



NURSING PROGRAM

STUDENT HANDBOOK

HEALTH

2025-2026

ASSOCIATE DEGREE
NURSING PROGRAM

Contents

INTRODUCTION	5
NURSING PROGRAM CONTACTS	5
HANDBOOK DISCLAIMER.....	6
Nicolet Equal Opportunity and Accessibility	6
PROFESSIONAL NURSING	6
Wisconsin State Board of Nursing Laws and Regulations.....	6
Code of Ethics for Nurses	6
ASSOCIATE DEGREE NURSING (ADN) PROGRAM	8
Accreditation: The Nursing Program is approved by the Wisconsin State Board of Nursing and the Accreditation Commission for Education in Nursing (ACEN). Graduates of this program are eligible to write the National Council Licensure Examination for Registered Nurses (NCLEX®-RN)	8
NICOLET COLLEGE, MISSION AND VISION.....	8
COLLEGE MISSION	8
COLLEGE VISION	8
NURSING PROGRAM PHILOSOPHY and CONCEPTUAL FRAMEWORK	9
ORGANIZING STRUCTURE.....	11
NURSING PROGRAM MISSION AND VISION STATEMENT	11
NURSING PROGRAM MISSION STATEMENT	11
NURSING PROGRAM VISION STATEMENT	12
WTCS Nicolet College Program Outcomes (Student Learning Outcomes).....	12
NICOLET COLLEGE CORE ABILITIES.....	12
NICOLET COLLEGE NURSING PROGRAM CURRICULUM AND CREDIT ALLOTMENT	14
TUITION AND OTHER FEES.....	15
NURSING PROGRAM SEMESTER REQUIREMENTS	16
COMPETENCY BASED INSTRUCTION.....	17
STUDENT ACTIVITY	17
Nurse Club	17
NURSING PROGRAM COMPLETION.....	18
Graduation Requirements	18
Transcripts.....	18
Licensure	18
Arrest or Conviction Record	18
Predetermination of Licensure	18
Faculty / Employer Reference	19
ATTENDANCE	19

Online Class	19
ASSESSMENT OF STUDENT LEARNING	19
RECORDING POLICY	20
GRADING POLICY	20
EXAM AND TESTING POLICY	21
DOSAGE CALCULATION COMPETENCY	25
ACADEMIC INTEGRITY	26
STUDENT ALERT.....	26
WITHDRAWAL PROCESS	27
STUDENT COMPLAINT/GRIEVANCE PROCEDURE	27
NURSING CORE PROGRAM PROGRESSION	28
Requesting Readmission to the ADN Program	29
Requesting Readmission with Extenuating Circumstances	30
Transfer of Credit from Another Nursing Program	31
LPN to ADN Option - Admission and Advanced Standing	32
Paramedic to ADN Option-Admission and Advanced Standing.....	33
Student Conduct in the Nursing Skills Laboratory.....	34
Nursing Skills Laboratory Policies and Procedures - General Lab Policies.....	35
Nursing Skills Procedures.....	35
Nursing Program Technical Standards	36
CLINICAL REQUIREMENTS	41
Basic Life Support Certification.....	41
Caregiver and Criminal Background Record Check Requirements	42
Clinical Health Requirements	43
Confidentiality	45
Social Media.....	46
Dress Code.....	46
Liability Insurance (optional)	48
Clinical Experience.....	48
Clinical Placement.....	48
Clinical Attendance	48
Employment during Clinical Experience.....	49
Health and Safety	49
Bloodborne Pathogen Exposure Control Plan	50
Standard Precautions for Blood and Body Fluids	51
Clinical Transportation.....	51

Inclement Weather	51
Clinical Evaluation.....	51
Simulation	52
Latex Sensitivity/Allergy	53
Policy for Safe and Professional Student Behavior	53
FORMS	55
Required Completion - Review and Online Approval.....	55
1. Verification of Handbook Review (includes the following forms)	55
2. ADN Admission Notification Clinical & Classroom Time Requirements & Recommended Time Management.....	55
3. Statement of Understanding for Placement in Clinical Courses.....	55
4. Plagiarism Attestation Form	55
References.....	56
About the Student Program Nursing Handbook.....	57

INTRODUCTION

The purpose of this handbook is to inform students about the policies and procedures specific to the Associate Degree in Nursing (ADN) Program at Nicolet College. Pursuant to the Wisconsin Administrative Code, Chapter N 1.04 this handbook includes administrative policies in accordance with the college. The document provides students with access to the Nursing Program and Nicolet College policies.

The nursing faculty and staff are committed to student success. The Nursing Program is rigorous, and the nursing profession is demanding. It is the student's responsibility to read the ADN Student Handbook and to inquire about policies and options that may influence the student's academic studies and educational progression.

Nicolet College Catalog:

Students are ultimately responsible for being knowledgeable about Nicolet College policies, procedures, and requirements. It is each student's responsibility to review information and to inquire about policies and options that affect their academic studies.

NURSING PROGRAM CONTACTS

Administration	
Dean of Health and Human Services Jennifer Bates jebates@nicoletcollege.edu (715) 365-4674	Health Support Specialist Ashley Steigerwaldt asteigerwaldt@nicoletcollege.edu (715) 365-4473
Simulation	
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HANDBOOK DISCLAIMER

Information in the handbook is regularly supplemented and updated by Nicolet College's ADN Program Nurse Administrator and Nursing Faculty. In making changes, the Nursing Program strives to maintain compliance with rules, regulations, and evidence-based practice.

The handbook is subject to change at any time. All students enrolled in the program, including those who are readmitted or transferred, are required to adhere to the guidelines outlined in the most current version of the handbook, including any updates made after their initial enrollment.

Nicolet Equal Opportunity and Accessibility

<https://www.nicoletcollege.edu/about/compliance/board-policies/40-equal-opportunity>

<https://www.nicoletcollege.edu/about/compliance/accessibility>

PROFESSIONAL NURSING

Wisconsin State Board of Nursing Laws

<https://dsps.wi.gov/Pages/RulesStatutes/Nursing.aspx>

Wisconsin State Board of Nursing Laws and Regulations

The following links may be accessed to learn more about statutes included in the Wisconsin State Board of Nursing.

Chapter 441 Board of Nursing

<https://docs.legis.wisconsin.gov/statutes/statutes/441.pdf>

Chapter N 6 - Standards of Practice for Registered and Licensed Practical Nurses

https://docs.legis.wisconsin.gov/code/admin_code/n/6.pdf

Chapter N 7 - Rules of Conduct

https://docs.legis.wisconsin.gov/code/admin_code/n/7.pdf

Code of Ethics for Nurses (American Nurses Association – 2025:

<https://codeofethics.ana.org/home>)

The American Nurses Association (ANA) Code of Ethics for Nurses has been adopted by the nursing faculty of the Nicolet College ADN Program. Students are expected to always honor the ANA Code of Ethics for Nurses.

“The Code of Ethics for Nurses (Code) is the definitive standard for ethical nursing practice. This essential resource guides nurses as they make patient care and practice decisions in today’s complex healthcare environment. The Code

also supports nurses in maintaining their professional integrity in all care settings. Anchored in nursing's moral traditions, the Code emphasizes the profession's 21st Century imperative to advance social justice and health equity.

Life and death decisions are a part of nursing, and ethics are therefore fundamental to the integrity of the nursing profession. Every day, nurses support each other to fulfill their ethical obligations to patients and the public, but in an ever-changing world – there are increased challenges. (American Nurses Association, 2025).”

Code of Ethics for Nurses Provisions

- The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
- A nurse's primary commitment is to the recipient(s) of nursing care, whether an individual, family, group, community, or population.
- The nurse establishes a trusting relationship and advocates for the rights, health, and safety of recipient(s) of nursing care.
- 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.
- 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.
- 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.
- Nurses advance the profession through multiple approaches to knowledge development, professional standards, and the generation of policies for nursing, health, and social concerns.
- Nurses build collaborative relationships and networks with nurses, other healthcare and non-healthcare disciplines, and the public to achieve greater ends.
- 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.
- Nursing, through organizations and associations, participates in the global nursing and health community to promote human and environmental health, well-being, and flourishing.

ASSOCIATE DEGREE NURSING (ADN) PROGRAM

Accreditation

The Nursing Program is approved by the Wisconsin State Board of Nursing. Graduates of this program are eligible to write the National Council Licensure Examination for Registered Nurses (NCLEX®-RN).

The Associate Degree Nursing Program at Nicolet Area Technical College located in Rhinelander, WI is accredited by the:

Accreditation Commission for Education in
Nursing (ACEN) 3390 Peachtree Road NE,
Suite 1400 Atlanta, GA 30326
(404) 975-5000

The ACEN Board of Commissioners has most recently granted Continuing Accreditation to the Associate Degree Nursing Program. View the public information disclosed by the ACEN regarding this program at <https://www.acenursing.org/search-programs/>.

NICOLET COLLEGE, MISSION AND VISION

COLLEGE MISSION

In service to the people of Northern Wisconsin, we deliver superior community college education that transforms lives, enriches communities, fosters economic development, and expands employment opportunities.

COLLEGE VISION

To be a model college recognized for educational excellence and valued as a vital resource by the people of Northern Wisconsin.

NURSING PROGRAM PHILOSOPHY and CONCEPTUAL FRAMEWORK



The WTCS philosophy incorporates the faculty beliefs regarding nursing, health, person, and community, lifespan, nursing education, the teaching/learning process, and nursing practice.

Nursing is the dynamic interpersonal goal-directed process that seeks to promote optimal health within the context of individuals, family, community, and society. The concept of caring, which is central to nursing, is communicated through both attitude and action. Nursing uses the nursing process, a problem-solving approach to provide holistic care to individuals, families, and groups throughout the lifespan within the health care system. Nurses assess health and make clinical decisions to provide safe and effective nursing care according to standards of practice within the legal, ethical and regulatory frameworks. Nursing practice is based on its

own body of knowledge. Through collaboration with other health care professionals, nursing is responsive to the needs of the community across the health-illness continuum.

Health is a dynamic state of being, evaluated on a continuum, including physical, psychological, cultural, and spiritual elements. While each element can be evaluated separately, the impact of all elements must be fused to describe health.

The person is a complex living being, in which physical, psychological, cultural, and spiritual processes are in constant interaction. This constant interaction provides the person with the capacity for change. Each person is unique; however, all individuals share similar human responses. The person has inherent worth and dignity and is the focus of nursing practice. Each individual has a right to self-determination in matters of health and well-being and deserves high-quality nursing care.

Community is comprised of the social, emotional, physical, cultural, and environmental influences that affect individuals, families, and groups. The nurse manages care in the context of community and influences health care policy and systems.

Lifespan is the time from conception to death and is a continuous, dynamic

process during which patients experience maturational and situational milestones. Interrelated physical, psychological, cultural, spiritual, social, and environmental elements impact the length and quality of life.

Nursing education is the process that enables learners to achieve knowledge, attitude, and skills appropriate to their level of nursing practice. Seamless nursing education, integrating general education, takes place in institutions of higher learning. Using performance-based instruction, faculty members assist learners in acquiring knowledge, skills, and attitudes required for the discipline of nursing. Individuals are responsible for their own learning. Faculty and learners create a community that stimulates curiosity, creativity, and growth while fostering feelings of respect, worth, equality and dignity. Nursing education seeks to promote critical thinking, communication, problem solving, cultural diversity, quantification skills, professionalism, and use of information and science technology.

Learning is a continuous, goal-directed process that results in measurable change. Learning occurs best when individuals are active participants in the teaching/learning process. Faculty and learners share accountability for assessment and evaluation of learning. Learning increases when application and practice occur in various settings. Ongoing evaluation, based on measurable behavioral outcomes, is an essential and dynamic part of the teaching/learning process. Evaluation of learner and graduate performance facilitates continuous improvement of the seamless, state-wide nursing curriculum.

Nursing practice is defined by standards, which are a set of guidelines for providing high-quality nursing care and criteria for evaluating care. Such guidelines help assure patients that they are receiving high- quality care. The National League of Nursing (NLN) core competencies for ADN Programs are the expectations of nursing practice for students.

The conceptual framework of the WTCS Nursing Curriculum is derived from the mission and philosophy. This conceptual model is a visualization of the interrelationships between the nursing students, the values of the program, and main concepts that are threaded throughout the program outcomes and competencies.

The compass symbolizes the direction of the student's growth throughout the program as well as their future endeavors. The design focuses on the student with an option for the practical or associate degree program, the faculty, and resources. Eight core values are noted as the nursing process, caring, critical thinking, quality, theory, ethics, skills, and health promotion.

The middle circle describes the threads of the nursing program, necessary for growth and direction for the student. These are evidence-based practice, integrity and fairness, safe environments, holistic patient-centered, life-long learning, diversity, partnerships, and technology and resources. The threads add structure to the content and attainment of program outcomes.

The outer circle of community, society, individuals, and family depicts the environment

where nursing care is provided, and student learning develops.

ORGANIZING STRUCTURE

The organizing structure evolves from the program philosophy, program outcomes and core abilities. The components which support the structure of the curriculum are: the nursing process and lifespan continuum.

Nursing Process

The nursing process is the foundation of nursing practice. Therefore, it is an integral component of the organizing structure for the curriculum. This process uses critical thinking skills and a broad knowledge base to ensure holistic care of each client. The nursing process is a problem-solving method used to develop plans of care which provide consistent and responsible nursing management of human needs.

- Assessment - the act of collecting and organizing information relevant to client needs.
- Nursing diagnosis - actual or potential need evolving from data analysis that requires nursing intervention for resolution. The nursing diagnosis includes the causative factor(s).
- Outcome Identification - establishment of priorities, client goals and outcome criteria (specific, measurable, realistic statements of goal attainment).
- Planning - the determination of the measurable goal(s) to resolve the nursing diagnosis. The nurse and client collaborate in planning goals and actions designed to resolve client needs.
- Implementation - actions taken to help the client attain the defined goal(s).
- Evaluation - appraisal of goal achievement and reassessment of the plan of care.

Lifespan

The lifespan reflects the stages of growth and development from conception through life to death. Because an individual must proceed through developmental stages, and because these stages are a dynamic process, the client's current stage of life is an integral component of the nursing process.

WTCS nursing programs state-wide curriculum:

The WTCS nursing programs provide a seamless curriculum, which is flexible and accessible for learners on a statewide basis. 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 PROGRAM MISSION AND VISION STATEMENT

NURSING PROGRAM MISSION STATEMENT

In service to the people and the community of Northern Wisconsin, the ADN Program

prepares students as entry level nurses by providing quality education and preparing them for lifelong learning.

NURSING PROGRAM VISION STATEMENT

To be recognized for excellence in nursing education and be valued as a vital educational resource for the communities of Northern Wisconsin.

WTCS Nicolet College Program Outcomes (Student Learning Outcomes)

At the completion of the 2nd year, the ADN graduate will be competent in the following areas.

1. Integrate professional nursing identity reflecting integrity, responsibility, and nursing
2. Communicate comprehensive information using multiple sources in nursing practice
3. Integrate theoretical knowledge to support decision making
4. Integrate the nursing process into patient care across diverse populations
5. Function as a healthcare team member to provide safe and effective care

NICOLET COLLEGE CORE ABILITIES

Core Abilities

Core abilities represent fundamental values or skills believed to be so valuable to student success that they are incorporated in all courses and student services.
<https://www.nicoletcollege.edu/about/compliance/administrative-policies/10-mission/105-core-abilities>

Apply Mathematic, Scientific, Artistic and Technological Concepts

Success as a member of our complex society requires proficient application of mathematical, scientific, artistic, and technological skills.

This core ability may be demonstrated by:

1. Utilizing basic math, reading, speaking, and writing skills required to fully engage in the profession of nursing.
2. Using information and technology to communicate, manage knowledge, mitigate error, and support decision making.
3. Using high quality electronic sources of healthcare information.
4. Utilizing reliable sources for locating evidence-based and clinical practice guidelines.

Build Community

Success in building communities requires teamwork, social awareness, and civic engagement which enhance the full range of human relationships at the local, national, and global levels.

This core ability may be demonstrated by:

1. Acting as a change agent to impact the local community.
2. Respecting and valuing the differences among all people.
3. Participating in civic responsibilities.

4. Practicing environmental stewardship.

Communicate Effectively

Success as a communicator requires comprehensive application of language and visual arts skills across multiple settings to engage multiple audiences.

This core ability may be demonstrated by:

1. Working productively as a team member to enhance collaboration.
2. Demonstrating therapeutic communication (i.e., listening, reflection, validation)
3. Constructing a written document for a specified audience which is clear and concise utilizing appropriate grammar, punctuation, and spelling.
4. Respecting and appreciating the different communication styles of diverse people and cultures.
5. Using constructive conflict management strategies to resolve interpersonal problems in a timely manner.

Embraces Lifelong Learning

Success as a lifelong learner requires a committed pursuit of professional and personal development to navigate change over a lifetime.

This core ability may be demonstrated by:

1. Taking personal responsibility for continued education / learning.
2. Pursuing personal and professional development.
3. Constructively questioning conventional paradigms.

Live Ethically

Success in ethical living requires rational reflection on behavior that leads a person to make principled and sustainable decisions.

This core ability may be demonstrated by:

1. Respecting the rights, views, and work of others.
2. Acting ethically with the Nursing Profession as guided by the ANA Code of Ethics.
3. Assuming civic, environmental, cultural, and global responsibility.

Think Critically and Creatively

Success as a critical and creative thinker requires independent and rigorous reasoning that leads to informed decisions, innovation, and personal empowerment.

This core ability may be demonstrated by:

1. Obtaining and analyzing relevant and appropriate data to make sound decisions, judgments, and priorities.
2. Developing logical patterns of reasoning based upon sound scientific data.
3. Developing comparison skills while exploring various viewpoints.
4. Learning from past patterns and applying that knowledge for future decision-making.
5. Formulating solutions for problem solving.

NICOLET COLLEGE NURSING PROGRAM CURRICULUM AND CREDIT ALLOTMENT

*All nursing courses (10-543) are sequential, requiring successful completion, of a grade of "C" or better, of all nursing courses (10-543) in one semester to progress to the next semester.

SEMESTER I

Course #	Course Title	Credit
1054310100	Nursing Fundamentals	2.00
1054310200	Nursing Skills	3.00
1054310300	Nursing Pharmacology	2.00
1054310400	Nsg Intro Clinical Practice	2.00
1080119500	Written Communication	3.00
1080617700	General Anatomy and Physiology	4.00
1080918800	Developmental Psychology	3.00

SEMESTER 2

1054310500	Nursing Health Alterations	3.00
1054310600	Nursing Health Promotion	3.00
1054310700	Nsg Clinical Care Across Lifespan	2.00
1054310800	Nsg Intro Clinical Care Mgt	2.00
1080119600	Oral Interpersonal Communication	3.00
1080617900	Advanced Anatomy and Physiology	4.00

SEMESTER 3

1054310900	Nsg Complex Health Alterations 1	3.00
1054311000	Nsg Mental Health Community Con	2.00
1054311100	Nsg Intermediate Clinical Practice	3.00
1054311200	Nursing Advanced Skills	1.00
1080619700	Microbiology	4.00
1080919800	Introduction to Psychology	3.00

SEMESTER 4

1054311300	Nsg Complex Health Alterations 2	3.00
1054311400	Nsg Management Professional Concepts	2.00
1054311500	Nsg Advanced Clinical Practice	3.00
1054311600	Nursing Clinical Transition	2.00
1080917200	Introduction to Diversity Studies	3.00

Total Credits 65.00

TUITION AND OTHER FEES

TUITION:

For total program tuition, books, and supplies please refer to the Nicolet College Nursing Webpage: <https://www.nicoletcollege.edu/programs-degrees/nursing/nursing>. Tuition and fees are set by the Wisconsin Technical College System and subject to change.

The following courses have additional fees that are subject to change:

- Nursing Skills: Lab Skill Supply Fee = \$75 (will increase spring 2026 to \$95)
- Pharmacology: Nursing Central Resource Fee = \$189.95 (will increase spring 2026 to \$199.45)
- Nsg Advanced Skills: Lab Skill Supply Fee = \$75
- All semesters: Kaplan Resources Fee = \$195

MISCELLANEOUS EXPENSES:

- HESI A2 Admission Exam: \$51
- Viewpoint - Criminal background check and Health Requirement Tracker: \$68
- Current HealthCare Provider CPR Certification: \$52.93
 - Current campus offerings located in Course Catalog under “Emergency Medical Services”
- Titers or proof of Immunization (upon admission): Cost varies (check with healthcare provider)
- TB Test - \$24 and up
- Miscellaneous travel costs to campus, clinicals, and out of district clinical rotations (3rd and 4th semester)

UNIFORM REQUIRED:

- Clinical Shoes: \$40 (varies)
- Nicolet Uniform Pants (recommended 2): \$26 each
- Nicolet Uniform Top (recommended 2): \$29 each
- Watch (with second hand): \$30.00 (varies)
- Stethoscope (recommended - Littmann Classic SE II): \$60.00 & up (varies)

**This list and prices are subject to change at any time.*

NURSING PROGRAM SEMESTER REQUIREMENTS

Students are responsible for maintaining the following requirements for each semester. Refer to “Clinical Requirements” for more detailed health requirements information.

Prior to Entry:

Option 1

- Cumulative GPA of 2.0 or better
- Cut score of 75+ on HESI A2 Exam
- Successful completion of the following courses with a “C” or better:
 - Successful completion* of the following courses:
 - Nursing Assistant
 - Chemistry (1 year high school or 1 semester college)
 - General Anatomy & Physiology

Option 2

- Cumulative GPA of 2.5 or better
- Successful completion of the following courses with a “C” or better:
 - Nursing Assistant
 - Chemistry (1 year high school or 1 semester college)
 - General Anatomy & Physiology
 - Advanced Anatomy & Physiology
 - Microbiology

Prior to Beginning Core Nursing Classes:

The following is to be submitted through Viewpoint student account before **all** courses begin:

- Caregiver and Criminal Background Check
- Background Information Disclosure Form (BID)
- CPR certification as BLS for Healthcare Providers

The following is to be submitted through Viewpoint student account before **clinical** courses begin:

- Immunization history for:
 - Measles, Mumps and Rubella or serological immunity titers
 - Varicella or serological immunity titer
 - Tdap vaccine
 - Annual seasonal influenza vaccine
 - Hepatitis B Immunization Series or post vaccination titers
 - COVID-19 vaccination or approved exemption from clinical facility will be required after admission
- Tuberculin test (one of the following and updated annually):
 - Baseline 2-step skin test
 - QuantiFERON Gold test
 - T-Spot test

Throughout the Program:

1. Maintain health requirement compliance through Viewpoint

2. Maintain current CPR certification (for healthcare providers)
3. Adhere to clinical facility policies and procedures

COMPETENCY BASED INSTRUCTION

The nursing curriculum is competency based. A course competency is a major skill or ability needed to provide effective nursing care. Course competencies are observable and measurable outcomes that will inform the student what they will be able to do as the result of a given learning experience. The skills laboratory allows the students to safely practice psychomotor skills until the competency can be demonstrated.

The purpose of instruction is to help the nursing student gain the ability to function competently as a nurse, using technical, cognitive, critical thinking, clinical reasoning, and interpersonal skills. Instruction includes course competencies and core abilities. The goal of the nursing instruction is to prepare a graduate who can function independently and take responsibility for his/her own actions as an entry-level nurse.

Course competencies are identified in each course. Any competency demonstrated in a previous course is expected to be maintained in current and future courses (cumulative).

In the nursing program, a minimum of two to three hours of study time is expected for each one hour of course time per week. It is the student's responsibility to come to the course prepared, completing any written, reading or viewing assignments. Students are encouraged to bring any questions related to the learning objectives in each unit of study to the appropriate instructor.

STUDENT ACTIVITY

Students are encouraged to become involved in student clubs and campus activities. For more information on student activities, see the Student Life web page: <https://www.nicoletcollege.edu/admissions/current-students/student-life>

Nurse Club

Students are encouraged to participate in the Nicolet Student Nurse Club. This club is a forerunner to professional organization involvement and membership. Students are also encouraged to participate in the Wisconsin Student Nurses Association (WSNA) and/or the National Student Nurses Association (NSNA).

If interested in being involved, please reach out to the Student Nurse Club advisor listed in the College Club web page:
<https://www.nicoletcollege.edu/admissions/current-students/student-life/student-clubs>

NURSING PROGRAM COMPLETION

Graduation Requirements

A minimum of 65 credits (38 credits in occupation-specific courses; 12 credits in occupational-support courses; 15 credits in general education courses) and a 2.0 GPA or better required in all courses applied to graduation requirements. A minimum 2.0 GPA is required in each semester of the Nursing Program to progress to the next semester.

To earn an Associate of Applied Science in Nursing, a candidate must successfully meet all requirements set by Nicolet College and the Nursing Program.

Transcripts

Students who would like copies of their official transcript sent to another institution, agency, or individual must submit an electronic request through Nicolet College website. <https://www.nicoletcollege.edu/admissions/transcripts>

A student who needs official copies of transcripts or test scores which have been sent to Nicolet from other institutions must request this information from those other institutions. Only unofficial copies of records from other institutions can be obtained at the Nicolet Welcome Center.

Licensure

To qualify for taking the NCLEX RN® a student must pass all core nursing and receive an Associate of Applied Science Degree from NATC. Upon completion of the nursing program, a license application can be made to the Board of Nursing in Madison or to another state if desired.

Instructions can be obtained from the program Nurse Administrator or at the Department of Safety and Professional Services website. A temporary work permit may be issued at the graduate's request and submission of application fees. There are two application fees: one for the licensure application and one for the NCLEX RN® examination. Instructions and fee information is available on the web site <https://dsps.wi.gov/pages/Home.aspx>

Arrest or Conviction Record

Eligibility for admission to the National Council Licensure Examination® requires specific information from the applicants. If you have been accused and/or convicted of a municipal ordinance violation or have been accused and/or convicted of a felony crime it may prevent you from being eligible to obtain a nursing license under Wisconsin State Statutes. It does not necessarily mean you will be excluded from taking the National Council Licensure Exam®, but you must follow specific guidelines. See predetermination of licensure below.

Predetermination of 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 of Safety

and Professional Services 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 left side of this page.

Student Reference Request

When requesting a reference from Nicolet College faculty or staff, students must first obtain approval from the individual they wish to list as a reference. If the faculty or staff member agrees, the student must then sign the required consent form. No student information will be released without this signed authorization.

ATTENDANCE

Attendance at face-to-face class sessions, skills labs, and clinical experiences is vital to successful course completion. Attendance policies specific to skills and clinical courses are found in the related course syllabus. Students absent from a face-to-face class are responsible for attaining the missed content. It is the professional responsibility of the student to consult with the instructor prior to any absence. Please refer to each specific course syllabus for further details.

Online Class

Students are expected to participate in online courses. While attendance is not required for any synchronous virtual sessions held by the instructor in an online class, participation in the online course is critical to success. The student is responsible for the content of the course as defined broadly by the course competencies and more specifically by the learning objectives. Learning activities are designed by the instructor to facilitate student learning. The course syllabus outlines expectations for assignment completion and the course calendar specifies due dates.

An ADN student enrolled in an online course is expected to participate within the first days the course is available for access. The instructor will submit an alert for any student who has not engaged in the online course within the first week.

ASSESSMENT OF STUDENT LEARNING

The faculty and staff of the Nursing Program at Nicolet College are dedicated to student success. A student's success in the program is ultimately defined as a safe, entry-level practitioner, and satisfactory completion of the NCLEX®-RN exam for licensure. The students in the Nursing Program can expect assessment of their learning to include, but not limited to, the following:

- Exams which include NCLEX®-type question formats
- Adaptive Quizzing

- Case studies
- Writing assignments
- Scenarios/Simulation
- Virtual simulation
- Direct observation
- Oral questioning/interview
- Concept map construction
- Presentations
- Discussion board participation
- Journaling

The nature of the assessment used will be at the discretion of the course instructor. The assessment may vary between courses and from semester to semester.

Students are encouraged to be active learners involved in their own adaptive assessment and learning utilizing the tools available to them throughout the ADN program.

RECORDING POLICY

Recording of courses is prohibited unless advance permission is obtained from the class instructor and any guest presenter(s) by the individual student. This includes but is not limited to class lectures, skills, simulation, or other course activities.

Students who require recordings or other adaptations of lectures as a reasonable accommodation for a disability should contact the Office of Disability Support Services (DSS) in advance of the lectures in order to obtain permission for the recording.

In the event permission to record courses is granted, the instructor will notify students, speakers and other lecture attendees in advance that recordings may occur.

Permission to allow lecture recording is not a transfer of any copyrights in the recording or related course materials. Such recordings and materials may only be used for individual or group study with other students enrolled in the same class. These may not be reproduced, transferred, distributed, or displayed in any public or commercial manner. Students must destroy recordings at the end of the semester in which they are enrolled in the class.

If recording of lectures occur without instructor permission or recordings are not destroyed at end of the semester, this will be considered academic misconduct and may be subject to disciplinary action.

GRADING POLICY

The Program of Nursing recognizes the following percentage system to determined course grades:

95 -100	A
90 - 94	A-
87 - 89	B+
83 - 86	B
81 - 82	B-
80	C
60 - 79	D
59 and Below	F

The following is consistent within the core program nursing courses:

1. A minimum cumulative average of 80% on Exams is required to successfully pass the course.
2. Other graded assignments including quizzes are added to the final grade only after a weighted average Exam score of 80% is achieved in the course.
3. A minimum course grade of "C" 80% is required to pass the course and for progression in the program.
4. The ADN program rounds a cumulative exam average or course grade of 79.5% up to 80%.
5. Extra credit is not available to improve any grade.

In extenuating circumstances, an "I" (incomplete) grade may be issued for the course at the discretion of the instructor and program Nurse Administrator if at least 50% of course has been completed. See college policy

<https://www.nicoletcollege.edu/about/compliance/student-policies-procedures/grades-and-academic-standing/incompletes>

Refer to the course syllabus for additional information specific to course grading.

The ADN program grading policies are congruent with the college policies.

<https://www.nicoletcollege.edu/about/compliance/student-policies-procedures/grades-and-academic-standing/grading>

EXAM AND TESTING POLICY

Exams and other educational assessments are administered to determine student learning of competencies. Each course syllabus will outline the exam schedule and location.

The following parameters are used to administer exams and to simulate the experience the student will have when taking the NCLEX® licensure exam (the most recent NCSBN Test Plan is used as a guideline during exam creation).

Exam Formats:

1. During the administration of the NCLEX-RN examination candidates will be required to respond to items in a variety of formats. These formats may include, but not limited to multiple-choice, multiple response, fill-in-the-blank, short answer, essay, dosage calculation, ordered response, and/or hot spots.

All item types may include multimedia, such as charts, tables, graphics, sound, and videos.

2. The term “patient” also denotes “resident” or “client” in all questions. “The nurse” denotes YOU, the nursing student

Classroom In-Person Testing

1. Promptness is expected.
2. The total test time allows approximately 1.5 minutes per question.
3. Exam times and dates vary by course. Refer to the course syllabus and calendar for details.
4. A student unable to take an exam on the scheduled date must contact the instructor prior to the start of the scheduled exam.
 - a) A missed exam must be taken within 3 business days of the original exam date scheduled.
 - b) Contact the instructor to make testing arrangements for the missed exam/s.
 - c) After the student misses two (2) scheduled exams, a score of zero will be given on subsequent missed exams.
5. Phones are to be turned off and placed in the specified area in the room.
6. No watches or smart glasses of any kind will be worn during testing.

Prior to and during the exam:

1. Students may use a single sheet of blank paper provided by the testing center that will be left with the testing center for shredding, or a whiteboard and eraser.
2. No notes or other papers are to be used unless directed by the instructor.
3. The student may use ear plugs.
4. Listening to music or other devices is not allowed.
5. Calculators will be provided when necessary.
6. Food and drink are not allowed during testing.
7. Books, backpacks, etc., are to be placed on the floor.
8. No questions or clarifications are allowed during the exam.
9. Students may not leave the room during the exam.

Online Testing

All online course exams will be proctored at a college testing center or virtually using Respondus Lockdown Browser and Monitor. To ensure Lockdown Browser and the webcam are set up properly, complete the following instructions for downloading and testing devices.

LockDown Browser + Webcam Requirement

If your course requires or gives an option for online testing the use of LockDown Browser and a webcam are required. The webcam can be the type that's built into your computer or one that plugs in with a USB cable. Watch this brief video to get a basic understanding of LockDown Browser and the webcam feature.

<https://www.respondus.com/products/lockdown-browser/student-movie.shtml>

Download Instructions

- Select the quiz in the course
- Under Quiz Requirements you will see "To take this quiz you must use the Respondus

LockDown Browser"

- Below this will appear: "You can use the button below if you have not already downloaded LockDown Browser". Click the button to go to the download page and follow the instructions
- Use the link to download Respondus LockDown Browser to your computer; follow the installation instructions
- Return to the Quiz page in Brightspace (it may still be open in another tab) and select the quiz
- Select "Launch LockDown Browser"
- The quiz will now start

Note: LockDown Browser only needs to be installed once to a computer or device. It will start automatically from that point forward when a quiz requires it.

Requirements:

When taking an online exam, follow these requirements:

- Ensure you're in a location where you won't be interrupted
- Turn off all other devices (e.g. tablets, phones, computers) and place them out of your reach
- Before starting the test, make sure that you've allotted sufficient time to complete it.
- Clear your workspace of all materials and items unless approved by your instructor prior to exam.
- Remain at your computer for the duration of the test
- If the computer, Wi-Fi, or location is different than what was used previously with the "Webcam Check" and "System & Network Check" in LockDown Browser, run the checks again prior to the exam.
- To produce a good webcam video, do the following:
 - Avoid wearing baseball caps or hats with brims
 - Ensure your computer or device is on a firm surface (a desk or table). Do NOT have the computer on your lap, a bed, or other surface where the device (or you) are likely to move
 - If using a built-in webcam, avoid readjusting the tilt of the screen after the webcam setup is complete
 - Take the exam in a well-lit room, but avoid backlighting (such as sitting with your back to a window)
- Remember that LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted

Getting Help

Several resources are available if you encounter problems with LockDown Browser:

- The Windows and Mac versions of LockDown Browser have a "Help Center" button located on the toolbar. Use the "System & Network Check" to troubleshoot issues. If an exam requires you to use a webcam, also run the "Webcam Check" from this area
- 24/7/365 Live Chat Support available from the Help Center, or from the "it's not working" troubleshooter.
- BrightSpace technical HELP-
[https://nicoletcollege.mycusthelp.com/webapp/ rs/\(S\(bormlthwsrfgf22lb3byys1w\)\)/requests elect.aspx](https://nicoletcollege.mycusthelp.com/webapp/ rs/(S(bormlthwsrfgf22lb3byys1w))/requests elect.aspx)

- Respondus has a Knowledge Base available from <https://support.respondus.com/hc/en-us/categories/4409595254811-LockDown-Browser-Respondus-Monitor>. Select "LockDown Browser & Respondus Monitor" as the product to view helpful articles.

If you're unable to resolve a technical issue with LockDown Browser, go to <https://support.respondus.com/hc/en-us/categories/4409595254811-LockDown-Browser-Respondus-Monitor> and select "Submit a Ticket". Provide detailed information about the problem and what steps you have taken to attempt to resolve it.

In the event of power/computer failure, alternative testing methods may be used.

Testing Center Exams

Exams must be taken during the scheduled open exam period. Rescheduling exams beyond this time is not allowed without prior instructor approval. A missed exam will result in a grade of zero. Exams will be scheduled with the Nicolet College Testing Center through the scheduling link online. Appointments must be made 24 hours in advance of the desired testing time. It is highly recommended to schedule exams ahead of time due to limited time slots.

When testing at the testing center:

1. Photo ID is required.
2. You will be asked to store any personal belongings in a designated area during testing.
3. Jackets and layers with pockets may not be worn.
4. No electronic devices, including cell phones and pagers, are allowed.
5. If a calculator is required, it will be provided.
6. Only students with accommodations on file will be allowed to use the small accommodations rooms.
7. Schedule the exams so you are complete within 15 minutes of the testing center's closing time.

If a student elects to take an exam at a testing center other than Nicolet College, the following must occur:

1. The student requests that the manager of the testing center email the course instructor stating willingness to proctor exams for the student including contact information.
2. The instructor will forward the calendar dates for the exams along with passwords and rules for the exams when the testing center manager has been verified.
3. Students must follow all exam policies and take the exam during the course calendar exam period.
4. Read each question and the responses completely before selecting the answer.
5. Save the selected responses frequently.
6. Click "submit" once testing is completed.
7. In the event of power/computer failure, alternative testing methods may be used.

Exam Review

The purpose of exam review is to provide a learning experience to allow the student to understand and clarify key concepts. It is the intent to improve exam preparation through

study techniques. All students are encouraged to complete exam reviews with instructors; this is encouraged especially for students who did not successfully pass the exam. This must be done before the date of the next exam or timeline designated by instructor. Review of the final exam is at the discretion of the instructor and may not be conducted

Face-to-Face Review

1. Appointments may be made with your instructor to review an exam.
2. Emailing or reproducing the exam is not allowed. Violators are subject to the student conduct policy.
3. Students who wish to inquire about an exam question must do so in writing. This documentation must include rationale with scholarly references and be submitted to the instructor within two days of the review.

Online Review

To protect the integrity of exams, students will not be allowed to view their actual exam, however the instructor will review the context of questions answered incorrectly to clarify understanding. If a student wishes to review an exam, they must initiate a virtual or phone appointment with the instructor prior to the next exam in the course.

SAFE DOSAGE ADMINISTRATION COMPETENCY

Students in the ADN program must demonstrate competency in dosage calculation and **maintain** that competency.

PROCESS:

Dosage calculation is practiced throughout the nursing program. It is utilized in every clinical setting and is applied to relevant theory. The course competency: Perform mathematical calculations related to clinical practice, present in 1054310200 Nursing Skills and 054311200 Advanced Nursing Skills is tested through a Dosage Calculation exam.

METHOD OF EXAMINATION:

1. Students will be given three opportunities to achieve a 90% on at least one of the dosage calculation exam attempts. If a student requires 2 or 3 attempts on the exam to achieve a passing grade, the total attempted exam scores will be averaged. For example: If the student receives the following three scores 85%, 82%, and 100%, their average score that would be recorded would be 89%.
2. First semester students will take a Dosage Calculation exam in 1054310200 Nursing Skills. Failure to pass the exam will result in a failure of the course; a grade of "F" will be assigned. The student will be withdrawn from the clinical course 1054310400 Introduction to Clinical Practice if they are not successful in the Nursing Skills course.
3. Third semester students will take a Dosage Calculation exam in 1054311200 Advanced Nursing Skills. Failure to pass the exam is a failure of the course; a grade of "F" will be assigned. Students will be withdrawn from the clinical course 1054311100 Intermediate Clinical

Care.

4. This examination will be conducted in class. A calculator, whiteboard, eraser, and marker will be provided.
5. Students who are not successful on any attempt of the dosage calculation exam will be referred to an Academic Success specialist to review dosage calculation prior to the next exam attempt.

ACADEMIC INTEGRITY

Academic honesty is expected of all nursing students. Nursing has a code of practice with legal and ethical requirements. Assignments are expected to reflect the effort and thoughts of the individual student. Examples of academic dishonesty include, but are not limited to the following: cheating, copying from others, not citing the work of others (including artificial intelligence), providing or receiving information about all or part of an exam. All ADN students will complete the requirements as listed on the Plagiarism Attestation Form and submit the signed form for their nursing student file.

Academic dishonesty may result in penalties ranging from a zero on the affected portion of the assignment to failure in the course, or even dismissal from the program, depending on the seriousness of the violation and any prior record of misconduct.

The ADN program policy is in congruence with the college policy.

<https://www.nicoletcollege.edu/about/compliance/administrative-policies/10-mission/106-student-code-conduct-and-grievance>

STUDENT ALERT

An “at risk” student is one who is having difficulty fulfilling course/program requirements. Reasons can be academic or personal. The purpose of this notification is to identify students who are at risk of receiving a less than satisfactory grade in the course(s) in order to minimize behaviors which, hinder the student’s academic success and to provide continuity to monitor his/her academic progress.

The following situations can classify a student as “at risk” (includes but are not limited to):

1. Repetition of a core nursing course
2. Failing any exam or assignment in a nursing course
3. Repeated absences in classroom, clinical, lab, or lack of participation online.
4. Consistent failure to meet clinical or skills lab deadline dates (i.e., assignments, worksheets, papers, etc.)
5. Consistent inability to utilize feedback to improve performance.
6. Consistent inability to follow written or verbal instructions
7. Difficulties with clinical experience (i.e., inability to apply theory to clinical; inability to make decision making and problem solve, lack of critical thinking)
8. Failure of Dosage Calculation Exam

9. *Unprofessional behavior not meeting ADN program outcome 1

If a student's cumulative exam score remains less than 80% by mid-semester an official college Student Alert will be filed. The course instructor will inform the student, and the student will receive notification per the college alert system. A student may receive alerts more frequently based on the instructor's discretion. It is the student's responsibility to meet with their course instructor to facilitate a plan for success in the course.

Nicolet nursing instructors are dedicated to supporting student achievement. Student academic progress in nursing courses and factors affecting progress will be shared among nursing faculty for collaborative purposes promoting student success and coordination of resources that can assist in achievement.

WITHDRAWAL PROCESS

1. **Students are advised to consult with the course instructor or Dean of Health and Human Services before initiating a withdrawal.**
2. Following a discussion with the course instructor or dean, students are strongly encouraged to meet with the Nursing Program Success Coach and consult the Financial Aid Office prior to initiating a withdrawal, to fully understand the academic and financial implications of their decision prior to withdrawal.
3. Students may find withdrawals deadlines in their course schedule and/or consult with their Success Coach.
4. If a student does not withdraw from a course according to the instructions in the Nicolet Student Policy and Procedures, the permanent letter grade will become an "F".
<https://www.nicoletcollege.edu/about/compliance/student-policies-procedures/enrollment-assessment-and-withdrawal-information-4>

STUDENT COMPLAINT/GRIEVANCE PROCEDURE

Students who have concerns or complaints about a course or the program should follow these steps.

- All course-related complaints should be submitted in writing to the course instructor.
- The course instructor will meet with the student to discuss the concern. (Email communications do not substitute for meeting with the faculty.)
- If the student is not satisfied with the decision of the faculty member, the complaint should be submitted in writing to the program Nurse Administrator.
- Any complaints not resolved within the Nursing Program will follow the Nicolet College policy.

ADN program students who have complaints about a policy or practice within a course have the right to pursue a process to address this grievance. The ADN policy follows the college policy. The procedure is listed on Nicolet College's webpage at <https://www.nicoletcollege.edu/about/college-information/administrative->

NURSING CORE PROGRAM PROGRESSION

The following identifies the criteria to be considered a core Nursing Program student.

- The student is in good academic standing as defined by Nicolet College.
- The student has declared and met one of the entrance options for the Nursing Program.
- The student has received confirmation that they have been accepted into the core Nursing Program.
- The student has successfully fulfilled all requirements outlined in the 'Nursing Program Semester Requirements' section.

Criteria for progression in the program:

The following criteria must be met to continue and/or progress in the program:

- A minimum grade of 80% "C" in all core courses (2.0)
- All core nursing courses within a given semester must be successfully completed before advancing to the next semester's set of core courses.

Course Continuation Rules:

- Students who fail or withdraw from a clinical or skills course may continue the co-enrolled theory course.
- Students who fail or withdraw from a co-enrolled theory course may not continue with clinicals.

Any student who fails and/or withdraws from any core nursing course must seek readmission into the Nursing Program. Priority for readmission is determined by residency status and application date, as specified by state statute ([TCS 10.07](#)).

Enrollment in Core Nursing Courses at Other WTCS Colleges

Students may request to take core Nursing Program courses at other Wisconsin Technical College System (WTCS) institutions. To be eligible, the student must:

- Be officially admitted to the Nicolet College's Nursing Program
- Be in good academic standing as defined by Nicolet College
- Obtain written approval from the Dean of Health and Human Services prior to enrolling

Important Guidelines:

- Courses taken without prior approval may not be accepted for transfer credit at Nicolet College.
- Students must submit a mid-semester progress report from the course instructor to the Dean of Health and Human Services.
- Transcripts for attempted core courses must be received by both the Nicolet College Registrar and the Dean before the student can enroll in subsequent Nursing Program courses at Nicolet College.
- Final grades and transfer credit will be evaluated based on the grading scale of the WTCS college where the course was completed.
 - Note: Some WTCS colleges do not consider a grade of "C" as passing. If the

student fails or withdraws with a failing grade from the course, they will be required to reapply for readmission to the Nicolet's Nursing Program to continue in the program.

Requesting Readmission to the ADN Program

This policy applies to Nicolet Nursing Program students seeking readmission to the core program. Readmission is not automatic and is subject to the following conditions:

- Review and Approval: Readmission requires formal review and approval by the Admission and Progression Committee and is not guaranteed.
- Seat Availability: Acceptance into the program is contingent upon available program seats. If space is unavailable, entry may be deferred to a subsequent semester.
- Eligibility Restrictions: Students are ineligible for readmission under the following circumstances:
 - Failure or withdrawal from three core nursing courses.
 - Failure or withdrawal from the same core nursing course twice.
 - Note: Withdrawals will be considered unsuccessful attempts if the student was failing the course at the time of withdrawal.
- Prior Core Nursing Program Courses: Core nursing courses completed more than three years prior to the semester of readmission will not be accepted for credit toward program requirements and will need to be repeated.
- Extenuating Circumstances: Students who experience a significant event impacting academic success may submit an appeal to retake course(s). See the "Extenuating Circumstances" section for details.

Committee Review and Decision Process

The Admission and Progression Committee will evaluate all requests for readmission. The Dean of Health and Human Services and committee may:

- Review prior academic performance and grades to determine if courses must be retaken.
- Establish individualized conditions for readmission based on academic history, course performance, and clinical safety.
- Require students to demonstrate competency in previously completed material, if applicable.
- Request an interview with the Dean of Health and Human Services and/or the Admission and Progression Committee as part of the review process.

Procedure for Requesting Readmission to the Nursing Program

Students seeking readmission to the Nursing Program must follow the steps outlined below.

Step 1: Submit a Readmission Request:

Students must submit a formal readmission letter electronically to the Dean of Health and Human Services. This letter will be reviewed by the Dean with the Admission and Progression Committee.

The request for readmission letter must include:

1. Current student contact information
2. The semester and course(s) for which readmission is being requested
3. Success Plan that includes:
 - a. Circumstances that led to academic difficulty
 - b. Self-assessment identifying areas for improvement
 - c. Strategies for success of identified areas

If student is not currently enrolled at Nicolet College, they must ensure the following are on file at Nicolet College:

- A current Caregiver/Criminal Background Check (completed within the past two years)
- Official college transcripts from any other colleges attended

Step 2: Committee Review

The Admission and Progression Committee along with the Dean will review the request. The letter will be reviewed at the next scheduled meeting and could take up to 4 weeks for review process to be complete. At the discretion of the Dean, the review process may be escalated based on upcoming semester or other factors. The estimated timeline will be shared when the readmission letter is received by the Dean.

If further information is needed, students will be contacted through their Nicolet College email. Based on individual circumstances, the committee and the Dean may provide recommendations or set conditions to guide and support the student's success upon readmission.

Step 3: Notification of Decision

The Dean of Health and Human Services will notify the student of the committee's decision through their Nicolet College email. If readmission is approved with specific recommendations or conditions, these will be outlined in the same communication. It is the student's responsibility to respond promptly to this message to complete the next steps in the readmission process (e.g., connecting with a Success Coach for enrollment or a Support Specialist regarding clinical requirements).

[Requesting Readmission with Extenuating Circumstances](#)

A student who is no longer eligible for readmission and believes it is due to extenuating circumstances may apply for an extenuating circumstances readmission review.

An extenuating circumstance may be defined as:

- Death of an immediate relative
- Injury or illness of the student
- Other circumstances that result in undue hardship for the student

Students seeking readmission with extenuating circumstances must follow the guidelines outlined in the "Requesting Readmission to the Associate Degree Nursing Program" policy. In addition, the application must clearly describe the extenuating circumstances and include third-party documentation to support those circumstances. If this documentation is not included, the readmission request will not be reviewed by the committee.

Students approved for readmission due to extenuating circumstances will be granted one additional attempt to continue in the Nursing Program. Any subsequent course failures after readmission will result in dismissal from the program and the student will not be eligible to progress further.

Transfer of Credit from Another Nursing Program

Students seeking to transfer into the Nicolet College Nursing Program must follow the College's official transfer and academic record review policy.

<https://www.nicoletcollege.edu/admissions/credit-prior-learning>

Admission is contingent upon available program seats. Final placement and required coursework will be determined by the Dean and Admission and Progressions Committee following a comprehensive review of the student's academic records.

Eligibility for Transfer Credit:

- Students who have completed core nursing courses at WTCS institutions or other accredited colleges may be eligible for credit.
 - WTCS Institutions: The Nursing Program is state aligned, so courses taken at other WTCS institutions will be eligible without additional syllabi curriculum review.
 - Other accredited institutions: Successfully completed courses will require syllabi curriculum review to determine transfer eligibility. To qualify, at least 80% of the course competencies must align with the WTCS nursing curriculum.
- Core nursing courses completed more than three years prior to the semester of readmission will not be accepted for credit toward program requirements.
- Students with two failures in the same course or three failures/withdrawals across different core nursing courses will not be eligible for admission to Nicolet's Nursing Program as a transfer student.

Procedure for Requesting Transfer Admission to the Nursing Program

Students seeking admission to the Nursing Program as transfer students must follow the steps outlined below.

Step 1: Submit an Admission Request:

Students must submit a formal admission letter electronically to the Dean of Health and Human Services. This letter will be reviewed by the Dean along with the Admission and Progression Committee.

The request for admission letter must include:

- Current student contact information
- The semester and course(s) for which admission is being requested
- Reason for requesting transfer from another college
- Success plan if student experienced any core course program failures

Students must also ensure the following are on file at Nicolet College:

- "Academic Good Standing Form" completed by the previously attended

- nursing program(s)
- A current Caregiver/Criminal Background Check (completed within the past two years)
- Official college transcripts from any other colleges attended

Step 2: Committee Review

The Admission and Progression Committee along with the Dean will review the request. The letter will be reviewed at the next scheduled meeting and could take up to 4 weeks for review process to be complete. At the discretion of the Dean, the review process may be escalated based on upcoming semester or other factors. The estimated timeline will be shared when the admission letter is received by the Dean.

If further information is needed, students will be contacted through their Nicolet College email. Based on individual circumstances, the committee and the Dean may provide recommendations or set conditions to guide and support the student's success upon readmission.

Step 3: Notification of Decision

The Dean of Health and Human Services will notify the student of the committee's decision through their Nicolet College email. If admission is approved with specific recommendations or conditions, these will be outlined in the same communication. It is the student's responsibility to respond promptly to this message to complete the next steps in the readmission process (e.g., connecting with a Success Coach for enrollment or a Support Specialist regarding clinical requirements).

LPN to ADN Option – Admission and Advanced Standing (Entrance into 3rd Semester of ADN Program)

Admission to the Licensed Practical Nurse (LPN) to ADN pathway within the Nursing Program is contingent upon available course offerings and clinical site placements.

Eligibility Requirements

- Nursing education must have been completed at accredited institution.
- Student must hold a current, unencumbered license as LPN or Licensed Vocational Nurse from Wisconsin or from Compact Nursing State ([Compact Nursing States List 2025 | Licensure Map](#)).
 - If licensure is outside of these states, students will be required to obtain Wisconsin licensure prior to admission.
- Students with two failures in the same course or three failures/withdrawals across different WTCS Nursing Program courses must provide documentation of at least one year of full-time work experience as a Licensed Practical Nurse (LPN) before applying.
 - If admitted, students must retake all third and fourth semester core nursing courses, regardless of prior successful completion.
 - Students must be able to obtain acceptable Criminal Caregiver Background Check.

Application Process for LPN to RN Option

- 1) Meet with a Success Coach to review Nursing Program requirements.
- 2) Submit transcripts and prior coursework for evaluation under the college's [Credit for Prior Learning](#) and Nursing Program transfer policies.
- 3) Complete the Nicolet College admission process.
- 4) Students must finish all first-year general education and science courses before entering the third semester.
- 5) Submit a formal letter electronically to the Dean of Health and Human Services requesting admission to the third semester of the ADN program. The admission letter must include:
 - a) Current student contact information
 - b) The semester and course(s) for which admission is being requested
 - c) Success plan if student experienced any core course program failures
- 6) Upon approval in the Nursing Program, students will receive an email notification outlining next steps, which may include completing general education requirements, submitting health documentation, and fulfilling other program admission criteria.

Progression Considerations for LPN to ADN Students

Students enrolled in the LPN to ADN option must adhere to the standard progression policies outlined for the Core Nursing Program. However, LPN to ADN students are permitted a maximum of two failures or withdrawals in core nursing courses throughout the program. Exceeding this limit will result in dismissal from the Nursing Program.

Paramedic to ADN Option – Admission and Advanced Standing (Entrance into 3rd Semester of ADN Program)

Admission to the Paramedic to ADN pathway option is contingent upon available course offerings and clinical site placements. Students who have completed ADN core courses at other accredited institutions may be eligible for transfer credit. However, applicants with two failures in the same course or three failures/withdrawals across different nursing courses will not be eligible for admission to Nicolet College's Nursing Program.

Eligibility Requirements

To apply for the Paramedic to ADN option, students must meet the following:

- Hold a current and unencumbered Paramedic license or national certification.
- Have completed at least 2,080 hours of paramedic work experience within the past two years (documentation required).
- Successfully completion of the Paramedic to ADN Bridge Courses and general education requirements (reach out to Success Coach and/or Nicolet Nursing website for details).
- Students must be able to obtain acceptable Criminal Caregiver Background Check.

Application Process for Paramedic to RN Option

- 1) Meet with a Success Coach to review Nursing Program requirements.

- 2) Submit transcripts and prior coursework for evaluation under the college's [Credit for Prior Learning](#) and Nursing Program transfer policies.
- 3) Complete the Nicolet College admission process.
- 4) Students must finish all first-year general education and science courses before entering the third semester.
- 5) Submit a formal letter to the Dean of Health and Human Services requesting admission to the third semester of the ADN program. The admission letter must include:
 - a) Current student contact information
 - b) The semester and course(s) for which admission is being requested
 - c) Success plan if student experienced any core course program failures
- 6) Upon approval in the Nursing Program, students will receive an email notification outlining next steps, which may include completing general education requirements, submitting health documentation, and fulfilling other program admission criteria.

Important note: Background checks, health requirements, and other clinical eligibility documentation cannot be transferred between institutions. Students must meet each college's individual clinical compliance requirements to participate in clinical experiences. These associated fees are determined by each individual college.

Progression Considerations for Paramedic to ADN Students

Students enrolled in the Paramedic to ADN option must adhere to the standard progression policies outlined for the Core Nursing Program. However, Paramedic to ADN students are permitted a maximum of two failures or withdrawals in core nursing courses throughout the program. Exceeding this limit will result in dismissal from the Nursing Program.

Student Conduct in the Nursing Skills Laboratory

The Nicolet College Student Standards of Conduct, the National Student Nurses Association Code of Academic and Clinical Conduct, and the Code of Ethics for Nurses documents are to be followed in all program coursework.

1. Students are expected to communicate in a courteous, professional, and respectful manner with peers, faculty and others at all times in the laboratory. This includes speaking and listening with respect to others.
2. Electronic Communication Devices **are to be turned off** in the nursing labs. Students are to leave the classroom to initiate or respond to messages and calls.
3. Problems/issues among students are expected to be resolved in a professional and constructive manner using appropriate problem-solving strategies and conflict resolution techniques.
4. If a student's conduct is unprofessional at any time, the student may be dismissed from the environment at the discretion of the instructor.
5. The college and the Nursing Program will adhere to all federal, state, tribal, and local laws concerning the use of alcohol and other drugs and

will support efforts to address violations.

<https://www.nicoletcollege.edu/about/compliance/administrative-policies/40-human-resources/405-alcohol-and-drug-us>

6. **If at any time students or staff/faculty feel unsafe in the learning environment, appropriate law enforcement will be notified.**
7. Latex Allergy Alert: Some manikins, elimination catheters, IV practice arms and simulators contain a small amount of latex. Please use personal protective equipment as appropriate. Inform your clinical/lab instructor if you have a known latex sensitivity/allergy or if you acquire a symptom after exposure in the lab or clinical environment.

Nursing Skills and Simulation Laboratory Policies and Procedures - General Lab Policies

1. No food or drink at the bedside in the labs or in simulation rooms. Students will have access to a beverage station in a designated area in the lab. Beverages must have a spill-proof lid, and students may go to that designated area only to have a drink during lab time.
2. Students are to place personal items in the areas identified by the instructor.
3. Only current nursing students are allowed in the labs. Children are not permitted. (See campus policy Re: Children on Campus).
<https://www.nicoletcollege.edu/about/compliance/administrative-policies/40-employee-relations/408-children-campus>
4. All students in the nursing lab setting are required to adhere to the clinical dress code.
5. Students will maintain and respect lab equipment, including manikins.
6. Lab time is putting theory into practice in a safe environment. While students are validating skills competencies others are expected to practice or study the theory portion of the skill, revisit learned competencies or read ahead for the next assignment. Students may not use this time for other activities.
7. Only pencils are to be used for writing (no ink pens or markers around manikins).
8. Students are responsible for maintaining cleanliness of the nursing lab. Students are required to ensure their work area is clean prior to leaving the lab (beds are made, in low position, manikins in correct position and covered, call light at bedside, garbage in trashcans, etc.). Personal items left in the lab, will be stored in Support Specialist's office for 24 hours and moved to the Welcome Center (lost and found) thereafter.

Nursing Skills Procedures

Skills Practice:

- The clinical dress code will be followed by students in the lab setting.
- Bring references such as skill validation checklist to utilize during skills practice, peer review and validation.
- Bring your supplies/skill pack that was provided during nursing orientation.
- Sign in on Nursing Lab sign-up sheet whenever you visit the nursing lab to practice.

Skills Validation:

- The clinical dress code will be followed by all students in the lab setting.
- Students are responsible for bringing provided skills validation checklists to the nursing lab.
- Skills Validation is outlined in the course syllabus. Following the policy, a student may be observed by two instructors and/or recorded for evaluation purposes.

Nursing Program Technical Standards

Area	Technical Skills and Knowledge Standards	Example (not inclusive)
Physical	<p>The student should demonstrate:</p> <ul style="list-style-type: none">• Fine motor ability for data collection/assessment and to promote a safe care environment.• Gross motor ability for data collection/assessment and to promote a safe care environment.• Stamina sufficient to maintain physical activity for a period of a typical clinical shift.• Ability to tolerate working in confined areas	<ul style="list-style-type: none">• Examples include the ability to grasp, twist, squeeze, pinch, and manipulate equipment (i.e., operate fire extinguishers, use a manual blood pressure cuff, word process on a keyboard).• Examples include the ability to move in confined spaces; maintain balance in standing position; 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 (i.e., adjust overhead lights, plug electrical appliance into wall outlet); and ability to push, pull, stabilize, and freely move arms to allow movement of an object or transfer of a client from one place to another.• Additional examples include the ability to squat or execute a modified squat (one knee on the floor); move quickly in case of emergency situations; climb and descend a flight of stairs; and walk independently without the assistance of

		cane, walker, crutches, wheelchair or the assistance of another person.
Sensory	<p>The student should demonstrate:</p> <ul style="list-style-type: none"> • Tactile, auditory, visual, and olfactory ability for data collection/assessment and to promote a safe care environment. • Ability to tolerate heat and humidity. • Ability to tolerate exposure to odors and common allergens 	<ul style="list-style-type: none"> • Tactile examples include ability to distinguish subtle vibrations through the skin (i.e., assess a pulse), identify the subtle difference in surface characteristics (i.e., feel a raised rash), and detect temperature (i.e., skin, liquids, environment). • Olfactory examples include ability to detect differences in body and environmental odors. • Auditory examples include ability to

		<p>hear and understand voices spoken at a normal speaking volume at a typical length of a room and the ability to hear faint noises such as whispers when side by side with another individual.</p> <ul style="list-style-type: none"> • Visual examples include ability to see objects clearly with or without correction within a minimum of 20 feet, ability to have depth perception and peripheral vision to allow identification of dangerous objects and client situations within the client room. • Examples include shower and spa rooms. Placement in a latex or allergen free environment cannot be guaranteed.
Communication	<p>The student should demonstrate:</p> <ul style="list-style-type: none"> • Effectively communicate in English (verbal and written communication) with patients, client families, and other members of the health care team • Ability to read and understand text written at a minimum of 12th grade level. • Ability to understand charts, graphs and worksheets. • Ability to read and understand digital and computer displays, as well as enter data in a computerized client record. • Emotional stability <p>Interpersonal skills</p>	<ul style="list-style-type: none"> • Ability to interact and support patients during times of stress and emotional upset. • Ability to cope with strong emotions and physical outbursts of patients while remaining in a reasonable state of calm. • Ability to focus attention on client needs despite interruptions and multiple demands. • Ability to apply knowledge gained in classroom to establish appropriate relationships with patients, families, and coworkers. • Ability to interact as a member of the health care team.

		<ul style="list-style-type: none"> • Ability to show respect for diversity in culture, religion, sexual orientation, marital status, socio-economic status, and abilities/disabilities.
Safety	<p>The student MUST: Apply knowledge, skills, and experience to provide a safe work environment</p>	<ul style="list-style-type: none"> • Work in an environment with potentially infectious materials. • Demonstrate adherence to safety guidelines and regulations. • Recognize potentially hazardous conditions and take appropriate actions. • Maintain immunization and health care requirements. • Utilize personal protective equipment (gloves, masks, eyewear, gown).
Critical Thinking	<p>The student should demonstrate:</p> <ul style="list-style-type: none"> • Ability to do basic math. • Ability to count and understand the meaning of numbers. • Problem solve and make decisions in a timely manner. <p>Apply knowledge, skills, and experience to determined best/safe practice</p>	<ul style="list-style-type: none"> • Addition, subtraction, multiplication, and division with or without the use of a calculator. • Measure length by reading a tape measure or ruler, and the ability to tell time on a clock. • Recognize the need to consult with healthcare professionals. • Prioritize patient care duties. • Problem solve complex situations • while maintaining a professional demeanor.

Professionalism	<p>The student should demonstrate:</p> <ul style="list-style-type: none"> • Ability to accept constructive feedback. • Accept responsibility for own actions. <p>Ability to adapt to changing situations and emergency conditions while maintaining emotional control</p>	<ul style="list-style-type: none"> • Exhibit positive interpersonal skills. • Maintain confidentiality. • Demonstrate ability to work as a team member. • adhere to attendance, dress code, and personal hygiene policies. • Respond to challenging situations while maintaining composure and • professionalism.
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Please note that you are provided with the opportunity to individually discuss these technical standards with a college representative.

Accommodations are available for students with documented disabilities through the Disability Support Services Office. For more information related to the accommodations process, please contact the Nicolet College Welcome Center at 715-365-4560.

CLINICAL REQUIREMENTS

The ADN Program relies on agreements with the district healthcare facilities to assist us in providing clinical experiences for students. The health requirements, Caregiver Criminal Background check, and CPR certification are components of the experience that are required of students to practice in these facilities. Clinical agencies are the decision makers regarding who may or may participate in a clinical course at their facility.

Nicolet College has partnered with Viewpoint, a background check and compliance management company, to provide you with a secure account to manage your time sensitive school and clinical requirements.

All incoming and active nursing students will be required to set up and maintain a Viewpoint account linked to Nicolet College to request a caregiver/criminal background check and for compliance tracking of health requirements for the clinical agencies. **Failure to maintain clinical requirements in Viewpoint by program designated deadline will result in inability to participate in clinical and progress in the program.**

Students with potential or known latex sensitivity/allergy should communicate this to the clinical instructor and review the Latex Sensitivity/Allergy Policy.

Basic Life Support Certification

It is the responsibility of students enrolled in the Nursing Program to maintain cardio-pulmonary resuscitation (CPR) certification throughout the program. The Nursing Program and local clinical agencies require certification in Basic Life Support for Healthcare Providers, with an option for classroom or online component AND technical skills session. This certification addresses the care of an adult, child, and infant.

The preferred instruction is to take the entire initial course or re-certification through an authorized instructor face-to-face course.

Re-certification can be started online at www.onlineaha.org. Select BLS for Healthcare Providers, Online, Part 1. Once you have completed the online portion, a certificate can be printed to bring to an authorized AHA (American Heart Association) instructor for completing the technical skills portion of the certification. This is a self-paced course accessible anytime from a computer for 2 years. Red Cross courses for healthcare providers are also acceptable.

Instructors of BLS at Nicolet College are authorized in AHA instruction and can provide the technical skills competency testing. Refer to the college course schedule for available times of instruction.

Caregiver and Criminal Background Record Check Requirements

Nicolet College will follow the Caregiver Law, ss.48.685

<https://docs.legis.wisconsin.gov/statutes/statutes/48/xvi/685> and 50.065

<https://docs.legis.wisconsin.gov/statutes/statutes/50/I/065> Wisconsin Statutes, as interpreted under Administrative Rules, Chapter HFS 12. Contracts with health care clinical sites obligate Nicolet College to obtain Caregiver and Criminal Background. Check documents on students in all programs.

Students need to be aware that any history of misdemeanor, felony conviction, or past abuse or criminal charges pending may make them ineligible to meet clinical requirements. Students who have criminal convictions may need to present court documents from those convictions as requested by the clinical agency. If clinical agencies deny placement because of the background check, the student will be unable to progress in the nursing program.

Students once admitted to the program:

1. Must complete a Background Information Disclosure (BID) form annually or as requested by clinical agency.
2. Must update a BID form within two (2) business days for any change in their criminal record, including pending charges. Any changes must be approved by the Dean of Health and Human Services and clinical agency prior to starting or returning to clinical.
3. The clinical agencies require criminal background checks. Criminal convictions may prevent students from being accepted into clinical agencies for clinical courses. Students need to be aware that any history of misdemeanor and/or felony conviction or criminal charges pending, may make them ineligible to meet clinical requirements.

Background Information Disclosure (BID) form instructions:

1. Ensure all sections of the form are completed accurately.
2. Check the box Other – specify and write Nicolet College Nursing Student
3. Include any other names by which you have been known, including maiden names.
4. Fill in your complete home address.
5. For Business Name & Address you can indicate: NATC, P. O. Box 518, Rhinelander, WI 54501
6. Answer all questions accurately and truthfully.
7. Question #1 in Section A requires you to disclose if you have a pending charge or have ever been convicted of any crime anywhere, including in federal, state, local, military, and tribal courts. This means any felony, misdemeanor, municipal ordinance violation, or any type of offense (other than a parking ticket), regardless of the nature of the penalty or fine for that offense.
8. If you are in doubt about the nature of any offense, please list it.
9. Submit an explanation of charges and additional court documents for all charges.
10. Nicolet College will review all BID forms and send them (along with additional court documents) to the clinical agency for review. Disclosure of pending charges or convictions will not necessarily disqualify the student from clinical placement.
11. Failure to disclose a pending charge or conviction is considered falsification of a record and is grounds for immediate dismissal from the Nursing Program at Nicolet College.

Clinical Health Requirements

Students must have met and continue to maintain the health requirements. Vaccination exemptions are accepted at the discretion of the clinical agency. Students seeking an exemption must contact the Health Support Specialist for guidance on the process and required documentation.

Requirement	Criteria for Compliance
MMR (Measles, Mumps, Rubella)	<p>Immunization record must show:</p> <ul style="list-style-type: none"> Documentation of 2 doses of vaccines <p>OR</p> <ul style="list-style-type: none"> Documented serologic immunity (titer), appropriately spaced and given according to CDC guidelines (After first birthday)
Varicella (Chickenpox)	<p>Immunization record must show:</p> <ul style="list-style-type: none"> Documentation of 2 doses of vaccines; appropriately spaced and given according to CDC guidelines <p>OR</p> <ul style="list-style-type: none"> Documented serologic immunity (titer) Documentation of physician-diagnosed disease is not sufficient.
Influenza Vaccination	<p>Annual seasonal influenza vaccine documentation required before October 25 for fall clinicals. If clinical placement begins after October 25, must have annual seasonal influenza vaccine before clinical begins.</p>
Tetanus, Diphtheria & Pertussis (Tdap)	<p>Immunization record must show:</p> <ul style="list-style-type: none"> Vaccine once in adolescent/adult life >11 years of age. Then Tdap or Td booster every ten years.
Hepatitis B Vaccination	<p>Immunization record must show:</p> <ul style="list-style-type: none"> Documentation of 3 doses of vaccines; appropriately spaced and given according to CDC guidelines <p>OR</p> <ul style="list-style-type: none"> Documented serologic immunity (titer) Documentation of physician-diagnosed disease is not sufficient.
Tuberculin Test	<p>Students must provide initial documentation of one of the following:</p> <ul style="list-style-type: none"> Two-step TB skin test (TST) <p>OR</p> <ul style="list-style-type: none"> QuantiFERON Gold test or T-Spot test <ul style="list-style-type: none"> After the initial TB screening, students must submit either a one-step TB test or a QuantiFERON Gold/T-Spot test annually. If more than 12 months have elapsed since the last TB test, the screening process must be restarted with a new two-step TB test or a QuantiFERON Gold/T-Spot test. <p>The process for a two-step TB test is as follows:</p> <p>First Step:</p>

	<ul style="list-style-type: none"> • The healthcare provider will inject a small amount of testing fluid under the skin of your forearm. • You will return in 48–72 hours to have the site checked for any reaction. • If you do not return within that time frame, the first step will need to be repeated. <p>Second Step:</p> <ul style="list-style-type: none"> • About 1–3 weeks after your first test is completed and read, you'll repeat the process. • The second TST must be administered at least 7 days after the first test is read and no more than 3 weeks apart. <p>A positive TST, QuantiFERON Gold test or a T-Spot test, requires the following:</p> <ul style="list-style-type: none"> • Documentation of positive results • Documentation of a negative chest x-ray • Completed TST questionnaire on an annual basis
Covid-19	<p>Immunization record must show:</p> <ul style="list-style-type: none"> • Documentation of 2 vaccines with the manufacturer (Pfizer, Moderna, or Johnson and Johnson) or an approved medical or health exemption from the clinical facility.

Confidentiality

The practice of keeping client information confidential is essential in the practice of nursing and in the program. In August 2002, the federal government passed the Health Insurance Portability and Accountability Act (HIPAA) that restricts the use and disclosure of any personal health information. Any violations result in civil and criminal penalties. It is expected nursing students recognize the importance of absolute confidentiality in this career and will follow this policy.

I pledge my oath that I will never discuss, photocopy, duplicate, or disclose matters pertaining to the patients, citizens, children, cooperating program providers, and other persons with whom I work during my academic program at Nicolet Area Technical College without direct permission. I further pledge my oath of confidentiality to the families of those persons and to any issues connected with them. This oath is binding with the exception that I may use such confidential information for the express purpose of facilitating learning and taking extreme care to remain as discreet as possible while diligently protecting the identity of persons involved. (Additionally, I will have signed patient permission forms for any photographs I take as part of assigned course work.)

I pledge to abide by the confidentiality policies of the facility in which I am placed for off-campus educational experiences and the Nursing Code of Ethics.

I realize that any breach of confidentiality is very serious and will result in immediate disciplinary action, including the possibility of program dismissal. Since disclosure of confidential information is a legal infraction, that breach of confidentiality will be reported to the management of the health care agency where the infraction occurred. That authority may elect to pursue further legal action.

Areas of confidentiality may include, but are not limited to the following examples:

- Confidentiality must be always maintained in regard to patients, client records, and other information obtained in the clinical area.
- Students are to only share health care information about an individual with other persons who have a need to know the person's health status such as instructor, physician, nurse manager, and nursing staff.
- Discussion of client's condition or personal affairs is confidential and will only be held in the presence of the client, the client's family, nursing staff, and/or instructor. This includes no discussion about a client in public areas of the health care facility or agency.
- Students will not give information concerning patients or hospital news to newspaper reporters, lawyers, photographers, or others not connected with the health care agency. Any person seeking information will be referred to the agency staff.
- Students will not use computer records to identify private confidential information about any individual unless it is related to providing nursing care.
- Students will maintain confidentiality in consultation, teaching, and writing.
- Students will ensure privacy before engaging in a discussion.
- Students will release information only with client's written authorization.
- Students will consult with an instructor when the information discussed may be harmful

- to
- the client's health and well-being.
- Students will consult with an instructor when deciding how to maintain the privacy of a minor client, a mental health client, or an elderly cognitively impaired client.
- Students will protect the privacy of patients' documentation that is in the student's possession

A signature for the receipt of the handbook implies understanding of this policy and such repercussions.

Use of Social Media

Nicolet College nursing students must use social media responsibly, as online behavior can impact both individual careers and the nursing profession. Students are expected to follow the American Nurses Association (ANA) Principles of Social Networking. Violations may result in dismissal from the program, limit clinical or employment opportunities, and carry potential personal liability.

To maintain professional boundaries and uphold the integrity of the student–faculty relationship, students enrolled in the Nursing Program are not permitted to send friend requests or initiate personal connections with instructors on social media platforms while actively enrolled in the program. This policy is intended to foster a respectful academic environment and ensure that all interactions between students and faculty remain appropriate, equitable, and focused on educational success.

ANA Principles of Social Networking (<https://www.nursingworld.org/social/>)

1. Be aware of your audience. Make sure that the content of your posts is appropriate for the people who will be seeing it and may share it with others.
2. Maintain your professionalism. Avoid posting anything that could be considered unprofessional or inappropriate, such as photos or videos of patients.
3. Know your social media policy. Familiarize yourself with your employer's social media policy and adhere to it across all the social media platforms that you choose to use.
4. Secure your social media profiles. Review and set-up the respective privacy settings for the social media platforms that you choose to use.
5. Share credible information only. The dissemination of credible and reliable information protects the health and well-being of the public.
6. Engage with respectful content. Do not share content that is harmful, disparaging, racist, homophobic, or derogatory.

Dress Code

Clinical uniforms are required in clinical, laboratory, and simulation settings and select school related activities. The requirements listed below follow best practices for safety and infection control. Faculty may suspend a student from the clinical/laboratory setting for non-compliance with the dress code. This will be counted as an unexcused absence/or missed clinical hours. Clinical facilities may have additional dress code requirements.

1. Student Nurse Uniform
 - Student must purchase Nicolet College uniform with nursing patch through Nicolet Bookstore unless prior approval is obtained.
 - Uniform is to be clean and wrinkle-free with patch securely sewn on the left sleeve.
 - Name badge indicating student name and nurse student status must be worn at all times.
 - Clean running or nursing shoes are required. For your safety, non-porous shoes are recommended.
 - Student is responsible to bring stethoscope, bandage scissors, penlight, and any other items required by instructor to clinical.
 - Students must have a watch (with a second-hand) that includes a washable band.
Optional: Students may purchase a gray scrub jacket with patch from Nicolet Bookstore.
2. Hair
 - Shoulder length or longer hair must be pulled back and secured.
 - Ribbons, bows and scarves are not to be worn.
 - Headdress must be clean and off the collar if longer ends must be tucked into uniform
 - Beards and mustaches must be clean and well-trimmed. You may be requested to trim your beard or wear a beard guard depending on clinical policy.
3. Personal hygiene:
 - Regular bathing and oral hygiene is required
 - No strong perfume, aftershave, or other scents may be used
 - Fingernails are to be short and clean. Nail polish, gel nails, and artificial nails are not allowed.
4. Jewelry:
 - No dangling earrings or rods are allowed (except for medical purposes).
 - Jewelry is not allowed, but students may wear plain wedding bands depending on facility policy.
 - Ear gauges (tunnels) must have solid plugs that are clear or natural-colored.
 - Facial or visible body piercing jewelry must be removed (if possible) or use a clear spacer. Some facial jewelry may be approved based on clinical facility policy.
5. Miscellaneous:
 - Gum chewing is not permitted in the clinical area.
 - No smoking, vaping, or drinking of alcoholic beverages while in uniform is allowed. This is also not allowed on campus and at clinical facilities.
 - Any offensive visible tattoos should be covered before entering the clinical area (if able). Examples of offensive tattoos include pictures or words of sexual nature, gang affiliations, profanity or derogatory

words/images.

Liability Insurance (optional)

Each student may carry his/her own liability insurance. This is optional

Clinical Experience

Clinical Placement

Clinical placement is based on providing the best clinical experience for the student. Faculty will determine clinical placement based on the site best able to meet the students' learning needs, patient safety, and instructor/student ratio. A clinical placement may change at any time should the need arise. Options for clinical sites are determined by the Wisconsin Department of Safety and Professional Services and the Department of Health Services and are federally regulated. Therefore, changes may occur that are beyond the control of Nicolet College and may require students to attend a different clinical agency.

Clinical Attendance

Attendance during clinical is vital to ensure an optimal learning experience for nursing students. The clinical experience provides students with essential skills and patient contact which cannot be substituted in a classroom or by a written make-up assignment. The clinical experience enables students to develop professional relationships with health care professionals and allows students to socialize in the role of the professional nurse. The experience provides unique opportunities for students to practice therapeutic communication with patients and families.

Students should be aware that potential future employers are observant of student attendance and performance during clinical experiences.

Clinical Attendance and Punctuality Policy

2. Students are expected to attend all scheduled clinical and observational experiences.
3. Timely arrival to clinical sessions is required; tardiness or early departure may result in point deductions.
4. Any absence, tardiness, or early departure will impact the clinical course grade.
5. Students must notify their assigned clinical instructor at least one hour prior to the scheduled start time if they will be absent.
6. Excessive absences that hinder the attainment of clinical competencies may lead to course failure.

Maximum number of hours of absences allowed per clinical is based on the total clinical credits:

- Two credit clinicals = 16 hours maximum
 - Exception for Transition Clinical = 8 hours maximum of non-rescheduled hours (see course syllabus)
- Three credit clinicals = 24 hours maximum

If absences exceed maximum hours for the clinical, the student will not be able to continue in the clinical and will either fail or need to withdrawal based on circumstances.

In addition to the clinical point deductions, any student absence will require completion of mandatory clinical absentee assignments that will be assigned by the clinical instructor. This may include case studies, simulation, additional clinical hours, or other alternative assignments as appropriate. These assignments must be submitted by the due date determined by the instructor and no late assignments will be accepted. Failure to complete clinical absentee assignments may result in additional clinical grade deductions or failure in clinical competencies.

Employment During Clinical Experience

To ensure students are well-rested and capable of providing safe, high-quality care in clinical settings:

1. Students must not engage in employment during the eight hours preceding any clinical experience. This policy is designed to support optimal cognitive function, sound judgment, and patient safety.
2. Students are expected to manage their work and personal schedules to avoid conflicts with clinical responsibilities.
3. Students who appear fatigued or unable to perform safely may be dismissed from the clinical site at the discretion of the clinical instructor and will be subject to the Clinical Attendance policy.

Health and Safety

1. If the student incurs an injury or illness during a clinical experience, medical assistance will be obtained. The cost of such service is the responsibility of the student.
2. It is the student's responsibility to follow all policies at the clinical facilities regarding infection control and exposure.
3. A release from the provider is required before the student may return to the clinical area following an extended illness, surgery, trauma, or childbirth.
4. Drug and/or alcohol assessment will be required if a student is suspected of using drugs/alcohol prior to or during clinical. Any associated costs will be at the student's expense.
5. It is the student's responsibility to take actions to protect themselves and the patient (self- management of health conditions).
6. Absences related to extenuating circumstances such as medically approved absences or death in the immediate family will be reviewed by the clinical instructor and program Nurse Administrator.

Bloodborne Pathogen Exposure Control Plan

Associate Degree Nursing students may incur exposure to bloodborne pathogens. This document is to provide guidelines regarding bloodborne pathogens.

To minimize risk, adhere to the following:

- A. Standard Precautions - Students are expected to always comply with standard precautions.
- B. Engineering Controls - The following engineering controls are used at Nicolet College nursing program:
 - a. Handwashing facilities are available in each nursing lab.
 - b. Biohazard containers are available from the Facilities Department for the disposal of contaminated needles and other contaminated sharps.
- C. Work Practice Controls - The following work practice controls are followed at Nicolet College:
 - a. Students should not eat, drink, apply cosmetics, lip balm, or handle contact lenses in areas where there is the likelihood of exposure to blood or other potentially infectious materials.
- D. Personal Protective Equipment
 - a. Personal protective equipment is available for student use in each of the nursing labs and includes masks, protective eyewear, gowns, and disposable gloves.
- E. Regulated Waste
 - a. Biohazardous waste containers are available for the disposal of contaminated sharps, laboratory specimens, and other potentially infectious materials. Biohazard containers are accessible and available in each of the nursing labs.
 - b. Contaminated sharps including needles, razor blades, scalpels, broken glass, plastic and other sharp instruments shall be disposed of in puncture resistant, leak-proof, closeable containers labeled with a biohazard label. When the sharps container is full students notify instructor
- F. Blood or Other Body Fluid Spills
 - a. Blood/body fluid spill kits are located next to the first aid kits in all buildings on the campus. In the event of a spill, students should notify the instructor after hours notify facilities.
- G. Bloodborne Pathogen Exposure

If students are exposed to bloodborne pathogens, the student will be referred to a health care provider for post-exposure evaluation and follow-up. It is the student's responsibility to obtain and pay for post-exposure evaluation and follow-up.

- a. If the bloodborne exposure takes place at a clinical site, the student will follow the post-exposure procedure in place at that facility.
 - b. The student should contact the Director of Risk, Compliance and Security at NATC as soon as possible after the incident and complete a Student Report of Incident Form.
- H. Hepatitis B Vaccination
- a. Nursing students are advised to receive the Hepatitis B vaccines. Documentation is kept in the student file in Viewpoint account.

We follow the Nicolet College Campus Safety Policy and Emergency Response Guide. (<https://www.nicoletcollege.edu/about/compliance/administrative-policies/30-safety-and-security/302-campus-safety>).

Standard Precautions for Blood and Body Fluids

The following standard infection control precautions for handling blood and body fluids must be known and practiced by nursing students to provide safe patient care and to protect themselves:

1. Handle the blood and body fluids of all patients as potentially infectious.
2. Wash hands after touching blood, body fluids and contaminated items, whether gloves are worn.
3. Wear gloves for potential contact with blood or body fluids.
4. Wear mask, eye protection and face shield to protect mucous membranes during procedures that are likely to generate splashes or sprays.
5. Never recap used needles or manipulate them using both hands.
6. Immediately place used syringes in nearby sharps container.
7. Treat all linen soiled with blood and/or body fluid as infectious.
8. Process all laboratory specimens by placing in a biohazard bag.
9. Wash hands with soap and water if contact with spores suspected (e.g. *Clostridium difficile*) or for anyone experiencing diarrhea.

Clinical Transportation

Students are responsible for providing their own transportation to and from clinical and community sites.

Inclement Weather

The college acknowledges that individuals are the best judges of their own safety when deciding whether to travel during inclement weather. Students who believe travel conditions are unsafe may choose not to attend; however, they are responsible for any academic or clinical consequences resulting from their absence.

Instructors have the authority to cancel or modify in-person clinical experiences (or class) and will communicate any changes directly to students. Instructors will adhere to the college's official closure guidelines. For Transition Clinical, attendance decisions will be made collaboratively between the student and their preceptor. [6.02 Inclement Weather/College Closing | Nicolet College](#)

Clinical Evaluation

The purpose of clinical evaluation is to document progress toward attainment of course competencies and program outcomes. Students in the Associate Degree

Nursing Program must continue to maintain skills and knowledge previously learned, such as nursing procedures, dosage calculation, and nursing theory. Once a course competency has been attained, including basic and advanced skills, it is expected that this level of performance will be maintained throughout the program.

Clinical evaluation takes place informally each day of clinical. Each student's clinical performance will be reviewed using a Clinical Evaluation Tool at mid-semester and at the end of each semester. The Clinical Evaluation Tool is reviewed at the beginning of each clinical course.

At any point in the clinical course where it is apparent the student is not making satisfactory progress towards the achievement of the competencies; the Policy for Safe and Professional Student Behavior will be followed for a plan of remediation. The form of remediation will be determined by the clinical instructor in consultation with Associate Dean of Nursing- Program Director.

Simulation

Simulation is a clinical experience or equivalent to a clinical day. The intention of simulation is to learn in a safe environment. The same clinical policies apply (i.e., confidentiality, standard precautions, etc.). Students must be adequately prepared to care for the simulated patients. Failure to complete the preparatory assignment will prohibit the student from participating in the simulation. If a student is tardy or absent the clinical syllabus policy for point deductions will apply.

In the event a student's performance during simulation is less than satisfactory and/or the student misses simulation; the student will meet with the clinical faculty to discuss options for remediation and progression in the course. Unsuccessful remediation or the failure to attend simulation days may result in a failure in the course.

Other ways simulation may be used in Nicolet College nursing program:

Scenario Testing

The student will be informed by the program Nurse Administrator which scenario option will be assigned.

- There are two options for scenario's (see below)
 - Formative scenario: The student will receive feedback from the nursing faculty at the completion of the scenario. This is not a graded activity. The expectation of the scenario is that the student has maintained the competencies from previous learned nursing content (nursing skills and theory).
 - Summative scenario: The student will be evaluated during the scenario to be deemed competent. The student must be found competent in that attempt, in order to participate in the scheduled clinical course.
- Clinical dress code will be followed by all students in the lab setting, or simulation.
- Students are expected to arrive for simulation activities prepared for

- the day's activities, including any preassigned reading, research and preparation assignment.
- Students are expected to arrive for the scenario testing prepared. The students are given a guide on how to prepare for the scenario.

Students will need to schedule their scenario test. In the event the student needs to cancel, a 24-hour notice is necessary.

- If the student is not present for the scheduled scenario test, they will make an appointment with the program Nurse Administrator to discuss their program options.

Audio/Video Recording

In connection with participation in simulation and or nursing skills lab the use of audio/video recording including photographs, digital images, audio clips, video recordings or other likeness for educational and/or evaluative purposes may be used. Any recordings will be used for teaching, evaluation, and debriefing purposes only.

Latex Sensitivity/Allergy

The Nursing Program will make reasonable effort to provide a latex-reduced environment to minimize latex exposure to students. Latex-free and latex-reduced products will be available for use to the extent they are available from vendors and manufacturers to facilitate and maintain a safe environment for students/staff.

Students who have a known latex allergy need to notify an instructor and/or dean as soon as possible. Students who develop symptoms of latex allergy and sensitivity during their study in their health care occupations program, need to notify an instructor as soon as symptoms develop.

Policy for Safe and Professional Student Behavior

The Nicolet College Nursing Program recognizes the critical importance of safety and professional conduct across all areas of nursing practice. In alignment with the College's Student Code of Conduct, this policy establishes clear expectations for student behavior, promotes safe and professional practice in academic and clinical settings, and provides a structured approach for addressing concerns through remediation that supports successful course and program completion.

<https://www.nicoletcollege.edu/about/compliance/administrative-policies/10-mission/106-student-code-conduct-and-grievance>

Expectations

Nursing students are held to high standards of ethical and professional conduct. They are expected, but not limited to:

- Arrive prepared for all classroom, laboratory, and clinical experiences.
- Engage actively in learning and uphold academic integrity.
- Demonstrate respectful and professional behavior toward patients, peers, faculty, and healthcare team members.

- Maintain confidentiality.
- Adhere to safety protocols of Nicolet, Nursing Program, and clinical agencies.

Definition of Unsafe or Unprofessional Conduct

Unsafe or unprofessional behavior is defined as any action that poses actual or potential harm to patients, students, faculty, or healthcare personnel. If such behavior occurs, faculty may require the student to leave the classroom, lab, or clinical setting immediately.

Examples of Unsafe or Unprofessional Behavior:

- Displaying dismissive or disrespectful nonverbal cues (e.g., eye rolling)
- Making comments that reflect poor professionalism
- Arriving unprepared for clinical or classroom activities
- Involvement in a near-miss medication error
- Arguing with faculty or refusing constructive feedback
- Repeated lack of preparation for clinical practice
- Demonstrating patterns of inadequate knowledge or skill
- Failing to identify potential medication errors
- Yelling at patients, faculty, or healthcare team members
- Violating patient confidentiality
- Attending class or clinical under the influence of drugs or alcohol
- Repeated errors that could result in harm to self or others

Remediation Process

When safety or professionalism concerns arise, the following steps will be taken:

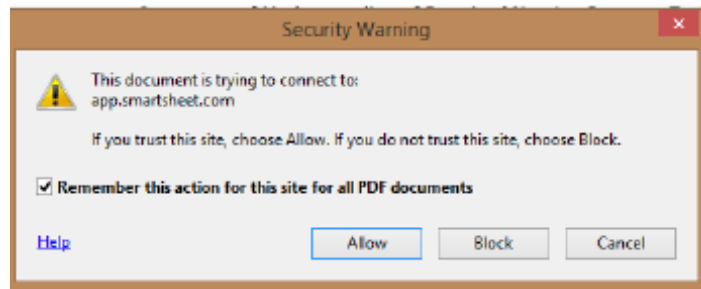
1. The faculty member will document the incident and outline a remediation plan.
2. A meeting will be held within three business days between the students, faculty member, and Dean of Health and Human Services (if needed).
3. The student may provide additional information on the incident within three business days to instructor and Dean of Health and Human Services (if needed).
4. Both parties will sign the documentation, which will be placed in the student's file.
5. If remediation is assigned, the student must complete all activities by the specified deadline. Failure to do so, or failure to meet course competencies, will result in course failure.

Remediation is intended to resolve concerns and support continued success. However, repeated incidents may result in additional remediation, course failure, or dismissal from the program.

FORMS

Required Completion – Review and Online Approval

***NOTE:** when clicking on the links for 1-4 below, if you receive the following message, click on “Allow”



1. [Verification of Handbook Review](#) (includes the following forms):
 - Verification of Handbook Review
 - Bloodborne Pathogen Occupational Exposure
 - Statement of Understanding of Required Nursing Program Technical Standards
 - Statement of Understanding for Placement in Clinical Courses
2. [ADN Admission Notification Clinical & Classroom Time Requirements & Recommended Time Management](#)
3. [Statement of Understanding for Placement in Clinical Courses](#)
4. [Plagiarism Attestation Form](#)

REFERENCES

American Nurses Association. (2025). *Code of ethics for nurses*. ANA Enterprise.
<https://codeofethics.ana.org/home>

American Nurses Association. (n.d.). *Social media principles for the nursing profession*. ANA.
<https://www.nursingworld.org/social/>

About the Nursing Program Student Handbook



The policies and procedures in this handbook apply to all ADN program students. Nicolet College 's Health Occupations Department will review the contents of this handbook and reserves the right to make changes as needed.