



Signe Skott Cooper Hall 2016

University of Wisconsin – Madison
School of Nursing
Bachelor of Science in Nursing
Student Handbook | 2019-20



School of Nursing
UNIVERSITY OF WISCONSIN-MADISON

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School of Nursing

Mission

Our mission is to develop leaders for the profession and society—we make discoveries, enhance systems, and improve health through research, education and practice.

Vision

Our vision is to be a preeminent School of Nursing that assures health for all through leadership, innovation, and collaboration in research, education, and practice.

Diversity, Equity, & Inclusion

The School of Nursing actively fosters an environment that welcomes diversity among its students, faculty, and staff. Awareness of diversity and promotion of inclusivity is infused into our curricula, social and educational events, and resources and services for students, faculty, and staff.

We embrace a definition of diversity that acknowledges the intersection of multiple factors, perspectives, and identities, which include but are not limited to: race, ethnicity, gender identity, sexual orientation, socioeconomic status, nationality, religion, age, and physical characteristics.

Our tradition of integrated research and practice focuses on the needs of those whose health status or social condition leaves them vulnerable or places them at risk. Our collaborative innovations increase the diversity of participation in healthcare research, promote sharing of diverse interprofessional perspectives, provide tools to support those working with vulnerable populations, and enhance community engagement.

Understanding diversity is an ongoing process that involves lifelong learning, and we believe that this continued learning is crucial to improving health, ensuring equity, and providing a positive, supportive climate in which all individuals are welcome.

Accreditation

The baccalaureate degree program in nursing at the University of Wisconsin-Madison is accredited by the Commission on Collegiate Nursing Education, 655 K Street, NW, Suite 750, Washington, DC 20001, 202-887-6791.

Baccalaureate Program Details

Program Overview

The Bachelor of Science-Nursing (BSN) degree program prepares individuals for careers in professional nursing in hospitals and other health care agencies. This program provides a foundation for progressing to positions of increased responsibility, leadership, and continued education in graduate programs. Upon successful completion of the program, students receive a Bachelor of Science-Nursing degree from the UW–Madison School of Nursing.

The curriculum includes courses in nursing as well as in liberal arts and sciences. Most students enter UW–Madison as pre-nursing students and spend their first two years completing nursing prerequisite and general education courses. Students then apply midway through their sophomore year to enter the nursing program as juniors. From there, the two-year nursing component includes lectures, laboratory, and clinical courses. Nursing courses emphasize clinical decision-making and the application of theoretical knowledge. Clinical experiences can be up to 90 miles from Madison and may include ambulatory sites, clinics, hospitals, rehabilitation centers, home health agencies, geriatric facilities, school districts, nursing homes, policy centers, etc. This range of sites and opportunities gives students comprehensive exposure to a broad range of patients, illness, and care in both clinical patient and community health settings. Elective courses in general education and in nursing permit students to pursue individual interests.

Degree Options

Traditional BSN

The traditional Bachelor of Science in Nursing (BSN) program is a two-year course sequence that builds on a foundation of pre-nursing study to fulfill the requirements for a Bachelor of Science degree in Nursing. This highly selective program cultivates nurse leaders who are prepared to hit the ground running.

As a BSN student, you will participate in interactive simulations using our state-of-the-art technology and work under the supervision of clinical experts each semester to provide hands-on care to individuals, families or communities.

When you graduate, you will be prepared to think critically and lead in whatever nursing role you pursue. Our graduates can be found in all corners of the health system, from the exam room to the board room. They also organize disaster relief efforts and serve in the military. They educate their peers, patients, and future nurses, and they participate in groundbreaking research that transforms healthcare, improves wellbeing, and advances nursing practice.

Accelerated BSN

If you already have a bachelor's degree or higher and are interested in making a career change to nursing, this fast-track professional program will take you there. You can earn a BSN in just 12 months. This highly selective program cultivates nurse leaders who are prepared to hit the ground running.

As an Accelerated BSN student, you will work under the supervision of clinical experts each semester to provide hands-on care to individuals, families or communities and participate in interactive simulations using our state-of-the-art technology.

When you graduate, you will be prepared to think critically and lead in whatever nursing role you pursue. Our graduates manage hospitals, deliver babies, organize disaster relief efforts, conduct health education seminars, serve in the military, and conduct research.

RN-to-BSN (BSN@Home)

If you are a registered nurse with an Associate's Degree or Diploma in nursing and you are interested in getting your bachelor's degree, BSN@ Home could be your answer.

The curriculum is designed for working adults. Almost all required coursework is completed online, so you can earn your degree without having to relocate. Students can complete the program in as little as a year and a half.

While an associate's degree in nursing provides much of the technical and scientific knowledge necessary for safe and effective patient care, the BSN@Home program builds on those skills in a way that stimulates critical thinking and provides the professional perspective necessary for performing in a leadership role.

Academic Policies and Procedures

Academic Status

Academic Actions (Warning, Probation, Drop)

Every student (pre-nursing and nursing) is expected to maintain at least a 2.5 GPA on all work carried, whether passed or not, in each semester or summer session. Students who maintain this average are considered in **good standing**. Failure to earn this minimum GPA will result in the academic action of **warning, probation, or dropped** (academically dismissed). Students must be in good academic standing in order to be eligible for graduation.

If not on warning and:

- a. Earns a GPA in a semester or summer session of 1.75–2.49 = warning
- b. Earns a GPA in a semester or summer session of less than 1.75 = probation

If on warning and:

- a. Earns a GPA in a semester or summer session of 1.75–2.49 = probation
- b. Earns a GPA in a semester or summer session of less than 1.75 = dropped from the program

If on probation and:

- a. Earns a GPA in a semester or summer session of 2.5 or above but cumulative GPA remains under 2.5 = continued probation
- b. Earns a GPA in a semester or summer session of less than 2.5 or a nursing cumulative GPA below 2.5 = dropped from the program

In addition to the academic actions detailed above, nursing (NUR) students are placed on probation if they:

- a. Earn a grade of F or NC in any nursing course, and/or
- b. Earn a nursing cumulative GPA below 2.5

Any student on academic action will automatically be cleared of action status when the semester GPA is 2.5 or above and the cumulative GPA is 2.5 or above; and if NUR or NCP (i.e., BSN@Home) classification, the nursing cumulative GPA is at least 2.5 or above.

Dean's Honor List

The purpose of the Dean's Honor List is to recognize superior academic achievement of undergraduate students. Students must achieve a minimum GPA of 3.75 on a semester load of not fewer than 12 credits in order to be placed on the Dean's Honor List. A notation of *Dean's Honor List* will appear on the student's grade report and transcript. Students who earn a semester GPA of 3.25–3.74 on 12 or more credits will receive a congratulatory statement on their end-of-semester grade report form.

English as a Second Language

All nursing students must be proficient in English to provide safe patient care and to be successful academically. Students facing challenges in these areas may be referred by self-identification, a faculty member, or advisor to support services. Although limited English proficiency in itself is not a reason for dismissal, it can interfere with a student's ability to complete course requirements, leading to failure to progress or meet program requirements.

Good Standing

To be in good standing, students must maintain:

- a cumulative GPA of 2.5 or above, and

- a cumulative GPA of 2.5 or above on all nursing courses completed, and
- a GPA of 2.5 or above in the semester just completed

Graduating with Distinction

Graduation with Distinction will be noted on the transcript of students who earned 60 or more credits at UW–Madison and a GPA that places them in the top 20 percent of those graduating from the School of Nursing that term.

Satisfactory Academic Progress

The time required to complete the program depends on the sequence of courses, plan of study, and placement availability in nursing courses. Students may complete the program in four years; however, additional semesters or summer sessions may be needed to fulfill requirements. If requirements for the degree have not been completed within five years after admission to the nursing major, the student's academic record will be reviewed by the Office of Academic Affairs to establish additional requirements, if appropriate.

Progression Requirements

Students must successfully complete all courses for each term before proceeding to the next term. Successful course completion in the School of Nursing requires students to earn a grade of C or Credit/CR (in the clinical course that are offered on a Credit/No Credit basis) in each required nursing (N#) course. Any student who earns a grade below C or does not receive credit for a clinical course must repeat the course and earn a C or higher (or CR in a clinical course) in order to progress in the program. Because nursing courses are not offered every semester, a student who does not successfully complete one or more courses during a term will fall off standard progression and will complete a modified program plan with an extended time to degree.

Appeals, Grievances, & Petitions

Appeals

Appeals are limited to requests to continue in the nursing program after being dropped from the program for academic reasons. A written appeal must be filed with the assistant dean for academic affairs within 10 working days of the date of the letter notifying the student of the decision to discontinue the student in the program. Details on the appeal process can be found in the [Student Appeals and Grievance Procedures](#).

Grievances

Any student who believes that he or she has been treated inequitably is encouraged to resolve the matter informally. The student should first talk with the person or group at whom the grievance is directed in an effort to resolve the issue informally. A grievance procedure is available to resolve student concerns regarding inequitable treatment that have not been satisfactorily resolved through the informal resolution process or where the student believes that informal resolution would not be productive. Details on the appeal process can be found in the [Student Appeals and Grievance Procedures](#).

Petition for Special Consideration

Nursing students may use the [Petition for Special Consideration](#) to request an alternative or exception to an academic rule, regulation, procedure, or requirement.

Credits

30-Credit Residence Requirement

Students must complete at least 30 credits at UW–Madison. Baccalaureate students must complete at least 15 credits in nursing courses from the School of Nursing, including one required clinical nursing course at the 400 level or above.

Credit Load

A full-time program is 12 to 18 credits for a semester. Students who wish to carry more than 18 credits per semester must obtain permission from the Office of Academic Affairs. Students will be assessed additional tuition per credit on all credits carried over 18.

Retrocredits

The School of Nursing grants retroactive foreign language credit to students for foreign language skill developed in high school or elsewhere. To earn retroactive credits for language, students must enroll in a higher level language course at UW–Madison before the end of the first two semesters in residence. Transfer students must enroll in the course on the UW–Madison campus before they earn 30 degree credits (including credits transferred from other campuses but not including AP, CLEP, IB, or retro credits in another language). Students must earn a grade of B or better. If these conditions are met, retroactive credits should appear automatically on a student's transcript by the beginning of the following semester. Students will receive credit for the UW course completed and for all lower level courses in that language up to 16 retroactive credits maximum. These retroactive language credits may be used to meet degree requirements of the college or department, but may not be used to meet humanities requirements. They will be counted as electives only.

Degrees

Second Undergraduate Degree

Second undergraduate degree candidates are considered for admission to both the pre-nursing and nursing classifications. Students who apply as second undergraduate program candidates must meet the admission and transfer grade point requirements of the university in place at the time they apply for admission. If admitted, an action is taken granting permission to pursue a second degree.

Second Major

Students may request permission to pursue a second major along with the nursing degree. Students must complete the nursing school's [Petition for Special Consideration](#) to make the request.

Grades

Grading Scale

The school has a standard grading scale in nursing courses that are graded A-F, as noted below. Some Experiential Learning (i.e., clinical) courses are graded Credit/No Credit.

A: 94–100

AB: 88–93.99

B: 82–87.99

BC: 76–81.99
C: 70–75.99
D: 65–69.99
F: <65

Incompletes

An incomplete may be reported for a student who has carried a subject with a passing grade until near the end of the semester and then, because of illness or other unusual and substantiated cause beyond the student's control, is unable to take or complete the final examination or is unable to complete some limited amount of term work. An Incomplete is not given to a student who stays away from a final examination except as indicated above. In the absence of substantiated cause, the grade shall be F. Even with such proof, if the student's work has convinced the instructor that s/he cannot pass the course, the grade shall be F. Any Incomplete taken by a School of Nursing student must be completed by the end of the student's next semester of residence (specifically, by the last day of classes), excluding summer sessions. If the work is not completed by this deadline, the Incomplete will lapse into a Failure unless the time limit has been extended in writing by the Office of Academic Affairs.

Minimum Grade Requirement

Students must earn a grade of C (2.0) or higher in each required nursing (N#) course, including didactic/theory and clinical courses. Students must receive credit (CR) in any clinical course that is offered on a Credit/No Credit basis. Any student who earns a grade below C or does not receive credit for a clinical course must repeat the course and earn a C or higher (or CR in a clinical course) in order to progress in the program in accordance with subsequent course prerequisites.

Pass/Fail

The total number of ungraded credits (i.e., pass/fail) applied to graduation requirements may not exceed 24. Students who plan graduate study are advised to consult with graduate studies departments to determine acceptance of credits taken under the pass/fail option. Students eligible for the pass/fail privilege are continuing students with NUR, NCP (BSN@Home), or PRN classifications who have a minimum 2.5 cumulative GPA on all courses completed and have no end-of-semester academic actions on their current record. Newly admitted students in these classifications are also eligible for the pass/fail privilege. Only one course can be carried on pass/fail basis during each semester or summer session; or 3 or 4 credits of 1-credit modular courses. No required courses may be carried under the pass/fail option. The registrar's office will convert final letter grades reported by the student's instructor to an S (pass) grade if the letter grade is C or higher or to a U (fail) if the final letter grade is below C. Course credits in which a student obtains a U grade cannot be counted toward the minimum of 124 credits required for graduation. Students interested in the pass/fail option must contact their nursing academic advisor to determine eligibility.

HIPAA Concern/Violation Policy and Procedures

The University of Wisconsin–Madison (UW–Madison) School of Nursing (SoN) is dedicated to ensuring nursing students in our academic programs follow the Health Insurance Portability and Accountability Act of 1996 (HIPAA) guidelines from the U.S. government. Briefly, this legislation addresses how to protect the privacy and security of health-related information. The UW–Madison SoN operates in accordance with the University of Wisconsin policy on HIPAA, accessible at <https://compliance.wisc.edu/hipaa/>

For nursing students and nurses, following HIPAA guidelines is an ethical and professional responsibility, as well as a legal responsibility. The School of Nursing faculty develop teaching/learning materials carefully so that these materials (e.g., assignments and forms), do not inadvertently lead student to share HIPAA identifiers. In the curriculum, the school has multiple opportunities for faculty to address the importance of adherence to HIPAA guidelines, such as sharing additional information about HIPAA/Personal Health Information (PHI), explaining SoN policies about HIPAA in course syllabi, and information presented on the school's student portal, the [Student Site](#).

Procedures:

- To prevent issues with HIPAA violations, all students are required to complete HIPAA training annually and have a certificate of completion on file in the Office of Academic Affairs.
- If individuals in the SoN have any concerns about possible breaches of HIPAA, they should discuss these concerns with one of two points of contact in the SoN, as follows:
 - If the concerns involve students, faculty should report these immediately to the school's [HIPAA Privacy Coordinator](#).
 - If the concerns involve a technological matter (e.g., how to store data, loss or theft of laptop), the faculty should also contact the school's [HIPAA Security Coordinator](#).
 - If one is unsure about whether a situation constitutes a breach of HIPAA guidelines and constitutes a reportable incident, faculty should contact the school's [HIPAA Privacy Coordinator](#).
- Additionally, per university policy, individuals are to report HIPAA incidents to the university. Faculty should report the student incident as soon as possible utilizing the online [HIPAA Incident Report Form](#).

Student Disciplinary Guidelines:

After the university's [HIPAA Incident Report Form](#) is submitted online, the university's [HIPAA Privacy Officer and the school's HIPAA Privacy Coordinator](#) are responsible for any university follow-up action based on [university HIPAA policies](#).

Within the School of Nursing, the Associate or Assistant Dean for Academic Affairs will address student-associated HIPAA incidents on a case-by-case basis in consultation with the school's [HIPAA Privacy Coordinator](#) and, as appropriate, with the university's [HIPAA Privacy Officer](#), and in accordance with [university HIPAA policies](#). Depending on the nature and severity of a HIPAA incident, tailored plans of corrective action will be developed by the Associate or Assistant Dean for Academic Affairs and implemented in collaboration with the faculty and others as appropriate based on the school's assessment. In all cases, the incident will be noted in a written warning letter from the Associate Dean for Academic Affairs, signed by the student and kept in the student's file in the Office of Academic Affairs. Based on the severity of the HIPAA incident, corrective action can include one or more of the following: a) re-education and processing of the incident, b) disciplinary sanctions such as removal from clinical site, probation, or course failure, or c) program dismissal by review.

Laptop Requirement Policy

Each student admitted to the UW-Madison School of Nursing programs (undergraduate and graduate programs, excluding pre-nursing and BSN@Home) will be expected to have access to a laptop computer with basic productivity software for their individual use during class.

For computers that do not have a VGA or HDMI output port, students will be asked to bring a video adapter that allows for the laptop's contents to be displayed on an external monitor or through a room projector.

This policy was approved on Jan. 11, 2013 and updated for 2019-2020.

Does this policy mean that students will be required to purchase laptops?

Students will not be required to purchase laptop computers; they will be required to have a computer with standard productivity software available during class. Most UW-Madison students already own laptops. Those who do not, will be able to either purchase one, taking advantage of [UW-Madison educational discount](#), or can [lease one from the University](#) on a per-semester-fee basis.

The following Windows and MacOS laptops are acceptable. Please note that Chromebooks, and tablets (for example, iPad, or Android tablets) are NOT acceptable.

Specifications for Windows Laptops

32-bit and 64-bit Versions of Windows 10. Alternate versions of Windows 10, such as Windows RT, and Windows 10 S are NOT acceptable at this time. Only genuine, U.S.-English versions of Windows Operating Systems are acceptable.

- Processor (CPU) – Intel i3 or higher (i5 recommended)
- Memory – at least 4 GB RAM
- Hard Drive – 120 GB
- Network connectivity
- Video – VGA or HDMI output or converter/adaptor to VGA or HDMI

Specifications for Apple Macintosh Laptops

MacOS 10.12 Sierra or newer. Server versions of MacOS are not acceptable.

- Processor – Intel i3 or better
- Memory – 4 GB
- Hard Drive – 120 GB
- Network connectivity
- Video – Converter/adaptor to VGA or HDMI

Software Recommendations

- Administrator-level account permissions on a Windows or MacOS laptop.
- Microsoft Office is the standard productivity software available for both Windows and MacOS, that may be required for assignments such as papers, or presentations. UW-Madison licenses Office 365 so that it can be installed by students at no charge on their privately owned computers. For instructions, [click here](#).
- Web Browsers: Current versions of Chrome or FireFox are recommended for using Canvas (UW-Madison campus-wide Learning Management System), Typhon, and Nursing Central.
- Security software including Symantec AntiVirus, MalwareBytes, built-in Windows and MacOS firewall. NOTE: Antivirus software needs to be disabled during exams that use ExamSoft/Examplify. For instructions, [click here](#).
- Undergraduate students admitted to both Traditional and Accelerated programs are required to purchase a bundle of subscriptions to electronic resources, and to install them on their computers. The bundle is available for purchase at the University Bookstore in mid-August, and includes ExamSoft (software used to administer quizzes and exams); and Nursing Central (Nursing electronic reference library).

Professional Standards

Students in the School of Nursing must demonstrate patterns of professional behavior that 1) follow the legal and ethical codes of nursing; 2) demonstrate intellectual honesty and a strong sense of personal integrity; 3) show exemplary moral and ethical character; 4) display a responsible, civil attitude towards patients, fellow healthcare workers, classmates, faculty, and staff; 5) show respect for the human rights of individuals; and 6) demonstrate appropriate action to ensure the safety of clients, self, and others. Professional behavior is expected in the classroom, clinical settings, learning activities, and in any additional circumstances where a student represents the university or the School of Nursing. Students whose behavior does not comply with these professional standards will receive sanctions that may include but are not limited to a lower or failing grade in a course, immediate removal from a course (i.e., administrative drop), or dismissal from the nursing program.

Clinical/Experiential Learning Courses

Experiential Learning Overview

All nursing students are required to complete credit hours in the clinical setting under the supervision of a nursing professional. In the School of Nursing, the term *experiential learning* is used to describe the clinical course experience. These clinical experiences support the mission of the School of Nursing, integrating practice and coursework, to provide a comprehensive nursing education.

Compliance Requirements

The School of Nursing is committed to ensuring all nursing students are compliant with national and state guidelines for personnel providing nursing care, as well as additional/specific requirements mandated by the school's clinical affiliates as set forth in the clinical affiliation agreements. Therefore all nursing students are required to be in full adherence to the school's compliance program while enrolled in the nursing program. The school's compliance program include **immunizations** (MMR, Varicella, Hepatitis B, Tetanus, influenza), **trainings** (CPR, HIPAA, OSHA), **contracts** (Confidentiality and Social Media), as well as a **tuberculosis test** and a **background check**. Students will be held accountable for complying with the clinical eligibility requirements prior to entering the program and throughout their program of study. All students are required to keep their compliance documents up to date as an essential part of their professional responsibility for patient safety. Review the [Nursing Student Compliance Program](#) for complete details.

Students who are not in compliance as of the first day of the semester, or who fall out of compliance during the semester, are not allowed to participate in classroom or clinical experiences, including practicum or research experiences in a clinical or other care setting. Students may return to classes once they complete the compliance requirement(s) or are able to provide evidence of a future appointment/registration to update the immunization or training requirement. Students may return to clinical settings (including practicum or research experiences) only **after** the appropriate immunization or training has been completed and the documentation submitted.

Students who are out of compliance will have a hold placed on their university record, which will suspend the student's ability to add courses; the hold will be lifted once the student is in compliance.

Clinical Placements

Students are assigned to clinical placement sites based on the faculty's selection of clinical sites specific to the learning objectives of the course, site characteristics, and availability. Students need to be prepared to travel up to 90 miles from the School of Nursing and have varied schedules including evenings, nights and weekends. Clinical shifts may be 4-12 hours long. The School of Nursing secures clinical placements for all students who are eligible. Students are not asked to nor allowed to arrange their own clinical placements.

Hands-on, practical experiences in real clinical settings are a critical part of our nursing curriculum. The Clinical Placement Office within the School of Nursing's Office of Academic Affairs coordinates all student nurse placements, in collaboration with the faculty. This includes not only securing sufficient and appropriate placements for students, but also ensuring the appropriate affiliation agreements are in place and that all students have the necessary site-specific compliance requirements met. Each agency with which we place a student has been thoroughly evaluated by the Clinical Placement Office and/or faculty to ensure the site and staff can provide an engaged, safe, and productive experience that aligns with the course learning outcomes. By

making regular site visits, faculty and clinical placement staff continue to evaluate the various clinical education learning environments.

The Clinical Placement Office is responsible for placing all students into their various rotations, again in collaboration with the faculty. Students do not request, rank, or preference their placements as the school utilizes a strategic placement process designed to provide students with excellent experiential learning opportunities at all levels with broad experiences and exposures to the many aspects of the nursing profession. Students with special concerns or considerations relative to a clinical placement may submit the [Petition for Special Consideration](#) to bring forward their request. Examples of situations warranting a placement consideration might include a major illness or medical leave, military leave, disability, or notable financial concern. The Petition must be submitted on/by March 1 for clinical placements during the fall term and on/by October 15 for spring term placements. These deadlines are firm as a Petition must be reviewed in advance of clinical assignments. There is no guarantee the school will be able to honor such requests/conditions and exceptions are granted in very rare circumstances.

Securing Placements

The School of Nursing, via the Clinical Placement Office, secures clinical placements for all students who are eligible. Students are neither asked nor allowed to arrange their own clinical placements. If a student has a suggestion for a site, they may bring that suggestion to the Clinical Placement Office by emailing clinicals@nursing.wisc.edu, but students should not independently reach out to a site with an inquiry on behalf of the school. All prospective sites are carefully vetted by the faculty and the Clinical Placement Office to ensure they are appropriate for students and the course learning outcomes.

In the event of enrollment limitations, the following criteria are applied to establish placement priorities:

- All prerequisites met
- Course needed for graduation in that semester
- Progression
- Only nursing courses remaining

Outside Employment

Due to the heavy academic demands of the nursing curriculum, students who work while in the program are strongly encouraged to have employment that provides for a flexible schedule to accommodate student course, laboratory, and especially clinical schedules and demands. Clinical shifts may be 8-12 hours and may include days, evenings, and weekends. Some clinical shifts are subject to last-minute changes. Therefore, students' personal commitments must remain flexible to accommodate program requirements.

Transportation to Clinical Sites

The School of Nursing recognizes that students need educational experiences beyond those available in hospitals in Madison, Wisconsin. In answer to this educational need, and in order to secure enough clinical sites for all students, the School of Nursing places its students in a variety of venues in and beyond Madison. This includes ambulatory sites, clinics, rehabilitation centers, home health agencies, geriatric facilities, school districts, nursing homes, etc. This gives our students comprehensive exposure to a broad range of patients, illness, and care.

Nursing students are responsible for arranging their own transportation to and from their clinical sites. In the Traditional and Accelerated BSN programs, first-year clinicals (i.e., N316 and N326/N327) are accessible by

public transportation from Signe Skott Cooper Hall and other points in Madison. Second-year BSN clinicals (N436 and N446) require travel to and from an agency, as well as to and from homes, schools, and other sites. Locales may be up to 90 miles from Madison. Therefore second-year Traditional BSN students and Accelerated BSN students in their spring semester are required to have 1) a valid driver's license, and 2) individual access to a car. Students are responsible for all transportation costs incurred, including gas and parking fees. As an alternative to owning a car, UW-Madison has partnered with Zipcar to offer a sustainable alternative with low hourly and daily rates with cars conveniently located on campus. [Learn more...](#)

Students with extenuating circumstances that impact their clinical transportation options (e.g., driving/medical restrictions) should use the [Petition for Special Consideration](#) to request an accommodation or exception to the transportation policy. The Petition must be submitted on/by March 1 for clinical placements during the next fall term and on/by October 15 for the next spring term placements. These deadlines are firm as a Petition must be reviewed in advance of clinical assignments. There is no guarantee the school will be able to honor such requests/conditions and exceptions are granted in very rare circumstances.

Students receiving financial aid may be eligible for a budget adjustment to reflect clinical transportation expenses. Federal regulations allow for a student's financial aid budget to be increased in certain circumstances, and the cost of transportation to a clinical site is one of the eligible reasonable educational expenses. To learn more and to request a budget adjustment, contact the [UW-Madison Office of Student Financial Aid](#).

Professional Appearance for Clinical Practice

The words "professional appearance" have a different meaning for each person. Despite diversity of views, it is generally agreed that professional appearance entails both a functional and aesthetic component. The School of Nursing's student professional attire standards follows. Additional requirements may be set by a particular clinical agency, in which case students must comply with the requirements of the clinical setting in which they are practicing.

Hair – Loose strands should not brush or fall into work area or fall in front of your face when leaning forward.

Fingernails – Should be a length that does not interfere with work and can easily be kept clean and neat. Nail polish should be a conservative color and free from chips.

Jewelry – Earrings should be small and designed so they will not scratch the client or catch on anything. Rings should be confined to one or two significant wedding, engagement or friendship rings that will not scratch the client and can be kept clean. Bracelets and necklaces should be avoided.

Items to avoid – Jeans, shorts, tee shirts, sweat shirts, sweat pants, sandals, clothes with graphics/art/messages, or clothes that are too tight, too short, or wrinkled should not be worn.

Perfume – Should not be worn in clinical because it may be offensive or harmful to patients/clients.

Uniform Requirements

All undergraduate nursing students are required to purchase the approved UW-Madison School of Nursing (SoN) uniform. The uniform consists of a white top and navy pants. The white top, embroidered with the UW-Madison SoN logo, is available in two styles and the pants will be available in three styles.

Lab coats embroidered with the SoN logo are also required and are worn when students are on their clinical units doing clinical preparation. In addition, students may be required to wear their lab coats during community clinical experiences.

You may view sample uniforms and lab coats on the University Bookstore website by [clicking here](#).

Uniforms and lab coats may be purchased from the University Bookstore by:

- On-line ordering
- On-line reservation
- Purchase at University Bookstore, Health Sciences Learning Center (750 Highland Avenue, Madison, WI 53792)

You wear the SoN uniform during three of the four semesters of nursing school, so you may want to purchase more than one set. Students are required to wear the approved uniform whenever they are on a clinical unit, unless directed otherwise by their clinical instructor. If desired, students may wear a white (only) short or long-sleeved shirt under the uniform top. Colors and patterns are not allowed.

Questions regarding purchasing uniforms can be directed to David Jewell, University Bookstore, Tel. 608-663-2665.

Shoes – Students are required to wear white nursing, running or walking shoes when on their clinical units. Shoes are to be reserved for clinical use for hygiene and comfort reasons.

Unsafe Clinical Performance

A student who demonstrates unsafe nursing practice that jeopardizes the client's or family's physical or emotional welfare may be dismissed at any time from the clinical area. Unsafe clinical practice is defined as any behavior determined by faculty or a preceptor to be actually or potentially detrimental to the client or to the healthcare agency. Unsafe clinical practice can include behaviors related to physical or mental health problems; use of alcohol, drugs, or chemicals; lack of preparation for clinical; or deficits in problem-solving skills. Reports of unsafe clinical performance will be routed through the course professor and/or the course coordinator to the Associate Dean for Academic Affairs who will work with the faculty and student to determine the appropriate outcome, which may include immediate removal from the course (i.e., administrative drop) and subsequent implications for academic progression.

Student Invasive Procedures

During clinical laboratory classes, experiential learning sessions, and/or at any other time, students may not practice invasive procedures on themselves, other students, faculty, preceptors, staff, and/or any other unauthorized individuals. This includes, but is not limited to, any invasive procedures that require needles, syringes, and/or intravenous supplies; nasogastric tube insertion; catheterization; etc. During some non-invasive experiences, such as physical assessment, listening to a heartbeat, or taking a blood pressure, students may be asked to act as practice participants. If a student has any objection to providing this experience, they should notify the instructor immediately so that an alternate experience can be provided.

Clinical Incidents/Injuries

Students in clinical rotations in health care facilities are at risk for injuries or clinical incidents. When an incident occurs, the student should notify their:

1. Clinical instructor, if enrolled in N316, N326, or N327, or

2. Clinical preceptor and clinical course professor, if enrolled in N436, N446, N728, N729, N828, and N829.

Students are eligible to use [University Health Services](#) (UHS) for consultation and treatment. Students also have the option of contacting their individual health care provider for treatment. Students choosing to be seen at an emergency/urgent care facility rather than at UHS are responsible for all charges incurred. For detailed information on School of Nursing clinical incident/injury procedures, refer to the Related Link.

Within 24 hours of a clinical incident or injury, the student and instructor/professor must complete and submit the [Clinical Incident/Injury Report Form](#) (pdf) to the Academic Programs Office, Cooper Hall suite 1100.

As a reminder, all students are strongly encouraged to have health insurance either through a private insurance company or through the [University's Student Health Insurance Program](#).

For a more detailed explanation of the policy, please [click here](#).

Clinical Hour Completion within the Term/Rotation

Experiential learning/clinical work required for School of Nursing courses must be completed during the term or session of enrollment, recognizing university holidays and recesses (e.g., Thanksgiving and Spring) within. These official terms and dates are when the faculty have effort allocated to course instruction and also when our clinical partners have agreed to engage with students in clinical rotations. Per the university's [Academic Calendar](#), there are three terms each academic year: fall, spring, and summer. Each term has an official date instruction begins and last class day, again with holidays and recesses within. In addition, some clinical courses are broken down into shorter rotations within a term, typically an eight-week session. Clinical work and clinical hours must be completed between these term/session/rotation dates. It is not an option to start clinical work prior to the first day of instruction, complete clinical work after the last day, or complete clinical work on university holidays or during recesses. Exceptions may be made in the case of extenuating circumstances or if a student is assigned an Incomplete grade for the course. Any requests for an exception to this policy should be directed to the course coordinator or instructor who will review the request with the Clinical Placement Program Director to determine its appropriateness and feasibility.

Accommodations within Clinical Placements

Students who will be completing Experiential Learning (i.e., clinical) experiences and are seeking accommodations are required to submit that request via the School of Nursing's [Petition for Special Consideration](#). The completed petition will be routed to the Director of Advising and Student Services who will work with the student, the Clinical Placement Program Director, and faculty to develop a proactive plan to establish and approve reasonable accommodations. In order to ensure that requested accommodations can be considered prior to placement, the petition must be submitted by April 1 for a fall placement, by October 1 for a spring placement, and by February 1 for a summer placement. Any questions regarding accommodations within the School of Nursing can be directed to the Director of Advising and Students Services (academic.affairs@nursing.wisc.edu), who also serves as the school's McBurney Access and Accommodation Resource Coordinator (AARC).

Courses and Enrollment

Enrollment

The Office of the Registrar publishes university deadlines for adding and dropping individual courses, withdrawing (from all courses), and selection options such as pass/fail and audit. Changing enrollment can have consequences for academic standing, tuition, progress toward degree, etc. Students are strongly encouraged to consult with an academic advisor or the academic dean in the School of Nursing prior to initial enrollment and before making any changes to enrollment. Exceptions to or extensions of the university deadlines may only be requested via the [Petition for Special Consideration](#).

Attendance

The School of Nursing expects that students recognize they have entered a profession in which their commitment to full participation in the learning environment is an essential component of what will become a style of life-long learning. Regular class attendance is a student obligation and students are responsible for all the work of all educational activities. Students should not expect to be excused from required coursework for personal/family events, work obligations, or because of non-compliance with School of Nursing or clinical agency health and onboarding requirements. In extraordinary circumstances, an absence may be granted at the discretion of the course instructor. This might include an absence due to personal crisis, military or civic obligation, authorized university activity, religious observances, or health concerns that affect the student's ability to safely care for patients. In most cases, students will be required to provide documentation regarding the absence.

Didactic Course Attendance

In most didactic courses, attendance and/or participation are factored into the grading process. Absences may place students in jeopardy of not meeting course learning outcomes and thus successfully completing the course. If this occurs, the instructor will consult with the Undergraduate Program Director and/or the Assistant Dean for Academic Affairs to determine the appropriate course of action, which may include being removed (i.e., administratively dropped) from the course. Students should review each course syllabus for specific policies related to absences in that course and make-up experiences, if applicable.

Experiential Learning Attendance

It is the expectation that students attend all Experiential Learning activities as clinical learning is essential to the completion of the nursing program. If a student must miss an Experiential Learning session due to an extraordinary circumstance, a decision as to whether the student will make up the experience/hours will be based on the student's progress in meeting course learning outcomes. The instructor, in consultation with the Course Coordinator (if applicable), will determine if the absence will be made up and the nature of the make-up experience. The instructor/Course Coordinator will consult with the Undergraduate Program Director and/or the Assistant Dean for Academic Affairs in situations where absence is placing the student's success in the course at risk. A student who misses more than 7.5 percent of Supervised Experiential Learning hours, as specified in the course syllabus, for any reason will be removed (i.e., administratively dropped) from the course for as the result of not being able to meet course learning outcomes. Students should review each course syllabus for specific policies related to absences in that course and make-up experiences/hours, if applicable.

Note: The student absence figure of 7.5 percent of Supervised hours is based on the baseline of a student missing no more than 12 hours in the standard 4-credit Traditional BSN (TBSN) Experiential Learning courses. This

percentage can then be applied to the 2-credit N326/N327 courses in the TBSN, as well as the varied 2–5 credit Experiential Learning courses in the Accelerated BSN. Applying the 7.5 percent to the various courses/credits, the result is:

- *5-credit EL course: 14.5 hours (rounds up to 15)*
- *4-credit EL course: 11.6 hours (rounds up to 12)*
- *2-credit EL course: 5.8 hours (rounds up to 6)*

Influenza and Other Epidemics

In the event of an influenza pandemic or other epidemic that impacts School of Nursing students, faculty, and staff, or the individuals/communities we serve, the school's focus will be on keeping the community as healthy as possible and minimizing the impact to student educational attainment. Official communication regarding a potential epidemic and impact on coursework will be sent by the Associate Dean for Academic Affairs and will include the school's approach to handling the epidemic and continuation of classes and learning experiences. Specific plans will vary by situation, but the following guidelines will inform all strategy:

- The school will take reasonable and necessary steps to ensure a safe and healthy educational environment.
- Student attendance policies will be non-punitive and consistent with public health guidelines to allow and encourage individuals with suspected or confirmed cases to stay home.
- Symptomatic students, faculty, and staff will be told not to report for class, clinical, or work.
- Plans will be implemented across programs (BSN, DNP, PhD) and course types (didactic, clinical/Experiential Learning) to ensure students are provided with suitable learning opportunities to meet course learning outcomes.
- For clinical/Experiential Learning courses, to the extent possible, the school will provide students with the experiences/hours necessary so they miss no more than 8 percent of the total clinical hours required for a course due to the epidemic.

Course Evaluations

Student evaluation of instruction is a very important part of your role as a student. It provides the opportunity to evaluate your instructors and serves as a means to evaluate teaching effectiveness.

Evaluation takes place at the end of each semester using the online evaluation tool AEFIS. Results are placed in a faculty member's record and reviewed by a faculty committee as one of the criteria for awarding merit and promoting faculty. Students are urged to complete the evaluation forms carefully and thoughtfully. Responses are anonymous and reviewed by instructors only after students have completed the course and grades have been submitted.

Student evaluation of instruction is an open system. If you do not wish to use AEFIS, students are free to evaluate a course and/or instructor outside of the formal evaluation process. Students who wish to do this are encouraged to talk with the course professor or to come in and discuss evaluation with the Associate Dean for Academic Programs or Dean of the School of Nursing.

Credit/No Credit Courses

Some courses are designated as being offered on a Credit/No Credit basis. The transcript for the course will indicate either CR (meaning the student earned credits for the course) or N (meaning the student did not earn any credit for the class). Students may not take such courses on any other basis.

Concurrent Registration and Enrollment

In some rare circumstances, and only with prior approval of the academic dean, students may enroll to earn degree credit concurrently at UW–Madison and any other accredited postsecondary school, including the UW–Extension. Requests for approval should be made prior to the end of the second week of classes of the semester in which dual registration is desired. Courses must be completed during the semester in which concurrent enrollment is allowed. To request permission for concurrent enrollment, submit the [Petition for Special Consideration](#).

Drop Notation

The Drop (DR) notation appears on students' records if they drop a class or classes after the last day to drop courses or withdraw without a DR or W grade notation appearing on students' transcripts. For the specific deadline for dropping classes so a DR will not appear on a student's records, see [Deadlines at a Glance](#) on the Office of the Registrar website. Please note that the School of Nursing does not backdate drops to erase them from a student's academic records or extend the drop deadline so that the DR will not appear.

Dropping a Nursing Course

A student who drops a nursing (N#) course may reenroll in the course when space is available. A student who drops a nursing course a second time is not eligible for the course a third time.

Independent Study

Including independent study credits can help you individualize your program of study so you can delve more deeply into an area of interest. You get to work closely with a faculty mentor to essentially create and complete a course that is tailored for you. Different course numbers are used depending on the type of work you are doing, and the number of credits varies.

Students are responsible for identifying their area of interest or question, establishing objectives for their learning experience, and developing a learning contract with the faculty member. All independent study requires the consent of the instructor. Approval forms are available on the [forms page](#) within the School of Nursing Student Site.

To set up an independent study:

1. Identify your area of interest and potential mentors.
2. Contact faculty, present your proposed independent study, and gain approval.
3. Complete and submit the appropriate enrollment authorization form.
4. Complete and submit a Contract Form specifying the work to be completed.

Registration Changes

The Office of the Registrar publishes university deadlines for adding and dropping individual courses, withdrawing (from all courses), and selection options such as pass/fail and audit. Changing enrollment can have consequences for academic standing, tuition, progress toward degree, etc. Students are strongly encouraged to consult with an academic advisor or the academic dean in the School of Nursing prior to initial enrollment and before making any changes to enrollment. Exceptions to or extensions of the university deadlines may only be requested via the [Petition for Special Consideration](#).

Reentry

Any student who leaves the School of Nursing and wishes to return after an absence of one semester or more must file a reentry application with the UW–Madison Office of Admissions and Recruitment. Permission to reenter is dependent on program capacity, previous academic standing, and length of absence. Immediate placement in required nursing courses is not assured. Students seeking reentry to the baccalaureate program who have left on academic action must be reviewed by the Office of Academic Affairs. If readmission is granted, academic requirements may be specified to insure currency in nursing knowledge and skills prior to enrolling in clinical nursing courses. These requirements may include remediation and/or repetition of courses, depending on academic standing or length of time since leaving the program. The remaining program will be planned as considered best for the student and according to the current curriculum.

Retaking Courses

Each individual required nursing course may be repeated only once with a maximum of two repeated courses in the curriculum. Students who do not successfully complete a course after two attempts or who must repeat more than two different courses will be dis-enrolled from the nursing program. A course for which a student earned a grade below C (or NC in a clinical course) must be repeated within the next two semesters in residence. All grades earned will be used in calculating the student's cumulative and nursing grade point averages, but credits will be counted only once toward the minimum nursing and degree credit requirements.

Didactic/Theory Courses: Undergraduate students may repeat any required didactic/theory course once without special permission.

Clinical Courses: To repeat a clinical course, an appeal must be made to the Associate Dean for Academic Affairs who will determine if the appeal merits approval. Upon a successful appeal, a student may repeat a clinical course based upon course schedule and program capacity.

Withdrawal

A nursing student who finds it necessary to withdraw during a semester or summer session must talk with an academic advisor and complete the withdrawal process. Failure to do so may result in a recording of failure for all courses. Any student may withdraw from the program without grades being recorded during the first 12 weeks of a semester. After the 12th week, a student may withdraw only with the permission of the Office of Academic Affairs.

Support, Resources, and Optional Programs

Cooper Hall Resources

IDs & Badges

Nursing students are issued badges to use in their clinical setting. Contact [Academic Affairs](#) with questions or for replacement cards.

WisCard – Student ID

Every student should have a WisCard. The WisCard (UW ID card) provides access to the School of Nursing and other permitted buildings for Graduate students. The WisCard photo is also used for class rosters, the Clinical ID Badge, and the UW Health ID Badge.

Get your WisCard at the WisCard Office in Union South. [Visit their web page](#) for more information.

Students should contact academic.affairs@nursing.wisc.edu for any access problems. Employees or students with a teaching assistantship should contact operations@son.wisc.edu for any access problems.

Clinical ID Badge

Nursing students are issued badges to use in their clinical setting. Undergrad's badges are used for their access to the nursing school and other permitted buildings. Contact academic.affairs@nursing.wisc.edu with questions or for replacement cards.

Lockers

Lockers are available to graduate and undergraduate nursing students in Cooper Hall and Health Sciences Learning Center (HSLC).

Terms: There is no rental charge for use of the lockers and locks are provided (any personal locks will be removed and destroyed). The School of Nursing is not responsible for lost or stolen items. Lockers should be kept locked at all times and lock combinations should not be shared.

Responsibilities: It is the responsibility of the student to maintain their locker and report any problems to [Academic Affairs](#), suite 1100. Lockers must be cleaned out by the end of the student's final semester in the nursing program. A reminder email notification will be sent to graduating students two weeks prior to their graduation date. Any items remaining in the lockers will be discarded.

To request a locker, please [click here](#).

IT Equipment

All students can print course materials using the School of Nursing printer (located in room 1176A). Student printing is monitored and managed by a campus service called GoPrint. Doctoral students have further access to IT services for use in the course of their work responsibilities.

For more information, including step-by-step instructions on how to use GoPrint, [please click here](#).

Lost & Found

The lost and found for Cooper Hall is located in the Academic Affairs Office in suite 1100. Office hours are 8:00 am – 4:30 pm. Found items can be dropped at the front desk or stop by to see if an item you are missing has been turned in.

Personal items are kept until claimed or until the end of the semester. Following the end of the semester, remaining unclaimed items will be donated.

Diversity and Inclusion

Our Commitment

The School of Nursing actively fosters an environment of inclusive excellence that welcomes diversity among its students, faculty, and staff. Awareness of diversity and promotion of inclusivity is central to our curricula, social and educational events, and resources and services.

We embrace a definition of diversity that acknowledges the intersection of multiple factors, perspectives, and identities, which include but are not limited to: race, ethnicity, gender identity, sexual orientation, socioeconomic status, nationality, religion, age, and physical characteristics.

Resources for Students & Educators

Our tradition of integrated research and practice focuses on the needs of those whose health status or social condition leaves them vulnerable or places them at risk. Our collaborative innovations increase the diversity of participation in healthcare research, promote sharing of diverse interprofessional perspectives, provide tools to support those working with vulnerable populations, and enhance community engagement.

Diversity and Inclusion in Our Curriculum

School of Nursing courses with a social justice focus include 510, 437, and 702.

Diversity, Inclusion, and Equity in Nursing Resources

See our list of resources for [understanding diversity in nursing](#). We can help connect you with other resources that you need.

STREAM Program for Native American Nursing Students

[Success Through Recruitment/Retention, Engagement, and Mentorship](#) is a program in the UW-Madison School of Nursing designed to help Native American students attain their goal of becoming professional nurses. STREAM students will receive peer support, mentorship, academic and financial support.

Lawton Undergraduate Minority Retention Grant

The [Lawton Grant](#) was established to increase the retention and graduation rates of underrepresented students and reduce their loan indebtedness post-graduation. The award can range from \$1,000 to \$3,000 per academic year, with a maximum of 8 semesters of eligibility.

Multicultural Student Nurse Organization

[The Multicultural Student Nurse Organization](#) (MSNO) is a student-founded and -directed organization dedicated to improving students of color's experiences, expertise, and preparedness for succeeding in nursing curriculum and professions and for caring for patients of all backgrounds across care settings.

People Program at SoN

The School of Nursing works with the [PEOPLE](#) (Pre-College Enrichment Opportunity Program for Learning Excellence) each summer by participating in a health care high school internship and a middle school nursing career exploration workshop. PEOPLE High School and Middle School students learn the roles nurses play through clinical internships, simulation labs, field trips, and interactive activities.

PRIDE in Healthcare

[PRIDE in Healthcare](#) is an interdisciplinary health sciences student organization dedicated to improving the healthcare conditions for lesbian, gay, bisexual, trans, queer, and other sexual orientation and/or gender identity minority (LGBTQ+) people. Nurses as well as nursing students, faculty and staff can play an important role in advancing health for the LGBTQ+ community as healthcare providers and patient advocates.

Additional Campus Resources

Student-focused

- [AHANA](#) (African, Hispanic, Asian, and Native American)-MAPS Pre-Health Society is a student organization to help achieve a well-rounded perspective of the healthcare field, enriching experiences, and community service opportunities.
- [The Gender and Sexuality Campus Center](#): Supporting LGBTQ+ students and their communities is a unit of the Division of Student Life
- The [Multicultural Student Center](#) strengthens and sustains an inclusive campus.

Research-focused

- The [Community Advisors on Research Design and Strategies \(CARDS\)](#) provides feedback on how to make research materials clearer and more engaging.
- The [UW-Madison STEM diversity network](#) is the online destination for resources related to STEM diversity on campus and beyond.

Honors Program

The UW-Madison School of Nursing offers an Honors Degree for those high-ability students seeking early research involvement with a faculty mentor. Students who successfully complete the Honors Program graduate with distinguished academic performance and receive a Bachelor of Science in Nursing (BSN) with Honors. In addition, students of the Honors Program acquire an enriched view of nursing science.

All Traditional BSN students may apply to the program. The application process occurs during the first fall of enrollment in the nursing program. Admission to the Nursing Honors Program is based on academic performance and one essay.

BS to MPH

The Nursing to Master of Public Health Advanced Degree Option provides undergraduate nursing students interested in public health careers the opportunity to seek early admission to the MPH Program.

Students interested in the advanced degree option must apply to the MPH Program by February 1 of their first year in the nursing program. Admitted students then begin taking 3-4 credits per semester during their second year of nursing school.

Upon receiving their nursing degree, most students complete their MPH coursework over three to four years (a maximum of five years) while working part-time in a clinical setting. Nursing students who obtain a nurse residency position after graduating from nursing school will defer their admission for the MPH Program until completion of the residency program (usually one year).

Early PhD Option

The Early Entry PhD Option in nursing is an innovative program designed for undergraduate students who are interested in pursuing a research career. Early Entry students plan an individualized program of study and research, drawing on existing undergraduate and graduate courses in nursing and related disciplines. The option consists of early and intensive research training, clinical practice, required and recommended course work. Two degrees are awarded to students who complete this option: a Bachelor of Science in Nursing (BS) and Doctorate of Philosophy (Ph.D).

Nursing Learning Center

The Nursing Learning Center (NLC) is a place where students can gather with like-minded, focused, and enthusiastic students to improve not only their understanding of the course material but of their own learning styles. The NLC offers help with prerequisite courses, nursing courses, writing, well being, NCLEX preparation, and clinicals.

Financial Aid

The School of Nursing annually awards over \$400,000 in scholarships to undergraduate students. Applications will be considered for all School of Nursing scholarships as appropriate depending on some or all of the following: academic achievement, leadership ability, community involvement, personal qualifications, financial need, and career interests.

Eligibility

Students who are applying for admission to, or who are continuing in, either the nursing major, the BSN@Home program, or the Accelerated BSN program are eligible to apply for scholarships. BSN@Home students are eligible for scholarship support only during the semesters they are enrolled on the UW-Madison campus. Students must be in good academic standing and U.S. citizens or permanent residents.

Application Process

Students apply for all School of Nursing scholarships through the Wisconsin Scholarships Hub (WISH). To begin applying to scholarships, [please click here](#). Sign in with your NetID and complete the brief General Application. Following that, you will fill out the School of Nursing Application. Once those are submitted, you will then fill out the program specific application (The traditional BSN for all traditional and BSN@Home students, or the Accelerated for ABSN applicants). All questions must be answered in order to be able to submit the application. Late or incomplete applications will not be accepted.

Scholarships are awarded for one academic year, therefore students must submit a scholarship application each year. Students who wish to have financial need considered as part of their criteria must complete the Free Application for Federal Student Aid (FAFSA). The FAFSA is available on-line at: www.fafsa.ed.gov. The on-line application for current nursing students is typically available early spring. Students who have submitted an application to the School of Nursing and are awaiting an admissions decision will be emailed an announcement to begin the scholarship application process.

Award Process

Completed applications are read and evaluated using criteria designated by the donor and the values of the School. Scholarship offers are typically made late spring for ABSN students and late June for TBSN/BSN@Home students. Awards are all made through the WISH system.

Contact the Scholarship Office, if you have additional questions: scholarships@nursing.wisc.edu

Research and Scholarship Awards

Each year in the fall semester, the School of Nursing offers several research and scholarship awards to provide BSN Honors Program, DNP, and PhD students with funding to support their passion for discovery and offset research and scholarship-related expenses.

The annual School of Nursing Research and Scholarship Awards are provided to support student research and scholarship, and specifically data collection, the development of research ideas or scholarly interests, professional development, and other research-related activities.

Eligibility

All BSN Honors Program, DNP, and PhD students in good academic standing are eligible to apply for the Research and Scholarship Awards.

Submission Process and Guidelines

Students must use the annual Research and Scholarship Award Application form (found on the Student Site) for their submission. The application includes:

- Student Information
- Advisor/Mentor Information
- Project Summary or Research Plan (including elements such as purpose or problem, methodology, significance and background, dissemination and translation, etc.)
- CV/Resume
- Budget

Evaluation Criteria

The selection committee will consider the following:

- Quality of the project summary or research plan, including considerations such as significance, methodological rigor, innovation, impact on nursing knowledge or practice, etc.
- Evidence that the proposed activities support the student in establishing or furthering their research ideas or scholarly interests

Selection Process and Timeline

Application Deadline: November or December (check Student Site for details)

A faculty selection committee will review applications and award notices will be sent (via email) in late December or early January.

Awarded funds will be made available to students in January via research/scholarship project accounts, from which students can draw to pay for applicable research and scholarship-related expenses.

Award Amounts

Awards vary from \$1,000–\$4,000

Student Life

Support

- [Division of Student Life](#): Problem solving and connections to resources
- [Advising](#): Support making academic choices and graduating on time
- [Learning Support Services](#): Tutoring, workshops, learning centers
- [Center for Pre-Health Advising](#): Focused advising for students interested in health careers
- [Career Exploration Center](#): Identify your strengths and options
- [Greater University Tutoring Service \(GUTS\)](#): Peer tutoring from trained leaders
- [University Health Services](#): Most services are free for students, including mental health
- [Libraries](#): Helpful librarians (ask anything!), workshops, student services, study spaces, computer labs, design labs, printing, equipment for loan
- [Ebling Library](#): Your health sciences library
- [University Housing](#): Residence halls and help with off-campus housing

Community

- [Center for the First-Year Experience](#): Programs to support the transition to college
- [First-Year Interest Groups](#): Learning communities based on taking common courses
- [Residential Learning Communities](#): Interest-based housing with community building activities
- [Wisconsin Involvement Network](#): Student Organizations for professional interests, hobbies, affiliations, majors

Diversity & Accessibility Support

- [School of Nursing Diversity Resources](#): Events, courses, connections, advocacy
- [STEM Diversity Network](#): Your first stop to get connected to resources
- [Diversity.wisc.edu](#): Connect to resources, find out what's going on
- [Multicultural Student Center](#): Events, workshops, hang-out spaces, a newsletter
- [Gender and Sexuality Campus Center](#): Groups, events, support
- [McBurney Disability Resource Center](#): Your connection to greater accessibility

Involvement

- [Student Unions](#): Student spaces to eat, meet, have fun, get active, see a show, make something, enjoy the lake
- [Student Government](#): Associated Students of Madison builds student leaders
- [Center for Leadership & Involvement](#): Programs to help students get involved on campus
- [Wisconsin Involvement Network](#): Student Organizations for professional interests, hobbies, affiliations, majors
- [Sigma Theta Tau](#) Beta Eta At-Large chapter of STTI nursing honor society
- [Student Activities Center](#): Student organization spaces and events
- [Morgridge Center for Public Service](#): Volunteering and service learning opportunities in the community
- [Student Job Center](#): On-campus and off-campus employment

Arts

- [Arts Institute](#): Find out about performances, exhibitions, screenings, lectures, and workshops
- [Wheelhouse Studios](#): Open studios and art classes to give your brain a change of pace
- [Chazen Museum](#): Permanent and rotating art exhibitions
- [University Theater](#): Plays from Shakespeare to modern
- [Cinematheque](#): The best in international cinema history & fine films
- [Office of Multicultural Arts Initiatives](#): Spoken word and other urban arts

Sports & Physical Activity

- [Outdoor UW/Hoofers](#): Get outside, learn to sail, join a club, have an adventure
- [Recreational Sports](#): Join a team, learn something new, work out at one of two great facilities
- [Go Badgers!](#) Attend a sporting event
- [Sett Recreation](#): Bowling, climbing, games, pool tables at Union South

Clinical Immersion Programs

Each summer and January Term, the School of Nursing offers clinical immersion opportunities in the state of Wisconsin and/or abroad for students in the undergraduate nursing program. Available programs vary by year, but typically include a community health clinical immersion in rural Wisconsin, an international community health immersion in either Malawi or Thailand, a nursing practice research study abroad program in Ireland, a respite camp immersion, and a Native American Tribal immersion.

Travel Grants

The School of Nursing encourages students to participate in research and explore professional organization projects that enhance their educational experience and improve the lives of others. To that end and within budgetary constraints, the school offers limited travel grants to assist students presenting at conferences or for experiences that are integral to degree work.

The school, via the Office of Academic Affairs, will provide funds for travel support up to \$1,000 per student per academic year. Funding is very limited and not all students who request funding will receive funding. In most cases, students will be approved for approximately 75 percent of total travel costs. Each student may request funding for one travel grant per academic year.

What a Travel Grant Will Cover

Travel grants are limited to the following expenses: poster preparation, air travel, ground transportation, lodging, and meals (excluding hosted meals/events).

Students are expected to use the most economical travel arrangement possible. No mileage reimbursement will be given if the cost of flying is less than the reimbursable rate of driving. Airline flights are acceptable for distances that are more than three hours driving time. Students traveling to the same meeting may share a hotel room to reduce expenses, but no reimbursement will be provided for anyone accompanying the student. Meals will be reimbursed based on university per diem regulations. No alcohol expenses will be reimbursed. In most cases, the school will pre-pay air travel fees and registration fees (as appropriate) and all other costs (lodging, meals, and incidental expenses) will be reimbursed post-travel via the university's e-Reimbursement system.

Note: All airline reservations must be made with [Fox World Travel](#) (FWT) or via the Concur self-booking tool (available for UW employees only); **airfare purchased outside of FWT/Concur will not be paid or reimbursed by the university.**

How to Request a Grant

Students must complete the [Student Travel Grant Request Form](#), which is available on the Student Site. The form should be submitted [via email](#) to the Executive Assistant to the Deans for Academic Affairs least 60 days prior to travel.

How to Be Reimbursed after Travel

Students will be supported in submitting their e-Reimbursement by the Executive Assistant to the Deans of Academic Affairs. Once travel is complete, the student must notify the Executive Assistant who will then help facilitate the reimbursement process. Expense reports must be submitted within 90 days of the last date of travel or the date the expense was incurred. It may take up to 30 days from submission for the travel reimbursement to be paid.

Additional Funding Available

The School of Nursing will support all reasonable travel expenses for students who are asked by the school to attend an extramural meeting as a representative of the school. Travel as a representative of the school will not count towards the annual travel grant allowance.

In addition to School of Nursing travel grants, students should explore other sources of funding, including the Graduate School Conference Presentation Funds, faculty grant/research money, and/or funds available to students who have received training or research awards.

Tutoring & Workshops

The Office of Academic Affairs also provides academic support services through the Nursing Learning Center (NLC). The NLC is a place where students can gather with focused and enthusiastic peers to improve not only their understanding of course material but also of their own learning styles. The center provides small-group and one-on-one academic support for four specific courses: anatomy, physiology, pharmacology, and pathology. It also offers one-on-one Tutor by Request program, providing no-cost academic support to any pre-nursing or

nursing student who needs assistance in their coursework. Beyond the course-specific support, the center also offers workshops and trainings related to writing, English-language learners, personal well-being, NCLEX preparation, stress management, test-taking strategies, and more.