations of clinical performance are also administered through Exxat. Students are expected to enter Exxat time logs/other experiences within one week of their occurrence.

Students should treat Exxat as they would an electronic health record; documentation represents official academic records of their clinical experiences. The DNP program uses these data to ensure compliance with Washington State and National DNP educational standards. Falsification of such records is considered a serious case of academic misconduct.

5. Clinical Evaluation of Undergraduate Students

In order to achieve quality student advising and instruction, every student participating in clinical course work must receive a written evaluation of clinical performance each quarter. All undergraduate level clinical courses are designed for students to achieve course

objectives within the quarter in which they are registered for the course. Clinical evaluations by course instructors must reflect student achievement of course objectives within this standard time frame.

Instructors of undergraduate students participating in clinical course work write quarterly evaluations of student clinical performance and copies are placed in student file. Instructors use pre-designed clinical evaluation forms developed for the course and/or program. These tools are based on course objectives and/or national competencies and standards.

1) Removal of Student from Clinical Site

Compliance requirements **must** be completed prior to stated compliance deadlines, or at the time designated by the site, in order to begin your clinical rotation. Compliance requirements must also remain current for the entire duration of the quarter. **Failure to do so may cancel your clinical placement.**

In addition, students must meet and demonstrate Essential Behaviors while in clinical sites. Failure to do so may result in removal from clinical site.

6. Management of Clinical Incidents

Should an incident occur in the course of clinical training or while attending courses at the University of Washington, the student is to **immediately** contact their UW clinical faculty. This includes all medication errors and HIPAA violations. "Clinical Incident Reporting: What Students Need to Know" (2 minutes) is linked in every Canvas course and shared during student orientation.

1) Reporting a Clinical Incident that Resulted in Patient Harm, Risk of Patient Harm, Diversion of Legend Drugs or Controlled Substances, or HIPAA Violations

For any clinical incident that "resulted in patient harm, an unreasonable risk of patient harm, or diversion of legend drugs or controlled substances," including HIPAA violations, the faculty who is informed or aware will complete an internal SoN Clinical Incident Reporting form. The individuals identified on the form will be

contacted by a SoN representative who will facilitate a process that may result in submission to the Washington State Nursing Commission, as required by WAC [246-840-513](#). The process is based on principles of the [Just Culture Model](#).

The following definitions are in the Nursing Commission Incident Report form:

- a. Unreasonable risk of harm: An act or failure to act, which is below the standard of care for what a reasonably prudent nurse would do in similar circumstances, thereby creating a risk of harm to the patient, whether or not actual harm resulted.
- b. Patient harm: Anything that impairs or adversely affects the health, safety, or well-being of the patient. Harm includes physical, mental, emotional and sexual abuse, exploitation, neglect, or abandonment.
- c. Alleged diversion of legend or controlled substances: A claim or assertion that an individual misappropriated any legend drug or controlled substance.

All nursing students must complete UW Health Insurance Portability and Accountability Act (HIPAA) training. This training is done via a secure website and lasts approximately ninety minutes. You may be required to take additional HIPAA modules at certain clinical sites. Violations of HIPAA regulations must be reported as per the above guidelines.

For any incident that occurs at a clinical training site, students must additionally adhere to any reporting policies set forth by their clinical site or agency.

2) Reporting an Injury, Illness, Exposure, Fire, Property Damage, or Near-Miss Incident Involving a UW Student

All education-related injuries, illnesses, exposures, fires, property damage and near-miss events, including, but not limited to, blood borne pathogen exposure, must be reported via the [UW Online Accident Reporting System \(OARS\)](#) **within 24 hours** of the incident; however, the following incidents **require immediate notification** to Environmental Health & Safety (EH&S):

- In-patient hospitalization, amputation, loss of an eye, or fatality
- Recombinant/synthetic DNA/RNA exposure or spill

- Radioactive material spill, exposure, accidental exposure from a radiation producing device or laser

During EH&S business hours (8:00 a.m. to 5:00 p.m., Monday to Friday) call 206-543-7262. Outside of EH&S business hours, call the UW Police Department at 206-685-8973 to reach EH&S on-call staff.

If you have issues submitting your OARS report, please contact EH&S at injury@uw.edu.

In order to minimize the risk posed to students and/or patients by persons infected with blood- or secretion-borne pathogens (BBP) as identified by the CDC and OSHA, all students without an RN license are required to complete BBP training as part of their program orientation. [Please see the SoN Memo 45: BBP Exposure Policy](#)

Students exposed to BBP should follow the UW's campus-wide [bloodborne pathogen exposure process](#). Students experiencing an injury and/or BBP exposure at all clinical sites and agencies, or during the course of educational training at the School of Nursing should complete reporting per the guidelines above.

For any incident that occurs at a clinical training site, students must additionally adhere to any reporting policies set forth by their clinical site or agency.

Students must also report and adhere to any reporting policies set forth by their clinical site or agency.

11 | STUDENT RESOURCES

1. Student Spaces

1) Study Spaces

- Study rooms are available in the Health Sciences Library and may be reserved. <https://hsl.uw.edu/spaces/-study-spaces>
- Suzzallo Library Carrels and Scholar Study Rooms
<http://www.lib.washington.edu/suzzallo/study/carrels>

2) Student Lounge

The SoN student lounge is located on the 4th floor (T441). A code is required for access and will be provided to students at orientation, or you may contact your staff adviser to obtain the code. The lounge includes a kitchenette area.

3) Student 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, complete the online [form](#).

Assignment Length: Assignments are valid until graduation quarter/year.

Contact: asknursing@uw.edu; 206-543-8736

4) 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 individuals.
- 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 see the Lactation Room request form for guidance on accessing the lactation rooms.

- The School of Nursing student lounge (located in Health Sciences Building T-441) has a designated mini fridge exclusively for breast/chest milk storage. Please label and store your breast/chest milk in the provided fridge. Door code is required for access and will be provided to students at orientation, or you may contact your Graduate Program Adviser.

For additional locations and how to access, please see:

<https://hr.uw.edu/worklife/child-care-and-caregiving/lactation-spaces/uw-seattle/>

5) Prayer/Meditation Space

Spaces for prayer/meditation on campus, including Wellness Room space in the Health Sciences Education Building reserved for student use, can be found here:

<https://www.washington.edu/diversity/prayer-meditation-spaces-on-campus/>

2. Transportation

- 1) UW Transportation Services: <https://facilities.uw.edu/transportation/>
- 2) 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.
- 3) [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.).
- 4) Bike Parking/Storage: Bike racks are easily found all over UW's campus and are free to use. You can also reserve a space in a bike house. Availability is first-come, first-served. To learn more, visit: <https://transportation.uw.edu/getting-here/bike/parking>

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

Each of the curricular coordinating committees include and encourage 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.

4. Student Organizations Relevant for Graduate Students

1. *UW School of Nursing Student Leadership Board*: [The School of Nursing Student Leadership Board's \(SLB\)](#) mission is to represent, advocate for, and build connections among all students in the School of Nursing (SoN).
2. *Graduate and Professional Student Senate*: The [Graduate and Professional Student Senate \(GPSS\)](#) is the official student government for all graduate and professional students at UW-Seattle.
3. *Cohort Representatives*: Student representatives can serve on committees (such as BSNCC) and attend Student Leadership Board (SLB) townhall meetings. Representatives are chosen from those who express interest and are voted into office by their specific program's cohort. A ballot is sent to the entire cohort for voting. Winners are announced via email. Members of SLB campaign for open cohort representative positions at Autumn and Spring orientations.
- 3) *Diversity Awareness Group (DAwGs)*: The Diversity Awareness Group was formed as a means of academic and peer support for underrepresented students at the University of Washington, School of Nursing. We encourage scholarship, collaboration, networking, and leadership through the community on and off-campus. For more information about how you can get involved with DAWGs, send an inquiry email to sondawg@uw.edu.
- 4) *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.
4. *Office of Student Veteran Life*. <http://depts.washington.edu/vetlife/>

[Veteran's Education Benefits Office](#): 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.

5. *Sigma Honor Society of Nursing Psi-at-Large Chapter*:
<https://thecircle.sigmanursing.org/psichapter/community-home>
6. *Additional student groups are open to both UG and Graduate students*. See list at:
<https://nursing.uw.edu/students/clubs/>

5. 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)

011 Mary Gates Hall, Box 352808, Seattle, WA 98195-2808
206.543.8924 (V/TTY)
206.616.8379 (FAX)

uwdrs@uw.edu

<https://depts.washington.edu/uwdrs/>

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.

6. UW Religious Accommodations Policy

In accordance with the University of Washington's policy on religious accommodations, the School of Nursing will reasonably accommodate students' religious observances. For approved religious accommodations only, the School will honor preferences such as, request to turn in a paper early, prior to a due date that conflicts with religious observation; request to adjust the date of exam due to conflict with religious observation on a particular date; request to reschedule a required activity that is necessary for completion of the course or program.

Any student seeking reasonable accommodations for all courses (lecture and clinical) must apply through the Office of the University Registrar site, [Religious Accommodations Policy - Office of the University Registrar \(washington.edu\)](#)

7. 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.

8. 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, qualitative analysis and statistical support. In addition, the ONR supports modeling parties (grant reviews) for student researchers preparing extramural applications.

9. Writing Resources

- The [Odegaard Writing and Research Center](#) provides by appointment writing support for students.
- [Health Sciences Librarians](#) are available to assist with research and search support services.

10. Public Speaking Resource

The [Center for Speech & Debate](#) offers a space for speech practicing. Students need to sign up for a time on the website and then they can practice, record their speech, and receive feedback from a speaking tutor.

11. Funding Resources

1) 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/>

12 | GRADUATION & PINNING CEREMONIES

12. Eligibility to participate in Convocation and Commencement

All undergraduate students have the option to attend the School of Nursing's convocation ceremony and/or the university-wide commencement at the end of Spring quarter. Students may also attend their cohort's pinning ceremony. Students can choose which celebratory events they would attend. It can be one event or all events for the academic school year.

ABSN students in both the Autumn and Spring cohorts may participate in the School of Nursing Convocation ceremony at the end of spring quarter during their ABSN program enrollment.

All undergraduate students may also participate in the university-wide commencement ceremony that occurs at the end of Spring quarter.

ABSN students (both Autumn and Spring cohort) will have their own pinning ceremonies celebrating the completion of their programs. ABSN Autumn entry students' pinning ceremony occurs at the end of Summer quarter. ABSN Spring entry students' pinning ceremony occurs at the end of Winter quarter.

BSN students' pinning ceremony occurs in their second year (last year in the program) at the end of Spring quarter either before or after convocation.

13. Preparing to Graduate

The undergraduate advisor will submit a Web Application for Graduation to the Office of the University Registrar. Submitting a graduation application requires the undergraduate advisor to run and upload a degree audit (as a PDF) on each student of the graduating cohort for the anticipated quarter 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.

After the Web Application for Graduation is submitted to the Office of the University Registrar, the student will receive an email notifying them of the graduation application

submission and a link to a summary of the graduation application. The student will be asked to acknowledge that they have reviewed and understood the graduation application summary and that the application is for the correct quarter/year. Finally, the student will select submit. The graduation application will then proceed to the Graduation Specialist's queue.

14. Student Awards and Honors

1) 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) Master's Student Award; 2) DNP Student Award, 3) PhD Dissertation Award, 4) Distinguished ABSN/BSN Achievement Award and 5) Daisy Foundation Student Award. Students may be nominated by fellow students and/or faculty. No self-nominations are accepted. At the graduate level, there are no departmental honors based on GPA.

2) 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 at least 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, about ten percent of the students were 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.

3) 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 innovative programs of research through mentored experiences. You can 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 before 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.

4) Dean's List

a. Quarterly Dean's List

The Quarterly Dean's List includes the names of matriculated undergraduate students pursuing their first undergraduate degree and attaining 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.

b. 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.

15. 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.