

1+2+1 Nursing Program Student Handbook



**College of Professional Studies
School of Health and Wellness
University of Wisconsin-Stevens Point**

WELCOME

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

The 1+2+1 nursing pathway is a unique way for you to earn your Bachelor of Science in nursing through a partnership between the University of Wisconsin Stevens Point and the local technical colleges. This pathway allows the student to complete a Bachelor of Science degree in nursing in 4 years which saves time and money.

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

We look forward to working with you!

UWSP Nursing Program Faculty and Staff

Faculty and Staff

The UWSP 1+2+1 Nursing pathway program is within the School of Health and Wellness, in the College of Professional Studies (CPS).

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1+2+1 Nursing Pathway Program

The UWSP 1+2+1 program is designed for the student to start taking classes as a pre-nursing student for Freshman year. These courses would prepare the student to complete a competitive application to earn a seat in a local technical college nursing program (Associate Degree). The UWSP 1+2+1 Nursing program combines the efficiency and cost effectiveness of the Technical College Associate Degree (AD) RN Program with the upper division coursework required for the Bachelor's in Nursing (BSN) degree.

If selected, the student would start the associate degree nursing program at a technical college the following semester. The student would complete the 2-year Associate Degree Nursing program to attain the RN license. The student is allowed to continue taking courses to meet the requirements for the BSN while they are in the Associate Degree Nursing program. The student is considered "dually enrolled" during this time and will continue to have advisers, and take courses, on both campuses. Also, the student may start the BSN Completion program core nursing courses through UWSP either in a fully online or hybrid course option once they complete 50% of the Associate Degree Nursing program.

Program Application Requirements

Formal application to the Pre-Nursing must be completed during the semester prior to enrolling in pre-requisite courses.

Diagram of the 1+2+1 Pathway



1+2+1 Selection Process

This competitive application process is for students who are ready to start taking core nursing courses for their Associate Degree in Nursing (ADN). Those selected UWSP Pre-Nursing students, through this competitive application, will begin the Associate Degree in Nursing (ADN) core courses with one of our Partner Programs for the next upcoming semester.

[Meeting the minimum requirements to apply does not guarantee selection.](#)

UWSP Nursing staff will be selecting UWSP Pre-Nursing students every semester to begin at Mid-State Technical College, or Nicolet College, or Northcentral Technical College.

Here are the necessary requirements to be considered for placement:

- Students must have a minimum GPA of 2.5 and have a minimum of 15 credits with UWSP for application review.
- Competitive applicants will have all general education requirements, completed or the last of them in progress at the time of application.
- To be eligible to apply the following nursing prerequisites must be completed by the end of semester of application, each with a final grade of C or better.
- Nursing Assistant Course (30-543-300) (this must be completed and cannot be in progress)
- English Composition (ENG 101 or 10-801-195) (this must be completed and cannot be in progress)
- General Chemistry (CHEM 101, CHEM 105, or 10-806-134)
- Development Psychology (PSYC 260, HD 265 or 10-809-188)
- Human Physiology (BIOL 385, BIOL 285 or Gen Anatomy/Physiology 10-806-177)
- Human Anatomy (BIOL 387, BIOL 286 or Adv Anatomy/Physiology 10-806-179)

The application for consideration for placement at a technical college nursing program is as follows: https://uwsp.az1.qualtrics.com/jfe/form/SV_2b1ITTOsUsBOMBf

Please adhere to the posted deadline for applications. Any applications submitted beyond the deadline will not be considered.

We will make selections and alert students of the results as soon as possible, so they can plan to attend the **Mandatory on-boarding meeting** for UWSP and the Technical College Partner, which are planned to be face-to-face. These orientation meetings are mandatory.

The selection priorities are given to students who have the highest GPA, the most credits completed at UWSP successfully and completion of all requirements without “in Progress” courses.

Student Services while dually enrolled

Students will be provided services at the institution in which they are enrolled in courses. If no courses (zero credits) are taken at one institution, the student will not pay segregated fees, nor receive services, at that institution. In semesters in which students have zero credit at UWSP, they may register for COOP (0 credit) at UWSP to have continued UWSP email and AccessPoint service. Students will continue to have access to UWSP academic advising and library services even when enrolled for zero credits at UWSP.

Scheduling Items

Dually enrolled students will be required to attend orientations and advising sessions at both institutions. Term start and stop dates, advising sessions, and final examination weeks will be at different times at the technical college and UWSP. The time of the technical college nursing clinical training sessions may vary, and can include day, evening and night shifts (e.g. 1:00-5:00 pm, 2:00-7:00 pm, and 2:00-11:00 pm).

Nursing Student handbooks

While a student is completing the 1+2+1 pathway, it is expected that the student follow the rules and policies for each academic institution.

The first year of the 1+2+1 pathway, the student will fall under the policies and procedures of UWSP and the 1+2+1 handbook.

Once placed into the technical college system, the student will be dually enrolled with both institutions and will fall under the UWSP 1+2+1 policies AND the technical college nursing program policies.

When the student enrolls in the first class in the RN to BSN program (N310), the student then will shift from the UWSP 1+2+1 policy handbook to the UWSP RN to BSN program handbook AND the technical College nursing handbook until they graduate from the technical college where they then will be under the UWSP RN to BSN handbook only.

Understanding the UWSP RN to BSN Program (BSN Completion Program)

RN to BSN Completion Requirements for Graduation:

- The Bachelor of Science general education program requirements
- Associate or Diploma Degree in Nursing from a nationally accredited program
- Current Wisconsin Registered Nursing license
- SOC 101; PSYC 110, HD 265 or PSYC 260; BIOL 333, 385, 387
- One semester of college chemistry: CHEM 101, CHEM 105, CHE 203, or CHE 250
- HSW 301, or MATH 255
- Total of 31 credits in nursing.
 - i. Core: NURS 310, 407, 441, 446, 447, 452, 453, 454, and 455
 - ii. Electives: six credits from NURS 472, 486 (topics vary) and/or HSW approved courses
- Communication in the Major: NURS 407, 452 and 455
- Capstone Experience: NURS 455

RN to BSN Curriculum (Required Nursing Courses)

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

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

NURS 441. Chronic Care Management. 3 cr. Explore interaction of biological, psychological, social, and environmental factors important to understanding management of chronic conditions at the individual, family, community, and social levels

NURS 446. Research and Evidence-Based Practice. 3 cr. Introduction to importance of research to improve clinical practice, strategies to evaluate the quality of research and evidence, and increase integration of research into practice.

NURS 447. Leadership and Management. 3 cr. Examine nursing leadership and management using relevant theories and concepts. Analyze decision-making in relation to communication, delegation, supervision, and group process.

NURS 452. Aging and Health. 3 cr. Explore normal aging and lifestyle factors that promote optimal aging or lead to health alterations. Examine coping and facilitation of elders' achievement of health goals.

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

NURS 454. Community Health Nursing. 3 cr. Nursing care of populations and communities to facilitate optimal health outcomes.

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

The N455 Concepts in Nursing Practice (Capstone) course is a clinical course requiring clinical hours (120 hrs). This course is demanding and rigorous and it is recommended that a majority of your coursework be complete before taking capstone. You will be placed at a healthcare clinical site to complete a professional project. You will have to purchase a Health Assurances software (ViewPoint) which could cost \$100+, as well as upload health requirements including TB tests, immunization status, etc. This may incur additional costs for titers, etc. A criminal background check will also be performed. Have funding available before your final semester to take care of these costs. There are grants and scholarships available at UWSP to help with expenses if you have a need.

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

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

Criminal Background Check and Required Immunizations

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

Options for RN to BSN Program (BSN Completion)

There are two options for completing your RN to BSN courses (after second semester in the AD program)-Hybrid mode or fully online mode. The Hybrid mode is the UWSP RN to BSN program where there is a combination of online and face-to face or ZOOM meetings. These courses will be designated with a 01, 02 or 03 section number when registering.

The fully online courses are offered through BSN at home which is a collaborative university program through 6 university campuses. You designate your “home” campus and enroll through your home campus to take the BSN at Home courses. These are designated with a section 72 number.

BSN at Home

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

You can take any Nursing Core course, or elective once you have successfully completed 50% of your Associate Degree Nursing program (finished 2nd semester).

Procedure to Take Online Nursing Courses from BSN at Home

1. You must be a current UWSP RN to BSN Completion student.
2. Once accepted and activated as a UWSP student, go to BSN at Home <http://www.bsnathome.com/>, hover over “currently enrolled” to see the drop-down menu where “online demographic form” is listed. Click on “online demographic form” and fill out the necessary information. It will take 24-48 hours for your account to be reviewed.
3. Seats in online BSN at Home courses are reserved by (1) the student completing and submitting a Commitment Form and (2) Nursing advisor giving approval for the form. This is done system-wide on a first-come-first-served basis, and online BSN@Home courses fill quickly.
4. Commitment Forms open at 8:30 am on a specified day in February, April, and November for Summer, Fall, and Spring Semesters, respectively. Commitment Form opening dates are published on the BSN at Home website.
5. Online submission of the Commitment Form is done from the same web page as the Demographic Form, <http://academic.son.wisc.edu/bsnathome/forms.html>.
6. Once you have a reserved seat in an online BSN at Home course, nursing advisor will give authorization (permission required, PR) for you to register for the course through the

normal UWSP process (UWSP website, myPoint link, Academics tab, Drop or Add Courses link). Please contact nursing advisor (listed on page 2) with any questions.

- You will receive email instructions on how to access your BSN at Home course(s) via UW Extension Continuing Education, Outreach & E-Learning. This includes a BSN at Home specific username and password. UW Extension and Continuing Education, Outreach & E-Learning (BSN at Home).

UWSP Nursing Hybrid Program

The UWSP Hybrid program allows the student to take the BSN courses with UWSP nursing faculty face to face (ZOOM) and online combined classes (hybrid). These classes are offered via ZOOM where the student has the option to attend class on Wednesday's or Thursday's. AM and PM options are available.

In the UWSP hybrid nursing program, you can take any Nursing Core course, or elective once you have successfully completed 50% of your Associate Degree Nursing program (finished 2nd semester). You cannot take N455 without an RN license in this program.

You can take a combination of hybrid and BSN at home courses, but you would have to follow the above policy.

UWSP Nursing Hybrid One Year Program with Fall or Spring entry options

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

Course Progression Expectations:

Many students try to take as many courses as they can while they are still in the Associate Degree Nursing program. Our program staff and faculty support your efforts to finish your degree as quickly as possible, however we recommend that when you graduate and obtain your RN license that you consider working in a RN role at least part-time. We recommend this because we know the course work will be more meaningful to you with RN experience and because your capstone project may be in a practice environment where having some experience would be beneficial. However, we will support your goals as you move through this pathway.

N455 is the capstone course and is taken only with an RN **license** AND in the last semester where nursing core courses are taken. You may have GEP requirements to finish before or after the N455 course.

Academic Standards for Nursing

For acceptance and continued registration in the Nursing major, you must earn a grade point of 2.5 or better overall. No grade below a C in any core nursing course will be accepted for graduation.

No more than two courses with grades of less than C- will be accepted in the major and/or may be repeated for credit. Students may repeat courses once to achieve a grade of C or better. If a second repeat of a course is necessary, the student will be required to seek the approval of the nursing instructor and/or nursing program director.

Acceptance into the 1+2+1 pathway program does not guarantee that you will acquire an RN license, or graduate with a BSN. The student is responsible for meeting all the requirements and following the policies of the partnering school.

Stop-Out Policy

Students often take courses offered at other institutions to complete their degree or need to defer school for personal or professional reasons. Students not taking a course at UWSP during a semester are identified as, 'stopped out'. Student records will be maintained for up to two years for enrollees in the baccalaureate nursing completion program for a student needing to 'stop-out'. Students who are "stopped out" have responsibility for contacting their advisor each semester that they are "stopped out", continuing to read e-mail in their UWSP accounts, reactivating admission status by filling out the reentry form through admissions, and having official transcripts from courses completed outside UWSP sent directly to the Registrar's Office.

Textbooks

BSN at home textbook process is different than the UWSP process. Textbooks must be acquired through the BSNathome.com website. Click on "Current Student" and then "Textbooks". The process is laid out there.

UWSP courses follow a rental policy for textbooks. You can pick up your rental textbook for a small fee at the UWSP bookstore or email them to have it mailed to you. The bookstore website is here: <https://uwsp.bncollege.com/>

Financial Aid

Students will pay tuition and fees on each campus according to the normal Technical College and UWSP procedures. This includes application and matriculation fees. Students requiring financial aid will receive financial aid from the school of initial enrollment-UWSP. Students starting at UWSP will apply for financial aid through UWSP until start of the technical college courses at which time they will determine which college they will seek aid from that best meets their needs. As students move from one institution to another, they will be advised to seek financial aid at the institution to which they are enrolled for most of their courses.

Financial Aid Consortium

While enrolled at UWSP, students have the option to also take courses at the technical college. Students can only receive financial aid from one institution at a time. A financial aid consortium agreement exists between the technical colleges and UWSP such that UWSP can provide financial aid to dually enrolled students to cover expenses of courses at both the technical college and UWSP. This is the case so long as the coursework being completed at the technical college fills requirements of UWSP's RN to BSN Completion degree.

For students obtaining financial aid at UWSP and taking classes at the technical college, UWSP will pay the student any financial aid award beyond the amount due at UWSP. It is the student's obligation to pay their balance at the technical college. Furthermore, it is the student's responsibility to meet with a Financial Aid Counselor at UWSP and to accept all the obligations

of the financial aid consortium agreement. Students must be enrolled in a total of 6 credits between the two institutions (UWSP plus technical college) to be eligible for financial aid from UWSP.

The technical college is unable to provide financial aid for courses not required for the ADN degree. This means students will not receive financial aid from the technical college to pay for UWSP General Education Program (GEP) requirements, nor will the technical college provide financial aid to cover expenses of the UWSP RN to BSN Completion BSN-level Nursing courses.

Satisfactory Academic Progress (SAP) Policy for Financial Aid

To be eligible to receive federal financial aid, students must demonstrate Satisfactory Academic Progress (SAP) in all coursework at both institutions by fulfilling requirements in three areas:

1. *Cumulative Grade Point Average of 2.0* (Note that a student must maintain a 2.50 GPA to remain in the Partnership Program (1 + 2 + 1). If students do not meet these standards, they may appeal through the advisor for consideration.)
2. *Pace of successful completion of at least 67% of attempted credits.*
3. *Maximum post-secondary, undergraduate credits of 180* (An appeal process is available should a student exceed 180 credits.)

Students will agree that personnel at each institution can view transcripts and monitor course enrollment, attendance, GPA, pace, and total credits completed at both UWSP and the technical college. In addition, they agree to notify nursing advisor (listed on page 2), if they stop attending and/or withdraw from one or more courses at either institution.

Confidentiality Related to Coursework Policy (HIPAA, FERPA)

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

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

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

Just note: Since you are dually enrolled in 2 institutions (Technical College and UWSP) information will be shared between the advisors of these schools. You will be asked to sign a FERPA release form to be a part of this pathway.

Social Media Policy

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

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

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

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

Nursing Program Non-academic Complaint Process

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

GENERAL INFORMATION & POLICIES

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

Academic Rights and Responsibilities

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

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

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

Advising

Students are assigned an advisor within the department at the time that they declare the major. All faculty and staff are involved in advising. If it is an emergency and your advisor is not available, you are able to meet with another advisor. A student seeking to be admitted into the RN to BSN program will be linked with the nursing advisor (listed on page 2). Once they are admitted and taking NURS 310, the student is assigned a faculty advisor in the program. All students are expected to check their email to obtain their adviser assignment.

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

Academic advising will be scheduled about the 8th or 9th week of the semester for the next semester's registration. Students must meet with their advisor at that time to receive authorization to register for courses. Students are emailed to set up a time with their adviser. When meeting for academic advising, the student should bring a copy of their Degree Progress Report (DPR). With the guidance of the advisor, the student will create a tentative program plan for their course work at UW-Stevens Point.

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

Appeal Process

Grade Review

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

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

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

1. The student meets with the coordinator and discusses the grounds for appeal, the appeal process, and the options available to the Grade Review Subcommittee if the appeal is sustained.
2. The coordinator gives a copy of the students' appeal to your instructor and asks the instructor to respond to it in writing within 20 working days.
3. After 20 working days, the coordinator evaluates the allegations and determines if the students' appeal is valid.

4. If the coordinator concludes that a grade change may be warranted, or if the instructor has failed to respond in writing, the coordinator gives the Grade Review Subcommittee of the Academic Affairs Committee all relevant information and directs the members of the committee to investigate your allegations and determine whether they are valid.

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

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

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

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

Communication

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

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

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

Graduation

To graduate, students must earn at least 120 credits (30 credits in residence at UWSP), which include the general requirements for your degree and the requirements for at least one major. A minimum of 32 credits must be at the 300 level or higher. You may need to take some elective credits. Specific requirements for each major may be found in the UW-Stevens Point course catalog. A bachelor's degree will be granted only if you complete the general degree requirements and at least one major.

Letters of Recommendation

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

Scholarships

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

Special Needs

The Disability Services Office provides assistance for special needs. Contact the Disability Services Office, CCC, 715-346-3365. Accommodation in courses will not be made without notification from this office.

Tuition

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

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

Students are required to pay a \$25 registration deposit prior to registration.

<https://www.uwsp.edu/regrec/Pages/registrationDates.aspx>

Refunds

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

Withdrawal

Students must notify their adviser upon withdrawing from all courses (withdrawal from the university). Student is responsible for any tuition and fees due. Submit a “Withdrawal Form.” Information about this form can be found on the website for the Office of the Registrar.

Please also contact Student Financial Services for billing implications and the Financial Aid office for financial aid implications for withdrawing.

In addition to UWSP withdrawal procedures, contact the nursing advisor (listed on page 2) to be removed from BSN at Home courses. A student who voluntarily leaves the university at any time without completing the prescribed withdrawal procedures will be considered as still registered. This will result in financial obligations for, and failing letter grades in, each course in which the student is enrolled.

Academic Misconduct (Dismissal from the Program)

Students enrolled in the 1+2+1 pathway are subject to the rules and guidelines established by both partner schools in the 1+2+1 pathway. If a student demonstrates academic misconduct while completing courses at both institutions, the student will be subject to the consequences at both academic institutions. For example, if a student is completing technical college nursing courses and is determined to have violated the academic conduct policy and is expelled or suspended, the student will be expelled or suspended from the UWSP RN to BSN program as well. Conversely, if a student violates UWSP conduct policies while taking RN to BSN courses and is dually enrolled with a technical college, the UWSP consequences will follow that student into the technical college program.

It is the expectation that the students maintain the highest level of conduct and behavior while in the 1+2+1 pathway.

If the student is expelled or suspended from the RN to BSN, or the Associate Degree Nursing program, the student MAY take non-nursing general education courses, or other non-nursing courses.

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

1. **Cheating** includes but is not limited to the following:
 - a. Copying from another student’s test paper.
 - b. Copying from another student’s assignment without faculty approval for collaboration.
 - c. Using materials, or inappropriate procedures during a test not authorized by the person giving the test.

- d. Collaborating with any other person during a test without faculty approval for collaboration.
 - e. Knowingly obtaining, using, buying, selling, voluntarily revealing, transporting, or soliciting in whole or in part the contents of any test without authorization of appropriate official.
 - f. Bribing any other person to obtain a copy of a test.
 - g. Soliciting or receiving unauthorized information about any test.
 - h. Substituting for another student or permitting any other person to substitute for you in completing a test.
2. **Plagiarism** is the unacknowledged use of any other person or group's ideas or work. This includes purchased or borrowed papers.
 3. **Collusion** is the unauthorized collaboration with another person in preparing assignments or projects in course work.
 4. **Falsification** is the intentional and unauthorized altering or inventing of any information or citation in an academic exercise, activity, or record-keeping process.
 5. **Giving, selling, or receiving unauthorized course or test information.**
 6. **Using any unauthorized resource** or aid in the preparation or completion of any course work, exercise, or activity.
 7. **Infringing on the copyright law of the United States** which prohibits the making of reproduction of copyrighted material except under certain specified conditions.
 8. **Falsifying data** and submitting as true, authentic data.
 9. **Altering test responses after the test is corrected** and stating that altered response was misread by the faculty or staff reviewing the test responses.

You are subject to cheating policies, definitions, and sanctions established by the SHSW, UWSP, and the University of Wisconsin System. Please refer to the university handbook for details at: <https://www.uwsp.edu/dos/Pages/Student-Conduct.aspx>
 Specific SHSW sanctions that typically apply to cheating during test-taking or to cheating on class assignments are listed below.

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

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

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