



MADISON COLLEGE  
**SCHOOL OF  
NURSING**

**School of Nursing ADN and PN Student Handbook**

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## FORWARD

Welcome to the School of Nursing at Madison College. The *School of Nursing Student Handbook* has been prepared to provide you with important information that you will need as you progress through your program of study in the School of Nursing (SoN). In this handbook, you will find specific policies and procedures that apply to nursing students. You should read through this handbook carefully as you begin your nursing studies and keep the handbook for future reference as you progress through your program.

In addition to this handbook, the Madison College website ([Madison College](#)) is an important reference. Policies that apply to all students in the college will not be found in the *School of Nursing Student Handbook*, but rather are found on the website. For those policies that are specific to School of Nursing students, you will find a reference in the *School of Nursing Student Handbook* to help you find the policy on the Madison College Website.

The nursing faculty believes that although learning is primarily the student's responsibility, the instructors will assist the student in developing talents, aptitude, and the ability to participate as an effective member of the health team. The faculty welcomes you to what promises to be one of the most demanding, yet satisfying, experiences of your life.

Welcome to the world of nursing!

## SCHOOL OF NURSING MISSION AND VISION STATEMENTS

### **Mission Statement**

Educating the nursing workforce of tomorrow

### **Vision Statement**

Madison College's School of Nursing will be the accessible college of choice for educating an essential, exceptional, and diverse nursing workforce that positions life-long learners to thrive in an ever-changing healthcare industry.

### **Equity and Inclusion Mission Statement**

To be engaged in the learning process, one must feel included, valued, and respected. Diversity, Equity, and Inclusion are more than just words to us- the students, faculty and staff who study, teach, and offer support in the Madison College Nursing Program. We embrace these principles. Our mission is to continually build and nurture a culture based on equity and inclusion. These principles guide how we build our teams, manage our classroom and clinical experiences, and cultivate future nurses.

We desire to: 1) reflect our patient and community demographics within our college and program community and, 2) embody a deep sense of pride, passion and belonging that transcends any learner status, or faculty and staff role, position or title held. Encouraging, supporting, liberating, and celebrating diverse voices shapes our goals and mission. Through experiences that represent collaborative ideas and multiple perspectives from a community comprised of all backgrounds and abilities, we strive to create unique, inclusive learning experiences and environments that will deliver impactful, real-world oriented nursing graduates to our communities.

Learn about the [Wisconsin Technical College System's Mission and Vision](#).

Learn about the <https://madisoncollege.edu/about>



# NURSING CURRICULUM

## Philosophy

This philosophy incorporates Wisconsin Technical College System (WTCS) faculty beliefs regarding nursing education as shaped by the WTCS nursing mission statement.

**Nursing** is the dynamic interpersonal goal-directed process that seeks to promote optimal health within the context of individuals, family, community, and society. The concepts of caring and integrity are central to nursing and communicated through both attitude and action. Nursing uses the nursing process, a problem-solving approach to provide holistic, patient centered care to individuals, families, and groups. Nurses assess health and make clinical decisions to manage and provide safe and effective nursing care according to standards of practice within the legal, ethical, and regulatory frameworks. Nursing is based on knowledge and science and is demonstrated by evidence-based practice. Through collaboration with other health care professionals, nursing is responsive to the needs of the community across the health-illness and lifespan continuum.

**Individuals, families, and groups** are diverse, complex living beings, in which physical, psychological, cultural, and spiritual health processes are in constant interaction. This constant interaction provides the capacity for change. Individuals have inherent worth, dignity, and autonomy in health care decisions.

**Nursing education** facilitates the development of knowledge, attitudes, and skills appropriate to the learner's level of nursing practice. Nursing education integrates concepts from nursing and other disciplines and takes place in institutions of higher learning. As a practice discipline, nursing education requires the use of performance-based instruction with measurable competencies. Faculty and learners create a safe, cooperative environment, which stimulates the spirit of inquiry, clinical reasoning, and self-directed life-long learning. Excellence in nursing education is achieved by providing students with a rigorous and dynamic curriculum using technology, partnerships, and resources. Graduates are prepared to meet community specific healthcare needs as entry-level practitioners.

The WTCS System-wide curriculum for nursing programs provides a seamless curriculum, flexible and accessible for learners statewide. Prior learning, experience and career mobility are valued, and efforts are aimed at facilitating articulation between levels of nursing. Information gathering within the community network that includes advisory committees, employers, and health care consumers enhances curriculum review and revision.

## **Nursing Conceptual Framework**

The conceptual framework of the Nursing statewide curriculum is derived from the mission and philosophy of the nursing program. This conceptual model is a visualization of the interrelationships between nursing students, the program's values, and main concepts threaded throughout the program outcomes and competencies.

The compass symbolizes the direction of the student's growth throughout the program and their future endeavors. The star focuses on the program itself, the customers and student resources. The outer circle depicts the environment where nursing care is provided, and student learning develops. Eight core values defined in the mission are noted in the middle circle. The inner circle describes the threads of the nursing program, necessary for growth and direction for the student. The threads add structure to the content and attainment of program outcomes.

Three major concepts are integrated into this conceptual framework. The first concept is the tradition of nursing care in a holistic, patient-centered environment. The second concept is the Nursing Process and the integration of the process into every nursing course. The third concept is the outcomes woven throughout the program, which help organize the course content.

The program outcomes are also the framework for evaluation of student progress, direction, and performance. All the concepts utilize evidenced-based practice and information from the sciences, technology, and humanities.

WTCS Reviewed 4/2023

## Nursing Compass

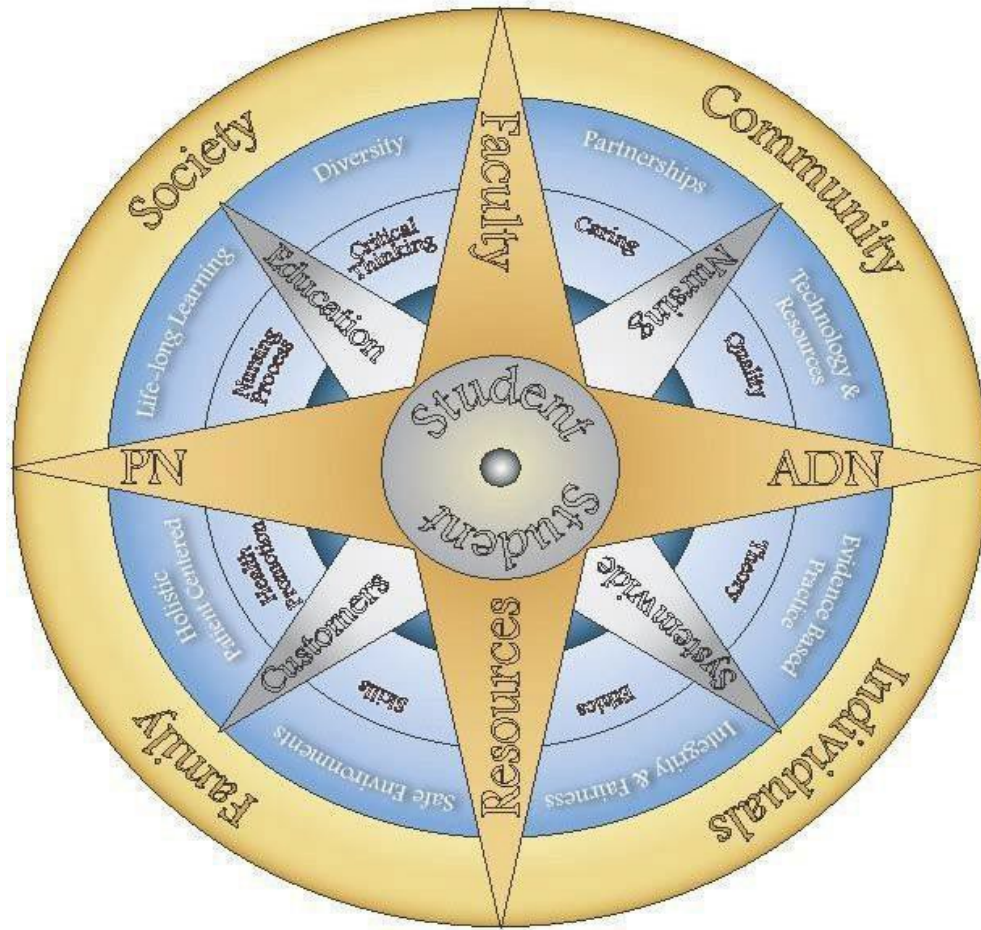


Figure 1: The Conceptual Framework of statewide curriculum

### End-of-Program Student Learning Outcomes ADN

- #1 – Integrate professional nursing identity reflecting integrity, responsibility, and nursing standards. **(Professionalism)**
- #2 – Communicate comprehensive information using multiple sources in nursing practice. **(Communication)**
- #3 – Integrate theoretical knowledge to support decision making. **(Integration of Theory into Practice)**
- #4 – Integrate the nursing process into client care across diverse populations. **(Nursing Process)**
- #5 – Function as a healthcare team member to provide safe and effective care. **(Safety/Collaboration)**

## End-of-Program Student Learning Outcomes PN

#1 – Integrate Practical Nursing identity reflecting integrity, responsibility, and nursing standards. **(Professionalism)**

#2 - Communicate basic information using multiple sources in nursing practice. **(Communication)**

#3 - Utilize theoretical knowledge to participate in decision making. **(Integration of Theory into Practice)**

#4 - Apply the nursing process to basic client care across diverse populations. **(Nursing Process)**

#5 - Function as a healthcare team member to provide safe and effective care. **(Safety/Collaboration)**

## FUNCTIONAL ABILITIES REQUIRED

Upon entering the program, students enrolled in Madison College nursing programs should be able to meet the established Functional Abilities identified below with or without reasonable accommodation.

The Functional Abilities for the nursing programs are representative of those found in the nursing profession. Ultimately, our clinical partners decide whether a student will be allowed in their facility.

	Standard	Examples (not a complete list)
Physical Skills	<p>The student should demonstrate:</p> <ul style="list-style-type: none"><li>• Fine motor ability for data collection/assessment and to promote a safe care environment.</li><li>• Gross motor ability for data collection/assessment and to promote a safe care environment.</li><li>• Stamina sufficient to maintain physical activity for a period of a typical clinical shift.</li><li>• Ability to tolerate working in confined areas.</li></ul>	<ul style="list-style-type: none"><li>• The ability to grasp, twist, squeeze, pinch, and manipulate equipment (e.g., operate fire extinguishers, use a manual blood pressure cuff, word process on a keyboard).</li><li>• The ability to move in confined spaces; move body from one side to the other; reach below the waist and to the front or the side of the body to the level of the top of head (e.g., adjust overhead lights, plug electrical appliance into wall outlet).</li><li>• The ability to push, pull, stabilize, and freely move to allow movement of an object or transfer of a client from one place to another.</li><li>• The ability to squat or execute a modified squat; move quickly in case of emergency situations.</li></ul>

Sensory Skills	<p>The student should demonstrate:</p> <ul style="list-style-type: none"> <li>• Tactile, auditory, visual, and olfactory ability for data collection/assessment and to promote a safe care environment.</li> <li>• Ability to tolerate heat and humidity.</li> <li>• Ability to tolerate exposure to odors and common allergens.</li> </ul>	<ul style="list-style-type: none"> <li>• Tactile examples include the ability to distinguish subtle vibrations through the skin (e.g., assess a pulse), identify the subtle difference in surface characteristics (e.g., feel a raised rash), and detect temperature (e.g., Skin, liquids, environment).</li> <li>• Olfactory examples include the ability to detect differences in body and environmental odors.</li> <li>• The ability to understand voices or other means of communication at any volume or distance.</li> <li>• Identify dangerous objects and client situations within the client room (e.g., shower and spa rooms).</li> <li>• Placement in a latex or allergen free environment cannot be guaranteed.</li> </ul>
Communication Skills	<p>The student should demonstrate:</p> <ul style="list-style-type: none"> <li>• Effective communication with clients, client families, and other members of the health care team.</li> <li>• Ability to understand text.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to interact and support clients during times of stress and emotional upset and ability to cope with strong emotions and physical outbursts of clients while remaining in a reasonable state of calm.</li> <li>• Ability to focus attention on client needs despite interruptions and multiple demands, ability to apply knowledge gained in the classroom to</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to understand charts, graphs, and worksheets.</li> <li>• Ability to read and understand digital and computer displays, as well as enter data in a computerized client record.</li> <li>• Emotional stability.</li> <li>• Interpersonal skills.</li> </ul>	<p>establish appropriate relationships with clients, families, and co-workers.</p> <ul style="list-style-type: none"> <li>• Ability to interact as a member of the healthcare team.</li> <li>• Ability to show respect for diversity in culture, religion, sexual orientation, marital status, socioeconomic status, and abilities/disabilities.</li> </ul>
Safety Skills	<p>The student must:</p> <ul style="list-style-type: none"> <li>• Apply knowledge, skills, and experience to provide a safe work environment.</li> </ul>	<ul style="list-style-type: none"> <li>• Work in an environment with potentially infectious materials.</li> <li>• Demonstrate adherence to safety guidelines and regulations.</li> <li>• Recognize potentially hazardous conditions and take appropriate actions.</li> <li>• Maintain immunization and health care requirements.</li> <li>• Utilize personal protective equipment (gloves, masks, eyewear, gown).</li> <li>• Operate equipment, adhering to safety standards.</li> <li>• Identify and resolve unsafe situations.</li> <li>• Be familiar with and follow emergency procedures.</li> </ul>
Critical Thinking Skills	<p>The student should demonstrate:</p> <ul style="list-style-type: none"> <li>• Ability to count and understand the meaning of numbers.</li> <li>• Problem solve and make decisions.</li> <li>• Apply knowledge, skills, and experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Addition, subtraction, multiplication, and division with or without a calculator.</li> <li>• Measure length by reading a tape measure or ruler, and the ability to tell time on a clock.</li> <li>• Recognizes the need to consult with healthcare professionals.</li> <li>• Prioritizes patient care duties</li> <li>• Problem solves complex situations while maintaining a professional demeanor.</li> </ul>
Professionalism	<p>The student should demonstrate:</p> <ul style="list-style-type: none"> <li>• Ability to accept constructive feedback.</li> <li>• Accept responsibility for own actions.</li> <li>• Ability to adapt to changing situations and emergency conditions while maintaining emotional control.</li> </ul>	<ul style="list-style-type: none"> <li>• Exhibit positive interpersonal skills.</li> <li>• Maintains confidentiality.</li> <li>• Demonstrate ability to work as a team member.</li> <li>• Adhere to attendance, dress code, and personal hygiene policies.</li> <li>• Respond to challenging situations while maintaining composure and professionalism.</li> </ul>

If a student requires an accommodation to assist them in performing the Essential Functions, please contact the Program Director/Program Chair for their specific nursing program. They may also contact the [Disability Resource Services](#) (DRS) office at 608.246.6716 or 800.322.6282, ext. 6716 or email DRS at [drs@madisoncollege.edu](mailto:drs@madisoncollege.edu) prior to the semester they begin their nursing program.

***Please remember that it is the student's responsibility to share their approved accommodation plan with their instructors during the first week of class or when obtained. It is the student's responsibility to plan and make requests for their accommodation, including arranging testing appointments with the testing center, and acquiring any technology that will be needed in accordance with the approved accommodation plan.***

## Caregiver Background Check Information and Statement of Understanding

In compliance with the Wisconsin Caregiver Law (1197 WISCONSIN ACT 27, HFS 12), caregiver background checks are completed on all students entering designated programs in the Wisconsin Technical College System (WTCS). The completion of a caregiver background check includes the review of criminal records for convictions of serious crimes or a history of improper behavior.

Madison College School of Nursing students are required to have background checks at the state and national levels including out-of-state criminal history search, tribal court criminal history search, check of relevant military records, and check of county or local records prior to entering the clinical agencies that will host the clinical component of the program.

A completed background check as prescribed under Wisconsin's law includes all the following:

- Completed self-disclosure background information (BID form).
- Electronic status check of professional licenses and credentials through the Department of Safety and Professional Services.
- Electronic criminal history search from the Wisconsin Department of Justice.
- Electronic review of records kept by the Department of Health and Family Services for any substantiated findings of abuse or neglect, and license restrictions or denials.

The legal contract ("affiliation") between the clinical agency and Madison College requires that Madison College provide background check findings for all students assigned to clinical experiences in their facility. In addition, clinical sites require documentation including the criminal complaint and disposition or judgment documents of any convictions. Based on this information, the clinical agency can deny the student access to their facility. It is completely up to the clinical agency – Madison College has no recourse in the clinical agency's decision.

Contact the Clinical Coordinator or Program Director for the specific program to discuss past charges and convictions and their implications on program progression and/or licensure. While there is a list of charges/convictions that would never be accepted, there are also charges/convictions that may be accepted under certain circumstances (e.g., the offense occurred many years ago). This potential denial list is also subject to change – again, it is up to the clinical agency to make this decision. See the [Department of Health Services website](#) for a list of commonly considered convictions. All personal information related to caregiver background checks will remain confidential and is shared only between appropriate members of the School of Nursing leadership team and the student's clinical site(s).

Wisconsin law requires caregivers (i.e., nursing students) to notify the entity (i.e., Program Director/Program Chair) as soon as possible, but no later than the person's next working day (scheduled class day) when any of the following occurs:

- The person has been convicted of any crime.
- The person has been or is being investigated by any governmental agency for any other act, offense, or omission, including an investigation, related to the abuse or neglect, or threat of



abuse or neglect, to a child or other client, or any investigation related to misappropriation of a client's property.

- The person has a governmental finding substantiated against them of abuse or neglect of a client or of misappropriation of a client's property.
- In the case of a position for which the person must be credentialed by the department of regulation and licensing, the person has been denied a license, or the person's license has been restricted or otherwise limited.

As stated before, the clinical site determines whether to accept a student at the clinical facility; Madison College School of Nursing leadership does not make this decision. The Clinical Coordinator will notify the student if clinical placement is denied related to the results of the criminal background check.

A complete Caregiver Background Check (including a Background Information Disclosure) must be completed before beginning first semester nursing courses.

Completion of a BID (Background Information Disclosure) form is required at the beginning of the program.

Students need to complete this requirement using the appropriate clinical compliance platform, Castle Branch or Viewpoint Screening.

More information on this process can be found on the PN and ADN program's Student Brightspace site. For remaining questions, please contact the Clinical Coordinator for assistance.

If the applicant believes the background check is inaccurate, they may reach out to the Clerk of Courts for the jurisdiction the offense occurred for information on how to correct any inaccuracies.

Caregiver background check information may affect eligibility to obtain state licensure. Graduation from the nursing program does not ensure the state will give approval to sit for NCLEX. More information can be obtained at the Department of Safety and Professional Services website ([DSPS](#)). **Knowingly providing false information or omitting information will result in dismissal from the program.**

## **Student Health, CPR and Health/Accident Insurance Requirements**

All health history and immunization information, CPR certification requirements, TB screening and health/accident insurance requirements must be on file in the student's clinical compliance account. The student will receive electronic updates when information needs to be renewed or added to their account. **It is the student's responsibility to maintain up-to-date clinical health requirements.** The account information must be complete and current 8 weeks before beginning clinical nursing experiences each semester. Failure to meet deadlines will result in the student being dropped from the clinical course.

### Latex Allergy

Refer to [Forms and Policies](#) webpage.

### Smallpox Vaccine

Students who are contemplating receiving a smallpox vaccine should consult with faculty prior to receiving the vaccine. A smallpox vaccine may affect the student's ability to participate in clinical experiences for the identified time-period per CDC guidelines.

### TB Screening

TB screening is required annually and must be current during each clinical experience.

### CPR for Health Care Providers

Students are required to maintain current certification in CPR for Health Care Providers. This must be an American Heart Association **BLS** Healthcare Provider course OR the American Red Cross **BLS** Healthcare Provider course. This must be current during the duration of each clinical experience. Online-only courses do not include hands-on skills testing and will not meet this requirement.

### Influenza Vaccination

Most clinical sites used in the School of Nursing require evidence of current influenza vaccination for students assigned to those sites. All clinical students will be required to obtain the influenza vaccine prior to attending clinical. Students unable to receive the vaccination for influenza must notify the Clinical Coordinator, complete a declination form, and submit the completed declination form to their Castle Branch or Viewpoint account. Inability to meet this requirement may affect the student's ability to attend clinical and complete a clinical course satisfactorily.

### COVID-19 Vaccination

To meet the COVID vaccine requirement for the nursing programs, students must have documentation of vaccination prior to the orientation session. Please note that some clinical partners may require documentation of multiple COVID vaccines and boosters. Students unable to receive the vaccination for COVID must notify the Clinical Coordinator to complete declination and waiver forms. If a student submits a waiver for the COVID vaccine it remains the decision of the clinical site to accept the student waiver request and allow the student to perform clinical at their site. Progression through the program could be delayed if a student submits a waiver and clinical sites do not accept them.

### Health/Accident Insurance

All School of Nursing programs require students to have basic health/accident insurance for clinical participation. With their signature on the Health Screen form, students are indicating that they agree to maintain coverage throughout the duration of their clinical experience(s) in the nursing program and that they understand Madison College cannot assume any liability or financial obligation for students' health care. Students can purchase accident insurance through Madison College each semester if they do not have their own health insurance. This can be purchased by accessing the website:

<https://madisoncollege.edu/academics/areas-of-study/health-sciences/health-education-policies>. This insurance is acceptable for clinical requirements. Evidence of the student's insurance must be submitted to their clinical compliance account.

### Drug Screening

Clinical sites may require students to provide evidence of recent drug screen results before attending clinical at the facility. Information on drug screen requirement is available to students during registration. Students must complete their drug screen through their clinical compliance account by the due date listed in the clinical course details. The student is responsible for any costs associated with processing and evaluation of the drug screen. Any student who refuses to complete a required drug screen or has a positive drug screen result that is NOT cleared by medical review will be dropped from the clinical and can take the clinical course the next semester. Although initial or routine drug testing is not currently a SoN requirement, students demonstrating impairment during their academic studies may be requested to drug test to support fitness of duty in engaging in patient care. Drug screens are completed through the student's clinical compliance account directions. Alcohol and other drug addiction resources are available through [Madison College's Counseling Department](#).

Nursing students wishing to or currently using CBD oil are advised to discuss with healthcare providers before initiation. Drug screening panels measure the by-product of THC breakdown and CBD oil has low or no THC, therefore it is unlikely a student would test positive.

**With their signature on the Student Handbook Sign off form, the student gives permission to the College to release pertinent caregiver background check (which may include social security number), drug screen and health information to the clinical agency upon request. Under no circumstances should a student ever initiate a conversation with a clinical site. All communications must go through the clinical coordinator or a Nursing Program leader.**

## ENROLLMENT POLICIES AND PROCEDURES

### Associate Degree Nursing Course Registration Procedure

Associate Degree Nursing registration has a different timeline than the rest of Madison College. Classes will be published on the website and registration will begin after week 11 of the semester. All registration dates and instructions will be posted to the program's Brightspace site prior to courses becoming viewable. Courses will be available for viewing about two weeks before the registration date. Students will register for the upcoming semester courses first come, first serve per Madison College policy.

*NOTE: Students will not be able to use the 'Validation' feature prior to open enrollment. Students should make sure to choose classes that are designated to the student's "home" campus. Prior to registration, validation of a class will result in the error "Instructor Consent required," however, the instructor does not have the ability to offer consent for registration until after the enrollment window has opened.*

Students must register for all skills and clinical courses on their designated "home" campus, except for the Transitions course sections, 543-116, which are open to all district students for selection. Failure to register at the student's home campus without Program Director permission may lead to removal from those courses.

Designation of clinical courses at clinical sites is tentative, is based on site availability, and may change without notice. Whenever possible, students should not choose a clinical site at which they are employed. VA Hospital does not allow their employees to be in a clinical rotation at any VA site and has a requirement for citizenship for all clinical students.

Prior to the beginning of the upcoming semester, course registration for **skills/lab** and **clinical** courses will be closed to student registration so that the program may provide the clinical sites with required background checks, health information and onboarding requirements. During this time, a student requesting a change in a clinical course selection will need to contact the Program Director to see if this is possible. There is no guarantee that a change can occur after the courses are closed.

Madison College has a policy for students who wish to switch sections of a course ([Madison College Section Change Policy](#)) which must be followed for nursing **theory** courses. Per Madison College policy, the section change may occur within the first week of the course without needing instructor permission. After the first week, the student must obtain signatures from both instructors. In addition, no section change can be made once a course exam has been given.

If the student is re-enrolling into a course (had previously withdrawn or failed), the student must be granted permission from the Program Director by submitting a [Re-enrollment Request Form](#) (Appendix 1). Failure to follow this policy may lead to removal from that course.

## **Practical Nursing Course Registration Procedure**

Practical Nursing students will follow the Madison College-wide registration process and timeline. For more information about registration, please visit: <https://madisoncollege.edu/get-started/apply/register>

## **Online Nursing Course Policy**

While some classes require a student to register for their “home” campus, Online and Classroom Live classes are open to any nursing student in the district. Exams in the nursing programs are proctored through Honorlock.

All students are responsible for obtaining access to computers, the internet and required software. The college has a Technology Access Program available at all locations and to all students. They loan laptop computers and internet hotspots free of charge to any student with these needs. Technology-related issues are not an excuse for being late with or missing assignments, quizzes, and tests/examinations. Inadequate computer or internet access, or unavailability of required software will not be an acceptable excuse for failure to meet course requirements. The student must have an activated Brightspace account. Keep in mind that all core nursing courses use Honorlock which requires a webcam, microphone and internet connection that allows video streaming.

### **Summer Course Enrollment Policy (Online, Online Live, Hybrid or Face-to-Face):**

All general policies for Online, Hybrid or Face-to-Face nursing courses and Online, Hybrid or Face-to-Face course enrollment policies from other WTCS districts apply to courses taken during the summer.

If the nursing course is available in the summer at Madison College, the student must take the course at Madison College. It is recommended that students take only one theory course per summer. However, students may have the option of taking two theory classes per summer but must meet with their Program Director prior to registering. One of the two theory classes must be taken at Madison College.

If the course is not available at Madison College, and the student wants to take the course from another WTCS district, the following must occur:

- The student is responsible for locating a course to take.
- The student must complete the [Out of District Course Request Form](#) (Appendix 2) and submit this to the Program Director.
- The student must be in good standing.
- The out-of-district online course policy requires ALL exams to be proctored by an approved proctor.
- Upon course completion, the student must provide the unofficial transcript to the Program Director.
- The student must have an official transcript sent to Madison College, so that transfer credit can be obtained to meet program and graduation requirements.
- Any core nursing course taken outside of Madison College is subject to the School of Nursing Re-enrollment policy and Course Failure/Withdrawal Policy.
- All clinical courses (ADN and PN), second semester courses (PN) and fourth semester courses (ADN) must be taken through Madison College.

### **Transfer to a Different Campus**

Students are encouraged to petition to the campus where they are most likely to remain for the entire program. If a transfer between campuses is desired or becomes necessary, the student must contact the Program Director. Requests are considered on a space-available basis and allowed after campus-specific needs are fulfilled. The student must complete the [Campus Transfer Request Form](#) (Appendix 3) and return it to the Program Director. The Program Director will contact the student if transfer is possible.

## ACADEMIC POLICIES AND PROCEDURES

### Academic and Professional Integrity

Adherence to the standards of academic honesty and integrity are an absolute expectation in the nursing program. It is therefore important that students are familiar with the rules and consequences of academic misconduct. Students can visit [Madison College Academic Integrity](#) to read the college's description of academic integrity as well as what constitutes academic misconduct and its consequences. Currently, engaging in conduct that misrepresents your academic performance, for example using AI, is considered a breach of academic integrity. Nursing is exploring legitimate uses of AI for the future. In addition, students can ask nursing faculty any questions concerning the standards of academic honesty and integrity.

First offense in the nursing program:

- When an academic integrity infraction is confirmed, the result will be a grade of zero on the given exam or assignment.
- For HL infractions on exams, remaining exams may no longer be taken independently using HonorLock; all remaining exams in core nursing courses will be required to be taken with a proctor on campus. Future faculty will be informed of this exam requirement by the Student Success Program Director.

Second offense in the nursing program:

- Student is dismissed from the nursing program without the option of reenrollment or readmission, becoming program ineligible.

### Nursing Code of Ethics

As a student in the School of Nursing, the student is expected to comply with all the guidelines present in the [American Nurses Association Code of Ethics for Nurses](#) (Appendix 4) and the [National Student Nurses' Association of Code of Ethics, Part II: Code of Academic and Clinical Conduct](#) (Appendix 5).

Failure to comply with the Code of Ethics will result in disciplinary action deemed appropriate by nursing program faculty, Program Director, Associate Dean, and the Dean of the School of Nursing. Disciplinary action may be verbal, written, or dismissal based on the severity of the breach of nursing ethics. The full version of the Student Nurses Code of Ethics can be accessed from the [Student Nurses' Association](#).

### Madison College School of Nursing Anti-Discrimination Expectations

*Discrimination in any form is harmful to society as a whole and in opposition to the values and ethical code of the nursing profession, which directs the nurse to "...respect the inherent dignity, worth, unique attributes, and human rights of all individuals"* (ANA, 2015, p.17). ANA recommends implementation of the following activities: *Intentional or blatant discriminatory practices must not be tolerated and must be immediately addressed* (American Nurses Association Code of Ethics for Nurses American Nurses Association (ANA), <https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/> The School of Nursing complies with the [Madison College's Equal Opportunity and Nondiscrimination Policy](#). Madison College does not permit any form of discrimination or harassment on any basis prohibited by

law. Failure to comply with the Madison College Equal Opportunity, Harassment and Nondiscrimination Policy may result in disciplinary action including course failure, program suspension or program expulsion. Misconduct procedures and sanctions are managed by the Dean of Students. Procedures are outlined in the Madison College link above.

In addition, School of Nursing students must comply with Madison College Student Code of Conduct and the National Nursing Student Code of Ethics related to anti-discrimination: Per the Madison College Student, <https://madisoncollege.edu/paying-for-college/financial-aid/grants-loans/code-of-conduct> “Students **are responsible** to take no action, which could be defined as discrimination. Discrimination is defined as: an unfairness or prejudice based on a person’s age, race, creed/religion, color, disability, marital status, sex, national origin, ancestry, sexual orientation, gender identity/expression, conviction record, parental status or pregnancy or protected veteran status in its educational programs, admissions, activities, or employment practices. Students **have the right** to be treated with respect and dignity, free from harassment and/or discrimination”.

Per the National Student Nurses’ Association (NSNA) Code of Ethics <https://www.nsna.org/nsna-code-of-ethics.html>. Nursing students, *“affirm and support diversity and inclusion by refusing to engage in or condone unjust discrimination on the basis of race, sex, sexual orientation, gender identity, age, citizenship, religion, national origin, disability, illness, legal status, or personal attributes.*

If a student is the recipient of discrimination or harassment, the student and witnesses should follow Madison College’s [equal opportunity and non-discrimination process](#). Students may also contact the [Dean of Students](#) or the School of Nursing (SoN) Faculty Director for Equity and Inclusion for support and guidance. If the SoN Faculty Director for Equity and Inclusion is unavailable, please contact the Dean of the SoN. Links to emails are provided below. Information about how to contact the Dean of Students is also listed. Students may also call the School of Nursing office at the phone number listed below for assistance in contacting individuals.

Contact information:

- Dean of Students Office, (608) 246-4555
- School of Nursing Office: 608-246-6780
- Dean of the School of Nursing, Dr. Kerri Kliminski [kkliminski@madisoncollege.edu](mailto:kkliminski@madisoncollege.edu)
- Department Chair, ADN, PN and NA Programs, Teri Gorder [TGorder@madisoncollege.edu](mailto:TGorder@madisoncollege.edu)



## Electronic Devices in the Classroom

Co-creation of an environment that is free from distraction will support the student's ability to focus. Faculty may decide to utilize personal electronic devices for various learning activities. Students may not replicate or disperse any videos, audios, pictures, or taped materials obtained during simulation, face-to-face courses, hybrid courses, or online Brightspace courses. The student must request permission prior to each class session to use recording devices. There are times when recording is inappropriate (e.g., when guests are interviewed, when anecdotes are shared).

## Use of Social Media

The National Council of the State Board of Nursing recommends policy and procedure for social media use in academic and health care settings. Social media in this context is defined as web-based and mobile platforms for user-generated content that create interactive and highly accessible, often public, dialogues. Social media platforms may include the following: Facebook, Twitter, Instagram, blogging, LinkedIn, YouTube, electronic media, social networking sites, video sites, online chat rooms and forums. Nursing students must have a responsibility to understand the benefits and consequences of participating in social media. Guidelines for participating in social media as a student in the School of Nursing at Madison College include:

- No pictures or comments about academic or clinical experiences may be made on any form of social media (this includes but is not limited to comments pertaining to Madison College, the School of Nursing, program faculty and staff, peers, patients, clinical facilities, and clinical facility staff).
- Students should not post content or speak on behalf of Madison College, the School of Nursing or any other student associations unless authorized to do so.
- Students must not transmit or place online individually identifiable patient information.
- Students must observe ethically prescribed professional patient-nurse boundaries.
- Students should understand that patients, peers, institutions (including staff) and employers may view social media postings.
- Students should take advantage of privacy settings and seek to separate personal and professional information online.
- Students should bring content that may harm a patient's privacy, rights, or welfare to the attention of the Associate Dean.
- Failure to adhere to social media guidelines may result in immediate and permanent dismissal from the nursing program.

### References:

1. American Nurses Association (2011, September). *Principles for Social Networking and the Nurse*. Silver Spring, MD: Author.
2. National Council of State Boards of Nursing (2018, August). *Brochure: A Nurse's Guide to the Use of Social Media*. Chicago, IL: Author.

## **Madison College Email**

All current Madison College students are required to use their Madison College email for all correspondence with nursing faculty and are responsible for checking emails regularly.

## **Advanced Standing**

### Experiential Learning

Advanced standing for experiential learning is not granted for core nursing courses in the School of Nursing programs.

### Advanced Standing for Core Nursing Courses

Advanced standing for core nursing courses in the School of Nursing is approved only by the Program Chair/Program Director of the nursing program. Students must make an appointment with the Program Chair/Program Director to request advanced standing for any core nursing course. For a course to be considered for advanced standing, it must be successfully completed with a grade equivalent to a “B” or better in the Madison College nursing program and within two (2) years of when the student would be enrolled in the equivalent program core nursing course. Advanced standing requests will not be considered from students who fail to follow this policy.

Students who petition into the PN, ADN, or LPN to ADN Bridge are obligated to complete all of the core nursing courses. Only students who transfer into the nursing program will be considered for advanced standing course approval.

## **Attendance**

Refer to Madison College Website for more information on [Enrollment Policies](#) and [Attendance](#).

### School of Nursing Attendance Policy:

It is recommended that students attend every class period to enhance learning and success in the course. It is understood that every student wants to attend class and arrive on time. Unfortunately, unforeseen events occur that result in being late for class. If this occurs, students should come in quietly and get settled without disrupting the flow of the class. It is particularly important that students plan their schedules to arrive early on days when there is an exam. This will allow time to settle before the exam begins. If there is a known ongoing issue with arriving to class on time, students should contact the instructor to set up a time to meet to discuss individual situations, as faculty support the success of all students.

Cell phones and other electronic devices must be turned off during class to minimize distraction unless the instructor makes an exception. Students should speak with the instructor if there is a known family emergency concern. If disruptive behavior occurs, the student will be asked to leave the classroom. Students should be respectful of each other during class. When someone is speaking, students should make the effort to listen. It is encouraged to share any questions or comments with the entire class to help facilitate everyone’s learning. Students and instructors can all learn from one another – each brings life experiences that contribute to learning and individualized nursing philosophy. If the course offers Class Activity Points, points will not be awarded if the student is not in class on that day.

Policy on visitors in the classroom: <https://madisoncollege.edu/classroom-policies>

Note that Madison College has a policy regarding children in the classroom: The policy is children are not to be brought to class.

### Classroom/Skills Lab

Consistent attendance has proven to promote student success in courses. In the event of absence, it is the responsibility of the student to obtain materials/information presented.

### Clinical

Absence from clinical requires that the student notify the appropriate person(s) before the assigned clinical time.

Absence from orientation to the clinical unit may result in failure from the clinical course, and absence from clinical could result in the student being unable to achieve the clinical objectives. A “no call, no show” absence from clinical may result in failure from the clinical course. A student who experiences an infectious disease, hospitalization, or performance limitation (i.e., weight restriction for lifting) will be required to submit a medical statement from the student’s licensed health care provider stating the ability to return to clinical. **In order to pass a clinical course, students must consistently meet expectations on all 5 student learning outcomes. Nursing instructors are unable to evaluate students if they are not present at clinical. Any missed clinical day places a student at risk of being unsuccessful for the clinical course.**

### Examinations

In case of absence, the student is responsible for notifying the appropriate instructor before the scheduled exam and arranging to take the missed exam. A “no call, no show” absence from the scheduled exam time will result in a score of zero for the exam. With appropriate notice, the student should be prepared to take the missed exam within one week of the exam date unless other arrangements are made with the instructor. A student who misses a scheduled exam may receive up to a 5% deduction from the exam score.

## **Achievement Testing (ATI)**

Completing ATI (Assessment Technologies Institute) performance assessments provide Associate Degree and Practical Nursing students the opportunity to take standardized assessments in a format similar to the national licensure exam for registered nurses (NCLEX-RN & PN). When included as a part of course requirements, students must take ATI assessments at scheduled times.

## **Grading in the Nursing Program**

The grading scale for nursing courses that require a grade of “B” or better is as follows:

93.00 - 100%	=	A
88.00 – 92.99%	=	AB
80.00 - 87.99%	=	B
70.00 - 79.99%	=	D
0 - 69.99%	=	F

*\*NOTE: Grades will not be rounded. Information identifying course point distribution for a specific nursing course is distributed to students at the start of each course.*

## **Grade appeal**

The student has the right to appeal any grade. The student should be aware that the appeal process may delay the student's progress in nursing core coursework until the appeal process is completed, and a final decision has been made. Further information about the grade appeal process is found on the [Madison College Grades webpage](#).

## **Student Records**

Student records pertinent to the nursing program are on file in the School of Nursing office. Records are maintained after graduation for four years.

Refer to [Madison College Student Records](#) for information on Student Educational Records kept in the Enrollment Center.

## **Progression in the Nursing Program**

To progress and subsequently graduate from the ADN and PN nursing programs, a student must obtain a grade of "B" or better ("CR" in clinical courses) in each nursing course. To enroll in a nursing course, all pre-requisite nursing courses and nursing courses from the preceding semester must be completed successfully with a grade of "B" or better ("CR" in clinical courses). Course competencies from preceding semesters must be maintained throughout subsequent semesters.

For nursing courses that require a course grade of "B" or better to progress, the nursing program has a two-tier progression/grading policy. To successfully pass these nursing courses, the student must first obtain an 80.00% average on total written and skill performance exam points. If an 80.00% average on exam points is not achieved, the student will not pass the course. When the 80.00% course exam point average is achieved, all other course points are then included, and students must achieve an overall average of 80.00% on total course points to pass the course.

For nursing courses that are credit/no credit, there are Drug Dosage Calculation Examinations given in each clinical course. Students have 3 attempts to achieve 85%; if they fail to achieve 85%, they will fail the clinical course.

Course sequence (semester 1): In the first semester of the ADN and PN programs, it is expected that students have completed or be simultaneously enrolled in the semester's theory courses while taking the intro to skills and clinical courses. Students must complete the Intro to skills course successfully before progressing to the clinical course in the 1st semester. If the student is not successful in the Intro to Skills course, the student must withdraw from the clinical course. The student should contact the Program Director to discuss course progression prior to withdrawal. Students must have completed or be enrolled in Pharmacology to attend Introduction to Clinical Practice. Students who choose to withdraw from Pharmacology must also withdraw from Introduction to Clinical Practice.

Course sequence (semester 2-4): In the ADN and PN programs, theory and clinical courses may be simultaneously or back-to-back or in separate semesters starting with theory courses. Success or failure in one course does not affect success or failure in the other course. It is expected that students have completed or be simultaneously enrolled in the semester's theory courses while taking the clinical courses.

## **Student Success Support Plan**

When a student's academic or clinical performance does not meet course competencies, course faculty address this concern in conjunction with the student in the form of a [Student Success Support Plan](#) (Appendix 6). The Student Success Support Plan is shared and discussed with the student and faculty member. The Student Success Support Plan initiated by the faculty member will identify areas for student improvement and will suggest strategies as well as outcomes for student success. Course faculty will help the student develop a learning plan to meet their course competencies or performance criteria. The Student Success Support Plan is shared with the student, faculty, student's faculty advisor, and School of Nursing administrative staff and is part of the student's academic file.

## **Graduate Surveys**

Graduates of nursing programs will receive a survey from the college seeking their feedback regarding their educational experience at Madison College and in the nursing program. Graduates are strongly encouraged to complete and return any graduate survey sent by Madison College and/or the nursing program.

## **Part-time Program Policies**

### Program Description

Students can petition to attend as a part-time student in the following programs and locations:

PN – Goodman South

ADN – Reedsburg, Truax

Part-time is defined as taking less than three nursing courses in a semester. Students attend class, lab and clinical practicum but take two courses each semester. Part-time students may take up to eight semesters to complete the program coursework. Movement between full time and part time is not guaranteed.

### Requirements for Starting Part-time

Part-time students must complete all required pre-requisites before entering the nursing program. Students must petition to enter the nursing program through the same process as students preferring the full-time. A student wishing to register as part-time must indicate this on the petition form.

All part-time students follow the same program and course policies that full-time students follow.

As with the full-time nursing program, students taking classes part-time must take all skills/clinical courses at Madison College; all theory courses that are offered by Madison College (either online, hybrid or face to face) must be taken through Madison College.

A student wishing to attend part-time is committing to a full year (two consecutive semesters) of part-time. After this, the student can either continue part-time or may request to move to full-time. Please see Appendix 7 for [Part-time/Full-time Change Request Form](#).

Part-time Track Course Sequence Courses must be taken in this order:

**PN program:**

**Year One**

Semester 1

31-543-101 Nursing Fundamentals

31-543-103 Pharmacology

Semester 2

31-543-102 Nursing Skills

31-543-104 Introduction to Clinical Practice

*All Year 1 courses must be completed before the student can enroll in Year 2 courses.*

By the end of week 8 in Semester 2, the student must notify the Program Director in writing of the desire to switch to full-time. ***To be eligible to switch to full-time, the [Part-time/Full-time Change Request Form](#) (Appendix 7) must be received by the Program Director by 4:00 pm Friday of week 8.***

**Year Two**

Semester 3

31-543-105 Health Alterations

31-543-108 Introduction to Clinical Management

Semester 4

31-543-106 Health Promotion

31-543-107 Lifespan Clinical

**ADN program:**

**Year One**

Semester 1

10-543-101 Nursing Fundamentals

10-543-103 Pharmacology

Semester 2

10-543-102 Introduction to Nursing Skills

10-543-104 Introduction to Clinical Practice

*All Year 1 courses must be completed before the student can enroll in Year 2.*

By the end of week 8 in Semester 2, the student must notify the Program Director in writing of the desire to switch to full-time. **To be eligible to switch to full-time, the [Part-time/Full-time Change Request Form](#) (Appendix 7) must be received by the Program Director by 4:00 pm Friday of week 8.**

**Year Two**

Semester 3

10-543-105 Health Alterations

10-543-108 Introduction to Clinical Care Management

Semester 4

10-543-106 Health Promotion

10-543-107 Lifespan Clinical

*All Year 2 courses must be completed before the student can enroll in Year 3.*

By the end of week 8, in Semester 4 the student must notify the Program Director in writing of the desire to switch to full-time. **To be eligible to switch to full-time, the [Part-time/Full-time Change Request Form](#) (Appendix 7) must be received by the Program Director by 4:00 pm Friday of week 8.**

**Year Three**

Semester 5

10-543-109 Complex Health Alterations I

10-543-110 Mental Health Concepts

Semester 6

10-543-111 Intermediate Clinical Practice

10-543-112 Advanced Skills

*All Year 3 courses must be completed before the student can enroll in Year 4 courses.*

By the end of week 8, in Semester 6 the student must notify the Program Director or Associate Dean in writing of the desire to switch to full-time. **To be eligible to switch to full-time, the [Part-time/Full-time Change Request Form](#) (Appendix 7) must be received by the Program Director by 4:00 pm Friday of**



**week 8.**

**Year Four**

Semester 7:

10-543-113 Complex Health Alterations 2

10-543-115 Advanced Clinical Practice

Semester 8:

10-543-114 Nursing Management and Professional Concepts

10-543-116 Transition to Clinical

Movement from Part-time to Full-time

***A meeting with the student's assigned nursing faculty advisor or Program Director is required to discuss program progression and movement from part-time to full-time.*** A student wishing to move to the full-time track of nursing courses must make this request to the Program Director via the [Part-time/Full-time Change Request Form](#) (Appendix 7). The student must make the request to change to the full-time track in writing by the last business day in Week 8 of the semester. ***Requests not received by the 4:00 pm Friday in Week 8 will be denied.*** The student may not register for the full-time track until permission to do so has been given.

Movement from Full-time to Part-time

***A meeting with the student's assigned nursing faculty advisor or Program Director is required to discuss program progression and movement from full-time to part-time.*** A student wishing to move to part-time must make this request to the Program Director by the end of Week 8 in writing by completing the [Part-time/Full-time Change Request Form](#) (Appendix 7). If in the future the student wishes to return to a full-time track of courses, the student must make this request to the Program Director or Associate Dean via the [Part-time/Full-time Change Request Form](#) (Appendix 7). ***Requests not received by the 4:00 pm Friday in Week 8 will be denied.*** The student may not register for part-time until permission to do so has been given.

Per the program re-enrollment policy, a student who fails a nursing course or withdraws while the course is in progress may re-enroll in that course only once. If a full-time student withdraws from a class to enter the part-time program after week 3 of the semester, the first time in that class will count as an attempt.

## CLINICAL, SKILLS/LAB AND SIMULATION POLICIES AND PROCEDURES

### School of Nursing Special Academic Policy

A student may be withdrawn from the clinical component of a nursing course at any time there is a failure to provide a “standard of care” as established by course objectives, basic competencies, affiliating agency agreements or rules established by State of Wisconsin licensing or regulating agencies. This withdrawal may result in failure of the course and is reviewed by the Dean of the School of Nursing.

Please see the program’s clinical syllabus for more information about the clinical courses.

### Simulation Experiences

Madison College and the School of Nursing policies for simulation experiences are adhered to in all nursing programs. In addition, students must follow course policy as it applies to simulation experiences offered in all courses. A simulation syllabus, which contains specific simulation policies, is provided to all nursing students.

### Electronic Devices in Clinical, Skills/Lab and Simulation

Faculty will decide what electronic devices are appropriate for the clinical, lab and simulation settings. Personal electronic devices (cell phones) must be turned off or remain in a non-clinical location during clinical, skills/lab and simulations sessions. Students must get permission from the instructor in advance before using electronic devices in clinical, skills/lab and simulation settings. Students must demonstrate academic and professional integrity when using social media as a student nurse in the nursing program at Madison College (see [Use of Social Media](#)).

### HIPAA

HIPAA is the abbreviation for the “Health Insurance Portability and Accountability Act of 1996.” To protect an individual’s medical privacy, the HIPAA rules required that an act be established to protect a person’s health information. With the rapid advancement of technology, there is a real potential to globally distribute anyone’s private medical information at the click of a button.

HIPAA is usually referring to the HIPAA Privacy Rule. Some examples of how this applies to students during clinical include the following.

- Close all charts and records when you have finished reading them.
- Return all charts and records to appropriate place when finished using.
- Do not photocopy records.
- Do not remove anything with patient identification from the clinical site.
- De-identify all class/clinical paperwork.
- Use lower voice when talking about patients on the nursing unit so that confidential information is not overheard.
- Do not discuss patient information in public areas.

- Only “authorized” personnel can view records, and information is on a “need to know” basis.
- Sign on computers using own name and remember to logoff when leaving a terminal.
- Confidential information will be discarded in appropriate receptacles in the healthcare institution.
- Wear Madison College name badge.

**Failure to follow clinical site policies related to HIPAA Guidelines may result in sanctions up to dismissal from the nursing program.**

## **Dress Code for Skills, Clinical, and Simulation Experiences**

Students are expected to maintain a well-groomed professional appearance for clinical experiences and wear the required uniform. The uniform is to be worn after week 4 for Skills, during clinical and in simulation only. In addition to the required uniform (described below), professional dress includes a Madison College name badge, watch with second hand, stethoscope, and a black ink pen for charting. Name badges are ordered through the School of Nursing and will be discussed during Orientation.

### Associate degree Nursing Uniform:

- Uniform top (designated navy or “indigo”) and matching uniform pants (designated navy or “indigo”). Students will purchase a Madison College Nursing patch from the bookstore and securely sew this to the left shoulder (deltoid area) of the uniform top (no pinning or taping; must be neatly sewn all the way around the patch).
- Scrub jacket (designated navy or “indigo”) is optional and requires a Madison College Nursing patch sewn on the left shoulder (deltoid area).
- Shoes are to be clean, with closed toes and closed backs (no sandals). No platform shoes. Shoes must have a slip-resistant sole.

### Practical Nursing Uniform:

- Uniform top (designated royal blue) and matching uniform pants (designated black).
  - Shoes are to be clean, with closed toes and closed backs (no sandals). No platform shoes. Shoes must have a slip-resistant sole.
  - Business casual dress or the nursing uniform is required for data collection days. Uniforms are required for skills lab and patient care days.
2. Uniform is to be clean and wrinkle-free. Pants should be hemmed appropriately and not drag on the ground.
  3. A solid-colored short-sleeved or long-sleeved shirt may be worn under the uniform top; long sleeves must be pushed above the elbow for direct patient care.
  4. Clinical site identification tag should be worn per instructor direction and agency’s policy.
  5. Hair, including facial hair, must be clean, neat, and contained to maintain infection control. Appropriate cultural/medical/religious head coverings may be worn. It is expected that the head covering will maintain infection control standards.
  6. Fingernails are to be short (do not extend beyond the fingertips), neat, smooth, and clean. No artificial nails, gel nail polish, attachments, embellishments, extensions, or embedded jewelry allowed. Nail polish must be well-maintained with no chips, cracks, flaking, etc.
  7. No strong perfume or other scents; use cosmetics in moderation.
  8. A non-recording, non-transmitting watch with a sweep second hand is required and is the only jewelry to be worn on the arms. Small, post earrings only. Ear gauges must be a solid plug without imagery or words. No facial hoops. No protruding facial jewelry. Small necklaces must

be worn inside of tops and at own risk.

9. Modest application of make-up is acceptable, if desired. Permanent eyelash extensions only allowed.
10. Visible tattoos covered when directed by the instructor. This could include but not limited to obscene, offensive, discriminatory language or imagery.
11. No gum chewing.
12. Smoking, vaping, or drinking alcoholic beverages while in uniform is not allowed.
13. Students must adhere to more restrictive policies of the clinical site. Exceptions to dress code may be required at some clinical sites (e.g., mental health units).

## SCHOOL OF NURSING COURSE FAILURE/WITHDRAWAL POLICY

The student will have two attempts to successfully pass a core nursing course. If a student withdraws from or fails a core nursing course, each is considered one attempt at the course. **This course failure/withdrawal policy applies to any out of district core nursing courses taken. This policy also applies to transfer students and previous nursing courses taken at other colleges.**

### Process for failure/withdrawal on 1<sup>st</sup> attempt

1. Discuss with instructor and faculty advisor.
2. Contact Program Director.
3. Complete [Re-enrollment Request Form](#) (Appendix 1) and return form to Program Director by the last day of finals week.
4. Once approved by Program Director, enroll in course for the next semester. Note: Re-enrollment in courses will be assigned on a space available basis by the Program Director. If retaking a theory course, the clinical course in the following semester will be on a space available basis. 1<sup>st</sup> semester Nursing Skills will be assigned on a space available basis.
5. Re-enrolling in a course without permission from the Program Director will result in *removal from the course*.

### Process for failure/withdrawal on 2<sup>nd</sup> attempt

Failure from the same core nursing course twice will result in [dismissal](#) from the nursing program. To request readmission:

1. Contact Program Director.
2. Student must request readmission through "[Student Readmission Application](#)." (Appendix 9)
3. *If readmitted, failure to get permission from the Program Director before registering for the course may result in removal from it.* Once approved by the Program Director, enroll in a course for the next semester. Note: Reenrollment in courses will be assigned on a space available basis by the Program Director. If retaking a theory course, the clinical course in the following semester will be on a space available basis.

### Process for failure/withdrawal on three (3) total nursing courses

Failure/withdrawal from **three core nursing courses** will result in dismissal from the nursing program.

To request readmission:

1. Contact Program Director.
2. Student must request readmission through "[Student Readmission Application](#)." (Appendix 9)
3. *If readmitted, failure to get permission from the Program Director before registering for the course may result in removal from it.* Once approved by the Program Director, enroll in the course for the next semester. Note: Reenrollment in courses will be assigned on a space available basis by the Program Director. If retaking a theory course, the clinical course in the

following semester will be on a space available basis.

If a student does not participate in a clinical class for two (2) or more sequential semesters, they must complete an individualized skill refresher before they can begin their next clinical course. The Program Director will contact the student regarding fulfilling this requirement.

If a student is considering withdrawing from a course, they should first talk to the course instructor and a Program Director before withdrawing.

## RE-ENTERING NURSING PROGRAMS

### Re-entry after Extended Leave

If a student in good standing steps out of the nursing program for a period of longer than one semester and desires to re-enter at a later date, the student should follow the re-entry process below.

#### Re-entry After Leave of Two (2) to Three (3) Semesters of Passing Previous Nursing Course(s)

- Students on leave from the nursing program, but are in good academic standing, have three (3) semesters from the last date of attendance in a core nursing course to return to the program to complete core courses. Upon returning, the students will complete the required core nursing courses leading to degree completion.
- Students will need to complete [Student Re-entry Application](#) (Appendix 8) and submit to the Program Director. Re-entry is awarded based on space availability.
- After re-entry is granted, students are required to complete an individualized refresher before they can restart their program. The Program Chair, Program Director and nursing faculty will determine additional individualized refresher activities as needed. A student who is not successful in the required refresher activities will be dismissed from the nursing program.

#### Re-entry After Being Out Four (4) or More Semesters of Passing Previous Nursing Course(s)

- Students on program leave for four (4) or more semesters from the last date of attendance in a core nursing course will be required to repeat all core nursing courses, to attain the most current nursing information available.
- Reapplication and repetition for entry into the nursing program is required. NOTE for ADN students: If a student has received their PN license and is wishing to re-enter into 3<sup>rd</sup> semester of the Associate Degree Nursing program, they may apply and petition for the Nursing Completion LPN to ADN program.



## DISMISSAL FROM NURSING PROGRAMS

A student is dismissed from their nursing program if the criteria noted in the Progression, Failure/Withdrawal, Re-entry, and Re-admission policies are not met. Once dismissed, the student must withdraw from any nursing courses they have enrolled in for the upcoming semester and meet with the Program Director or Program Chair to discuss academic status.

### Program Ineligibility

A dismissed student who is program ineligible is not able to apply for re-admission to the nursing program. When a student becomes “program ineligible,” their program code will be discontinued, and they must withdraw from any program courses they are registered for but are no longer eligible to take. Program ineligible students will not be eligible to receive a Letter of Good Standing from the School of Nursing.

Program ineligibility includes those whom:

- Re-admission application has been denied.
- Have been previously re-admitted to their nursing program and dismissed for a second time.
- Violate safety and/or professional standards
- Breach in Madison College’s policies on [academic integrity](#), Madison College [student conduct](#), and/or a breach of the [American Nurses Association Code of Ethics for Nurses](#) or [National Student Nurses Association Code of Ethics](#).

## READMISSION INTO NURSING PROGRAMS

Once dismissed from their nursing program, the student can request readmission to their nursing program. The readmission process is as follows:

1. Student must contact the Program Director.
2. Student must request readmission through submission of the [Student Readmission Application](#) (Appendix 9). Nursing Readmission Application must be submitted by email to the Program Director by the last day of finals week for consideration for the following semester start pending space availability. Decisions are made in May for the Fall semester readmission and in January for Spring semester readmission. Students will receive written (email) notification of the decision from the Program Director.
3. Readmission Committee evaluates submitted information.
  - a. Readmission granted: If readmission granted, students can re-enroll into failed course on space available basis. If retaking a theory course, the clinical course in the following semester will be on a space available basis. Students must comply with recommendations from committee.
  - b. Readmission denied: If students are not re-admitted to program, they become program ineligible and may not apply again for re-admission.
4. Students may only apply once for re-admission to the same program.

The scheduled time for the formal review will be obtained from the Program Director. A completed Readmission Application does not guarantee the student will be approved for readmission that allows progression in the nursing program. Once the application and all required documentation are reviewed the following occurs:

- A School of Nursing Readmission Committee including members of the leadership team and faculty (minimum of 5 members) will evaluate the student application for readmission and grant or deny readmission according to the [Readmission Rubric](#) (Appendix 10).
- Students granted an exception (granted readmission) will receive written criteria for readmission that must be completed successfully by the due date identified.
- All decisions on program readmission are final.

### After Readmission

If the student fails or withdraws from a core nursing course after being granted readmission, the student will be dismissed as program ineligible from the nursing program.

## LICENSING INFORMATION

### Licensed Practical Nurse

Wisconsin Statutes and Administrative Code Relating to the Practice of Nursing; Chapter 441.10 identifies the prerequisites for examination as a licensed practical nurse.

“A person who is 18 years of age or older, does not have an arrest or conviction record, subject to ss. 111.321, 111.322 and 111.335, has completed 2 years of high school or its equivalent as determined by the board and holds a diploma of graduation from a school for licensed practical nurses approved by that board, may apply to the board for licensing as a licensed practical nurse, and, upon payment of the examination fee specified in s. 440.05(1), shall be entitled to take an examination. Any school for licensed practical nurses, in order to be accredited, must offer a course of not less than 9 months.”

### Registered Nurse

Wisconsin Statutes and Administrative Code Relating to the Practice of Nursing; Chapter 441.04 identifies the requisites for examination as a registered nurse.

“Any person who has graduated from a high school or its equivalent as determined by the board, does not have an arrest or conviction record, subject to ss. 111.321, 111.322 and 111.335, holds a diploma of graduation from an accredited school of nursing and, if the school is located outside this state, submits evidence of general and professional educational qualifications comparable to those required in this state at the time of graduation may apply to the department for licensure by the board as a registered nurse, and upon payment of the fee specified under s. 440.05(1) shall be entitled to examination.”

All of the above information is provided to the Board of Nursing at the time the individual applies for the examination/licensure. Pursuant to [2017 Wisconsin Act 278](#), beginning August 1, 2018, prior to submitting an application for a credential, an individual may apply to the Department for a determination of whether the individual would be disqualified from obtaining the credential due to their conviction record. To apply for a predetermination, please fill out [Form #3085](#) and submit all required documentation specified on the form. Pursuant to [Wis. Stat. § 111.335\(4\)\(e\)](#), the offenses or kinds of offenses that may result in a refusal, bar, or termination of licensure are published under Additional Resources on the DSPS website. (Department of Safety and Professional Services [DSPS](#)) 4822 Madison Yards Way, Madison, WI 53705).

### Licensing: Application and Testing Process: PN-NCLEX and RN-NCLEX

#### Application for Licensure and Testing

The potential graduate (PN and ADN) submits two online applications at the same time. One application is for State licensure, and one application is for NCLEX testing. Both application for licensure and registration for NCLEX must be complete before the graduate nurse can be

made eligible to take the NCLEX exam. The cost for licensure application is \$72.00 and the NCLEX application is \$200.00.

- o Students need to read:
  - Form 3087 Credentialing Information for Registered Nurse/Licensed Practical Nurse Licensure
  - Focus on Licensure by Examination
  - <https://dsps.wi.gov/Credentialing/Health/info3087.pdf>
- o Application for State licensure is available at
  - <https://license.wi.gov/s/login/?ec=302&startURL=%2Fs%2F>
  - **LicenseE User Guides & Video** <https://dsps.wi.gov/Pages/LicensEResources.aspx>
- o Overview: Students **MUST** complete and submit:
  - Application for State RN/LPN through LicenseE (\$72)
  - An application for NCLEX Examination (\$200)
    - Read the entire NCLEX Candidate Bulletin
    - <https://www.nclex.com/index.htm>

Information needed for application:

Business Name and Address:

Madison Area Technical College -  
School of Nursing  
1701 Wright Street  
Madison, WI 53704

Type of Program: Associate degree Nursing (ADN)

**Program Code: MATC Associate Degree Nursing at Madison: US50407900**

Type of Program: Practical Nursing (LPN) **ONLY use this code if you are an ADN student taking PN NCLEX**

**Program Code: Madison Area Technical College - PN: US50105600**

Type of Program: PN Stand Alone (PN) **ONLY use this code if you are a PN program student taking the NCLEX-PN**

**Program Code: MATC- Madison PN Stand Alone: US50101300**

A note on Statements of Graduation - The Madison College School of Nursing verifies graduation following **completion of coursework and posting of final grades**. Each Student **MUST** activate an account with LicenseE at [www.license.wi.gov](http://www.license.wi.gov) click on Register for an individual account. There are 9-steps to this process. Be sure under the Education Section you use the College Official Name and Address: Madison Area Technical College-1701 Wright St., Madison, WI. Under the Forms Section you

will need to Click on Form 259-Statement of Graduation, complete this form (Top half only and sign and date) including adding the PAR # which can be found once you have paid for your application and log back into the system and click on "Check License Status". Add this to the Form 259, and scan and submit to Joanna at [jmwilliams3@madisoncollege.edu](mailto:jmwilliams3@madisoncollege.edu) The Statement of Graduation will be processed within one week following graduation, this will be completed through LicenseE. Any specific questions regarding the LicenseE processes/account set-up please reach out to Joanna at [jmwilliams3@madisoncollege.edu](mailto:jmwilliams3@madisoncollege.edu)

An application for a temporary permit is optional (Form 2434) and costs \$10.00. The temporary permit allows the applicant to practice nursing under the direct supervision of a registered nurse until a credential is granted.

- The exam can be taken without a temporary permit.
- Applicants must apply for and be granted a temporary permit if they wish to work as a Graduate Nurse-GN prior to passing NCLEX.
- Applicants must have a secure job offer and an RN supervisor to be granted a temporary permit.
- A temporary permit is good for 90 days. It may be renewed once for an additional three-month period.
- Note that a temporary permit must be returned to the DSPS immediately if the applicant does not pass the NCLEX.

Request for testing accommodations: A request for testing accommodations can be completed at <https://dsps.wi.gov/Pages/Professions/RN/Exams.aspx>

If an applicant has a diagnosed need for testing accommodations, the Board of Nursing decides on NCLEX accommodation eligibility. Madison College does not have a role in this process.

Convictions and pending charges (Form 2252) - as needed.

As part of the application process, applicants will be asked about any convictions or pending charges against them.

- Minor offenses such as parking tickets or speeding convictions do not need to be reported.
- DWI/OWI/OUI; Driving/operating while intoxicated or under the influence MUST be reported.
- Failure to disclose information may constitute fraud or false representation and could prevent licensure.

**PLEASE NOTE:** Pursuant to [2017 Wisconsin Act 278](#), beginning August 1, 2018, prior to applying for a credential, an individual may apply to the Department for a determination of whether the individual would be disqualified from obtaining the credential due to his or her conviction record. To apply for a predetermination, please fill out [Form #3085](#) and submit all required documentation specified on the form. Pursuant to [Wis. Stat. § 111.335\(4\)\(e\)](#), the offenses or kinds of offenses that may result in a refusal, bar, or termination of licensure are published under Additional Resources on the DSPS website. (Department of Safety and Professional Services [DSPS](#)) 4822 Madison Yards Way, Madison, WI 53705).

### Next Steps

Once students have applied for licensure and testing, and final grades have been posted, the School of Nursing will verify a student's graduation to the Department of Safety and Professional Services (DSPS) for PN and RN licensure. *The student must have applied for licensure for this to occur.* The DSPS then finishes processing licensure applications. If the student has applied for a temporary license, the department verifies that the student has registered to take the NCLEX and sends the student a temporary license.

When the licensing process is complete, DSPS notifies NCLEX (through Pearson Vue) of the candidates eligible to take the licensing examination. After receiving notification of eligibility to test, NCLEX sends the student an Authorization to Test (ATT) via email. The ATT letter contains the student's test authorization number, candidate identification number, and an expiration date (one year for the State of Wisconsin).

When the student receives the ATT, the student should use the web or call to schedule an appointment to take the NCLEX examination as soon as possible. The NCLEX exam may be taken at any Pearson Professional Center. A list of centers will be included with the ATT. The Pearson Professional Center should accommodate the request to test within a 30-day period.

If a student has not received confirmation of registration within four weeks of submitting the registration form, call NCLEX Candidate Services. DO NOT submit another registration form (or fee) before calling. There is NO REFUND of registration fees (not even duplicate fees). The registration is good for 365 days after eligibility is determined.

### **General Information**

NCLEX is a national exam. The student may test in any state and the results will be valid in any state. Once the student has passed NCLEX, it does not need to be taken again even if the license is transferred to another state (licensure by endorsement). The closest test centers to this area are Madison, Brookfield (Milwaukee area), Kenosha, Eau Claire, Schaumburg, IL, and Rochester, MN.

The student must plan for the maximum test duration of 6 hours when scheduling the exam and other life activities.

Failure to test on the day scheduled will result in forfeiture of all fees. The test center must be notified at least 24 hours ahead if the student needs to reschedule. The reschedule process is outlined in the Candidate Bulletin.

A license holder is responsible to notify the State Board of Nursing (SBoN) of any address changes within 30 days of moving to a new address.

Licenses in Wisconsin are renewed every two years- odd numbered years for PN and even numbered years for RN. "Forgetting to renew" the license and continuing to practice as an RN or LPN constitutes fraud. The individual is subject to discipline, fines, and potential salary repayment to the employer.

Read the NCLEX Examination Candidate Bulletin carefully for information regarding scheduling the actual NCLEX-RN Examination and identification requirements when arriving at the exam location. Two forms of ID will be required, along with the Authorization to Test (ATT) letter. One form of ID must be a current photo ID with the student's signature, the other form of ID must have the student's signature as well. A photo, fingerprint, Palm Vein Print, and signature are taken on the test day, at the test site, before the examination. For questions pertaining to the NCLEX exam, please call the NCSBN Pearson Candidate Services Department at 1-866-496-2539 or the local Pearson Professional Center.

The information on the application must be the same as the information on the candidate's photo ID.

### About the Test

Read the NCLEX Examination Candidate Bulletin to find out information about the actual examination.

Some highlights are:

- The exam may be at least 85 questions, a maximum of 205 questions for the PN exam, and a minimum of 75 questions or a maximum of 265 questions for the RN exam (15 questions will be pre-test questions not scored).
- It may take up to six hours to take the exam.
- The length of time it takes to complete the exam is not an indication of success/failure on the exam.
- Candidates must select an answer before proceeding to the next test item. There is no backtracking to previous questions once they are answered and confirmed.
- The NCLEX exam is composed of a variety of item formats. These may include multiple-choice items that require more than one response, math calculations, and fill-in-the-blank items. Newer formats may also include charts, tables, or graphic images. Most items that are available to be administered to candidates will remain the standard, four-option, multiple-choice items. Samples of the alternate item formats can be seen on the NCLEX website.
- Candidates are monitored while taking the exam (in person, on video and audio).
- Candidates must apply for and be granted special accommodation for testing with the Department of Safety and Professional Services (DSPS).
- If a candidate fails the NCLEX, there must be at least 45 days between the first and second exam attempt.
- If a candidate fails the NCLEX, and was issued a temporary license, it is no longer valid.
- For up-to-date information about the entire testing process, please go to <https://portal.ncsbn.org/>

For general questions pertaining to the NCLEX application process, contact:

Joanna Williams: [jmwilliams3@madisoncollege.edu](mailto:jmwilliams3@madisoncollege.edu)

### **NCLEX Early Testing Information**

The Wisconsin State Board of Nursing authorizes students who meet program qualifications to apply to take the NCLEX prior to graduation with the nursing school's approval. These requests will be considered for the following students:

- a. **Moving out of state immediately after semester ends**
- b. **Required license for accepted job starting immediately after semester ends**
- c. **Completing a final fourth semester course that is shorter than 16 weeks (Advanced clinical or Transitions clinical) during block 1 of the semester**
- d. **Impending military deployment**

Students who are interested and facing one of the above situations must meet all the following criteria per Madison College ADN program:

- 1. Achieve average exam score of 85% or better in each in-process course having completed greater than 75% of total exam points.
- 2. Passing or having passed both fourth semester clinical courses; be in good standing with 85% of final clinical course completed (in week 7).
- 3. Demonstrating consistent progression in performance as indicated by the absence of any Student Success Support Plan or Early Alert during the semester.
- 4. Completing in full and submitting the early testing application: **DHS form 3049** (<https://dsps.wi.gov/Credentialing/Health/fm3049.pdf> ).
- 5. Submit a current Degree Progress report.
- 6. **Students must provide documentation of the above and submit to the School of Nursing Office-Attn: Joanna at [jmwilliams3@madisoncollege.edu](mailto:jmwilliams3@madisoncollege.edu) in a single email.**

The faculty will complete the information requested by the student requestor within seven business days of receipt. Requests will be reviewed and granted or denied by the School of Nursing Dean or designee within seven business days.



## RESOURCES

The [Madison College Website](#) provides an overview of Madison College and contains information regarding academic opportunities, services for students and other important information.

### Americans with Disabilities Act

Madison College welcomes students with disabilities into the College's educational programs. Every Madison College campus has Disability Resource Services available for students with disabilities. The [Disability Resource Services](#) website provides specific information related to accommodations for disability-related barriers. For further information, please visit the website, call 608-246-6716 (Students who are deaf should use relay) or email [DRStansition@madisoncollege.edu](mailto:DRStansition@madisoncollege.edu)

To receive consideration for reasonable accommodations for a disability, the student must contact the Disability Resource Services office at the campus where they are officially enrolled. If approved for accommodations, Disability Resource Services will provide the student with an accommodation plan.

The student should share the accommodation plan with their instructors and discuss the approved accommodations as early in the class as possible. If the student feels that their accommodation needs are not being met, they should inform the instructor or Disability Resource Services as early as possible. It is best to request these accommodations at the beginning, if not before class, so there is ample time to make the accommodations.

### Faculty Advising

#### Introduction to Faculty Advising:

Faculty advising is a formal part of the School of Nursing's ADN and PN programs. The purpose of faculty advising is to assist students in clarifying their educational goals and facilitating the development of learning plans for the realization of these goals.

Faculty advising aims to:

- Facilitate the academic success of Associate Degree and Practical Nursing students.
- Foster responsibility in students for their academic success.
- Provide a system of support for all nursing students.
- Act as a bridge between students and Madison College resources.

Each student will be assigned one faculty advisor who will follow them throughout their nursing program. That advisor will be a full-time faculty member who teaches in the nursing program. The faculty advisor will initiate and facilitate meetings with the student advisee during each semester the student is enrolled in the nursing program.

#### Faculty Advisor Responsibilities:

- Adherence to FERPA guidelines.
- Monitor student academic performance and progress (Including ATI results & grade audit).
- Schedule a meeting with students at least once a semester.

- Review student access to and awareness of Madison College policies, procedures, and resources.
- Maintain documentation on advisee's progress in the program.

Student Responsibilities:

- Become familiar with Madison College resources.
- Attend faculty advising meetings a minimum of once per semester.
- Schedule appointments as needed (i.e., personal program changes) and be prepared for meetings (i.e., have required materials).
- Develop educational goals and learning plans and follow through with learning plan actions to achieve goals.
- Consult with an academic advisor if having academic difficulty or considering making changes in program of study.

## PERSONAL SAFETY FOR NURSING STUDENTS

Nursing students need to be aware of the risks they may encounter in simulation, clinical and lab. It is important to know appropriate safety measures. The following introductory information is provided to help familiarize students with the risks of bloodborne pathogens and other occupational hazards and methods to protect themselves.

### **Blood borne Pathogens:**

What does blood borne pathogen mean?

Blood refers to human blood, human blood components and products made from blood. Pathogen refers to a specific organism capable of causing disease. Pathogens are potentially present in blood and all other body fluids, secretions, and excretions. Exposure to pathogens in blood and other body fluids is an occupational hazard in nursing.

What are some examples of these pathogens? Examples include (but are not limited to): hepatitis B virus (HBV), hepatitis C virus (HCV), hepatitis D (HDV), syphilis, malaria, and human immunodeficiency virus (HIV).

Are there vaccines that protect against these diseases?

A HBV vaccine is available and assists in the prevention (not the cure) of HBV. All nursing students are required to be vaccinated against HBV prior to entering the nursing program. There is no vaccine currently commercially available to prevent HIV. In general, vaccines are not available to protect against other blood-borne diseases.

What are symptoms of these diseases?

An individual affected with bloodborne diseases may be asymptomatic (show no symptoms). However, the individual may be a carrier of the disease and transmit the disease to others. The greatest risk of exposure occurs while caring for individuals who do not have a documented disease.

If symptoms exist, they may include:

- |      |  |
|------|--|
| HBV: | Mild “flu-like” symptoms (e.g., fever, headaches, muscle aches, fatigue, loss of appetite, vomiting and diarrhea). Jaundice (a yellowing of the skin and whites of the eyes). Urine may become darker in color.  |
| HCV: | Loss of appetite, fatigue, nausea and vomiting, vague stomach pain and jaundice (a yellowing of the skin and whites of the eyes).  |
| HIV: | Mild “flu-like” symptoms, persistent low-grade fever, sore throat, nausea, diarrhea, increased fatigue, weakness, unexplained weight loss, enlarged lymph nodes and difficulty swallowing, a dry cough, sores, rashes, and headaches. In most cases, contracting HIV ultimately leads to the development of Acquired Immunodeficiency Syndrome (AIDS). |

How are these pathogens transmitted?

Pathogens are spread by direct exposure (eye, mouth, mucous membrane, non-intact skin) to blood, body fluids or other potentially infectious materials. Among the general public, a high percentage of bloodborne transmission occurs from the use of shared needles during drug abuse and from sexual contact. Occupational related transmissions typically occur by percutaneous exposures (puncture or cut injuries), but also occur from exposures to infectious materials via mucous membrane, non-intact skin, existing cuts, acne, etc. According to the Center for Disease Control (CDC), approximately 80-90% of the workplace seroconversions for diseases result from needle sticks. The risk of contracting HBV in the workplace is significantly greater than the risk of contracting HIV. Wearing gloves significantly reduces the risk of exposure to pathogens in the blood and other body fluids should a needle stick occur.

What tasks will a student do which could result in an occupational exposure to pathogens? \*

- Touching open wounds or other moist body surfaces
- Handling human body fluids (e.g., blood, urine, emesis)
- Cleaning up (e.g., spills, drainage) human body fluids
- Assisting in first aid situations
- Working with actually or potentially contaminated equipment
- Handling intravenous catheters, surgical drainage tubes
- Using needles and other sharps (e.g., administering injections)
- Handling contaminated linens

\*Note: This is not an all-inclusive list.

What is considered an exposure incident?

An exposure incident is defined by Occupational Health and Safety Administration (OSHA) as a specific eye, mouth or other mucous membrane, non-intact skin (cuts, abrasions, sores) or parenteral (penetrating the skin) contact with blood or other potentially infectious material that may or can occur during a simulation, clinical or lab experiences.

How can students protect themselves from occupational hazards of these pathogens in clinical and lab?

- a) Students should employ Standard Precautions when working with clients during simulation, clinical and lab experiences (specific information on Standard Precautions can be found elsewhere in this handbook).
- b) Definitions:
  1. Sharps – objects that can pierce, puncture, or cut the skin (e.g., needles, scalpels, broken glass, broken capillary tubes, exposed ends of dental wires).
  2. Contaminated – touched by body fluids or tissues that can contain infectious agents (e.g., HIV or HBV).
  3. Non-sterile – not sterile but not contaminated with body fluids or tissues.
- c) Efforts are focused on prevention. All students must adhere to the following procedures to work safely in the simulation, clinical and lab settings:

1. Extreme caution should be used when handling sharps to prevent accidental puncture of the skin.
    - Treat all sharps as a potential source of injury.
    - Store the sharps properly.
    - Needles being reused for simulated practice must always have a protective cap on when not in use. The protective cap should be applied using the one-handed scoop method or a passive recapping device. Recapping needles using two hands is prohibited.
  2. Broken glassware (contaminated or not) should be cleaned up using a mechanical means (e.g., brush, dustpan, tongs, forceps); do not pick up directly with hands.
  3. Sharps need to be disposed of in an appropriate container (puncture resistant, leak proof, labeled). Containers should be replaced by lab personnel when two-thirds full. If a disposal container is more than two thirds full, do not use and notify lab personnel. Under no circumstances should a sharp be forced into a disposal container or fingers inserted into the opening of the sharps container.
  4. The student may be given a box (identified with the student's name) containing a supply of various needles, syringes, and venipuncture equipment to be used during the program. They should use only the supplies in their box when practicing and testing related skills. These boxes must remain in the lab when not in use.
- d) Before the first simulation, clinical or lab experience, the student will be taught how to protect themselves from bloodborne pathogens and other occupational hazards. Instruction may include classroom presentation, discussion, videotapes, or readings.
- During orientation to each clinical site, the instructor will show students the unit/department infection control manual, personal protective equipment (e.g., gowns, gloves, masks, and goggles) and sharps disposal boxes.

What actions are necessary if an exposure occurs?

- a) If a puncture, laceration, or other broken skin occurs:
  1. dispose of the sharp immediately in sharps box.
  2. squeeze or apply pressure to the puncture or open area to induce bleeding.
  3. cleanse the wound thoroughly with soap and water. The wound may be further cleansed with 10% povidone-iodine.
- b) If a mucous membrane exposure or conjunctival (eye) exposure occurs:
  1. irrigate the affected area immediately with large amounts of water or normal saline.
- c) For any exposure follow these steps:
  1. apply first aid.
  2. notify the instructor or lab personnel.
  3. complete a Madison College Accident/Incident Report form with instructor or lab personnel.
  4. Complete any institutional incident report form required by the facility.
  5. obtain medical evaluation immediately or within 24 hours from personal health care

provider (at student's cost).

#### Other Occupational Hazards:

##### Are there other occupational hazards students should be aware of?

There are other materials that represent a potential hazard in the health care setting. Chemicals such as cleaning solvents, anesthetics and other substances may be hazardous. Material Safety Data Sheets (MSDS) are available on each clinical unit that provide information about:

- specific hazards present on that clinical unit.
- procedures for incomplete or missing labels.
- mixing of substances.
- disposal of substances.
- first aid to give in an emergency.

During orientation to each clinical site, the instructor will show students this information in the MSDS binder on the unit. Students should know where the binder is on the unit and ask questions if they do not understand the information.

##### Standard Precautions:

Standard Precautions are designed to reduce the risk of bloodborne pathogens, especially to health care workers, and all pathogens from moist body substances. Standard Precautions apply to (1) blood; (2) all body fluids, secretions, and excretions (except sweat), regardless of whether they contain visible blood; (3) non-intact skin; and (4) mucous membranes. Standard Precautions are designed to reduce the risk of transmission of microorganisms from both recognized and unrecognized sources of infection in health care facilities.

Use Standard Precautions, or the equivalent, for the care of all patients:

##### a) Hand Hygiene

1. Implement hand hygiene (i.e., hand washing or using an alcohol-based hand rub) after touching blood, body fluids, secretions, excretions, and contaminated items, whether gloves are worn. Implement hand hygiene immediately after gloves are removed, between patient contacts, and when otherwise indicated to avoid transfer of microorganisms to other patients or environments. Hand hygiene may be necessary between tasks and procedures on the same patient to prevent cross-contamination of different body sites.
2. Use a plain (non-antimicrobial) soap for routine hand washing.
3. Use an antimicrobial agent or a waterless antiseptic agent for specific circumstances (e.g., control of outbreaks or hyperendemic infections) as defined by the infection control program.
4. Use alcohol-based hand rubs by applying to the palm of one hand, rubbing hands together (covering all surfaces of hands and fingers) and rubbing until dry.
5. Avoid the use of artificial nails-these are not allowed per the dress code policy found in this handbook.

a) Gloves

Wear clean non-sterile gloves when touching blood, body fluids, secretions, excretions, and contaminated items. Put on clean gloves just before touching mucous membranes and non-intact skin. Change gloves between tasks and procedures on the same patient after contact with material that may contain a high concentration of microorganisms. Remove gloves promptly after use (before touching non-contaminated items or environmental surfaces and before contact with another patient); implement hand hygiene immediately to avoid transfer of microorganisms to other patients or environments.

b) Mask, Eye Protection, Face Shield

Wear a mask and eye protection or a face shield to protect mucous membranes of the eyes, nose and mouth during procedures and patient-care activities that are likely to generate splashes or sprays of blood, body fluids, secretions, or excretions.

c) Gown

Wear a clean non-sterile gown to protect skin and to prevent soiling of clothing during procedures and patient-care activities that are likely to generate splashes or sprays of blood, body fluid, secretions, or excretions. Select a gown that is appropriate for the activity and amount of fluid likely to be encountered. Remove a soiled gown as promptly as possible and implement hand hygiene to avoid transfer of microorganisms to other patients or environments.

d) Patient-Care Equipment

Handle used patient-care equipment soiled with blood, body fluids, secretions, and excretions to prevent skin and mucous membrane exposures, contamination of clothing and transfer of microorganisms to other patients and environments. Ensure that reusable equipment is not used for the care of another patient until it has been cleaned and reprocessed appropriately. Ensure that single-use items are discarded properly.

e) Environmental Control

Ensure that the hospital has adequate procedures for the routine care, cleaning and disinfecting of environmental surfaces, beds, bed rails, bedside equipment and other frequently touched surfaces and ensure that these procedures are being followed.

f) Linen

Handle, transport, and process used linen soiled with blood, body fluids, secretions and excretions in a manner that prevents skin and mucous membrane exposure and contamination of clothing and that avoids transfer of microorganisms to other patients and environments.

g) Occupational Health and Bloodborne Pathogens

1. Take care to prevent injuries when: (1) using or handling needles, scalpels, and other sharp instruments or devices; (2) handling sharp instruments after procedures; (3) cleaning used instruments; and (4) disposing of used sharps. Never recap used needles or manipulate

them using both hands. Do not use any other technique involving directing the needle's point toward any part of the body. Use a one-handed "scoop" technique or a passive recapping device. Do not remove used needles from disposable syringes by hand and do not bend, break, or otherwise manipulate used needles by hand. Place used disposable syringes/needles and other sharps in appropriate puncture-resistant containers as close as practical to the area where the items were used.

2. Use mouthpieces, resuscitation bags or other ventilation devices as an alternative to mouth-to-mouth resuscitation methods in areas where the need for resuscitation is predictable.

h) Patient Placement

Place a patient who contaminates the environment or who does not (or cannot be expected to) assist in maintaining appropriate hygiene or environmental control in a private room. If a private room is not available, consult with infection control professionals regarding patient placement or other alternatives.



## APPENDIX 1: NURSING PROGRAM RE-ENROLLMENT REQUEST FORM

### RE-ENROLLMENT REQUEST FORM

**INSTRUCTIONS:** This form is to be submitted by the student to request permission to re-enroll in a nursing class previously failed or withdrawn from after their first attempt. Students who failed or withdrawn from a nursing class on their second attempt should not use this form but submit a Readmission Application.

Date: \_\_\_\_\_

Student Name:

Student ID#:

Email Address:

Phone:

NOTE: It is the student's responsibility to maintain current contact information (address, email, phone) with Madison College.

Current Campus: \_\_\_\_\_

Courses(s) Requesting Re-enrollment: \_\_\_\_\_

\*ALL REQUESTS FOR RE-ENROLLMENT ARE ON A SPACE-AVAILABLE BASIS

#### Student Signature & Agreement

By signing, I certify that all the above information and statements are true to my knowledge. I understand that: submission of this form is a formal request to re-enroll into a previously failed or withdrawn course, and submission of this form does not guarantee re-enrollment into the course in the subsequent semester. I understand that requests are granted on a space available basis and may require me to enroll into a course at a different campus location than the campus deemed my "home campus."

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### Submission Instructions

Please submit your completed form to:

ADN: Amy Broihahn, Program Director, at [albroihahn@madisoncollege.edu](mailto:albroihahn@madisoncollege.edu)

PN: Erin Kupkovits Program Director, at [ekupkovits@madisoncollege.edu](mailto:ekupkovits@madisoncollege.edu)

**Questions?** For further assistance, visit the School of Nursing Office or call 608-246-6780

## APPENDIX 2: NURSING PROGRAM OUT OF DISTRICT COURSE REQUEST FORM

### OUT OF DISTRICT REQUEST FORM

**INSTRUCTIONS:** This form is to be submitted by the student to request permission to register for a nursing class outside of the Madison College district to be counted as credit and meet the requirement for course progression at Madison College.

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

Student ID#: \_\_\_\_\_

Campus: \_\_\_\_\_

Requested Semester: ☐SUMMER ☐FALL ☐SPRING

Course Name: \_\_\_\_\_

Course Format: ☐ONLINE ☐IN PERSON ☐HYBRID

Program Semester: ☐FIRST ☐SECOND ☐THIRD

Out of District College: \_\_\_\_\_

Out of District College Email Contact: \_\_\_\_\_

*\*Out of district and online course policies should be reviewed in the ADN Student Handbook.*

*\*\*All online exams must be proctored per the Madison College Nursing Program policy as well as the out of district college.*

---

#### Student Signature & Agreement

By signing, I certify that all the above information and statements are true to my knowledge.

I understand that: submission of this form is a formal request to receive credit towards program progression from an out of district nursing program course, and submission of this form does not guarantee approval of credit from the Program Director.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### Submission Instructions

Please submit your completed form to:

ADN: Amy Broihahn, Program Director, at [albroihahn@madisoncollege.edu](mailto:albroihahn@madisoncollege.edu)

PN: Erin Kupkovits, Program Director, at [ekupkovits@madisoncollege.edu](mailto:ekupkovits@madisoncollege.edu)

**Questions?** For further assistance, visit the School of Nursing Office or call 608-246-6780

## APPENDIX 3: MADISON COLLEGE NURSNG PROGRAM REQUEST FOR CAMPUS TRANSFER

### REQUEST FOR CAMPUS TRANSFER

**INSTRUCTIONS:** This form is to be submitted by the student to request permission to transfer home campuses in the Associate Degree Nursing program.

---

Student Name: \_\_\_\_\_

Student ID#: \_\_\_\_\_

Current Campus: \_\_\_\_\_

Program Semester: ☐First ☐Second ☐Third

Campus requesting to transfer to: \_\_\_\_\_

---

#### Student Signature & Agreement

By signing, I certify that all the above information and statements are true to my knowledge. I understand that: submission of this form is a formal request to transfer home campuses for the nursing program and submission of this form does not guarantee approval of transfer from the Program Director.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### Submission Instructions

Please submit your completed form to:

ADN: Amy Broihahn, Program Director, at [albroihahn@madisoncollege.edu](mailto:albroihahn@madisoncollege.edu)

**In-person:** School of Nursing office – Truax Campus, Room 103

**Questions?** For further assistance, visit the School of Nursing Office or call 608-246-6780

*Office use Only: Date Received: \_\_\_\_\_* ☐Approved ☐Denied

*If approved, request sent to Admissions for Student Program/Plan Update* ☐

## APPENDIX 4: AMERICAN NURSES' ASSOCIATION CODE OF ETHICS FOR NURSES

The Code of Ethics for Nurses with Interpretive Statements (The Code) was developed as a guide for carrying out nursing responsibilities in a manner consistent with quality in nursing care and the ethical obligations of the profession. The ANA's Code of Ethics for Nurses can be reviewed in its entirety on the ANA's website at [Nursing Code of Ethics](#).

The ten *Provisions of the Code of Ethics for Nurses* include the following:

### 2025 ANA code of Ethics

#### **PROVISION 1: Dignity and Respect**

The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.

#### **PROVISION 2: Primary Commitment**

A nurse's primary commitment is to the recipient(s) of nursing care, whether an individual, family, group, community, or population.

#### **PROVISION 3: Trust and Advocacy**

The nurse establishes a trusting relationship and advocates for the rights, health, and safety of recipient(s) of nursing care.

**PROVISION 4: Responsibility and Accountability for Practice** Nurses have authority over nursing practice and are responsible and accountable for their practice consistent with their obligations to promote health, prevent illness, and provide optimal care.

#### **PROVISION 5: Duties to Self**

The nurse has moral duties to self as a person of inherent dignity and worth including an expectation of a safe place to work that fosters flourishing, authenticity of self at work, and self-respect through integrity and professional competence.

#### **PROVISION 6: Ethical Work Environments**

Nurses, through individual and collective effort, establish, maintain, and improve the ethical environment of the work setting that affects nursing care and the well-being of nurses.

**PROVISION 7: Knowledge Development and Social Policy** Nurses advance the profession through multiple approaches to knowledge development, professional standards, and the generation of policies for nursing, health, and social concerns.

#### **PROVISION 8: Collaborative Relationships**

Nurses build collaborative relationships and networks with nurses, other healthcare and nonhealthcare disciplines, and the public to achieve greater ends.

**PROVISION 9: Commitment to Society and Social Justice** Nurses and their professional organizations work to enact and resource practices, policies, and legislation to promote social justice, eliminate health inequities, and facilitate human flourishing.

**PROVISION 10: NEW! A Global Nursing Community** Nursing, through organizations and associations, participates in the global nursing and health community to promote human and environmental health, well-being, and flourishing.

Adapted from the *ANA Code of Ethics for Nurses with Interpretive Statements*, American Nurses' Association, Silver Spring, Maryland, 2025.

## **APPENDIX 5: NATIONAL STUDENT NURSES' ASSOCIATE, INC. CODE OF ACADEMIC AND CLINICAL CONDUCT**

### **Preamble**

Students of nursing have a responsibility to society in learning the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of health care environments.

The Code of Academic and Clinical Conduct is based on an understanding that to practice nursing as a student is an agreement to uphold the trust with which society has placed in us. The statements of the Code provide guidance for the nursing student in the personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.

### **A Code for Nursing Students**

As students are involved in clinical and academic environments, we believe that ethical principles are a necessary guide to professional development.

Therefore, within these environments, we:

1. Advocate for the rights of all clients
2. Maintain client confidentiality.
3. Take appropriate action to ensure the safety of clients, self, and others.
4. Provide care for the client in a timely, compassionate, and professional manner.
5. Communicate client care in a truthful, timely and accurate manner.
6. Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
7. Promote excellence in nursing by encouraging lifelong learning and professional development.
8. Treat others with respect and promote an environment that respects human rights, values, and choice of cultural and spiritual beliefs.
9. Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care.
10. Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.
11. Encourage faculty, clinical staff, and peers to mentor nursing students.
12. Refrain from performing any technique or procedure for which the student has not been adequately trained.
13. Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self, or others.
14. Assist the staff nurse or preceptor in ensuring that there is full disclosure and that proper authorizations are obtained from clients regarding any form of treatment or research.
15. Abstain from the use of alcoholic beverages or any substances in the academic and clinical

setting that impair judgment.

16. Strive to achieve and maintain an optimal level of personal health.
17. Support access to treatment and rehabilitation for students experiencing impairments related to substance abuse and mental or physical health issues.
18. Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.

Adopted by the NSNA Board of Directors at the NSNA Annual Convention on April 8, 2022, in Salt Lake City, Utah

Retrieved from [NSNA Code of Ethics](#)

## APPENDIX 6: NURSING PROGRAM STUDENT SUCCESS SUPPORT PLAN

### NURSING PROGRAM STUDENT SUCCESS SUPPORT PLAN

The School of Nursing faculty is committed to the success of all students in the Nursing programs. This document provides feedback and a clear plan for students who need additional support and guidance to meet course objectives. The goal of this document is to provide you and your instructor with information to work together for your success. We want to stress this document is meant as an extension of help and support.

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Semester: ☐ SPRING ☐ FALL Year: \_\_\_\_\_

1. You do not meet the required standards for the following course: \_\_\_\_\_
2. Due to the following reasons:
  - a. ☐ Attendance/Timeliness
  - b. ☐ Expected Standard of Performance: Your grade is: \_\_\_\_\_ (Passing grade is 80%)
  - c. ☐ College, Program, or Course Policy: \_\_\_\_\_
  - d. ☐ Other: \_\_\_\_\_
3. Provide a clear explanation of the situation:  
\_\_\_\_\_  
\_\_\_\_\_
4. Comments/Recommendations/Action(s) Taken:
  - ☐ Early Alert Referral initiated
  - ☐ ATI test taking skills module(s) in Achieve
  - ☐ Mandatory ATI module(s) related to course content as listed here (instructor selects and assigns specific ATI modules according to student need):
  - ☐ Study skills workshop/Student Achievement Center Referral
  - ☐ Student's developed plan for improvement
  - ☐ Required review of exams with course faculty
  - ☐ Meet with Student Success Coach, Lauren Graff at [lgraff2@madisoncollege.edu](mailto:lgraff2@madisoncollege.edu)
  - ☐ Other: \_\_\_\_\_

Instructor Comments:

\_\_\_\_\_  
\_\_\_\_\_

Instructor Signature \_\_\_\_\_ Date: \_\_\_\_\_

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

Office Use: *Electronic copies to:* ☐ Student ☐ Advisor ☐ Other ☐ Paper copy to student file

**Submission Instructions:** Please submit your completed form to:

ADN: Amy Broihahn, Program Director, at [albroihahn@madisoncollege.edu](mailto:albroihahn@madisoncollege.edu)

PN: Erin Kupkovits, Program Director, at [ekupkovits@madisoncollege.edu](mailto:ekupkovits@madisoncollege.edu)



## APPENDIX 7: NURSING PROGRAM PART-TIME/FULL-TIME CHANGE REQUEST FORM

### PART-TIME/FULL-TIME CHANGE REQUEST FORM

**Instructions:** This form is to be submitted by the student to request permission to change from the part-time/full-time track.

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

Student ID#: \_\_\_\_\_

Phone: \_\_\_\_\_

Campus: \_\_\_\_\_

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Please check one of the following:

☐ **Request change from full-time to part-time coursework.**

*Policy: A nursing student wishing to move to the part-time nursing courses must make this request in writing to the Program Director by 4pm on Friday of week 8 of the semester by completing this form. If in the future the student wishes to return to fulltime coursework, the student must make a NEW request to the Program Director by completing this form again (see below). The student may not register for part-time until permission to do so has been given. In selecting this option, the student is committing to two (2) consecutive semesters of part-time study before any consideration of a change back to full-time.*

☐ **Request change from part-time to full-time coursework.**

*Policy: A nursing student wishing to move to the full-time nursing courses must make this request in writing to the Program Director by 4pm on Friday of week 8 of the semester by completing this form. If the student wishes to return to part-time coursework, they must make a NEW request to the Program Director by completing this form again. The student may not register for full-time coursework until permission to do so has been given and is on a space available basis.*

---

#### Student Signature & Agreement

By signing, I certify that all the above information and statements are true to my knowledge. I understand that: submission of this form is a formal request to change from program track and submission of this form does not guarantee track change approval from the Program Director.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

---

#### Submission Instructions

Please submit your completed form to:

ADN: Amy Broihahn, Program Director, at [albroihahn@madisoncollege.edu](mailto:albroihahn@madisoncollege.edu)

**In-person:** School of Nursing office – Truax Campus, Room 103

**Questions?** For further assistance, visit the School of Nursing Office or call 608-246-6780

## APPENDIX 8: NURSING STUDENT RE-ENTRY APPLICATION

**RE-ENTRY REQUEST FORM** This form is to be submitted by the student to request permission to re-enter a nursing program after an extended leave of two (2) to three (3) semesters. Students who have been on leave for four (4) or more semesters must request readmission by submitting a Readmission Application.

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

Student ID#: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone: \_\_\_\_\_

NOTE: It is the student's responsibility to maintain current contact information (address, email, phone) with Madison College.

Semester requesting re-entry: ☐Spring ☐Summer ☐Fall

Campus requesting re-entry: ☐Goodman South (PN only) ☐Fort Atkinson ☐Reedsburg ☐Truax ☐Watertown

When did you complete your most recent nursing class? \_\_\_\_\_

Were you in good academic standing during your last completed semester (i.e. did not receive a failure or withdrawal)? \_\_\_\_\_

**\*ALL REQUESTS FOR RE-ENTRY ARE ON A SPACE-AVAILABLE BASIS\***

### Student Signature & Agreement

By signing, I certify that all the above information and statements are true to my knowledge. I understand that: submission of this form is a formal request to re-enter into the nursing program, and submission of this form does not guarantee re-entry in the subsequent semester. I understand that requests are granted on a space available basis and may require me to enroll into courses at a different campus location than the campus previously deemed my "home campus." If granted re-entry, I understand that I will need to successfully complete individualized refresher training prior to participating in program courses.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Submission Instructions

Please submit your completed form to:

ADN: Amy Broihahn, Program Director, at [albroihahn@madisoncollege.edu](mailto:albroihahn@madisoncollege.edu)

PN: Erin Kupkovits, Program Director, at [ekupkovits@madisoncollege.edu](mailto:ekupkovits@madisoncollege.edu)

**Questions?** For further assistance, visit the School of Nursing Office or call 608-246-6780

## APPENDIX 9: NURSING STUDENT READMISSION APPLICATION

### STUDENT READMISSION APPLICATION

**Instructions:** This form is to be submitted by the student to request readmission into a nursing program after dismissal. Please complete each answer as thoroughly as possible. Please contact the Student Success and Retention Coach: Lauren Graff if you have questions or need assistance completing this form.

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

Student ID#: \_\_\_\_\_

Email Address: \_\_\_\_\_

Program: ☐ Associate Degree Nursing ☐ Practical Nursing

Include the names of the following staff that you have discussed your course status with:

Instructor(s): \_\_\_\_\_

Faculty Advisor: \_\_\_\_\_

Program Director: \_\_\_\_\_

1. **Describe the circumstances that affected your success. The readmission committee is looking for you to take accountability for your actions, inactions, and behaviors that led to course failure. Use “I” statements.**  
\_\_\_\_\_  
\_\_\_\_\_
2. **After reflecting on what led to your dismissal, please describe the actions or strategies you used to address the classroom and academic concerns that demonstrate your accountability for your learning and retaining of material.**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. **What plan of action do you have for success in the Nursing program? Your plan should be specific, and realistic.**  
\_\_\_\_\_
4. **Describe how you could apply your strengths to be successful upon readmission.**  
\_\_\_\_\_

#### Submission Instructions

Please submit your completed form to:

ADN: Amy Broihahn, Program Director, at [albroihahn@madisoncollege.edu](mailto:albroihahn@madisoncollege.edu)

PN: Erin Kupkovits, Program Director, at [ekupkovits@madisoncollege.edu](mailto:ekupkovits@madisoncollege.edu)

## APPENDIX 10: SCHOOL OF NURSING READMISSION RUBRIC

Student:

Nursing course faculty:

Faculty Advisor:

Program Director:

<b>Criteria:</b>	<b>YES</b>	<b>NO</b>
A <b>"YES"</b> response is required for each row below to be considered for readmission.		
Does the student demonstrate accountability for their learning and retaining of material?		
Were circumstances that affected the student's success articulated?		
Does the student have a specific and realistic plan for success if readmitted? Includes recommendations from faculty (if applicable)?		
Does the student describe their personal strengths and how they will use them for their success?		
Does the student identify available resources (if applicable)?		
A <b>"NO"</b> response is required for each row below to be considered for readmission.		
Has the student previously been readmitted in the ADN or PN programs?		
Is the student requesting readmission based on a reason that is deemed as an automatic disqualification from our nursing program? <i>(Violation of safety and/or professional standards, a breach of MC policies on academic integrity and/or student conduct, and/or a breach of the ANA Code of Ethics for Nurses or National SNA Code of Ethics).</i>		

Outcome of Readmission Committee:

Student is readmitted without condition:

Student is readmitted with the following Condition(s):

Student is denied readmission based on the following reason(s): Recommendations from the committee for the student upon readmission:

- ☐ Scheduled meetings with their advisor to check in on success and needs
- ☐ Scheduled meeting with the Academic Coach

- ☐ Scheduled math tutoring
- ☐ Meeting with DRS regarding accommodations
- ☐ Enrollment in the nursing success course
- ☐ Exam reviews with course instructors

**Dated Reviewed:**

**School of Nursing Reviewers:**

## APPENDIX 11: ASSOCIATE DEGREE NURSING: PROGRAM OF STUDY

General Education Courses		Credits
30-543-300	Nursing Assistant	3
10-801-195	Written Communication OR	3
20-801-201	English Comp 1	3
10-801-198	Speech OR	3
10-801-196	Oral/Interpersonal Communicators OR	3
20-810-201	Fundamentals of Speech	3
20-806-207	Anatomy and Physiology1	4
20-806-208	Anatomy and Physiology 2	4
20-806-273	Microbiology OR	5
20-806-274	Microbiology (UW Madison transfer req)	5
20-809-203	Intro to Sociology OR	3
10-809-197	Contemporary American Society	3
20-809-231	Intro to Psychology	3
20-809-233	Developmental Psychology	3
<b>Total</b>		<b>31</b>
<b>FIRST YEAR</b>		
<b>First Semester</b>		<b>Credits</b>
10-543-101	Nursing Fundamentals	2
10-543-102	Nursing Skills	3
10-543-103	Nursing Pharmacology	2
10-543-104	Nursing: Intro to Clinical Practice	2
<b>Semester Total</b>		<b>9</b>
<b>Second Semester</b>		<b>Credits</b>
10-543-105	Nursing Health Alterations	3
10-543-106	Nursing Health Promotions	3
10-543-107	Nursing Clinical Care across the Lifespan	2
10-543-108	Nursing: Intro to Clinical Management	2
<b>Semester Total</b>		<b>10</b>
<b>SECOND YEAR</b>		
<b>First Semester</b>		<b>Credits</b>
10-543-109	Nursing Complex Health Alterations 1	3
10-543-110	Nursing Mental Health Comm. Concepts	2
10-543-111	Nursing Intermediate Clinical Practice	3
10-543-112	Nursing Advanced Skills	1
<b>Semester Total</b>		<b>9</b>
<b>Second Semester</b>		<b>Credits</b>
10-543-113	Nursing Complex Health Alterations 2	3
10-543-114	Nursing Management Concepts	2
10-543-115	Nursing Advanced Clinical Practice	3
10-543-116	Nursing Clinical Transition	2
<b>Semester Total</b>		<b>10</b>

After successful completion of the first year, students are eligible to sit for the NCLEX-PN and continue with the second year of the ADN program. They may also choose to graduate as a practical nurse and exit the program. Please note that completion of the Speech is required to be eligible to test.

Later, the individual may reapply to the ADN program as an LPN-to-RN student; entry into third semester is considered on a space-available basis. A student who chooses this option must contact the ADN Program Director to complete an exit interview and to discuss reentry options.

A student must pay licensing and NCLEX-PN fees to be eligible for credentials as an LPN; the student must pay separate licensing and NCLEX-RN fees after completing the ADN Program to be eligible for credentials as a RN. The examination and licensure fee is approximately \$300 for each credential.

## APPENDIX 12: PRACTICAL NURSING: PROGRAM OF STUDY

Pre-program Courses		Credits
30-543-3003	Nursing Assistant	3
31-543-356	Growth and Development	2
10-501-153	Body Structure & Function	3
10-801-195	Written Communication	3
10-801-198	Speech	3
<b>Semester Total</b>		<b>14</b>
First Semester		Credits
31-543-301	Nursing Fundamentals	2
31-543-302	Nursing Skills	3
31-543-303	Nursing Pharmacology	2
31-543-304	Nursing: Intro to Clinical Practice	2
<b>Semester Total</b>		<b>9</b>
Second Semester		Credits
31-543-305	Nursing Health Alterations	3
31-543-306	Nursing Health Promotion	3
31-543-307	Nursing: Clinical Care Across the Lifespan	2
31-543-308	Nursing: Intro to Clinical Care Management	2
<b>Semester Total</b>		<b>10</b>



## APPENDIX 13: ARTICULATION

The nursing programs at Madison College are designed to facilitate articulation from one level of nursing education to the next.

### **Licensed Practical Nursing to Associate Degree Nursing Completion Program**

The Associate Degree Nursing Completion Program is available to currently licensed Practical Nurses choosing to advance their educational preparation to become Registered Nurses. Students take 543-164 Orientation to Associate Degree Nursing the semester prior to starting core nursing courses. In addition to the information in the School of Nursing Handbook, the following apply to this student cohort:

- The number of students admitted to the Associate Degree Nursing Completion Program is variable each semester and determined by the Associate Dean of Nursing. Students may be admitted to Eastern Region, Reedsburg, or the Madison Truax campus.
- Applicants must successfully complete Nursing 543-164: Orientation to Associate Degree Nursing prior to starting core nursing courses.
- Students may be admitted to the 543-164 course and concurrently be enrolled in their last ADN pre-requisite course.
- Progression to core nursing courses is dependent on successful completion of the 543-164 class and all prerequisite courses.
- The 543-164 course is valid for one year. If a student is unable to proceed to core nursing courses the semester after its completion, they will be allowed into core courses the following semester as an alternate. Students who do not enter core nursing courses within a year of completing the 543-164 course will be required to reapply to the program and take the course again.
- Students may be accepted into the 543-164 course as an alternate. This means they are guaranteed a space in core nursing theory classes the following semester but not clinicals unless student attrition occurs.
- A student who fails or withdraws from the 543-164 class while the course is in progress may re-enroll in that course only once. If unsuccessful a second time, students should consider health or career advising to determine future educational goals.
- Students may only re-enter the Associate Degree Nursing Completion Program once.

### **Associate Degree Nursing to Baccalaureate of Science Degree in Nursing**

The ADN Program has formal articulation agreements with several colleges and universities. Students who would like further information about these agreements should contact Blake Ladenburg at [bladenburg@madisoncollege.edu](mailto:bladenburg@madisoncollege.edu) or their Nursing faculty advisor to discuss educational plans and goals.

In addition to the colleges with formal articulation agreements, various colleges and universities have special programs for RNs with associate degrees who wish to complete a baccalaureate degree in nursing. Students interested in a specific college should contact that institution to learn about admission requirements and policies regarding credit transfer.

The complete list of RN to Baccalaureate programs and RN to MSN programs may be found on the [AACN website](#).

Specific information regarding BSN completion at a particular school can also found on the Madison College website under [Transfer Opportunities](#).

## APPENDIX 14: STUDENT INVOLVEMENT OPPORTUNITIES

### Student Nursing Association (SNA)

SNA membership is an opportunity available to all Associate Degree Nursing program students who would like to develop their nursing role/career. Truax, Eastern Region and Reedsburg campuses have active SNA clubs. SNA offers member benefits related to professional development in general and specialty areas, leadership opportunities, developing the student's voice, career building, networking with professional role models, policy development, community outreach, and more. Dues are prorated to reflect the level of membership.

SNA provides benefits to student learning and career development. Students should talk to a current Board Member, SNA member, or check out SNA on *The Link* for more details.

### Scholars of Color Mentoring Program

The Scholars of Color Mentoring Program (SCMP) for nursing offers pre-program and current nursing students of color the opportunity to form valuable connections with mentors who are Madison College staff and faculty, and nurses in the community. Mentors provide Scholars with guidance on academic, career, and personal goals. In addition, SCMP offers an opportunity to form a community with fellow Nursing Scholars of Color. For more information, please visit [Madison College Scholars of Coloring Mentoring Program](#) online.

### Madison College Honors Program

The Madison College Honors Program is a college-wide, project-based program. Qualified students work with an honors supervising faculty member over the course of a semester to develop an honors project within the faculty member's discipline. The student and faculty member complete an Honors Program Learning Contract and determine the learning objectives, meeting schedule, required resources and criteria for grading the honors project. Please visit the [Madison College Honors](#) webpage for more information.

### Student Representatives

The School of Nursing has several student representative opportunities to sit on internal committees focused on student success and program improvement. If a student is interested in being a student representative, they should reach out to their Program Director or faculty advisor for more information.

## HANDBOOK SIGN OFF FORM

I understand that the policies and procedures provided in the *School of Nursing Student Handbook* are in effect throughout the program. I understand that additional policies and procedures are contained on the College website. I agree to abide by all the policies and procedures provided in the *School of Nursing Student Handbook* and contained on the Madison College Website.

\_\_\_\_\_  
Name of Student (please print): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_