

# WATTS

## College of Nursing

---

Affiliated with Duke University Health System

STUDENT HANDBOOK 2023-2024

# TABLE OF CONTENTS

<b>WELCOME.....</b>	<b>PAGE 4</b>
<b>GENERAL INFORMATION.....</b>	<b>PAGES 5-19</b>
Academic Calendars.....	6
Approval.....	8
Accreditation.....	8
Administrative Offices.....	9
Diversity and Inclusion Statement.....	10
Method of Delivery: Residential and Blended.....	10
Facilities.....	11
Watts College of Nursing Honor Code.....	12
Mission Statement.....	13
Philosophy.....	13
Program Outcomes.....	13
Student Bill of Rights.....	14
Student Responsibilities.....	16
Student Services.....	18
<b>STUDENT POLICIES.....</b>	<b>PAGES 20-150</b>
Academic Advising.....	22
Academic Honors.....	23
Academic Integrity.....	24
Academic Standing.....	27
Accommodation for Students with Disabilities.....	29
Admissions.....	33
Approved Clinical Procedures.....	39
Attendance.....	41
Bereavement Leave.....	43
Campus Crime Statistics Disclosure.....	44
Clinical Requirements.....	45
Closure Policy.....	47
Communication.....	49
Computer Requirements.....	51
Confidentiality.....	52
Credit Hour.....	53
Crime and Emergency Reporting.....	54
Criminal Record Communication.....	55
Disciplinary Action.....	56
Dress Code.....	64

# TABLE OF CONTENTS

Drop/Add.....	68
Emergency Communication.....	71
FERPA.....	72
Financial Responsibility.....	82
Firearms, Explosives, and Weapons.....	83
Fundraising.....	84
Gifts and Contributions.....	85
Grade.....	86
Graduation.....	89
Grievance.....	92
Harassment.....	95
Health and Safety.....	96
Identification of Location of Student.....	98
Jury Duty.....	99
Late Assignment.....	100
Leave of Absence.....	102
Non-discrimination.....	105
Placement of Students.....	107
Professional Integrity.....	109
Public and Press Relations.....	111
Radiation Exposure.....	112
Readmission.....	113
Recording.....	114
Refund.....	115
Repeat.....	118
Satisfactory Academic Progress.....	119
Security Warning.....	123
Severe Weather.....	124
Social Media.....	125
Student Records.....	127
Substance Use.....	129
Technological Devices.....	137
Testing.....	138
Tobacco/Smoke-free Environment.....	141
Transfer of Credit.....	142
Tuition and Fees.....	144
Withdrawal.....	146

# WATTS COLLEGE OF NURSING STUDENT HANDBOOK

## WELCOME

---

Hello and welcome to Watts College of Nursing! What an exciting time to enter nursing and become part of the health care team. Your career starts at one of the very best colleges that is steeped in tradition and excellence.

The Watts name is synonymous with excellence and has a long history of graduating nurses that have cared for the community and surrounding areas for 125 years. Watts continues to graduate nurses who are ready to deliver nursing care, and now the college proudly awards the Bachelor of Science in Nursing degree.

Watts College of Nursing will challenge, enlighten, and create opportunities for you to explore the many options in caring for patients, their families and loved ones. As a student, you will receive instruction in our simulation and skills labs, classrooms, and clinical settings. Caring faculty will guide you through the many facets of becoming a registered nurse.

At Watts, life long friendships will be made; a network of colleagues will be formed; and a nursing career of choices awaits. We are delighted you have selected Watts College of Nursing. Let the learning begin!



# GENERAL INFORMATION

- " ACADEMIC CALENDARS
- " APPROVAL
- " ACCREDITATION
- " ADMINISTRATIVE OFFICES
- " DIVERSITY AND INCLUSION STATEMENT
- " DELIVERY METHOD
- " FACILITIES
- " WATTS COLLEGE OF NURSING HONOR CODE
- " MISSION STATEMENT
- " PHILOSOPHY
- " PROGRAM OUTCOMES
- " STUDENT BILL OF RIGHTS
- " STUDENT RESPONSIBILITIES
- " STUDENT SERVICES

# GENERAL INFORMATION

## ACADEMIC CALENDAR

**FALL 2023 (Subject to Change as Necessary)**

<b>FALL 2023</b>	
<b>TBD</b>	Registration Shopping Cart
<b>August 1-3</b>	New Student Orientation
<b>August 7</b>	Regular Class Meeting Schedule Begins
<b>August 18</b>	Drop/Add Ends
<b>September 4</b>	Labor Day (No Classes)
<b>TBD</b>	Student Body Faculty Meeting DRH Auditorium
<b>October 2</b>	Fall Break Begins
<b>October 9</b>	Classes resume
<b>November 1</b>	Registration for Spring 2024 Begins
<b>November 3</b>	Last Date to Withdraw
<b>November 8</b>	Registration for Spring 2024 Ends
<b>November 15</b>	Drop/Add begins for Spring 2024
<b>November 23 and 24</b>	Thanksgiving Holiday (No Classes)
<b>November 30</b>	Classes End
<b>December 1</b>	Final Examinations Begin
<b>December 6</b>	Final Examinations End
<b>December 8</b>	Grades Due
<b>December 14</b>	Rehearsal for Black Banding and Graduation Ceremony
<b>December 15</b>	Black Banding and Graduation Ceremony

# GENERAL INFORMATION

## ACADEMIC CALENDAR

**SPRING 2024** (Subject to Change as Necessary)

SPRING 2024	
TBD	Registration Shopping Cart
January 9-11	New Student Orientation
January 15	Martin Luther King Holiday (No Classes)
January 16	Regular Class Meeting Schedule Begins
January 26	Drop/Add Ends
TBD	Student Body Faculty Meeting DRH Auditorium
March 11	Spring Break Begins
March 18	Classes resume
March 29	Last Date to Withdraw
April 3	Registration for Fall 2024 Begins
April 10	Registration for Fall 2024 Ends
April 15	Drop/Add begins for Fall 2024
May 6	Classes End
May 8	Final Examinations Begin
May 10	Final Examinations End
May 14	Grades Due
May 16	Rehearsal for Black Banding and Graduation Ceremony
May 17	Black Banding and Graduation Ceremony

# GENERAL INFORMATION

## APPROVAL

---

Watts College of Nursing is licensed by the UNC General Administration - Board of Governors.

### UNC System Office

910 Raleigh Road  
PO. Box 2688  
Chapel Hill, North Carolina 27514  
Phone: 919.962.1000

The BSN program is approved by the

[North Carolina Board of Nursing](#)

Contact Info for NC Board of Nursing  
4516 Lake Boone Trail  
Raleigh, North Carolina 27607  
Phone: 919.782.3211 Fax: 919.781.9461  
[www.ncbon.com](http://www.ncbon.com)

## ACCREDITATION

---

The most recent accreditation decision made by the ACEN Board of Commissioners for the Watts College of Nursing's Baccalaureate nursing program is Initial Accreditation. This initial Accreditation status expires in Spring 2026.

Accreditation Commission for Education in Nursing (ACEN)  
3343 Peachtree Road NE, Suite 850  
Atlanta, GA 30326 404-975-5000  
<http://www.acenursing.us/accreditedprogramsSearch.htm>



Watts College of Nursing is institutionally accredited by the [Accrediting Bureau of Health Education Schools \(ABHES\)](#). This accreditation expires February 2027.

### Contact Info for ABHES

6116 Executive Blvd., Suite 730  
North Bethesda, MD 20852  
Phone: 301.291.7550  
[www.abhes.org](http://www.abhes.org)



# GENERAL INFORMATION

## ADMINISTRATIVE OFFICES

---

### ***President***

Dr. Yolanda Neal, DNP, RN, NEA-BC  
Office #229  
Office Phone: 919.470.7344  
E-mail: [yolanda.neal@duke.edu](mailto:yolanda.neal@duke.edu)

### ***Associate Executive of Business and Finance***

Brandon Balandra  
E-mail: [brandon.balandra@duke.edu](mailto:brandon.balandra@duke.edu)

### ***Associate Executive of Academics***

Dr. Judy King, DNP, RN  
Office: 231  
Phone: 919.470.8513  
Email: [judyanne.king@duke.edu](mailto:judyanne.king@duke.edu)

### ***Coordinator of Student Affairs/Admissions/Recruitment***

Monique Barrett  
Office #228  
Office Phone: 919.470.7345  
E-mail: [monique.barrett@duke.edu](mailto:monique.barrett@duke.edu)

### ***Administrator Coordinator - Business and Finance***

Sharon W. Evans  
Office #224  
Office Phone: 919.470.8639  
E-mail: [Sharonw.evans@duke.edu](mailto:Sharonw.evans@duke.edu)

### ***Coordinator of Registration and Enrollment***

Kimberly Black  
Office #226  
Office Phone: 919.470.7342  
E-mail: [Kimberly.black@duke.edu](mailto:Kimberly.black@duke.edu)

Should an emergency occur outside of school hours requiring immediate action, students may contact, Dr. Neal 336.430.0619 or Dr. King at 919.454.9842.

# GENERAL INFORMATION

## **DIVERSITY AND INCLUSION STATEMENT**

---

In alignment with our mission and philosophy, Watts College of Nursing recognizes that diversity and inclusion fosters respect, cultural awareness and an inclusive community. Watts College of Nursing is committed to promoting, understanding and educating through respectful dialogue and sharing of different perspectives, beliefs and experiences. Students, faculty and staff are actively engaged in caring for self and others through reflection, discussion and implementation of best practices in nursing. These experiences enrich student, faculty and staff knowledge, skills and attitudes about humanity. Watts College of Nursing will continue to make diversity and inclusion a high priority to ensure a supportive environment in the school and communities we serve.

## **METHOD OF DELIVERY: RESIDENTIAL AND BLENDED**

---

All coursework is conducted onsite at 2828 Croasdaile Drive, Durham, NC, via online delivery or at an approved clinical affiliate location.

# GENERAL INFORMATION

## FACILITIES

---

### PARKING

Student parking spaces at the school are marked "WS" in white paint. Course faculty will provide information concerning parking at other clinical sites.

### COLLEGE ACCESS

Each student is issued a security badge to access the College seven days a week from 6:00 AM to 10:00 PM. Students are not to share their badges with anyone. Lost or stolen badges should be reported immediately to the College administration. A replacement cost will be charged.

### CHILDREN

Children are not permitted to accompany students in the classroom or any study/learning/clinical areas, nor are they to be left unattended in any area of the College facility or study/learning/clinical areas. Children are only allowed on campus with students for drop off or pick up of materials/information.

### COMPUTER LAB

Computers are available for use in the classrooms, Walters and Pierce skills labs, conference rooms, and three computer labs, all with access to Internet, Microsoft Word, Microsoft PowerPoint, and other software. Printing services are not available on campus. Personal software and files are not to be loaded or saved to the hard drives. Food and drink are not permitted in this area.

### CONFERENCE ROOMS

Three conference rooms are available. Each room is equipped with a computer for student use and can be reserved using the Outlook Calendar.

### DINING

Microwaves and refrigerators are available in the Student Lounge and Student Kitchen. A variety of restaurants are located within a short distance from the College.

# GENERAL INFORMATION

## WATTS COLLEGE OF NURSING HONOR CODE

---

The Honor Code upholds the high standards of Watts College of Nursing through a commitment to academic honesty and personal and professional integrity. As an integral part of the College, the Honor Code promotes an atmosphere of mutual trust and respect among students, faculty, and staff who share the responsibility of protecting these standards for the benefit of the entire College community.

By signing, I pledge to refrain from any form of academic dishonesty or misconduct and to adopt the standards of the College:

- I will not cheat, plagiarize, fabricate, falsify, or lie in my academic pursuit, nor will I accept those behaviors in fellow students.
- I will be respectful of the College's property and the property of others.
- I will conduct myself honorably in all activities as a Watts student.

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

# GENERAL INFORMATION

## MISSION STATEMENT

---

To uphold a tradition of excellence in the preparation of professional nurses, through knowledge, evidence-based practice, and research, to improve the health of the communities we serve.

## PHILOSOPHY

---

Nursing fosters the promotion, maintenance, and restoration of health in diverse communities across the lifespan. As a professional discipline, nursing entails both independent and collaborative care and is based on caring behaviors, scientific knowledge, ethical-legal principles, clinical competencies, the nursing process and clinical decision making. Nursing is actualized through the delivery and management of care, education, advocacy, and participation in the interprofessional team.

Nursing education is an interactive, developmental learning process built on the biological and social sciences that enables students to acquire the knowledge, skills, attitudes, and values necessary to practice the profession of nursing. The design of the program takes into account the needs of the students, the integration of evidence-based practices, the changing directions of health care, the need for innovation in nursing education, the advancements in technology, and the health care consumer and community. Students receive a broad-based academic and clinical education through concurrent theory and clinical practice to function as a nurse generalist within various health care settings and in the continually changing health care environment.

The teaching-learning process is viewed as a partnership between the student and educator in which the faculty acts as a facilitator, role model, mentor, and resource. The faculty strives to promote professional development, to cultivate a spirit of inquiry and a desire for life-long learning, and to uphold the Watts tradition of nursing excellence.

## PROGRAM OUTCOMES

---

By the end of the program, the student will be able to:

1. Manage client-centered care, utilizing the nursing process, to meet the spectrum of health care needs of a diverse population across the lifespan.
2. Collaborate with clients, families, communities, and health team members in the promotion, maintenance, and restoration of optimal health.
3. Demonstrate professional accountability and commitment to compliance with professional performance standards of the American Nursing Association (ANA) including quality, nursing practice, education, leadership, and research.
4. Provide safe and effective care, justifying clinical decision making based on evidence from nursing and associated disciplines.
5. Manage informational and technological resources to coordinate, facilitate, and improve the quality and delivery of health care in a variety of settings.

# GENERAL INFORMATION

## STUDENT BILL OF RIGHTS

---

To create an environment that ensures our students are treated equitably and are given the proper atmosphere to learn, the Watts College of Nursing accepts the National Student Nurses Association (NSNA) Bill of Rights and Responsibilities for Students of Nursing.

The following is the NSNA Student Bill of Rights and Responsibilities initially adopted in 1975, and further revised in 1991 and 2006:

- Students should be encouraged to develop the capacity for critical judgment and engage in a sustained and independent search for truth.
- The freedom to teach and the freedom to learn are inseparable facets of academic freedom: students should exercise their freedom in a responsible manner.
- Each institution has a duty to develop policies and procedures, which provide and safeguard the students' freedom to learn.
- Under no circumstances should a student be barred from admission to a particular institution on the basis of race, color, creed, national origin, ethnicity, age, gender, marital status, life style, disability, or economic status.
- Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.
- Students should have protection through orderly procedures against prejudiced or capricious academic evaluation, but they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.
- Information about student views, beliefs, political ideation, or sexual orientation which instructors acquire in the course of their work or otherwise, should be considered confidential and not released without the knowledge or consent of the student, and should not be used as a basis of evaluation.
- The student should have the right to have a responsible voice in the determination of his/her curriculum.
- Institutions should have a carefully considered policy as to the information which should be a part of a student's permanent educational record and as to the conditions of this disclosure.
- Students and student organizations should be free to examine and discuss all questions of interest to them, and to express opinions publicly and privately.
- Students should be allowed to invite and to hear any person of their own choosing within the institution's acceptable realm, thereby taking the responsibility of furthering their education.
- The student body should have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs, e.g., through a faculty-student council, student membership or representation on faculty committees.
- The institution has an obligation to clarify those standards of behavior which it considers essential to its educational mission, its community life, or its objectives and philosophy.
- Disciplinary proceedings should be instituted only for violations of standards of conduct formulated with significant student participation and published in advance through such means as a student handbook or a generally available set of institutional regulations. It is the responsibility of the student to know these regulations. Grievance procedures should be available for every student.
- As citizens and members of an academic community, students are subject to the obligations which accrue to them by virtue of this membership and should enjoy the same freedoms of citizenship.
- Students have the right to belong or refuse to belong to any organization of their choice.

# GENERAL INFORMATION

- Students have the right to personal privacy in their living space to the extent that the welfare and property of others are respected.
- Adequate safety precautions should be provided by nursing programs, for example, adequate street lighting, locks, and other safety measures deemed necessary by the environment.
- Dress code, if present in College, should be established with student input in conjunction with the College President and faculty, so the highest professional standards are maintained, but also taking into consideration points of comfort and practicality for the student.
- Grading systems should be carefully reviewed periodically with students and faculty for clarification and better student-faculty understanding.
- Students should have a clear mechanism for input into the evaluation of nursing faculty.

# GENERAL INFORMATION

## STUDENT RESPONSIBILITIES

---

All members of the College community share in the responsibility to establish and maintain a climate that is conducive to teaching and learning. Courtesy, consideration, and respect for other's beliefs and values are essential. Students are expected to prepare for and actively participate in learning experiences, appropriately use resources and time, and demonstrate receptiveness to constructive feedback.

## COMMUNICATION

A learning management system is utilized as a teaching modality and as a mode of communication among faculty and students. Students should check their WCON email and/or learning management system daily for important announcements.

Students are required to maintain current information in the system and to utilize their College assigned email address for all College emails, using an email alias of [firstname.lastname@dm.duke.edu](mailto:firstname.lastname@dm.duke.edu).

Course faculty will indicate to students how they can be contacted on weekends or off-hours, either by telephone or electronically. It is the student's responsibility to follow these instructions.

## FACULTY NONAPPEARANCE

Students should wait 15 minutes past the regularly scheduled class/clinical time. If the faculty person does not arrive, one student representative should contact the school administration (919.470.7348). If administration is unavailable, leave a voice message and contact another faculty member in the course.

## WRITTEN SUBMISSIONS

American Psychological Association (APA) format is the designated authority for professional writing of required papers.

## FOOD/DRINK

Food and drinks are permissible in the classroom. Drinks are permissible in the skills lab. Food is not allowed in the skills labs. Food and drinks are not permitted in any of the computer labs.

## CLASS

Course hours are indicated on course schedules. Promptness for class is expected, including the return from breaks. Faculty will start and end class based on the time indicated by the classroom clock. If tardy for a class, students are to enter by the back of the classroom and to take a seat at the back until the next break.

Attendance is mandatory for tests, final examinations, class activity work sessions, presentations, guest speakers, and other classes designated by course faculty.

**Preparation:** Preparation is essential and assigned readings from course texts and other sources should be completed prior to class. Students are also responsible for relating pertinent knowledge from prerequisite courses to each unit of study. Three hours of study for each hour of class is recommended.

**Testing:** Refer to the Testing Policy in the WCON Handbook for details.



# GENERAL INFORMATION

## CLINICAL

### Skills Lab

Practice labs are part of the clinical component of each course; therefore, attendance for every lab is required.

**Preparation:** Students are responsible for all required readings and/or assignments prior to the lab experience.

Students absent from a lab are held responsible for performance of involved skills in the clinical setting. There are no make-up labs for absences.

Although labs allow time for practice of skills, students are expected to practice the skills outside of assigned lab times to develop proficiency in performance.

Proper attire for labs is determined by course faculty and is stated in the lab directives.

Students are responsible for tidying their practice areas after each practice session.

### Clinical Experience

Clinical experiences are required. Arrive 10 minutes prior to the scheduled clinical time.

Students are expected to adhere to the policies and procedures of clinical agencies.

Unless otherwise specified, proper attire for clinical is the college uniform. Clinical faculty reserve the right to remove a student from the clinical setting when improperly attired.

In the event of a clinical absence, call the involved faculty a minimum of one hour prior to the start of the experience. Refer to the Attendance Policy for more detail.

**Clinical Focus:** Students are responsible for preparing for each clinical focus by reviewing goals, and outcomes and completing required readings and assignments.

Students who are employed by Duke University Health System should not use their employee access or privileges during student clinical experiences.

### Alternate Clinical Experience

When possible, students will be notified in advance of a faculty absence. If unable to notify students in advance, another faculty member or the agency clinical staff will inform the students of the faculty absence. Students will be given information regarding an alternate clinical assignment.

### **Faculty, Course, and Program Satisfaction Surveys**

Upon completion of the semester, students are encouraged to complete course and faculty surveys. The faculty will communicate the dates for completion of the surveys.

Faculty members do not have access to individual survey responses. All surveys on course sites are completely anonymous.

# GENERAL INFORMATION

## STUDENT SERVICES

---

Students are encouraged to utilize the following College resources to promote their success in the nursing program. A current listing of available resources is posted in the student lounge and computer labs.

## ACADEMIC

### Course Faculty

Course faculty is the primary resource for students needing academic counseling, which can occur individually and in small groups. Faculty may also refer students to other services available within the College and/or Duke University Health System.

### Academic Advisor

Faculty advisors are available to meet with students throughout the semester to provide guidance regarding academic requirements and policies. They are also available to assist with the development of career plans consistent with goals, interests, and abilities. Advisors should be actively involved with students if there are academic or professional concerns.

### Library Resources

#### *Duke University Libraries*

Students have access to the libraries at Duke University. For additional information, access the main library website at <http://library.duke.edu/>

#### *Duke University Medical Center Library (DUMCL)*

Located behind Duke Hospital North in the Seeley G. Mudd Building, DUMCL provides resources that support the College's academic program. Of particular importance is the online resource for nurses (Nursing Tools), which includes evidence-based practice resources, databases, e-books, e-journals, drug information, practice guidelines, and other electronic resources of special interest to nursing. Access the library online at <http://www.mclibrary.duke.edu> and the Nursing Tools at <http://guides.mclibrary.duke.edu/nursing>.

### Reference Textbooks

Current textbooks are available to borrow and use on campus. See administration to sign out.

### **Technology**

Duke Health Service Desk (help desk): 919.684.2243

### **Learning Management System**

Duke Office of Information Technology (OIT): 919.684.2200

# GENERAL INFORMATION

## **DISABILITY**

It is the responsibility of students with a disability to first contact Dr. Judy King, liaison to the Student Disability Access Office, when requesting accommodations. Dr. King can be reached at 470.8513 or [judyanne.king@duke.edu](mailto:judyanne.king@duke.edu).

To receive consideration for reasonable accommodations, students must complete and return the Request for Consideration for Reasonable Accommodations form. Written documented verification from a licensed physician, psychologist, or other qualified professional should be sent along with your request form to:

Student Disability Access Office  
Box 90142  
Durham, North Carolina 27708, Fax # 919.668.3977

Documentation guidelines and more information regarding disability issues can be obtained by calling the Student Disability Access Office at 919.668.1267 or by accessing <http://access.duke.edu/students/index.php>.

## **FINANCIAL AID**

Refer to the Financial Aid Handbook.

## **PERSONAL**

### **Pastoral Care**

The Pastoral Care Department at Duke Regional Hospital is available to offer emotional support and spiritual/pastoral care and counseling to students. To request a visit with a chaplain, call the Pastoral Care office at 919.470.5363.

# STUDENT POLICIES

- ACADEMIC ADVISING
- ACADEMIC HONORS
- ACADEMIC INTEGRITY
- ACADEMIC STANDING
- ACCOMMODATION FOR STUDENTS WITH DISABILITIES
- ADMISSIONS
- APPROVED CLINICAL PROCEDURES
- ATTENDANCE
- BEREAVEMENT LEAVE
- CAMPUS CRIME STATICS DISCLOSURE
- CLINICAL REQUIREMENTS
- CLOSURE POLICY
- COMMUNICATION
- COMPUTER REQUIREMENTS
- CONFIDENTIALITY
- CREDIT HOUR
- CRIME AND EMERGENCY REPORTING
- CRIMINAL RECORD COMMUNICATION
- DISCIPLINARY ACTION
- DRESS CODE
- DROP/ADD
- EMERGENCY COMMUNICATION
- FERPA
- FINANCIAL RESPONSIBILITY
- FIREARMS, EXPLOSIVES, AND WEAPONS
- FUNDRAISING
- GIFTS AND CONTRIBUTIONS
- GRADE
- GRADUATION
- GRIEVANCE
- HARASSMENT
- HEALTH AND SAFETY
- IDENTIFICATION OF LOCATION OF STUDENTS
- JURY DUTY
- LATE ASSIGNMENT
- LEAVE OF ABSENCE
- NON-DISCRIMINATION
- PLACEMENT OF STUDENTS
- PROFESSIONAL INTEGRITY
- PUBLIC AND PRESS RELATIONS
- RADIATION EXPOSURE
- READMISSION
- RECORDING
- REFUND
- REPEAT
- SATISFACTORY ACADEMIC PROGRESS
- SECURITY WARNING
- SEVERE WEATHER
- SOCIAL MEDIA
- STUDENT RECORDS
- SUBSTANCE USE
- TECHNOLOGICAL DEVICES
- TESTING
- TOBACCO/SMOKE-FREE ENVIRONMENT
- TRANSFER OF CREDIT
- TUITION AND FEES
- WITHDRAWAL

# STUDENT POLICIES



Student policies are the result of a continual process of review, research, and consultation by the faculty.

It is an expectation that students know and abide by all student policies in this handbook. Failure to abide by these policies may result in disciplinary action.

Students will be notified by official College email of any changes made throughout the academic year and the changes will be posted on the College website.

# STUDENT POLICIES

## WATTS COLLEGE OF NURSING

### POLICY DEPLOYMENT

Policy Name:	Academic Advising	Institution:	Watts College of Nursing
Supersedes:			
Policy Level:	WCON Student	Department:	Administration
Owner(s)	Student Affairs Committee	Contributing Departments:	
Approved by:	Faculty Senate	Manual Name:	Student Handbook
Original Effective Date:	7/2019		
Revision Date:	7/2022		
Scheduled Review Date:	7/2025	Scheduled Review Interval:	36 months

### DEFINITIONS

**Academic advising** - An exchange of information and communication between a faculty advisor and student that assists the student in achieving academic and career goals and enhancing their relationship with the college.

### POLICY

Academic advising is a faculty initiative that aims to make each student's educational experience as meaningful and successful as possible. Advisement is a collaborative component of the educational experience, designed to provide students with the necessary information and resources to assume a proactive role in their education. Students may seek advice from faculty members but are encouraged to seek out their faculty advisor as their primary resource. The academic advisor will guide the student's academic activities and course of study. The advisor actively monitors the student if there are academic or professional concerns.

### GUIDELINES

- During college orientation, new students will be informed of the Academic Advising Policy and the advising program.
- New students will be assigned an advisor upon entry into the program.
- Within the first three weeks of the semester, advisors will send emails to new students to schedule an advising appointment.
- New students are strongly encouraged to meet with their advisor upon entrance into the program.
- All students are strongly encouraged to meet with their advisor at least once each semester.
- Advisors are available to meet with students throughout the semester to provide guidance regarding academic requirements and policies and assist with developing career plans consistent with their goals, interests, and abilities.
- Advisors may refer students to resources within and outside of the college.
- Watts College of Nursing (WCON) reserves the right to change a student's advisor as needed.
- A student may request a change of advisor by writing to the Associate Chief Executive Academics.

# STUDENT POLICIES

## WATTS COLLEGE OF NURSING

### POLICY DEPLOYMENT

Policy Name:	Academic Honors	Institution:	Watts College of Nursing
--------------	-----------------	--------------	--------------------------

Supersedes:

Policy Level:	WCON Student	Department:	
---------------	--------------	-------------	--

Owner(s)	Contributing Departments:
----------	---------------------------

Approved by:	Faculty Senate	Manual Name:	Student Handbook
--------------	----------------	--------------	------------------

Original Effective Date:	7/1/2019
--------------------------	----------

Revision Date:	7/1/2022
----------------	----------

Scheduled Review Date:	7/2025	Scheduled Review Interval:	36 months
------------------------	--------	----------------------------	-----------

### POLICY

Academic Honors are awarded at the completion of the semester prior to graduation.

**Summa Cum Laude** the highest level of academic honor, is awarded to students with a cumulative grade point average for all nursing courses of **3.86 and higher**

**Magna Cum Laude** is awarded to students with a cumulative grade point average for all nursing courses of **3.75 to 3.85**.

**Cum Laude** is awarded to students with a cumulative grade point average for all nursing courses of **3.50 to 3.74**.

# STUDENT POLICIES

## WATTS COLLEGE OF NURSING

POLICY DEPLOYMENT			
Policy Name:	Academic Integrity	Institution:	Watts College of Nursing
Supersedes:			
Policy Level:	WCON Student	Department:	
Owner(s)	Curriculum Committee	Contributing Departments:	
Approved by:	Faculty Senate	Manual Name:	Student Handbook
Original Effective Date:	7/1/2019		
Revision Date:	7/1/2023		
Scheduled Review Date:	7/2026	Scheduled Review Interval:	36 months

### STANDARDS

American Nurses Association Code of Ethics for Nurses

National Student Nurses' Association Code of Academic and Clinical Conduct

### DEFINITIONS

**Academic integrity** - A commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect, responsibility, and courage (Center for Academic Integrity, The fundamental values of academic honesty, 2014)

**Honor Court** - A group of faculty and students that is convened to hear accusations related to academic misconduct, which consists of the President of the Student Government Association (SGA), one SGA advisor, one elected Class Representative from each level of the college and four (4) faculty members to be appointed by the President of Watts College of Nursing (WCON).

**Academic misconduct** is defined by the following behaviors: \_\_\_\_\_

**Plagiarism** - Intentionally or unintentionally using another person's ideas or phrases and submitting them as one's own ideas or phrases. This includes submitting an assignment created by another person, verbatim copying of another's work, unacceptable paraphrasing, or improperly citing words or ideas that were borrowed from another source.

**Cheating** - Cheating is the act of wrongfully using or attempting to use unauthorized materials, information, study aids, or the ideas or work of another.

It includes, but is not limited to:

- plagiarism on any assignment
- copying another student's work-including but not limited to tests/exams, quizzes, assignments, or exams, with/without student's cooperation.
- using or consulting unauthorized materials, equipment or artificial intelligence (AI) technologies, such as ChatGPT, on tests/exams, quizzes, assignments or examinations.



# STUDENT POLICIES

- altering or falsifying any information on tests/exams, quizzes, assignments or examinations.
- unauthorized access to tests/exams and electronic testing platforms, this includes screen recording and screenshots.

**Lying** - Any untruthful statement or omission. This includes flagrantly or willfully making untruthful statements or failing to provide complete truthful information about important issues material to the student's clinical or academic performance. Some examples include but are not limited to lying about reason for unscheduled absence from clinical experiences or mandatory classes and indicating work was performed when it was not.

**Fabrication** - Intentional falsification or invention of data, information, or citation in an academic assignment, including falsification of clinical records.

## POLICY

Watts College of Nursing is committed to the fundamental values of academic integrity and students share with faculty and staff the responsibility for promoting a climate of integrity. Academic misconduct is a serious offense that implies deception in fulfilling academic requirements, which include but are not limited to plagiarism, unauthorized assistance, lying, and fabrication.

Breaches of academic integrity are a direct violation of professional codes of conduct and the Watts College of Nursing Honor Code, which students agree to uphold upon matriculation into the program. Alleged misconduct will be investigated and confirmed acts will result in disciplinary action. The President of WCON will determine imposed penalties based on the severity of the infraction.

The Honor Court may be called to hear charges of academic misconduct. The President of WCON will preside at the hearing but will not have a vote except when the vote is tied. If it is deemed by the President of WCON, that any member of the Honor Court should lack the ability to be objective toward the person being charged, an alternate will be appointed. The Student Government Association (SGA) President will appoint the student alternate and the President of WCON will appoint the faculty alternate.

All persons external to the Watts College of Nursing and/or person not involved in or invited to the proceeding shall be excluded from all proceedings specific to this policy.

## PROCEDURE

- The person who suspects academic misconduct will confront the student who has committed the violation(s) in order to correct any misassumptions about the alleged act(s) and to allow the accused student to self-report.
- If unable to confront the student who committed the violation, the person bringing the charge of academic misconduct will contact the appropriate course faculty who will inform the student of the accusation.
- If the student admits guilt, the person bringing the charge of academic misconduct will contact the President of WCON in writing within three (3) business days.
- If the student denies the charge of academic misconduct, the person bringing the charge may request that the Honor Court review the evidence. The request should be made in writing to the President of WCON within three (3) business days of the alleged academic misconduct.
- The Honor Court will hear any evidence related to a charge within five (5) business days of the charge being filed. Minutes of the proceedings will be kept in a confidential file in the office of the President of WCON.
- Decisions pertaining to guilt or innocence will be made based on majority rule. If the decision is guilty, the Honor Court may offer an opinion regarding the severity of the infraction and level of penalty to the President of WCON for consideration.
- The action of the Honor Court is final and no further appeal will be heard.

# STUDENT POLICIES

## ATTACHMENT

Watts College of Nursing Honor Code

### WATTS COLLEGE OF NURSING HONOR CODE

The Honor Code upholds the high standards of Watts College of Nursing through a commitment to academic honesty and personal and professional integrity. As an integral part of the college, the Honor Code promotes an atmosphere of mutual trust and respect among students, faculty, and staff who share the responsibility of protecting these standards for the benefit of the entire college community.

By signing, I pledge to refrain from any form of academic dishonesty or misconduct and to adopt the standards of the college:

- I will not cheat, plagiarize, fabricate, falsify, or lie in my academic pursuit, nor will I accept those behaviors in fellow students.
- I will be respectful of the college's property and the property of others.
- I will conduct myself honorably in all activities as a Watts student.

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

# STUDENT POLICIES

## WATTS COLLEGE OF NURSING

### POLICY DEPLOYMENT

Policy Name:	Academic Standing	Institution:	Watts College of Nursing
--------------	-------------------	--------------	--------------------------

Supersedes:

Policy Level:	WCON Student	Department:	Administration
---------------	--------------	-------------	----------------

Owner(s)	Students Committee	Contributing Departments:	
----------	--------------------	---------------------------	--

Approved by:	Faculty Senate	Manual Name:	Student Handbook
--------------	----------------	--------------	------------------

Original Effective Date:	7/1/2019
--------------------------	----------

Revision Date:	7/1/2022
----------------	----------

Scheduled Review Date:	7/2025	Scheduled Review Interval:	36 months
------------------------	--------	----------------------------	-----------

### DEFINITIONS

Academic Standing is the measure of academic progress determined by the completion of the academic term for both current and previous academic performance. Determination of Academic Standing is used to assist students to achieve requirements of the program of study.

### POLICY

Students will have assigned a designation indicating the status of Academic Standing at the end of each semester based on the performance in courses completed.

Academic Standing designations are:

Academic Good Standing  
Academic Probation  
Academic Suspension  
Academic Dismissal

### GUIDELINES

#### Academic Good Standing

- Cumulative GPA greater or equal to 1.75
- Eligible to participate in all College activities

#### Academic Probation

- Cumulative GPA less than 1.75
- Eligible to participate in all College activities
- May not enroll for more than 15 hours of study
- Regular meeting with advisor or academic counselor

# STUDENT POLICIES

- By the end of the next semester will have achieved a 1.75 or higher
- If GPA is less than 1.75, student will be placed on Academic Suspension for one semester

## **Academic Suspension**

- Cumulative GPA of less than 1.75 for a term following Academic Probation
- Term of suspension is one full semester
- Students may not appeal for immediate reinstatement
- Registration hold will be placed on records
- Students must apply for readmission following the semester suspended within six (6) months of suspension.
- Readmission will be determined by the faculty
- If reinstated the student must follow all conditions of Academic Probation
- Completion of the program must be met within 150% of the timeframe of the program
- If the GPA after reinstatement is less than 1.75, the student will be permanently dismissed

## **Academic Dismissal**

Student may be permanently dismissed for the following:

- Breach of HIPAA
- Academic Integrity
- Professional Integrity violations

# STUDENT POLICIES

## WATTS COLLEGE OF NURSING

### POLICY DEPLOYMENT

Policy Name:	Accommodations for Students with Disabilities	Institution:	Watts College of Nursing
Supersedes:			
Policy Level:	WCON Student	Department:	Administration
Owner(s)	Regulation and Compliance Committee	Contributing Departments:	
Approved by:	Faculty Senate	Manual Name:	Student Handbook
Original Effective Date:	7/1/2019		
Revision Date:	7/1/2022		
Scheduled Review Date:	7/2025	Scheduled Review Interval:	36 months

### APPLICABLE STANDARDS

Section 504 of Federal Rehabilitation Act, 1973  
Americans with Disability Act (ADA), 1990  
ADA Amendments Act, 2008

### DEFINITIONS

**Disability** - A documented physical or mental impairment that substantially limits one or more major life activities of such individual; a record of such an impairment; or being regarded as having such an impairment. An impairment that is episodic or in remission is a disability if it substantially limits one or more major life activities when active. Major life activities include breathing, walking, talking, hearing, seeing, eating, learning, reading, concentration, and thinking.

Disabilities may include, but are not limited to:

Learning  
Deafness and Hard of Hearing  
Blindness and Low Vision  
Attention Deficit/Hyperactivity Disorder  
Psychological  
Physical  
Mobility  
Chronic Illness

**Reasonable Accommodations** - A modification(s) or adjustment to an instructional activity, equipment, facility, program or service that enables a qualified student with a disability to have an equal opportunity to fulfill requirements necessary for admission, matriculation, and graduation from a nursing program. Modifications may be made to policies, practices, and procedures that accommodate and allow students with disabilities equal access to the nursing program, unless doing so would result in altering the essential functions as provided in the WCON Technical Standards.

# STUDENT POLICIES

## POLICY

Watts College of Nursing (WCON) is committed to providing equal access to academically qualified students with disabilities in compliance with Section 504 of the Federal Rehabilitation Act of 1973, the American with Disabilities Act of 1990, and the ADA Amendments Act of 2008. Accordingly, the school will provide reasonable accommodation(s) for the student who is approved by the Duke University Student Disability Access Office (SDAO). Students accepted to WCON will need to be able to meet the academic and technical standards of the program.

**PURPOSE:** Provide students with a means and process to gain approval for accommodations for disabilities as defined by the American Disabilities Act.

## PROCEDURE

- Prior to beginning the first semester at WCON, students are strongly encouraged to seek accommodations if needed or indicated.
- Students may initiate request for accommodations at any point during the program that the student deems necessary.
- The Watts College of Nursing Disability Liaison is available to the student throughout the accommodation process, from initial inquiry and/or request through approval or denial of accommodation to assist with guidance in the process or answering questions. It is the responsibility of the student seeking accommodations to collaborate with the WCON Disability Liaison.
- Students who wish to be considered for reasonable accommodation must follow the SDAO process for requesting accommodations. Request for accommodation(s) is a 2-part process: (1) self-requesting the SDAO and (2) documentation of said disability by a healthcare provider. Both the students' request for accommodations and the healthcare provider's statement are sent directly to the SDAO. The SDAO of Duke University maintains all documents supplied by the student and their provider confidentially; WCON does not receive or maintain any copies of these records.
- Students can access information on the process and obtain needed forms at <https://duke-accommodate.symlicity.com/public-accommodation>. Select 'requesting accommodations' to access the required form.
- Request forms, documentation and records should be submitted to the Director's attention at: Duke University Student Disability Access Office, Box 90142, Durham, NC 27708. The student's request may be submitted electronically. The healthcare provider's statement and documentation may be mailed to the above address, faxed to 919-668-3977, or emailed to <https://access.duke.edu>.
- Decisions regarding reasonable accommodations will be made by the SDAO and will be based on the specifics of each individual case.
- It is the responsibility of the student requesting accommodations to maintain communication with the Duke University Student Disability Access Office and to follow through with directives from the Office.
- It is the responsibility of WCON to provide aids to the student as approved by the Student Disability Access Office.

# STUDENT POLICIES

## VERIFICATION OF DISABILITY FORM

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

---

*I am requesting disability support services through the Student Disability Services (SDS) at Duke University. The SDS requires current and comprehensive documentation of my disability/medical condition as one of the criteria used to evaluate my eligibility for disability. Please respond to the following questions as soon as possible and return to me or send to the SDAO by email or fax. The fax number is 919.668.3977. The email address is [access.duke.edu](mailto:access.duke.edu). Both media are confidentially maintained by the SDS.*

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

---

Health Care Provider Name (Print): \_\_\_\_\_

Title: Phone: Fax: \_\_\_\_\_

Organization and Address: \_\_\_\_\_

The following area must be completed by the health care professional listed above.

1. Diagnosis (es) Include appropriate ICD10 Diagnostic Code:

\_\_\_\_\_

2. Current status of condition(s) (e.g., active, progressing, controlled, in remission):

\_\_\_\_\_

3. Current level of severity: (Choose one):  Mild  Moderate  Severe

4. How long is this condition(s) likely to persist (be as specific as possible - e.g., lifetime; 1 academic year; duration of academic program enrollment; 1 month):

\_\_\_\_\_

5. Please list procedures/assessments used to diagnose this student's condition:

\_\_\_\_\_

6. What are the functional limitations or symptoms of this condition?

\_\_\_\_\_

7. What exacerbates this student's/s specific disability (ies)? (Please be as specific and detailed as possible.)

\_\_\_\_\_

# STUDENT POLICIES

8. How does the condition (and/or current treatment) impact the student's ability to learn or meet the demands of the college setting, clinical requirements?

---

9. Identify any accommodations you believe may be necessary in order for the student to participate in the college's programs, activities, and services:

---

Signature of Treatment Provider: \_\_\_\_\_

License #:Date: \_\_\_\_\_

Thank you for your assistance with our student. You may fax or email your report to the Student Disability Services at Duke University. The fax number is confidential: 919.668.3977 and [www.access.duke.edu](http://www.access.duke.edu) is the email address. Please attach any additional reports or relevant information. All information on this form will remain confidential in accordance with the Family Educational Rights and Privacy Act (FERPA).



# STUDENT POLICIES

## WATTS COLLEGE OF NURSING

POLICY DEPLOYMENT			
Policy Name:	Admissions	Institution:	Watts College of Nursing
Supersedes:			
Policy Level:	Student	Department:	Administration
Owner(s)	Executive Committee	Contributing Departments:	
Approved by:	Faculty Senate	Manual Name:	Student Handbook
Original Effective Date:	7/2019		
Revision Date:	1/2022		
Scheduled Review Date:	1/2025	Scheduled Review Interval:	36 months

### POLICY

The purpose is to detail the requirements and process for admission.

The Watts College of Nursing is solely responsible for admission of students into the program. The College seeks to maintain a diverse student population, which is motivated and committed to the professional practice of nursing. The ideal applicant will demonstrate a good academic history, intellect to succeed in the program, and service to others.

Watts College of Nursing accepts only United States Citizens and United States Lawful Permanent Residents.

Meeting Watts' minimum requirements does not guarantee acceptance into the College. Individual consideration is given to each applicant. If not accepted, an applicant may reapply only once.

Watts College of Nursing reserves the right to withdraw the acceptance of any student to the program.

All of the admission requirements must be completed prior to the first day of orientation.

#### Preadmission Testing

Prospective applicants must take the HESI Admission Assessment Exam (HESI A2), an assessment tool used to evaluate academic readiness and individual potential for successful program completion. The required tests are English Language (Reading Comprehension, Vocabulary and General Knowledge, Grammar), and Math. A fee is charged for the test, which is administered at Prometric test centers located throughout the United States.

An applicant must pass at the designated level, a mean score for English of 75 (average of all 3 English sections) and a score of 70 for Math in order to continue to step 3 of the admissions process.

An applicant can take the HESI A2 exam a maximum of two times every 12 months. Only test scores within the last 24 months will be considered as part of the application process.

# STUDENT POLICIES

## References

Two references are required from individuals (1 academic/1 professional or 2 academic) who have known the applicant long enough to be familiar with their qualifications, particularly those which relate to the applicant's suitability for the profession of nursing.

## General Education Requirements

Admission into the College requires that specified general education requirements be taken from an accredited institution of higher learning (i.e., junior college, technical/community college or four year college or university).

All 60 credit hours of the required general education courses must be completed prior to matriculation into the nursing program.

Each course must be passed with the minimum ( C ) letter grade and number of credit hours indicated below prior to beginning the nursing program at Watts College of Nursing:

- English Composition I (C) 3 semester hours
- English Composition II (C) 3 semester hours
- Literature (C) 3 semester hours
- Speech Communication/Public Speaking (C) 3 semester hours
- Anatomy and Physiology I with a lab (C) 4 semester hours
- Anatomy and Physiology II with a lab (C) 4 semester hours

Human Anatomy and Physiology must cover all body systems, and be taken within five years of the date of matriculation into the nursing curriculum

- Microbiology with a lab (C) 4 semester hours
- Biology with a lab (C) 4 semester hours
- Chemistry with a lab (C) 4 semester hours
- Nutrition (C) 3 semester hours
- Fine Arts/Humanities (C) 7 semester hours
- College Math (C) 3 semester hours
- Statistics (C) 3 semester hours
- Introduction to Psychology (C) 3 semester hours
- Human Growth and Development (C) 3 semester hours

Human Growth and Development must cover the lifespan

- Introduction to Sociology (C) 3 semester hours
- History (C) 3 semester hours

# STUDENT POLICIES

## **Criminal Background Check**

A criminal background check is completed as part of the admissions process to Watts College of Nursing.

A Criminal Background Check Report that indicates **no record** allows the applicant to continue with the admissions process.

A Criminal Background Check Report that indicates **a record** will be reviewed on an individual basis.

- Charges dismissed/no conviction allows the applicant to continue with the admissions process.
- Conviction greater than 5 years with all components satisfied allows the applicant to continue with the admissions process. Should the conviction have an effect on safe practice, the Student Affairs Committee will review.
- Conviction less than 5 years will be reviewed on an individual basis by the Student Affairs Committee.
- Any decision made by the Student Affairs Committee is final.

## **Interview**

Watts College of Nursing reserves the right to interview and meet with an applicant in determining eligibility for acceptance.

## **Health Insurance**

All students are required to show proof of health insurance prior to matriculation (Step 4) into the nursing program and to maintain health insurance while enrolled at Watts College of Nursing.

## **Physical and Emotional Health**

The applicant must, in the judgment of Watts College of Nursing, be able to function as a nursing student. Following acceptance, applicants will receive a medical form for completion by their physician, physician assistant or nurse practitioner. The form must be completed and returned to Watts College of Nursing prior to enrollment in the nursing curriculum. Failure to return the completed medical form by the deadline given will result in the withdrawal of acceptance and the student will not be able to begin the nursing program.

The Employee Occupational Health and Wellness Office of Duke Regional Hospital screens all students. It should be noted that a chronic health problem may impact an applicant's ability to matriculate into the program.

## **Alcohol and Drug Testing**

Watts College of Nursing believes that having a drug free environment is necessary to accomplish its mission. To ensure the health and safety of patients, all students must submit to alcohol and drug testing prior to matriculation in the program. Refusal to participate in the required testing or a confirmed positive test will result in the withdrawal of acceptance and the student will not be able to begin the nursing program.

## **GUIDELINES**

- Cost of alcohol and drug testing is the responsibility of the student and will be paid directly to the approved vendor.
- Students will be tested for alcohol and the following drug groups: Amphetamine, Methamphetamine, Barbiturates, Benzodiazepines, THC, Cocaine, Opiates, Methadone, Oxycodone, Propoxyphene, PCP, and MDMA (Ecstasy). This list of screened drugs is subject to change. Testing for additional substances may occur based on clinical affiliation agreements.
- The student must provide written consent to provide specimens for the purpose of analysis. If the student is under eighteen (18) years of age, the student's parent or legal guardian must sign the alcohol and drug testing consent form in addition to the student. The signed consent must be returned to the Coordinator of Student Affairs. The signed consent form will be maintained in the admission record.
- Students will be provided with directions for alcohol and drug testing and assigned a specific deadline date. Students who do not adhere to the deadline date given jeopardize acceptance in the program.
- For a negative alcohol and drug screen, no action is taken.

# STUDENT POLICIES

- Any positive test result shall be confirmed by the testing lab and reviewed by the vendor's Medical Review Officer (MRO) who will contact the student directly to discuss the positive test result and obtain information.
- A student with a positive test result may request a retest. Cost of retesting is the responsibility of the applicant and will be paid directly to the approved vendor. Upon notification of a positive test result, the applicant has three (3) business days to request a retest and the request must be made via telephone or in writing to the vendor's MRO. The same specimen is sent to a new lab for retesting.
- Written notification indicating either a positive or negative test result shall be sent to Watts College of Nursing. Test results will not be released to any individual who has not been authorized to receive such results.
- Results of the drug testing will be kept in the applicant's admission file and provided to contracted clinical agencies only when required by clinical affiliation agreements.

## Computer

All entering students are required to have their own personal portable electronic device (i.e., laptop, iPad, does not include phones) and responsible for maintaining the software, hardware, and upgrades for course and communication requirements.

## International Students

Watts College of Nursing accepts only United States Citizens and United States Lawful Permanent Residents.

Students originally from outside of the United States, and/or whose native language is not English are considered international students.

Translation of official transcripts from all colleges/universities attended into English is required. It is the responsibility of the international applicant to see that transcripts are evaluated through WES (World Education Services, [www.wes.org](http://www.wes.org)), an independent academic credential services organization.

All applicants who do not have English as their native language must take the TOEFL iBT (Test of English as a Foreign Language Internet-based Test). A total score of 100, with a minimum of 25 for each section is required.

For more information on places, dates, and times for the administering of the TOEFL iBT, contact the Educational Testing Service at 609.771.7100 or [www.ets.org](http://www.ets.org).

## Admissions Process

There are four steps to the admission process: transcript evaluation, apply, application review and admission.

### Step 1: Transcript Evaluation

- Prospective students should submit an unofficial transcript(s) to [wconinfo@duke.edu](mailto:wconinfo@duke.edu)
- Watts College of Nursing (WCON) will provide a confirmation of transferrable courses within 3-5 business days.

### Step 2: Apply (To qualify for admission, prospective students must possess the following)

- United States Citizen or the United States Lawful Permanent Resident
- Minimum 45 of 60 general education credit hours completed from an accredited college or university at the time of application submission.
- TOEFL iBT (Test of English as a Foreign Language Internet-based Test). All applicants who do not have English as their native language must take the TOEFL. A total score of 100, with a minimum of 25 for each section, is required.

# STUDENT POLICIES

- Two references (1 of each or 2 academic)
  - Academic - academic advisor or a teaching professor/faculty who has taught you in a collegiate environment can attest to your academic abilities.
  - Professional - work-related (supervisor or manager)
- Unofficial college transcripts will be used for the review process only
- If the applicant attended a higher education institution outside of the United States, the foreign transcripts must be evaluated by the [World Education Services](#)
- Non-refundable application fee
- The Coordinator of Student Affairs reviews the applications for admissions requirements.

## Step 3: Application Review

- The HESI A2, a pre-admission test, is a requirement for students. Student must create an Evolve student account, register for the [Distance Testing Exam \(HESI A2\)](#) and pass at the designated level.
- All applications are holistically reviewed after receipt of HESI A2 scores by the Student Affairs Committee before making admission decisions. The three decisions are acceptance, waitlist, and denial.
- Interviewing and meeting with an applicant in determining eligibility for acceptance may be required.
- Admissions decisions will be communicated via the application portal.

## Step 4: Admissions

- The applicant will submit a Letter of Intent and non-refundable enrollment fee. This fee will hold a seat in the cohort.
- Before enrollment, the applicant must complete any remaining general education courses to show 60 credits from an accredited institution.
- Official college transcripts and/or foreign transcripts evaluated by the World Education Services
- Official high school transcript, diploma, or GED certificate
- Criminal background check\*
- Watts College of Nursing Medical Form
- Alcohol and drug testing\* prior to matriculation
- Proof of current Basic Life Support (BLS) training through the American Heart Association (BLS Provider Course)\*
- Proof of health insurance\*
- Purchase uniform through approved vendor\*

*^Applicants are responsible for the costs associated with a background check, AHA BLS provider course training, alcohol/drug testing, health insurance, and uniform.*

## ATTACHMENTS

Consent to Alcohol and Drug Testing

# STUDENT POLICIES

## WATTS COLLEGE OF NURSING CONSENT TO ALCOHOL AND DRUG TESTING

I have received and carefully read the Alcohol and Drug Testing section of the Admissions Policy and fully understand its content. I understand that as an entering student, I will be required to submit to mandatory alcohol and drug testing. I voluntarily agree to submit to specimen collection for analysis for alcohol and drug use. I understand that my matriculation in the nursing program is conditional upon satisfaction of the alcohol and drug testing requirement through the College's designated vendor. **I further understand that if I have a positive alcohol and/or drug screen, program acceptance will be withdrawn.**

I further agree and consent to the disclosure of results of alcohol and drug testing and their release to Watts College of Nursing, and appropriate clinical representative(s) so that my eligibility to participate in the required clinical activities can be determined.

---

Date

---

Student Signature

---

Student Name Printed

---

Coordinator of Student Affairs

---

Parent/Legal Guardian Signature  
(If student is a minor)

# STUDENT POLICIES

## WATTS COLLEGE OF NURSING

POLICY DEPLOYMENT			
Policy Name:	Approved Clinical Procedures	Institution:	Watts College of Nursing
Supersedes:			
Policy Level:	WCON Student	Department:	
Owner(s)	Curriculum Committee	Contributing Departments:	
Approved by:	Faculty Senate	Manual Name:	Student Handbook
Original Effective Date:	7/1/2019		
Revision Date:	7/1/2022		
Scheduled Review Date:	7/2025	Scheduled Review Interval:	36 months

### APPLICABLE STANDARDS

Nursing Practice Act - State of North Carolina

### POLICY

Students are expected to abide by the Nursing Practice Act and to perform only procedures that have been approved for registered nurses under the direction or supervision of faculty, co-assigned nurse, or preceptor. Students are accountable for their actions taken in the course of their clinical experience and assume responsibility for patient care consistent with course outcomes and their level of experience and competence. The faculty determines the procedures students may perform in each clinical unit, which are outlined in the Watts College Student Clinical Skills Guidelines (Do's & Don'ts).

Students may **NOT** perform the following under any circumstances:

- Accept verbal or telephone orders
- Accept, verify, receive, and/or acknowledge health care providers' orders
- Accept or provide verbal report to an oncoming/outgoing nurse without instructor or co-assigned nurse present
- Override the electronic medication administration system
- Administer medications in an emergency situation
- Administer investigational substances
- Administer antineoplastic substances by any route other than oral
- Administer medication for the purpose of conscious sedation
- Add or remove staples or sutures
- Cut, incise, cauterize or remove human tissue
- Access or de-access a Porta Cath utilizing a Huber needle
- Flush or administer medications via a Perm-Cath

# STUDENT POLICIES

- Change central line dressings
- Initiate, document, or change the rate of a Heparin drip, Insulin drip, Tissue Plasminogen Activator (TPA), or other high alert medications requiring intensive monitoring
- Perform heel sticks on pediatric clients
- Perform Peritoneal Dialysis
- Insert or remove an oral or nasal airway
- Perform blood draws including blood draws from a central line
- Perform skills that involve a needle stick on individuals other than patients
- Perform skills that involve a needle stick without the direct approval of the instructor
- Perform intravenous (IV) insertion
- Care for patients on AIRBORNE isolation/precaution



# STUDENT POLICIES

## WATTS COLLEGE OF NURSING

POLICY DEPLOYMENT			
Policy Name:	Attendance	Institution:	Watts College of Nursing
Supersedes:			
Policy Level:	Student	Department:	
Owner(s)	Student Governance Committee	Contributing Departments:	
Approved by:	Faculty Senate	Manual Name:	Student Handbook
Original Effective Date:	7/1/2019		
Revision Date:	7/2021		
Scheduled Review Date:	7/2024	Scheduled Review Interval:	36 months

### DEFINITIONS

**Clinical/lab** - Required experience; includes activities such as client care designated by the instructor or preceptor, preclinical conferences, post clinical conferences, observational clinical experiences , skills labs, and alternate assignments as assigned

**Mandatory/Required class** - Tests, guest lecturers, projects, presentations, and other activities as determined by course faculty

**Lateness** - Arriving after the scheduled clinical/course experience has begun but being present for over half of the scheduled experience hours

**Early departure** - Leaving before the end of a scheduled clinical/course experience but being in attendance for over half of the scheduled experience hours

**Absence** - Nonattendance or attending less than half of the scheduled experience hours

**No call, no show** - Absence from a mandatory class, meeting or clinical experience without notification of faculty per policy guidelines

**Policy violation form** - Formal documentation utilized in the event a policy infraction occurs

### POLICY

It is the responsibility of the student to adhere to the course and clinical/lab schedules and the expectation that students will attend all classes punctually and for the entire duration. All clinical and lab experiences are mandatory/required, and full participation is required.

The course faculty is responsible for identifying mandatory class times via course schedules and electronic learning management system announcements as appropriate. All students are responsible for reconciling all learning experiences missed.

It is important to note that faculty refer to attendance records when selecting scholarship recipients and completing job references.

# STUDENT POLICIES

## GUIDELINES

A "no call, no show" from a clinical experience or a mandatory class/ meeting is a violation of the attendance policy. If this occurs, the student will receive counseling regarding attendance expectations and professional behavior. The student will receive and sign a policy violation form which will be kept in the student's file.

### Clinical/Lab Experiences:

Attendance is mandatory/required for all clinical and laboratory experiences. Repeated clinical absences may result in the inability for the student to meet course outcomes and demonstrate progression. This deficiency will result in a course failure.

If deemed necessary, faculty may require the student to make up clinical hours. Clinical makeup may be in the form of a written assignment, virtual clinical, or in-person clinical experience.

For lateness and/or early departure from clinical experiences, students must:

- Notify their clinical instructor and assigned unit as soon as possible, as outlined by the course guidelines. Failure to notify the clinical instructor and assigned unit as directed is considered a policy violation and will result in a policy violation form being completed.
- Meet with course faculty involved to discuss status regarding the ability to meet course outcomes.

For absence from clinical experience, students must:

- Notify their clinical instructor and assigned unit as soon as possible, as outlined by the course guidelines. Failure to notify the clinical instructor and assigned unit as directed is considered a policy violation and will result in a policy violation form being completed.
- Meet with course faculty involved to discuss status regarding the ability to meet course outcomes.

Continued patterns of absences, lateness and/or early departure from clinical experiences may result in additional action, including but not limited to:

- Meeting with the course faculty.
- Meeting with the course level lead.
- Development of a documented Clinical Performance Action Plan.
- Meeting with Associate Chief Executive Academics, or appropriate designee, to determine the need for further intervention.

### Class/Theory:

- Attendance in all classroom didactic lectures is an expectation and repeated absences may impact the ability to be successful in the course.

For absence, lateness and/or early departure from a mandatory class/meeting, students must:

- Notify the involved faculty as soon as possible.

Continued patterns of absences, lateness and/or early departure from both mandatory and non-mandatory Class/Theory, may result in further action which might include:

- Meeting with the course faculty.
- Meeting with the course level lead.
- Meeting with Associate Chief Executive Academics, or appropriate designee, to determine the need for further intervention.

All attendance (clinical experiences, mandatory and non-mandatory class/theory) will be monitored by faculty throughout the semester and documented in the student record. The course lead may choose to discuss attendance patterns with the student if deemed problematic.

If at any time a student's conduct is determined to be of an egregious nature, the President of Watts College of Nursing has the immediate authority to suspend or dismiss the student.

# STUDENT POLICIES

## WATTS COLLEGE OF NURSING

POLICY DEPLOYMENT			
Policy Name:	Bereavement Leave	Institution:	Watts College of Nursing
Supersedes:			
Policy Level:	WCON Student	Department:	
Owner(s)	Student Affairs Committee	Contributing Departments:	
Approved by:	Faculty Senate	Manual Name:	Student Handbook
Original Effective Date:	7/1/2019		
Revision Date:	7/1/2022		
Scheduled Review Date:	7/2025	Scheduled Review Interval:	36 months

### DEFINITIONS

**Immediate family** - Includes parent/stepparent, brother/stepbrother, sister/stepsister, spouse, partner, and child/stepchild. For purposes of this policy, "child" also includes an adopted child and a child for whom the student was a legal guardian.

**Other family** - Grandparents, great-grandparents, grandchildren, parent in-law, brother/sister in-law, son/daughter-in-law, and uncle/aunt.

### POLICY

In the event of a death of an immediate family member, students should notify the involved course faculty to be granted a bereavement leave. The standard bereavement leave will be three to five days depending on the relationship. The leave must be taken on consecutive scheduled school days. The leave days will not be treated as absences from class/clinical as outlined in attendance policy. The student will be responsible for the material/experiences covered during the leave.

### PROCEDURE

- Notify the Level Lead
- As soon as able, communicate with Level Lead and course faculty to discuss plan of action to make-up course material/experiences

### GUIDELINES

- 5 days will be standard leave for death of immediate family
- 3 days will be standard leave for death of other family members

# STUDENT POLICIES

## WATTS COLLEGE OF NURSING

### POLICY DEPLOYMENT

Policy Name:	Campus Crime Statistics Disclosure	Institution:	Watts College of Nursing
Supersedes:			
Policy Level:	WCON Student	Department:	
Owner(s)	Administration	Contributing Departments:	
Approved by:	Committee of the Organization	Manual Name:	Student Handbook
Original Effective Date:	7/1/2019		
Revision Date:	7/1/22		
Scheduled Review Date:	7/2025	Scheduled Review Interval:	36 months

**APPLICABLE STANDARDS:** Jeanne Clery Act

### POLICY

The purpose is to detail the process for reporting and disclosing the crime statistics for Watts College of Nursing. Collection of criminal statistical data and information for the annual report to the Department of Education is accomplished through cooperative efforts between the President of Watts College of Nursing and the Manager of Duke Regional Hospital Security Services. The President is responsible for implementation of this policy.

### PROCEDURE

- The Department of Education sends the electronic report form to the President of Watts College of Nursing.
- The President completes the parts of the report pertaining to the College and then sends the report to the Manager of Duke Regional Hospital Security Services for completion of the remaining parts.
- The President electronically submits the completed report to the Department of Education.
- Information contained in the annual report is available to prospective and current students, faculty, and staff through the College Catalogue and College website. A hard copy is also available upon request.

# STUDENT POLICIES

## WATTS COLLEGE OF NURSING

POLICY DEPLOYMENT			
Policy Name:	Clinical Requirements	Institution:	Watts College of Nursing
Supersedes:			
Policy Level:	WCON Student	Department:	
Owner(s)	Curriculum Committee	Contributing Departments:	
Approved by:	Faculty Senate	Manual Name:	Student Handbook
Original Effective Date:	7/1/2019		
Revision Date:	7/1/2022		
Scheduled Review Date:	7/2025	Scheduled Review Interval:	36 months

### DEFINITIONS

#### POLICY

In order to participate in clinical, students must be current in the following: North Carolina Consortium for Clinical Education and Practice Passport Student Annual Orientation Checklist, Point of Care Competency Training, and all other requirements as directed by DUHS and WCON affiliates. During course orientation, students are responsible for providing the proper documentation that ensures all training/requirements are valid through the end of the semester. Failure to provide this documentation will prevent students from attending clinical experiences. The last day of the month in which training was completed will be used to designate the end of training currency, unless otherwise specified on the documentation. Student compliance is documented on the North Carolina Consortium for Clinical Education and Practice Passport Student Annual Orientation Checklist. This documentation is maintained in the current Level Lead's office. These documents will be reviewed and updated at the beginning of each semester and as needed by the course faculty.

#### GUIDELINES

##### North Carolina Consortium for Clinical Education and Practice Passport Requirements

- General Orientation: Annual completion of Core Orientation PowerPoint, and a minimum score of 80% on the Orientation Test
- American Heart Association (AHA) - BLS Provider (CPR and AED) Program
- Immunizations: MMR, Varicella, TDaP, HBV, annual influenza. Additional immunizations may be required by clinical sites and/or WCON.
- Annual TB test attestation document or if previous positive result per clinical facility requirements
- Alcohol and drug testing
- Criminal background check

# STUDENT POLICIES

- Verification of health insurance
- Annual Health Insurance Portability and Accountability Act (HIPAA)

## Point of Care Competency Training

Will consist of two components: Online modules through DUHS training website and demonstration of skill with faculty supervision.

Competency training will be provided in lab at designated periods throughout the curriculum.

Students out of course sequence must contact the appropriate level lead to schedule training.

## DUHS Safety Training

As designated by course faculty and clinical facility.

# STUDENT POLICIES

## WATTS COLLEGE OF NURSING

### POLICY DEPLOYMENT

Policy Name:	Closure Policy	Institution:	Watts College of Nursing
Supersedes:	Severe Weather Policy		
Policy Level:	WCON Student	Department:	Watts College of Nursing (WCON)
Owner(s)	Administration	Contributing Departments:	
Approved by:	Faculty Senate	Manual Name:	Student Handbook/Web Site
Original Effective Date:	March 2020		
Revision Date:	July 1,2022		
Scheduled Review Date:	July 2025	Scheduled Review Interval:	36 months

### APPLICABLE STANDARDS

#### DEFINITIONS

Closure - Watts College of Nursing will alter or cease operations (classes, clinical, lab, and administrative services) due to weather, environmental factors, or emergency situations.

Temporary closure - the halting of certain services, activities, classes, functions or operations for a specific period of time.

Delayed - hours of operations that are altered to accommodate for circumstances that do not permit for normal hours of operation.

Normal Operation - Monday - Friday, 8:00 am - 5:00 pm

#### POLICY

Watts College of Nursing may alter or for extended periods, close operations due to weather, environmental factors, or emergency situations.

# STUDENT POLICIES

## PROCEDURE

1. The President is responsible for making decisions regarding the alteration or closure of operations for any reason for the College.
2. The President will confer with the Chief Executive Officers for Business and Finance and Academics.
3. Should the President not be available, the administrative person covering either the Associate Executive Chief for Business and Finance or the Associate Executive Chief for Academics will make the decisions regarding operations.
4. The decision to close or alter operations can be based on information from the following resources - weather reports, directives of the Board of Directors, approval and accreditation bodies.
5. The President will notify the Board of Directors, faculty, staff, and administration.
6. The President will notify students.
7. Frequent updates, will be sent by the end of business day or prior to the next business day.
8. Notification as to closure, delayed opening, or return to normal operations, will be communicated as soon as decided.
9. Notification will be sent electronically and may be posted on the local TV stations; WRAL and WTVD.



# STUDENT POLICIES

## WATTS COLLEGE OF NURSING

POLICY DEPLOYMENT			
Policy Name:	Communication	Institution:	Watts College of Nursing
Supersedes:			
Policy Level:	Student	Department:	Administration
Owner(s)	Student Affairs Committee	Contributing Departments:	
Approved by:	Faculty Senate	Manual Name:	Student Handbook
Original Effective Date:	7/1/2019		
Revision Date:	7/2022		
Scheduled Review Date:	7/2025	Scheduled Review Interval:	36 months

### DEFINITION

**Learning Management System** - electronic course management system employed by Watts College of Nursing (WCON), requiring ID and password

### POLICY

This policy aims to stipulate student responsibilities regarding communication with college school administration, staff, and faculty and to outline the chain of communication within the college. Communication occurs in several ways including face-to-face, telephone, correspondence by post and student mailbox, course website announcements, and official college email.

Students are expected to keep their personal contact information up to date, including mailing address and telephone number. A college notification that is mailed to the mailing address last provided by the student shall be deemed to have been received by the student. When contacting students, administration, staff, and faculty will use the last telephone number(s) submitted to the administrative office.

Significant administrative and course correspondence are conducted electronically. Students are expected to check their course website and email addresses Monday through Friday and at other times as mutually agreed upon to receive daily correspondence or messages and to respond within 24 hours.

A student's failure to respond within 72 hours to a college communication will result in disciplinary action. Formal lines of communication provide guidance for students to communicate concerns, needs, and issues.

### PROCEDURE

Students should follow the chain of command below and initiate communication at the appropriate level.

- A. Involved faculty member
- B. Level Lead
- C. Associate Executive Academics
- D. President

# STUDENT POLICIES

Students will:

- Notify the administrative office with appropriate documentation when a change in name, address, and/or telephone number has occurred
- Maintain current information in the Learning Management System
- Utilize their college assigned email address for electronic college communication
- Use the WCON address and college assigned email for college business only, not for personal use

# STUDENT POLICIES

## WATTS COLLEGE OF NURSING

POLICY DEPLOYMENT			
Policy Name:	Computer Requirements	Institution:	Watts College of Nursing
Supersedes:			
Policy Level:		Department:	Administration
Owner(s)	Student Affairs Committee	Contributing Departments:	
Approved by:	Faculty Senate	Manual Name:	Student Handbook
Original Effective Date:	7/1/2019		
Revision Date:	7/2022		
Scheduled Review Date:	07/2025	Scheduled Review Interval:	36 months

All devices at Watts College of Nursing will need to access the wireless network as well as Duke Enterprise resources such as Sakai.

All Watts College of Nursing students are required to have their own laptop in full working condition, meeting or exceeding the following standards.

- [1. Duke Recommended Computer Specifications](#)
- Microsoft Office 2016 (Student Option)-Available through Duke at no cost or at a significant discount at [OIT's Software Site](#).
- Video conferencing capability.
- Required** specifications for computerized testing on Examssoft/Examplify
  - ExamSoft is an electronic testing platform that Watts College of Nursing uses to deliver all tests and exams to students.
  - ExamSoft requires registration, downloading and installation of the Examplify application. The Examplify application is available for Windows, Mac OS X and iPad iOS. Specific requirements can be found at [Examplify: Minimum System Requirements](#)
- At this time, Watts College of Nursing does not recommend using an iPad for testing purposes.**

# STUDENT POLICIES

## WATTS COLLEGE OF NURSING

### POLICY DEPLOYMENT

Policy Name:	Confidentiality	Institution:	Watts College of Nursing
--------------	-----------------	--------------	--------------------------

Supersedes:

Policy Level:	WCON Student	Department:	Administration
---------------	--------------	-------------	----------------

Owner(s)	Administrative Regulation and Compliance Committee	Contributing Departments:	
----------	--	---------------------------	--

Approved by:	Faculty Senate	Manual Name:	Student Handbook
--------------	----------------	--------------	------------------

Original Effective Date:	7/1/2019
--------------------------	----------

Revision Date:	7/1/22
----------------	--------

Scheduled Review Date:	7/2025	Scheduled Review Interval:	36 months
------------------------	--------	----------------------------	-----------

### APPLICABLE STANDARDS

Health Insurance Portability and Accountability Act (HIPAA)

American Nurses Association Code of Ethics for Nurses

National Student Nurses' Association Code of Academic and Clinical Conduct Nursing Practice Act - State of North Carolina

### POLICY

Students are responsible for adhering to applicable laws, clinical agency policies, and professional codes of conduct with respect to patient privacy and confidentiality. All patient information is confidential and should only be discussed with other health care professionals, faculty, and students directly involved in the patient's care.

Upon entry into the nursing program, each student is required to sign an agreement of confidentiality, which is placed in the student's permanent file. Failure to comply with this policy will result in disciplinary action and/or civil or criminal legal penalties.

In order to comply with the Health Insurance Portability and Accountability Act (HIPAA), the Duke Confidentiality and Security Committee has limited student access to protected health information. Students may only view patient information on computers set up as PIN Stations in the school's computer labs and on the patient care areas within Duke University Health System. Accessing patient information via Virtual PIN (i.e. home, laptop, etc) is prohibited. Any printing or photocopying of protected health information is also prohibited. Violation of these restrictions may result in dismissal from the program.

The Duke Confidentiality Agreement can be found at [www.hr.duke.edu](http://www.hr.duke.edu). Enter "Confidentiality Agreement" in the search box and hit enter.

# STUDENT POLICIES

## WATTS COLLEGE OF NURSING

POLICY DEPLOYMENT			
Policy Name:	Credit Hour	Institution:	Watts College of Nursing
Supersedes:			
Policy Level:	WCON Student	Department:	Administration
Owner(s)	Curriculum Committee	Contributing Departments:	
Approved by:	Faculty Senate	Manual Name:	Student Handbook
Original Effective Date:	7/1/2019		
Revision Date:	7/1/2022		
Scheduled Review Date:	7/2025	Scheduled Review Interval:	36 months

### POLICY

#### Credit Hour Determination

Credit hours are assigned based on Carnegie units. One unit represents 50 minutes. One credit hour is recognized as 750 minutes. Credit hour formula for courses is: 15 hours of class = 1 credit hour, 3 hours clinical = 1 hour of class.

Status	Credit Hours
<b>Full-time</b> enrollment status for FA	12 or more credits
<b>% time</b> enrollment status for FA	9-11 credits
<b>Half-time</b> enrollment status for FA	6-8 credits
<b>Less than half-time</b> enrollment status for FA	Less than 6 credits

# STUDENT POLICIES

## WATTS COLLEGE OF NURSING

### POLICY DEPLOYMENT

Policy Name:	Crime and Emergency Reporting	Institution:	Watts College of Nursing
Supersedes:			
Policy Level:	WCON Student	Department:	
Owner(s)	Administration	Contributing Departments:	
Approved by:	Faculty Senate	Manual Name:	Student Handbook
Original Effective Date:	7/1/2019		
Revision Date:	7/1/22		
Scheduled Review Date:	7/2025	Scheduled Review Interval:	36 months

**APPLICABLE STANDARDS:** Jeanne Clery Act

### POLICY

The purpose is to outline the process for reporting any crimes and/or emergencies occurring on the College campus. It is the responsibility of students, faculty, and staff to be vigilant about their security and to report any activity that may be deemed criminal or unsafe. Incidents to report include: theft, harassing phone calls, suspicious activity, weapon possession, disorderly conduct, any crime against person or property, and personal threats.

### GUIDELINES

- In an emergency situation on the College campus, dial 911.
- Notify the President of Watts College of Nursing or designee who will be responsible for notifying the Duke Alert system.
- In an emergency situation on campus, panic buttons are available to activate.

# STUDENT POLICIES

## WATTS COLLEGE OF NURSING

### POLICY DEPLOYMENT

Policy Name:	Criminal Record Communication	Institution:	Watts College of Nursing
Supersedes:			
Policy Level:	WCON Student	Department:	
Owner(s)	Administration	Contributing Departments:	
Approved by:	Faculty Senate	Manual Name:	Student Handbook
Original Effective Date:	7/1/2019		
Revision Date:	7/1/2022		
Scheduled Review Date:	7/2025	Scheduled Review Interval:	36 months

### POLICY

In the event of an arrest and/or conviction of a misdemeanor or felony, the student must notify the President of Watts College of Nursing no later than five (5) calendar days after the incident. Failure to notify the President of Watts College of Nursing within the period will result in disciplinary action.

# STUDENT POLICIES

## WATTS COLLEGE OF NURSING

POLICY DEPLOYMENT			
Policy Name:	Disciplinary Action Policy	Institution:	Watts College of Nursing
Supersedes:			
Policy Level:	Student	Department:	
Owner(s)	Student Affairs	Contributing Departments:	
Approved by:	Committee of the Organization	Manual Name:	
Original Effective Date:	7/1/2019		
Revision Date:	7/1/2022		
Scheduled Review Date:	7/2025	Scheduled Review Interval:	36 months

### DEFINITIONS

**Probation** - Specified time period in which the student must meet certain conditions as mandated by Administration and/or Committee on Professionalism and demonstrate satisfactory improvement in designated areas. Probation will expire as determined by Administration. Failure to follow directives of Administration can result in dismissal from the program.

**Suspension** - Separation of a student from the program for a definite time period by administration decision after which the student is eligible to return.

**Dismissal** - Permanent severance of a student from the program by administrative and/or committee decision.

**Disciplinary Action Form** - Form used by faculty to initiate disciplinary action and submitted to Administration.

**Policy Violation Form** - Form used to document an infraction of policy.

### POLICY

Students are expected to meet standards of professional conduct which include, but are not limited to, complying with college policies, the honor code, and federal, state, and local laws.

If a student fails to comply with the College's standards, administration and/or faculty will initiate disciplinary action. If at any time a student's conduct is determined to be of an egregious nature, Administration has the immediate authority to suspend or dismiss the student.

Details of any action taken will be retained in the student's record for a predetermined period of time as determined by Administration.

The student has the right to appeal disciplinary action through the appeals process.



# STUDENT POLICIES

## PROCEDURE

- A Disciplinary Action Form is completed by the Level Lead.
- The form is submitted to Administration.
- Administration reviews the Disciplinary Action Form and determines whether further steps are deemed necessary.
- If deemed necessary, Administration will call a meeting with a Committee on Professionalism. The student will be asked to attend this meeting.
- Administration and/or Committee on Professionalism will determine the specific action to be taken. These could include:
  - Probation (Professional)
  - Suspension
  - Dismissal
- In the case of probation or suspension, Administration will determine the cause, length and conditions.
- Administration notifies the student of the decision and of his/her right to appeal.

Administration has the authority to dismiss a student.

### Appeal Process:

- A student desiring to appeal a decision relating to disciplinary action must submit an electronic letter with a statement of reasons for appealing to the President. This statement must be filed within five (5) business days following notification of decision. The President will contact the student to discuss, in person, the appeal procedure and reason for appeal.
- The student will remain in current active status until the appeal procedure is completed.
- The President will present the student's request to appeal to the Faculty Senate for review and decision within ten (10) business days.
- The student may be asked to appear before the Faculty Senate.
- The President will notify the student of the Faculty Senate decision within three (3) business days of the decision.
- The Faculty Senate decision is final.

## ATTACHMENTS

Policy Violation form  
Disciplinary Action Form  
Probation Contract  
Suspension Form

# STUDENT POLICIES

## WATTS COLLEGE OF NURSING POLICY VIOLATION FORM

Student Date \_\_\_\_\_

Semester \_\_\_\_\_

Description

Applicable Policy: \_\_\_\_\_

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

Faculty Signature \_\_\_\_\_

---

**Tracking:**

Completed form should be placed in Course Lead's mailbox.

# STUDENT POLICIES

## DISCIPLINARY ACTION FORM

Student Date \_\_\_\_\_

Course \_\_\_\_\_

Describe Occurrence(s) (if policy violated please indicate specific policy)

Faculty \_\_\_\_\_

Level Lead \_\_\_\_\_

Administration \_\_\_\_\_

# STUDENT POLICIES

## DISCIPLINARY ACTION FORM (CONT.)

### For Administration Use Only

\_\_\_\_\_ Administration Meeting called:                      Date Scheduled: \_\_\_\_\_

\_\_\_\_\_ Additional Faculty of Committee on Professionalism required

Date met with student: \_\_\_\_\_

Comments:

\_\_\_\_\_

Disciplinary Action taken:

\_\_\_\_\_ No further action required

\_\_\_\_\_ Probation (Professional)

\_\_\_\_\_ Suspension

\_\_\_\_\_ Dismissal

Conditions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Student Notification of Decision:

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

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

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

Administration Signature: \_\_\_\_\_

Student Appeal:

\_\_\_\_\_ None requested

Date President received appeal request: \_\_\_\_\_

Faculty Organization:

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

Decision: \_\_\_\_\_

Student Notification of Decision:

Date:

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

# STUDENT POLICIES

## PROBATION CONTRACT

WATTS COLLEGE OF NURSING  
2828 CROASDAILE DRIVE, SUITE 200  
DURHAM, NC 27705

Name:Unique ID#: \_\_\_\_\_

Local Address: \_\_\_\_\_

Duke Email Address:Phone #: \_\_\_\_\_

Professionalism

\_\_\_\_\_ You are being placed on probation for violation of \_\_\_\_\_

\_\_\_\_\_ Conditions \_\_\_\_\_

\_\_\_\_\_ If all conditions of your probation contract are met, the expiration date for your probation  
will be \_\_\_\_\_

By signing this contract you agree that if you do not meet these requirements you will be notified to meet with Administration and the Committee of Professionalism and may be suspended or dismissed from Watts School College of Nursing.

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

Administration Signature: \_\_\_\_\_

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

# STUDENT POLICIES

## SUSPENSION FORM WATTS COLLEGE OF NURSING

Student: Last 4 of Social Security Number: xxx-xx- \_\_\_\_\_

Personal Email (DO NOT USE @duke.edu): \_\_\_\_\_

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

Are you employed in the Duke Health System? \_\_\_\_\_

Reason for Suspension: \_\_\_\_\_

- Beginning date
- Currently my grade is:  Passing  Failing
- Allowed to return to course in  Spring(year)  Fall of(year)

I understand the following:

- My suspension may impact my Financial Aid eligibility.
- My College accounts (email, NetID, course sites, Net Access) will be terminated.
- I will return my ID badge and security badge to Administration.
- I am required to return all assigned equipment to the Disabilities Liaison.
- I understand my right to appeal.
- Course failure resulting from Suspension will count as my one and only chance to repeat the course.
- Administration will determine eligibility to return. eligibility to return and notify me of my return date.
- If eligible, I must contact the Registrar to collect my badge, security fob, and activate my accounts. Failure to contact the Registrar may result in administrative withdrawal from the program.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administration Signature

\_\_\_\_\_  
Date

# STUDENT POLICIES

**For official use only:**

Probation (Professional)  Yes  No

Transcript to reflect:  Suspension and date

Readmission Date submitted to Registrar: \_\_\_\_\_

DEPARTMENTAL ACTIONS	FACULTY/STAFF SIGNATURE
Administration: ID Badge received, Tuition balance reviewed  <i>Assigned disabilities equipment received (as required)</i>	

# STUDENT POLICIES

## WATTS COLLEGE OF NURSING

### POLICY DEPLOYMENT

Policy Name:	Dress Code	Institution:	Watts College of Nursing
--------------	------------	--------------	--------------------------

Supersedes:

Policy Level:	WCON Student	Department:	
---------------	--------------	-------------	--

Owner(s)	Student Affairs	Contributing Departments:	
----------	-----------------	---------------------------	--

Approved by:	Faculty Senate	Manual Name:	Student Handbook
--------------	----------------	--------------	------------------

Original Effective Date:	7/1/2019
--------------------------	----------

Revision Date:	11/11/2022
----------------	------------

Scheduled Review Date:	7/2025	Scheduled Review Interval:	36 months
------------------------	--------	----------------------------	-----------

### DEFINITION

**Clinical Grooming** - General appearance expected while in clinical or lab Setting

**Clinical Uniform** - Worn in the lab setting or while caring for clients in clinical areas

**Hospital Scrubs** - Worn in designated specialty clinical areas

**Lab Coat Attire** - Worn with uniform jacket in clinical or in the community setting while not providing care

### POLICY

This policy delineates guidelines for grooming and attire that reflect a professional appearance in accordance with safety and infection control regulations. An appropriate appearance decreases distraction and fosters an environment conducive to learning. By adhering to the guidelines, students convey a positive image and uphold the professional standards of the College, Duke University Health System, and affiliate agencies. An affiliating agency's policy will supersede the dress code policy. A student may be excluded from class or clinical if the student's appearance is offensive, presents a distraction, or is not in keeping with this policy.

Students are responsible for all teaching/learning experiences missed.

The President of Watts College of Nursing or the Associate Chief Academic Executive will determine any exception(s) to the dress code on an individual basis.

### PROCEDURE

- Duke University Health System photo identification stating status as student is to be worn by students at all times at chest level.
- Visible tattoos, body piercing jewelry and ear gauges will be assessed during Uniform Inspection and directives will be given at that time specific to the individual student for both the classroom and clinical settings. The College reserves the right to require the covering of any visible tattoo and the removal of body piercing jewelry and/or making ear gauges less conspicuous.



# STUDENT POLICIES

## Classroom and College Activities/Events

- Standards of cleanliness, personal hygiene, and appearance must be maintained
- No noticeable body odor
- No odor of smoke
- No smell of fragrances such as, but not limited to, cologne/perfume/powder
- Clothing must be clean, non-revealing, properly fitting, and in good repair
- Bare midriffs, halter-tops or spaghetti strap garments are not permitted
- Dresses, skirts, and shorts should be no shorter than mid-thigh.
- Clothing must not convey messages or symbols that are: crude, vulgar/profane, violent/death oriented, gang related, sexually suggestive, intolerant, illegal, or inappropriate
- Hats/caps are not allowed during testing.
- Shoes must be worn at all times

## Clinical Grooming

- Hair must be worn in a neat controlled style, away from the face
- Hair ornamentation must be non-conspicuous and similar to hair color. Hair covering, if worn, must be a scrub cap in solid navy blue, white or black
- Flamboyant hair color is not permitted. Hair must be of a color found in natural hair
- Chewing gum is not permitted
- Male facial hair must be neat and well-trimmed
- Nails must be clean, trimmed to a length not beyond the fingertip, and free of polish or with clear polish that is not chipped
- False nails, acrylic overlays or gels are not permitted
- Jewelry is limited to one singular flat band, to include silicone bands, can be worn. Small post earrings or stud earrings can be worn, no dangling earrings. Necklaces are not allowed
- Watches should have a solid white or black band with a professional face and counting or digital second hand.
- No facial jewelry, to include nose piercings
- Makeup must be limited and used with discretion
- Standards of cleanliness, personal hygiene, and appearance must be maintained
- No noticeable body odor
- No odor of smoke
- No smell of fragrances such as, but not limited to, cologne/perfume/powder
- Hair may be completely covered with a solid navy blue, white or black head covering to match the color of the uniform

# STUDENT POLICIES

## Clinical Uniform

- The uniform must be clean, pressed, and in good repair
- White or flesh colored undergarments must be worn under the top
- A short-sleeved, solid white, round-neck undershirt must be worn under the top
- A long sleeve wrist length solid white undershirt may be worn under the uniform
- Pants should break at the top of the shoe
- White or black socks are to be worn with the pants matching the color of the shoes
- Clean solid white or black closed-toe, closed-heel shoes with non-skid soles are required. Shoes must be made out of non-permeable, non-penetrable material
- Minimum length for skirt is the bottom of the knee
- White hosiery and appropriate undergarments are to be worn with the skirt
- Approved scrub jacket is the only acceptable garment worn over the uniform while in the clinical experience
- The uniform is to be worn only in the clinical area or while traveling to and from the clinical site
- Clinical grooming applies in this setting

## Hospital Scrubs

- When arriving or leaving the hospital follow classroom and College activities/event guidelines
- Only hospital issued scrubs are permitted
- Uniform scrub jacket must be worn when going to areas of the hospital other than the assigned clinical area
- Clinical grooming applies in this setting

## Alternate Clinical Attire

- Uniform scrub jacket must be worn
- Business casual
  - Slacks or dresses/skirts to the knee
  - Slacks and shirts with collars
- Denim jeans of any color or jean style pants, skorts or shorts are not permitted
- Excessively high heels and open toe/heel shoes are not permitted. The height of shoes should be no greater than 3 inches
- Clinical grooming applies in this setting

## ATTACHMENT

Uniform Inspection Checklist

# STUDENT POLICIES

## UNIFORM INSPECTION CHECKLIST

NAME:

GROOMING	YES	NO	N/A	DIRECTIVE
Hair neat and controlled, away from the face				
Hair of a color found in natural hair				
Hair ornamentation inconspicuous and similar to hair color. Hair covering: scrub cap (solid navy blue, white or black)				
Facial hair neat and well-trimmed				
Nails clean, trimmed to fingertip, and free of colored polish. No false nails/acrylics/gels.				
Jewelry limited to one singular flat band, to include silicone bands.				
Earrings: small post or stud earrings. No dangling earrings. No necklaces.				
No facial jewelry, includes nose piercing.				
Watches should have a solid white or black band with a professional face counting second hand or digital second hand.				
Makeup limited and used with discretion				
Standards of cleanliness, personal hygiene, and appearance must be maintained.				
No noticeable body odor.				
No odor of smoke.				
No smell of fragrances such as, but not limited to, cologne/perfume/powder.				
No visible tattoo(es).				
No visible body piercing(s).				
Ear gauges inconspicuous.				
UNIFORM	YES	NO	N/A	DIRECTIVE
Uniform fits properly. WCON patch on the left sleeve insert.				
White or flesh colored undergarment. <b>Optional:</b> Short-sleeved or long-sleeved solid white round neck undershirt.				
Pants break at the top of the shoe.				
White or black socks worn with the pants.				
Skirt: Minimum length at or below bottom of the knee.				
White hosiery and appropriate undergarments are worn with the skirt.				
Scrub jacket hem is acceptable length.				
Clean solid white or black closed-toe, closed-heel shoes with non-skid soles. Shoes are made out of non-permeable, non-penetrable material.				

# STUDENT POLICIES

## WATTS COLLEGE OF NURSING

### POLICY DEPLOYMENT

Policy Name:	Drop/Add	Institution:	Watts College of Nursing
--------------	----------	--------------	--------------------------

Supersedes:

Policy Level:	WCON Student	Department:	Administration
---------------	--------------	-------------	----------------

Owner(s)	Contributing Departments:
----------	---------------------------

Approved by:	Faculty Senate	Manual Name:	Student Handbook
--------------	----------------	--------------	------------------

Original Effective Date:	1/2020
--------------------------	--------

Revision Date:	7/1/2022
----------------	----------

Scheduled Review Date:	7/2025	Scheduled Review Interval:	36 months
------------------------	--------	----------------------------	-----------

### DEFINITIONS

**Drop a course** - Withdrawal from a course by student request before the Drop/Add Deadline

**Add a course** - Add a course by student request before the Drop/Add Deadline

### POLICY

Watts College of Nursing (WCON) recognizes that a student may need to drop a course for various reasons. Students voluntarily dropping a course must be able to complete the program within 150% of program length and are not required to go through the readmission process.

The last day of attendance is noted as the last date of activity (participation) in the course and/or program.

When a Requesting to drop a course, a meeting is required with the WCON Financial Counselor to make adjustments in financial aid.

Dropping a course before the drop Deadline will not be documented on the student transcript.

### PROCEDURE

#### Adding a course before the Add Deadline

A student wishing to add a course before the add deadline must:

- Meet with Administration and Level Lead to receive approval
- Submit detailed plan for making up missed work

# STUDENT POLICIES

## **Dropping a course before the Drop Deadline**

A student wishing to drop a course before the drop deadline must:

- Meet with the Level Lead faculty and discuss the decision to drop from the course
- Complete Drop Form
- Return assistive learning devices to the Disability Liaison and obtain required signature (as required)
- Meet with the Financial Counselor to make adjustments in financial aid and to arrange payment of all financial obligations to the school.
- Meet with the Registrar and submit the Drop Form, identification badge (ID) and security badge.
- Contact Administration by the last day of the semester dropped from to indicate plan to return.
- Understand that failure to notify Administration of intent to return will result in administrative withdrawal from the program.
- Receive written notification of course start date from Administration.

## **ATTACHMENT**

Drop/Add Form

# STUDENT POLICIES

## DROP/ADD FORM

Term: \_\_\_\_\_

Year: \_\_\_\_\_

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

Student Id: \_\_\_\_\_

### COURSES ADDED:

Date	Course #	Section	Course Title	Credits	Course Lead Faculty Signature

### COURSES DROPPED:

Date	Course #	Section	Course Title	Credits	Course Lead Faculty Signature

Hours BEFORE change: Hours AFTER change: \_\_\_\_\_

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

Registrar Signature: Date: \_\_\_\_\_

Financial Aid Signature: Date: \_\_\_\_\_

(Only If Dropping Under 12 Semester Hours)

# STUDENT POLICIES

## WATTS COLLEGE OF NURSING

### POLICY DEPLOYMENT

Policy Name:	Emergency Communication	Institution:	Watts College of Nursing
Supersedes:			
Policy Level:	WCON Student	Department:	Administration
Owner(s)	Administration	Contributing Departments:	
Approved by:	Faculty Senate	Manual Name:	Student Handbook
Original Effective Date:	7/1/2019		
Revision Date:	7/1/2022		
Scheduled Review Date:	7/2025	Scheduled Review Interval:	36 months

### POLICY

This policy delineates the means for communicating accurate and timely information to students, faculty, and staff in the event of an emergency situation. When usual activities of the school are interrupted, details of the emergency situation, school closure, and expected resumption of classes will be conveyed.

### GUIDELINES

The President of Watts College of Nursing or designee will:

- Leave a message on the main number of the College
- E-mail faculty

Level Lead or designee will:

- Notify course faculty
- Contact students in person or via email, text message, call chain, and/or Learning Management System
- Notify Students in the clinical setting

# STUDENT POLICIES

## WATTS COLLEGE OF NURSING

POLICY DEPLOYMENT			
Policy Name:	FERPA	Institution:	Watts College of Nursing
Supersedes:			
Policy Level:	WCON Student	Department:	Administration
Owner(s)	Administration/Executive Committee	Contributing Departments:	
Approved by:	Faculty Senate	Manual Name:	Student Handbook
Original Effective Date:	1/2020		
Revision Date:	7/1/2022		
Scheduled Review Date:	07/2025	Scheduled Review Interval:	36 months

### POLICY

Watts College of Nursing (WCON) adheres to a policy of compliance with the Family Educational Rights and Privacy Act (FERPA). The policy (1) permits students to inspect their education records, (2) limits disclosure to others of personally-identifiable information from education records without students' prior written consent, and (3) provides students the opportunity to seek correction of their education records where appropriate.

### DEFINITIONS

**Student.** An individual who is, or who has become, in attendance at WCON. It does not include an individual who was an unsuccessful applicant for admission to the school. A student definition also includes alumni/former students.

**In Attendance.** A student in attendance is participating in classroom and clinical in person. WCON defines attendance to begin the first day a student arrives on campus for orientation.

**Education Records.** Education records include those records that are personally identifiable and which are maintained by WCON's faculty or staff. Records could be information or data recorded in any medium, including but not limited to photos, handwriting, print, tapes, film, microfilm, and microfiche.

The following are not considered education records:

- Records about students made by faculty and administrators for professional use and not shown to others.
- Campus police records maintained solely for law enforcement purposes and kept separate from the education records described above.
- Employment records, except where a currently-enrolled student is employed as a result of his or her status as a student (i.e., work-study)
- Records of a physician, psychologist, or other recognized professional or paraprofessional made or used only for treatment purposes and available only to persons providing treatment.
- These records may be reviewed by an appropriate professional of the student's choice.



# STUDENT POLICIES

- Records which contain only information relating to a person's activities after that person is no longer a student at WCON.
- Application for admissions records to WCON in which the student is not currently in attendance.

**Personally Identifiable.** Data or information that contains the name of a student; the student's parent or other family member's name; the address of the student, parent, or family member; a personal identifier, such as the social security number or student ID number; other information which would make the student's identity easily traceable.

**Directory Information.** The following categories of information have been designated directory information at WCON:

- Name(s)
- Addresses
- Duke Unique ID
- Telephone listing(s)
- Email Addresses
- Place of birth
- Photograph(s)
- Participation in officially recognized student organizations
- Dates of attendance
- Degrees and awards received
- Most recent previous educational institution attended

WCON will give annual public notice to students of the categories of information designated as directory information and will allow a reasonable period of time after such notice for the student to inform WCON that he/she wishes to suppress the information from being disclosed. Directory information may appear in public documents and may otherwise be disclosed without student consent unless the student objects as indicated. See Disclosure of Personally Identifiable Information section below for additional information.

**Disclosure.** Permitting of access or the release, transfer, or other communication of education records orally or in writing, or by electronic means, or by any other means to any party.

**School Official.** A person employed at WCON, in an administrative, supervisory, academic, or support staff position; a person or company with whom WCON has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees or a student serving on an official committee or assisting another school official in performing his or her tasks. School officials may only access and use education records as necessary to conduct official WCON business or for which - there is a legitimate educational interest.

**Legitimate Educational Interest.** An interest in reviewing student education records for the purpose of performing an appropriate WCON research, educational, or administrative function. A school official has legitimate educational interest if the need to see an education record is necessary in order to perform his or her professional responsibilities. Interests essential to the general process of higher education, including teaching, research, public service, and directly supportive activities such as academic advising, general counseling, therapeutic counseling, discipline, vocational counseling and job placement, financial assistance and advisement, medical services, academic assistance activities, and co-curricular activities including specific interest clubs and student government.

# STUDENT POLICIES

## ANNUAL NOTIFICATION OF RIGHTS

Under FERPA, a school must annually notify eligible students in attendance of their rights under FERPA. The annual notification must include information regarding an eligible student's right to inspect and review his or her education records, the right to seek to amend the records, the right to consent to disclosure of personally identifiable information from the records (except in certain circumstances), and the right to file a complaint with the Office regarding an alleged failure by a school to comply with FERPA. It must also inform eligible students of the school's definitions of the terms "school official" and "legitimate educational interest."

FERPA does not require a school to notify eligible students individually of their rights under FERPA. Rather, the school may provide the notice by any means likely to inform eligible students of their rights. Thus, the annual notification may be published by various means, including any of the following: in a schedule of classes; in a student handbook; in a calendar of school events; on the school's website (though this should not be the exclusive means of notification); and/or posted in a central location at the school or various locations throughout the school.

Additionally, some schools include their directory information notice as part of the annual notice of rights under FERPA.

(<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/students.html>)

## RIGHT TO INSPECT RECORDS

Each student has a right of access to his or her education records, with the following exceptions:

- Financial records of the student's parents.
- Confidential letters and confidential statements of recommendation placed in education records of students before January 1, 1975, provided that the letters and statements were used only for the purposes for which they were intended.
- Confidential letters of recommendation and confidential statements of recommendation which were placed in the education records of the student after January 1, 1975, in connection with admission to an institution, an application for employment, or the receipt of an honor or honorary recognition, provided that the student has waived his or her right to inspect and review those letters and statements of recommendation.
  - Persons applying for admission may waive in writing their right to inspect and review confidential letters of recommendation and confidential statements of recommendation. The waiver may apply to confidential letters and statements only if the applicant or student is, upon request, notified of the names of all individuals providing the letters or statements, and such letters and statements are used solely for the purpose for which they were originally intended. The WCON will not require such waivers as a condition for admission or receipt of any service or benefit normally provided to students. A waiver may be revoked in writing at any time, and the revocation will apply to all subsequent recommendations.
- Education records of other students, if included on the education record of the student. The student may only inspect his/her own information.

Students wishing to review their records should submit the Request to Review Student Records form to the Registrar. The request should include the following: full name, records requested to be reviewed, and purpose of review. WCON will comply with record review requests within 45 days.

For students living locally (within commuting distance of approximately 50 miles), arrangements will be made for the student to read his or her records in the presence of a staff member. Copies are not provided, including copies of transcripts from other institutions. Other arrangements will be made for students not living locally.

A student who exercises the right to review his/her education record is also entitled to a reasonable request for explanation and interpretation of those records. If a student has made the request to review his/her record, none of those records shall be destroyed until the student's request to inspect or review has been honored.

# STUDENT POLICIES

## DISCLOSURE OF PERSONALLY IDENTIFIABLE INFORMATION

WCON will not release personally-identifiable information in education records or allow access to those records without prior consent of the student, other than information deemed “directory information.” Unless disclosure is to the student himself or herself, the consent must be written, signed and dated, and must specify the records to be disclosed and the identity of the recipient.

Prior consent may not be required for disclosure of education records to the following:

- School officials of WCON who have been determined to have legitimate educational interests.
- Officials of other schools in which a student seeks or intends to enroll or is enrolled.
- Authorized representative of the Comptroller General of the U.S., the Attorney General of the U.S., the U.S. Secretary of Education, and state and local educational authorities, but only in connection with the audit or evaluation of federally supported educational programs, or in connection with the enforcement of, or compliance with, federal legal requirements relating to these programs. These officials will protect information received so as not to permit personal identification of students to outsiders, and the data shall be destroyed when no longer needed for the purposes above.
- In connection with a student's application for, or receipt of, financial aid, but only to the extent necessary for such purposes as determining eligibility, amount, conditions, and enforcement of terms or conditions.
- State and local officials to which such information is specifically required to be reported by effective state law.
- Organizations conducting educational studies for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction. The studies shall be conducted so as not to permit personal identification of students to anyone other than representatives of the organizations, and the information will be destroyed when no longer needed for these purposes.
- Accrediting organizations for purposes necessary to carry out their functions.
- Parents of a student who is a dependent for income tax purposes (dependency must be documented).
- Appropriate parties in connection with an emergency, where knowledge of the information is necessary to protect the health or safety of the student or other individuals.
- In response to a court order or subpoena (WCON will make reasonable efforts to notify the student before complying with the court order).
- A victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. This disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding.
- On request, the final results of a disciplinary proceeding where a student has allegedly perpetrated a crime of violence or non-forcible sex offense and has been found to have violated WCON rules or policies. The names of the victims, witnesses, or other students will not be disclosed without consent.
- Parents of a student under the age of 21 who has been found with an alcohol-related disciplinary violation.

It is WCON's practice not to provide student education record information to any party outside the institution with the exception of vendors contracted to provide a service to the institution and are considered school officials and a few entities that provide support for major WCON events, such as graduation.

WCON will maintain, with the student's education records, a record for each request and each disclosure, except:

- disclosures to the student himself or herself;
- disclosures pursuant to the written consent of the student;
- disclosures to instructional or administrative officials of WCON;

# STUDENT POLICIES

- disclosures of directory information;
- disclosures pursuant to a Federal grand jury's subpoena or other law enforcement subpoenas where the court or other agency issuing the subpoena has ordered the institution to not disclose the existence of the subpoena.

The record of disclosure may be inspected by the student, the official custodian of the records, and other WCON and governmental officials.

A student wishing to suppress the release of "Directory Information" may do so by completing the Request for Non-Disclosure form. The form may be obtained by contacting the Registrar.

The student should weigh the implication of placing the suppression. By withholding the release of "Directory Information" WCON will:

- not include the student's name, address, email address, or phone number in the student directory;
- refuse to release any information about the student to the student's insurance company, current or future employers, all forms of media, and any non-institutional persons or organizations;
- give no personal information over the phone;
- will state "do not have any documentation that would support the release of information for a student by that name" to any person/organization/company that would seek information about a student's status.

The Request for Non-Disclosure does not prevent the disclosure of information to WCON personnel with a legitimate educational interest.

The Request for Non-Disclosure remains in effect until the student rescinds the request. A student who wishes to revoke a Request for Non-Disclosure must contact the Registrar in writing. A request in place at the time of graduation or at the time of leaving WCON remains in effect in perpetuity.

## **RIGHT TO SEEK CORRECTION OF RECORDS**

A student who believes that information contained in his or her education records is incorrect, misleading, or violative of privacy or other rights may submit a written request to the Registrar, specifying the document(s) being challenged and the basis for the complaint. The request will be sent to the custodian of the record in question. Within a reasonable period of time of receipt of the request, WCON will decide whether to amend the records in accordance with the request. If the decision is to refuse to amend, the student will be so notified and will be advised of the right to a hearing.

A student request for a formal hearing must be made within 30 calendar days after the student receives notice from the record custodian that the record(s) will not be amended. The request for hearing must be made in writing to the Registrar, signed by the student, and contain: 1) a statement that the student is requesting a formal hearing on a request to amend a record, 2) the date the student received notice from the record custodian, and the name of the record custodian, that the record would not be amended, 3) a summary of the attempts to resolve the matter with the records custodian and the result of those attempts, and 4) a summary of the evidence and arguments the student would present at a hearing.

A hearing will be held within 30 calendar days after the receipt of the student's request, and the student will be given ample advance notice of the date, place, and time of the hearing.

### **Conduct of the Hearing:**

The hearing will be conducted by a WCON official who does not have a direct interest in the outcome. The student will have a full and fair opportunity to present evidence relevant to the issues raised and may be assisted or represented by individuals of his or her choice at his or her own expense, including an attorney. The WCON official conducting the hearing will, after considering all relevant information, make a recommendation to the Registrar.

# STUDENT POLICIES

## **Decision of the Hearing:**

Within a reasonable period of time after the conclusion of the hearing, WCON will notify the student in writing of the decision. The decision will be based solely upon evidence presented at the hearing and will include a summary of the evidence and the reasons for the decision.

If WCON decides that the information in the student's records is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, WCON will amend the record(s) accordingly.

If, as a result of the hearing, WCON decides that the information is not inaccurate, misleading, or violate of the student's right, the student has the right to place, in his or her record, a statement commenting on the information and/or explaining any reasons for disagreeing with WCON's decision. Any such explanation will be kept as part of the student's record as long as the contested portion of the record is kept and will be disclosed whenever the contested portion of the record is disclosed.

## **LIMIT TO FERPA PROTECTION OF RECORDS**

FERPA's protection of personally identifiable information in a student's education record ends at the time of death.

## **COMPLAINTS**

Complaints alleging violation of the provisions of FERPA may be submitted to:

Family Policy and Compliance Office  
US Department of Education  
400 Maryland Avenue SW  
Washington, DC 20202-5920  
1-800-872-5327

## **ATTACHMENT**

FERPA Consent to Release Form  
Request to Review Student Records Form  
Request for Non-Disclosure Form  
Request to Revoke Non-Disclosure

# STUDENT POLICIES

## WATTS COLLEGE OF NURSING

### STUDENT CONSENT TO RELEASE EDUCATION RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords certain rights to students concerning the privacy of, and access to, their education records. If desired, students may complete this form allowing the release of specific education records to specific third parties, as identified below, and submit it to the Registrar. For more information regarding FERPA, please see Watts College of Nursing FERPA policy located in the student handbook.

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

Name of person(s) to whom access to education records may be provided:

\_\_\_\_\_

Relationship to Student: \_\_\_\_\_

The only type of information that is to be released under this consent is:

\_\_\_\_\_ Academic Information

\_\_\_\_\_ Disciplinary Information

\_\_\_\_\_ Financial Information

\_\_\_\_\_ Recommendations for employment or admission to other schools

\_\_\_\_\_ Other (specify) \_\_\_\_\_

The information is to be released for the following purpose:

\_\_\_\_\_ Family communications about the Watts College of Nursing experience

\_\_\_\_\_ Employment

\_\_\_\_\_ Admission to an educational institution

\_\_\_\_\_ Other (specify) \_\_\_\_\_

I understand that: (1) I have the right not to consent to the release of my education records; (2) I have the right to inspect any written records released pursuant to this consent; and (3) I have the right to revoke this consent at any time by delivering a written revocation to the Registrar, and that this consent shall remain in effect until I make such revocation.

Name: (print) Date: \_\_\_\_\_

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

# STUDENT POLICIES

## WATTS COLLEGE OF NURSING

### REQUEST TO REVIEW STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) is a Federal law designed to protect the privacy of education records and to establish the right of students to inspect and review their records.

Under FERPA a student may request to review records held by the institution. The student should be as specific as possible about the records to review and purpose. A list of records held by the institutions may be found in the Watts School of Nursing FERPA policy in the Student Handbook.

FERPA dictates an institution allow a student to review records. It does not require the institution to provide copies.

In order to request a review of your records under the FERPA, please submit the following information.

Purpose for Review:

---

---

---

---

---

---

---

---

Name: (print) Date:

---

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

# STUDENT POLICIES

## WATTS COLLEGE OF NURSING

### REQUEST FOR NON-DISCLOSURE

The Watts College of Nursing (WCON) respects the rights and privacy of students in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974. Under this Act, the school may disclose certain items, listed below and referenced as Directory Information, without the consent of the student.

- name
- address
- Duke unique ID
- telephone listing(s)
- e-mail addresses
- place of birth
- photograph(s)
- participation in officially recognized student organizations
- dates of attendance
- degrees and awards received
- most recent previous educational institution attended

Under the provisions of the Family Educational Rights and Privacy Act, as amended, you have the right to withhold the public disclosure of Directory Information

Please consider very carefully the significance of the decision to withhold Directory Information.

1. A decision to withhold release of Directory Information will mean any future requests for such information from non-institutional persons or organizations such as other schools, prospective employers, family or friends, etc., will be refused.
2. No effort will be made to contact you when a request for information is made. Regardless of the effect upon you, the institution assumes no liability for honoring your instructions that such information be withheld.
3. This request will not prevent the release of information to school officials with legitimate educational interests, to state/federal/local authorities conducting audits or evaluation of programs, to accrediting organizations, in conjunction with financial aid, in compliance with a subpoena or in a health or safety emergency. Anonymity in classroom technology tools is not prevented.
4. A student must be actively registered to invoke this request for nondisclosure.
5. The non-disclosure remains in effect until revoked using the bottom section of this form. A non-disclosure on file at the time of withdrawal or graduation from WSON remains in effect until revoked.

Name: (print) Date: \_\_\_\_\_

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



# STUDENT POLICIES

## WATTS COLLEGE OF NURSING

### REQUEST TO REVOKE NON-DISCLOSURE

The Watts College of Nursing (WCON) respects the rights and privacy of students in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974. Under this Act, the school may disclose certain items, listed below and referenced as Directory Information, without the consent of the student.

- name
- address
- Duke unique ID
- telephone listing(s)
- e-mail addresses
- place of birth
- photograph(s)
- participation in officially recognized student organizations
- dates of attendance
- degrees and awards received
- most recent previous educational institution attended

I understand that by submitting this form, previously withheld Directory Information will no longer be withheld.

Name: (print) Date:

\_\_\_\_\_

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

# STUDENT POLICIES

## WATTS COLLEGE OF NURSING

### POLICY DEPLOYMENT

Policy Name:	Financial Responsibility	Institution:	
Supersedes:			
Policy Level:	WCON Student	Department:	
Owner(s)	Administration	Contributing Departments:	
Approved by:	Faculty Senate	Manual Name:	Student Handbook
Original Effective Date:	7/1/2019		
Revision Date:	7/1/2022		
Scheduled Review Date:	7/2025	Scheduled Review Interval:	36 months

### DEFINITIONS:

Financial obligations - All monies owed to Watts College of Nursing

### POLICY

Students are responsible for all financial obligations to the College. All tuition and fees are to be paid or a copy of the verification of financial award letter be sent to the Coordinator of Business and Administration prior to the start of the semester. Students must have a balance of zero in order to register for the class.

# STUDENT POLICIES

## WATTS COLLEGE OF NURSING

### POLICY DEPLOYMENT

Policy Name:	Firearms, Explosives, and Weapons	Institution:	
Supersedes:			
Policy Level:	WCON Student	Department:	
Owner(s)	Administration	Contributing Departments:	
Approved by:	Faculty Senate	Manual Name:	Student Handbook
Original Effective Date:	7/1/2019		
Revision Date:	7/1/2022		
Scheduled Review Date:	7/2025	Scheduled Review Interval:	36 months

### POLICY

In accordance with the North Carolina law, WCON prohibits the possession of firearms, explosives, and weapons on WCON property. The possession of firearms, explosives and weapons are not allowed on any DUHS property. Students are prohibited from possessing firearms, explosives and weapons on any WCON contracted clinical site.

### GUIDELINES

- All fully qualified police officers commissioned by North Carolina's Attorney General including DUKE University police officers are authorized to carry firearms while on duty.

# STUDENT POLICIES

## WATTS COLLEGE OF NURSING

### POLICY DEPLOYMENT

Policy Name:	Fundraising	Institution:	Watts College of Nursing
--------------	-------------	--------------	--------------------------

Supersedes:

Policy Level:	Student	Department:	
---------------	---------	-------------	--

Owner(s)	Student Affairs	Contributing Departments:	
----------	-----------------	---------------------------	--

Approved by:	Faculty Senate	Manual Name:	Student Handbook
--------------	----------------	--------------	------------------

Original Effective Date:	7/1/2019
--------------------------	----------

Revision Date:	7/1/2022
----------------	----------

Scheduled Review Date:	7/2025	Scheduled Review Interval:	36 months
------------------------	--------	----------------------------	-----------

### POLICY

The College recognizes that student organizations have a need for occasional fundraising activities for the group's benefit or for the benefit of designated charities. The purpose of this policy is to outline the raising, collecting, and storing of funds for student organizations at Watts.

### PROCEDURE

- No class, course, or student organization is permitted to have a separate banking account.
- Student organizations should discuss their desire for fundraising activities with their assigned faculty advisor.
- Student organizations must obtain approval for event fundraising from the President or designee. An email detailing the request must be submitted to the President within 10 days of the planned event.
- The President of Watts College of Nursing will notify the student organization making the request and faculty advisor(s) of approval/non-approval of the request within 3 working days.
- Watts College of Nursing does not support monetary fundraising efforts or the sale of merchandise by any student group or student organization.
- Student groups or student organizations may solicit non-monetary items such as school supplies, clothing and food items to benefit community and civic organizations.

# STUDENT POLICIES

## WATTS COLLEGE OF NURSING

### POLICY DEPLOYMENT

Policy Name:	Gifts and Contributions	Institution:	Watts College of Nursing
--------------	-------------------------	--------------	--------------------------

Supersedes:

Policy Level:	Student	Department:	Administration
---------------	---------	-------------	----------------

Owner(s)	Student Governance Committee	Contributing Departments:	
----------	------------------------------	---------------------------	--

Approved by:	Committee of the Organization	Manual Name:	Student Handbook
--------------	-------------------------------	--------------	------------------

Original Effective Date:	7/1/2019
--------------------------	----------

Revision Date:	7/2023
----------------	--------

Scheduled Review Date:	7/2026	Scheduled Review Interval:	36 months
------------------------	--------	----------------------------	-----------

### DEFINITIONS

Gifts or Courtesy - includes the receipt of anything of value without compensation in return, such as food, property, hospitality, referrals, gift certificates, etc.

Staff - all Duke University Health System (DUHS) administrative staff, managers, employees, allied health professionals, nursing, medical staff members, volunteers and students.

### POLICY

Students (as individuals or as a group) desiring to give a gift or make a monetary contribution to the College/ other organizations are asked to consult with administration. This consultation clarifies the intended purpose, use, and amount of the donation, thereby ensuring both usefulness and propriety.

WCON follows the Duke University policy pertaining to gifts and contributions to faculty and staff. Gifts, meals, entertainment or other offers of goods or services may be received from an individual or group if the total gift amount does not exceed \$25.00.

# STUDENT POLICIES

## WATTS COLLEGE OF NURSING

### POLICY DEPLOYMENT

Policy Name:	Grade	Institution:	Watts College of Nursing
Supersedes:			
Policy Level:	WCON Student	Department:	Administration
Owner(s)	Curriculum Committee	Contributing Departments:	
Approved by:	Faculty Senate	Manual Name:	Student Handbook
Original Effective Date:	7/1/2019		
Revision Date:	7/1/2022		
Scheduled Review Date:	7/2025	Scheduled Review Interval:	36 months

### POLICY

The purpose is to detail the processes for grades, including semester grade point average, course grade determination, availability of course grades, disputed grade, disposal of graded course materials, and availability of test grades.

A student's measure of academic achievement is recorded on the transcript based on the following grading system:

COURSE GRADE	ALPHABETICAL EQUIVALENT	GRADE POINT
92.00-100.00	A	4.0
89.00-91.99	B+	3.5
83.00-88.99	B	3.0
81.00-82.99	C+	2.5
78.00-80.99	C	2.0
75.00-77.99	D+	1.5
70.00-74.99	D	1.0
69.99 or below	F	0

# STUDENT POLICIES

## Semester Grade Point Average (GPA)

Grades earned and semester hours attempted at other institutions are not included in the calculation of the WCON grade point average.

GPA is calculated from each final course grade and is calculated after each semester attempted. To calculate the GPA:

- Each course grade is assigned grade points as identified in prior table.
- Grade points awarded are multiplied by the course credit hours to give quality points.
- The quality points are divided by total credit hours attempted.
- All course grades are included in the calculation of the GPA. All grades remain part of the student record.
- The GPA will be calculated to the thousandth place, no rounding.

## Course Grade Determination

Course grade will be determined by calculating grades of predetermined weight for tests and designated learning activities that are calculated to the thousandth place. There will be no rounding of any grade.

Examples:

- Graded activity: Grade of 84.356 illustrates calculation to the thousandth place.
- No rounding; course grade of 88.514 will be a B.

For clinical evaluations, each clinical objective must be appraised as “Proficient to Pass” on the Final (Summative) Clinical Evaluation Performance Tool (CEPT). If clinical objectives are not met, the correlating course grade is an automatic failure. Clinical outcomes to be reviewed in Clinical Orientation.

## Clinical Grading Scale:

CLINICAL GRADE
PASS
FAIL

Note: grades are not rounded

## Dosage Calculation Proficiency Test

Students must demonstrate proficiency on a Dosage Calculation Proficiency Test per course schedule. Failure of the dosage calculation proficiency test, after three attempts, results in an immediate course failure and prohibits the student from further progression in the course (theory and clinical).

## Incomplete (I)

**Incomplete (I)** is assigned until all course work is submitted, evaluated, graded, and must be completed within 29 days from the last day of the semester. The final course grade must be submitted to the registrar on or before the 30 days past the last day of the semester. Students who fail to complete work as designated will have Incomplete (I) changed to a course grade of F in the student record. Students who have not met all program requirements by the predetermined date will not be permitted to participate in graduation activities or graduation ceremony, and may be able to take an Incomplete (I).

## Availability of Course Grades

Course grades will be submitted to the college office with the appropriate alphabetical equivalent. Deadline for submission of grades is within five (5) business days of the final exam of the course.

# STUDENT POLICIES

## **Disposal of Graded Course Materials**

All course work completed and submitted will be discarded within 10 business days of course grades being submitted to the registrar.

## **Availability of Test Grades**

Grades will be posted within five (5) business days of testing.

## **Disputed Grade**

The following procedure allows the student to dispute a grade and establishes a timeline with defined steps for resolution.

## **PROCEDURE**

- The student should discuss the matter with the responsible faculty within five (5) business days after notification of the grade.
- If the matter is not resolved, a meeting between the student, the faculty and the Associate Executive Academics will be arranged within the next five (5) business days (total of ten [10] days from notification of the grade). All documentation will be presented at the meeting.
- The time frame may be adjusted if the Associate Executive Academics and/or involved faculty are not available.
- The decision by the Associate Executive Academics will be given within three (3) business days.

## **Transcripts**

The student must submit a completed transcript request form to the Office of the Registrar to obtain an official transcript. Refer to Watts Hub on WCON website for guidance.



# STUDENT POLICIES

## WATTS COLLEGE OF NURSING

### POLICY DEPLOYMENT

Policy Name:	Graduation	Institution:	WCON
--------------	------------	--------------	------

Supersedes:

Policy Level:	Administration	Department:	Administration
---------------	----------------	-------------	----------------

Owner(s)	Administration/Executive Committee	Contributing Departments:	
----------	------------------------------------	---------------------------	--

Approved by:	Faculty Senate	Manual Name:	
--------------	----------------	--------------	--

Original Effective Date:	1/2020
--------------------------	--------

Revision Date:	7/2022
----------------	--------

Scheduled Review Date:	7/2025	Scheduled Review Interval:	36 months
------------------------	--------	----------------------------	-----------

### DEFINITIONS

**Financial obligations** - All monies owed to WCON

**Graduation** - successful completion of all course and program requirements awarded with a Bachelor of Science in Nursing (BSN) degree

**Graduation Activities** - activities to recognize/honor those who will graduate

**Graduation Ceremony** - a formal event where eligible students will receive the BSN degree

### POLICY

Students are required to meet all academic and financial obligations in order to graduate.

- Students who have not met all academic requirements by the predetermined date will not be permitted to participate in graduation activities or graduation ceremony, and may be able to take an Incomplete (I). Incomplete (I) is assigned until all course work is submitted, evaluated, and graded. The final course grade must be submitted to the registrar within 30 days of the final day of the semester in which the Incomplete was taken.
- Students who fail to complete work as designated will have (I) changed to a course grade of F in the student record.
- Students who have financial obligations will not be permitted to participate in graduation activities/graduation ceremony and will not receive the degree or transcript.
- Students who are suspended or are in an active process of appeal from the school at the time of graduation will not be permitted to participate in graduation activities or graduation ceremony.
- Students who did not participate in the graduation ceremony will receive the degree by mail.

### PROCEDURE

- Completion of Degree Audit Form.
- Complete of Graduation Form three weeks prior to graduation.
- Return ID badge and security device prior to or within one week of graduation.
- Return any assistive learning devices to Disability Liaison. Return any assistive learning devices to Disability Liaison.

# STUDENT POLICIES

## ATTACHMENTS

Watts College of Nursing Graduation Form

## WATTS COLLEGE OF NURSING GRADUATION FORM

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

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

Social Security Number (last 4 digits only): xxx-xx- \_\_\_\_\_

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

Personal Email Address (not [duke.edu](mailto:duke.edu)): \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

---

Address:

\_\_\_\_\_

\_\_\_\_\_

---

Name you want printed on your Degree: \_\_\_\_\_

### SECTION 1: STUDENT TO COMPLETE

#### A. Permission for Transcript/References

Students must complete and submit the Watts College of Nursing transcript request form in order for the College to release transcripts. Third party companies must gain consent from the graduate in order to receive a Watts College of Nursing transcript.

#### B. Waiver

In compliance with the Family Educational Rights and Privacy Act, you are requested to check one of the following:

\_\_\_\_\_ A non-confidential reference. (I may have access to this reference.)

\_\_\_\_\_ A confidential reference. (I waive my right of access to this reference.)

---

Student Signature

#### C. Permission for Contacting Employers

I hereby authorize Watts College of Nursing, Durham, North Carolina to contact my employer for the purpose of confirming employment by the accrediting body.

---

Student Signature

# STUDENT POLICIES

\*\*Are you a current employee of DUHS

Employer: Accepted Position as a Registered Nurse at: \_\_\_\_\_

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

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

## SECTION 2: WCON OFFICE TO COMPLETE

Department	Signature/Initials	Date
Finance - Tuition Balance		
Financial Aid		
ID Badge Return		
Security Device		

Item	Signature/Initials	Date
PCIS Security Code Change		

\_\_\_\_\_  
Signature - Associate Chief Business & Financial Executive

\_\_\_\_\_  
Date

# STUDENT POLICIES

## WATTS COLLEGE OF NURSING

### POLICY DEPLOYMENT

Policy Name:	Grievance	Institution:	Watts College of Nursing
--------------	-----------	--------------	--------------------------

Supersedes:

Policy Level:	Student	Department:	Administration
---------------	---------	-------------	----------------

Owner(s)	Student Affairs Committee	Contributing Departments:	
----------	---------------------------	---------------------------	--

Approved by:	Committee of the Organization	Manual Name:	Student Handbook
--------------	-------------------------------	--------------	------------------

Original Effective Date:	7/1/2019
--------------------------	----------

Revision Date:	9/1/2023
----------------	----------

Scheduled Review Date:	7/2025	Scheduled Review Interval:	36 months
------------------------	--------	----------------------------	-----------

### DEFINITIONS

**Burden of Proof** - A student who files a grievance has a burden of proving, by a preponderance of the evidence, that he or she has been wronged.

**Confidentiality** - Maintaining as confidential, to the extent possible, all matters related to a grievance on a criterion of "need to know."

**Grievance** - A grievance is an allegation by a student that a violation, misapplication, or misinterpretation of a College policy or procedure has occurred.

**Grievant** - The grievant is the student who files a grievance.

**Respondent** - The respondent is the person against whom a grievance is filed.

**Working days** - The days of the week (Monday through Friday) that the College is open.

### POLICY

The relationship between students, faculty and staff is of vital importance to the learning process, necessitating a course by which divergent viewpoints can be aired and resolved. WCON is committed to resolving grievances in a fair, orderly, and expeditious manner. The procedure that follows is designed to ensure objective and just treatment of students, faculty and staff in a mutually respectful atmosphere. Every effort should be made to settle differences amicably and to rectify the grievance through the Informal Grievance Procedure.

All documents generated, including minutes of the grievance panel and decisions by administrative parties, will be permanently archived at the conclusion of the grievance procedure.

# STUDENT POLICIES

## ■ Eligibility

Upon request, a representative of the Human Resources Department may assist the grievant in preparing the written statement of the grievance for the Formal Grievance Procedure.

The grievant and the respondent(s) must be present at a grievance panel hearing.

When a grievant fails to appear for a hearing without acceptable cause, the grievance will be considered abandoned, provided proper notification is documented.

If the respondent is not present at a hearing after being given proper notice, the respondent's absence will be documented and the hearing will proceed.

## ■ Participation

Individuals external to the College will be excluded from proceedings pertaining to this policy.

Attorneys or law students are not permitted to render legal assistance during a grievance hearing.

The grievance panel shall consist of four faculty members (one from each level who volunteer or who are appointed by the President of Watts College of Nursing) and five students (one from each semester and one at large selected by the student body).

Panel members must not have been involved in the previous steps of the grievance procedure. The panel members will select a chairperson from its membership and seven members will constitute a quorum for a hearing. The Chief Officer of Human Resources or designee will serve as advisor to the chairperson of the panel.

The President of Watts College of Nursing will notify individuals whose attendance is required at a grievance hearing a minimum of 24 hours prior to the hearing.

## ■ Scope

The grievant may remain in the course and/or clinical activities pending all appeals if, in the opinion of the President of Watts College of Nursing, the quality of client care or the public image of the college and/or Duke University Health System would not be compromised.

A grievance will be considered settled if not appealed to a higher step within the established time limit and shall not be subject to any further proceedings.

## PROCEDURE

### ■ Informal Grievance Procedure

**Step 1** - The grievant must initiate the informal process within 5 working days of the incident or action leading to the grievance.

**Step 2** - The grievant may meet with the respondent(s) against whom they have a grievance and make a good faith effort to resolve the grievance. The grievant has the obligation to fully inform the respondent(s) of the problem and what would be a reasonable resolution to the complaint. If the grievant has concerns regarding safety, the grievant can discuss with the Associate Chief Executive Academics.

**Step 3** - The respondent(s) has the responsibility to consider the matter seriously and to respond to the issues within 5 working days.

**Step 4** - If the grievance is not resolved, the grievant may proceed with the Formal Grievance Procedure.

# STUDENT POLICIES

## ■ Formal Grievance Procedure

**Step 1** - Within 5 working days of the conclusion of the Informal Grievance Procedure, the grievant must file a written grievance with the President of Watts College of Nursing. The grievance should state the college policy or procedure that allegedly has been violated, describe the facts and evidence supporting the alleged violation, indicate what redress the grievant seeks, and provide a brief history of the attempts to resolve the grievance.

**Step 2** - The President of Watts College of Nursing will render a decision in writing within three working days.

**Step 3** - The grievant may appeal the decision in Step 2 within three working days by filing the written grievance with the Chief Nursing Officer at DRH who will render a response in writing within five working days.

**Step 4** - The grievant may appeal the decision in Step 2 within three working days by filing the written grievance with the President of Duke Regional Hospital who will consult with the Watts College of Nursing's Advisory Board, and render a response in writing.

**Step 5** - The President of DRH will render a decision within five working days, which is final. A copy of the decision will be filed in the grievant's record.

## GUIDELINES

The grievance panel's function is limited to the hearing of an appeal in Step 3 of the Formal Grievance Procedure. Members of the grievance panel will hold information related to the grievance in the strictest of confidence. Complete minutes will be recorded and signed by the chairperson of the grievance panel.

The Slate Authorization Unit of the University of North Carolina System Office serves as the official state entity to receive complaints concerning post-secondary institutions that are authorized to operate in North Carolina. If students are unable to resolve a complaint through the institution's grievance procedures, they can review the Student Complaint Policy (PDF) and submit their complaint using the online complaint form at <https://studentcomplaints.northcarolina.edu/form>. For more information contact:

North Carolina Post-Secondary Education Complaints  
223 S. West Street, Suite 1800  
Raleigh, NC 27603  
919.962.4550

To file a complaint with the Consumer Protection Division of the North Carolina Department of Justice, please visit the State Attorney General's web page at: <http://www.ncdoj.gov/complaint>. North Carolina residents may call 877.566.7226. Outside of North Carolina, please call 919.716.6000. En Espanol 919.716.0058. If you choose to mail a complaint, please use the following address:

Consumer Protection Division  
Attorney General's Office  
Mail Service Center 9001  
Raleigh, NC 27699-9001

# STUDENT POLICIES

## WATTS COLLEGE OF NURSING

### POLICY DEPLOYMENT

Policy Name:	Harassment	Institution:	Watts College of Nursing
Supersedes:			
Policy Level:	WCON Student	Department:	Administration
Owner(s)	Student Governance Committee	Contributing Departments:	
Approved by:	Faculty Senate	Manual Name:	Student Handbook
Original Effective Date:	7/1/2019		
Revision Date:	7/1/2022		
Scheduled Review Date:	7/2025	Scheduled Review Interval:	36 months

### DEFINITIONS

**Harassment** - Unwelcome or malicious conduct, whether verbal or physical, that creates a hostile or intimidating environment; may be based upon a person's gender, gender identity/orientation, color, race, religion, national origin, age, disability, marital, veteran, or other protected status. Harassment also occurs when a person uses a position of authority to engage in unwelcome sexual advances, requisition for sexual favors, or other verbal or physical conduct of a sexual nature.

**Complainant** - the person making an allegation or complaint of harassment

**Respondent** - the person against whom the allegation or complaint of harassment is made

**Allegation** - a statement by a complainant that he or she believes an act of harassment has occurred

**Complaint** - a formal notification, either orally or in writing, of the belief that harassment has occurred

### POLICY

WCON is committed to maintaining a learning environment that is free of discrimination and harassment for all individuals in the school community. In keeping with this commitment, the school will not tolerate harassing conduct that interferes with school performance or that creates an intimidating, hostile, or offensive educational environment. An individual who brings a complaint in good faith will not be adversely affected as a result of reporting harassment.

### PROCEDURE

WCON follows the Duke Human Resources policy for Harassment and Discrimination

Administrative responsibility for implementing the Duke Harassment Policy rests with the Office for Institutional Equity (OIE). The vice president for Institutional Equity is also the University's designated Title IX Coordinator and responsible for implementing Title IX. Title IX is a federal law that prohibits sex discrimination. Sexual harassment is a form of sex discrimination. View OIE's website for more information about the harassment policy, Duke's non-discrimination policy, OIE and Title IX. The website also provides contact information for the vice president for Institutional Equity.

Office for Institutional Equity: <https://web.duke.edu/equity> or 919.684.8222

# STUDENT POLICIES

## WATTS COLLEGE OF NURSING

POLICY DEPLOYMENT			
Policy Name:	Health and Safety	Institution:	Watts College of Nursing
Supersedes:			
Policy Level:	WCON Student	Department:	
Owner(s)	Student Affairs Committee	Contributing Departments:	
Approved by:	Faculty Senate	Manual Name:	Student Handbook
Original Effective Date:	7/1/2019		
Revision Date:	7/1/2022		
Scheduled Review Date:	7/2025	Scheduled Review Interval:	36 months

### DEFINITION

**Allergy** - immune response by the body to a substance (i.e. pollen, fur, a particular food, dust, latex) to which it has become hypersensitive

**Bloodborne pathogens and infectious Disease** - Bloodborne pathogens are infectious microorganisms present in blood that can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV), hepatitis C virus (HCV), and human immunodeficiency virus (HIV).

**Latex Allergy** - immune reaction resulting from contact with products containing latex

**Latex Sensitization** - antibody formation and cellular reactions to latex exposure

**Latex-Safe Environment** - an area with minimal measurable latex allergen

### POLICY

Students must maintain full compliance with the health and safety requirements throughout their tenure with the College. Failure to do so will result in dismissal.

Duke Regional Hospital (DRH) Employee Office of Health and Wellness maintains the student's medical form and is a resource for these requirements. Any condition/medication regimen that could pose a safety risk in the clinical setting must be communicated to the Level Lead and clinical instructor prior to the clinical experience. Students must report any illness or accident that occurs during college/clinical activities to the appropriate course instructor. Medical clearance may be required.

The cost of all medical treatments during enrollment is the responsibility of the student.



# STUDENT POLICIES

## **LATEX**

Any student who has or develops symptoms consistent with latex allergy/sensitivity is advised to consult a qualified allergist for evaluation prior to lab or clinical experiences. The evaluation will be at the student's expense.

Students who have been diagnosed with a latex allergy/sensitivity or have been medically advised to avoid latex must coordinate with the Level Lead and clinical instructors to plan for their safety. Medical clearance will be required.

Watts College of Nursing, Duke Regional Hospital, and affiliated clinical agencies will provide a latex-safe environment designed to minimize latex exposure for all patients, students, visitors and staff. Latex safe is not latex free. While every effort is implemented to provide a latex safe environment, there are products utilized within the hospital and learning environments that contain natural rubber latex (i.e. urinary catheterization kits and practice mannequins). It is the student's responsibility to communicate effectively with faculty and monitor their environment for possible risks of exposure.

Students must take all precautions to reduce the risk of exposures and allergic reactions, which may include carrying an epinephrine auto-injector at all times if ordered by the student's healthcare provider. It is the responsibility of the student with a latex sensitivity to understand and acknowledge the risks associated with continued exposure to latex during clinical/lab experiences, even when reasonable accommodations are made.

## **Bloodborne pathogens and infectious Disease**

Blood and body fluids precautions (i.e. universal precautions) must be used by all students and faculty who come in contact with any human blood, body fluid, or other potentially-infectious materials. Personal protective equipment will be available to all students and must be utilized as appropriate.

Safety Data Sheets are available to all students, faculty and staff online through DUHS safety website, [www.safety.duke.edu](http://www.safety.duke.edu).

# STUDENT POLICIES

## WATTS COLLEGE OF NURSING

POLICY DEPLOYMENT			
Policy Name:	Identification of Location of Student	Institution:	Watts College of Nursing
Supersedes:			
Policy Level:	WCON Student	Department:	Administration
Owner(s)	Administration	Contributing Departments:	
Approved by:	Faculty Senate	Manual Name:	Student Handbook
Original Effective Date:	8-6-21		
Revision Date:			
Scheduled Review Date:	8/2024	Scheduled Review Interval:	36 months

### POLICY

Identification of student location is used in distance education for

#### Location Identification of Student

■ **Enrollment:**

Upon acceptance into Watts College of Nursing, students engaged in distance learning will provide the registrar with a copy of their driver's license, state issued identification card, or other approved documents containing their address. The student will also complete the enrollment agreement to include their current address.

■ **Change of Location:**

If during their tenure at WCON, a student has a change of their physical location, the student must:

- Contact the WCON registrar and complete the Notice of Change Form
- Provide the registrar with any additional documents

■ **Impact of Change of location:**

If the change of location is to another state or to an area in the state that would not allow the student to complete the clinical aspect of the program, the student would be unable to complete the program.

# STUDENT POLICIES

## WATTS COLLEGE OF NURSING

### POLICY DEPLOYMENT

Policy Name:	Jury Duty	Institution:	Watts College of Nursing
--------------	-----------	--------------	--------------------------

Supersedes:

Policy Level:	WCON Student	Department:	Administration
---------------	--------------	-------------	----------------

Owner(s)	Student Affairs Committee	Contributing Departments:	
----------	---------------------------	---------------------------	--

Approved by:	Faculty Senate	Manual Name:	Student Handbook
--------------	----------------	--------------	------------------

Original Effective Date:	7/1/2019
--------------------------	----------

Revision Date:	7/1/2022
----------------	----------

Scheduled Review Date:	7/2025	Scheduled Review Interval:	36 months
------------------------	--------	----------------------------	-----------

### POLICY

WCON acknowledges the importance of participation in civic affairs and supports students called to serve as jurors. Jury duty days will not be treated as absences from class/clinical as outlined in the Attendance Policy. Students are responsible for all teaching/learning experiences missed.

### PROCEDURE

When issued a call to jury duty, students must:

- Communicate with the Level Lead and course faculty to discuss summons and to develop a plan of action to make-up missed course material/experiences.
- Upon return, present proof of jury duty or subpoenaed-appearance service (including dates of service).

# STUDENT POLICIES

## WATTS COLLEGE OF NURSING

### POLICY DEPLOYMENT

Policy Name:	Late Assignment	Institution:	Watts College of Nursing
Supersedes:			
Policy Level:	WCON Student	Department:	Administration
Owner(s)	Curriculum committee	Contributing Departments:	
Approved by:	Faculty Senate	Manual Name:	Student Handbook
Original Effective Date:	7/1/2019		
Revision Date:	8/2023		
Scheduled Review Date:	7/2026	Scheduled Review Interval:	36 months

### POLICY

The purpose is to provide grading criteria for all assignments submitted after the designated due date and time. Any extension request must be made and approved by the instructor involved prior to the designated due date and time. Requests made after regular college business hours may not be approved.

### PROCEDURE

#### Clinical Assignments

- A grade of unsatisfactory (U) for course outcome #3 will be recorded on the Clinical Evaluation Tool for requirements not submitted by the designated due date and time.
- Some clinical assignments will be graded using the course specific grading rubric.

#### Laboratory Assignments

- A policy violation form will be completed and signed by the student for lab assignments not submitted by the due date and time.
- Some lab assignments will be graded using the course specific grading rubric.

#### Online Learning Activities

- An online learning activity submitted after the designated due date and time will result in the deduction of 10% per day for a maximum of five (5) calendar days.
- A grade of zero (0) will be recorded for an online learning activity submitted six (6) calendar days or greater after the designated due date and time.
- Discussion forum components submitted after the designated due date and time will be grade per course specific rubric.

#### Class/Lecture Assignments

- A grade of zero (0) will be recorded for a class/ lecture assignment not submitted by the designated due date and time.
- Any extension must be approved by the course faculty.

# STUDENT POLICIES

## **Paper/Project**

- A paper/project submitted after the designated due date and time will result in the deduction of 10% per day for a maximum of five (5) calendar days..
- A grade of zero (0) will be recorded for a paper/project submitted six (6) calendar days or greater after the designated due date and time.

# STUDENT POLICIES

## WATTS COLLEGE OF NURSING

POLICY DEPLOYMENT			
Policy Name:	Leave of Absence	Institution:	Watts College of Nursing
Supersedes:			
Policy Level:	WCON Student	Department:	Administration
Owner(s)	Student Affairs	Contributing Departments:	
Approved by:	Faculty Senate	Manual Name:	Student Handbook
Original Effective Date:	7/1/2019		
Revision Date:	7/1/2022		
Scheduled Review Date:	7/2025	Scheduled Review Interval:	36 months

### DEFINITIONS

Leave of absence (LOA) - Approved absence from course(s), by student request prior to course registration, for one semester only.

### POLICY

Watts College of Nursing (WCON) recognizes that a student may need to take a leave of absence from the program for various reasons. Students voluntarily taking an approved leave of absence must be able to complete the program within 150% of program length and are not required to go through the readmission process.

When a Requesting a Leave of Absence, a meeting is required with the Financial Counselor to make adjustments in financial aid and arrange payment of all financial obligations to the college.

### PROCEDURE

A student who wishes to request a Leave of Absence will:

- Meet with Administration to discuss the desire to take a Leave of Absence and complete the Leave of Absence Request Form, indicating the desired date of return to the program
- Return assistive learning devices to Duke Student Disability Access Office
- Meet with the Financial Counselor to make adjustments in financial aid and to arrange payment of all financial obligations to the college.
- Submit the completed Leave of Absence Request Form to the Registrar and return the following items: identification badge (ID) and security badge.
- Receive written notification of LOA request decision (approval or disapproval) from Administration.
- Contact Administration of intent to return to the program by the last day of the semester on Leave of Absence, as indicated on Leave of Absence Request Form.
- Failure to notify Administration of intent to return will result in administrative withdrawal from the program.
- Student is responsible for contacting Administration regarding start date of next semester.

### ATTACHMENTS

Leave of Absence Request Form

# STUDENT POLICIES

## WATTS COLLEGE OF NURSING LEAVE OF ABSENCE REQUEST FORM

Student: Last 4 of Social Security Number: xxx-xx- \_\_\_\_\_

Personal Email (do not use @duke.edu): Student Unique: \_\_\_\_\_

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

Are you employed in the Duke Health System? \_\_\_\_\_

Reason for Leave of Absence:

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

Semester of Leave of Absence:  Spring(year)  Fall(year)

Requesting to return to course in  Spring(year)  Fall(year)

Home Address	Permanent Address (Next of Kin)
_____	_____
_____	_____
_____	_____

I understand the following:

- Taking a Leave of Absence may impact my Financial Aid eligibility.
- Only one semester of Leave of Absence is authorized.
- My college accounts (email, NetID, course sites, Net Access) will be terminated.
- I will return my ID badge and security badge to the Registrar.
- I will receive written notification of approval or disapproval of Leave of Absence.
- If approved to return, I must contact Administration to indicate intent to return to the program by the last day of the semester of Leave of Absence. Failure to contact Administration will result in administrative withdrawal from the program.
- Student is responsible for contacting Administration regarding start date of next semester. However, my approved date to return may be delayed due to course availability.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Financial Aid Signature

# STUDENT POLICIES

Date submitted to Registrar \_\_\_\_\_

ID Badge returned \_\_\_\_\_

Security Badge returned \_\_\_\_\_

Electronic file to reflect:  LOA for Fall/Spring(year)

Administration \_\_\_\_\_

Date \_\_\_\_\_

Approved/Denied

Anticipated Date of Return: \_\_\_\_\_

Date Student Notification of Decision: \_\_\_\_\_

Assistive Learning Device Returned: \_\_\_\_\_



# STUDENT POLICIES

## WATTS COLLEGE OF NURSING

### POLICY DEPLOYMENT

Policy Name:	Nondiscrimination	Institution:	Watts College of Nursing
--------------	-------------------	--------------	--------------------------

Supersedes:

Policy Level:	Student	Department:	Administration
---------------	---------	-------------	----------------

Owner(s)	Student Affairs Committee	Contributing Departments:	
----------	---------------------------	---------------------------	--

Approved by:	Faculty Senate	Manual Name:	Student Handbook
--------------	----------------	--------------	------------------

Original Effective Date:	7/2019
--------------------------	--------

Revision Date:	7/2022
----------------	--------

Scheduled Review Date:	7/2025	Scheduled Review Interval:	36 months
------------------------	--------	----------------------------	-----------

### DEFINITION

#### Discrimination

Any unlawful distinction, preference, or detriment to an individual as compared to others that is based on an individual's protected status. The prejudicial/distinguishing treatment of an individual based on their actual or perceived membership in a specific group or category (e.g. race, ethnicity, age, sex, gender, religion, etc.) in a negative way or restricting members of one group from opportunities or privileges that are available to another group, leading to the exclusion of the individual or entities based on illogical or irrational decision making.

### APPLICABLE STANDARDS

Title IX of the Educational Amendments Act of 1972

Section 504 of the Rehabilitation Act of 1973

Title II of the Americans with Disabilities Act (ADA) of 1990

ADA Amendments Act of 2008

### POLICY

WCON does not discriminate in the educational program or activities of the College based on race, color, religion, national origin, disability, veteran status, sexual orientation, gender identity, gender expression, sex, genetic information, or age. Policies and procedures of recruitment, admission, financial aid and employment of students are in compliance with Title IX of the Educational Amendments Act of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act (ADA) of 1990, ADA Amendments Act of 2008, and other applicable federal and state laws and regulations.

### NONDISCRIMINATION STATEMENT

Watts College of Nursing does not discriminate based on race, color, religion, national origin, disability, veteran status, sexual orientation, gender identity, gender expression, sex, genetic information, or age in the recruitment and admission of students, recruitment and employment of faculty and staff, or in the educational program or activities of the College.

# STUDENT POLICIES

## **TITLE IX**

Individuals with questions or concerns with Title IX may contact:

Department of Title IX Compliance

114 S. Buchanan Blvd. Bay 8

Durham, NC 27708

919.684.8222

# STUDENT POLICIES

## WATTS COLLEGE OF NURSING

### POLICY DEPLOYMENT

Policy Name:	Placement of Students	Institution:	Watts College of Nursing
--------------	-----------------------	--------------	--------------------------

Supersedes:

Policy Level:	WCON Student	Department:
---------------	--------------	-------------

Owner(s)	Student Governance Committee	Contributing Departments:
----------	------------------------------	---------------------------

Approved by:	Faculty Senate	Manual Name:	Student Handbook
--------------	----------------	--------------	------------------

Original Effective Date:	7/1/2019
--------------------------	----------

Revision Date:	7/1/2022
----------------	----------

Scheduled Review Date:	7/2025	Scheduled Review Interval:	36 months
------------------------	--------	----------------------------	-----------

### DEFINITIONS

**Normal progress** - successful completion of nursing courses within time frame indicated in the curriculum plan

### POLICY

The purpose is to delineate the criteria for priority in placement of students within courses in the program. When class space is limited, Administration will grant returning students placement based on a number of factors, including academic performance, professional conduct, and date written request to return was received. Once a student is placed in a course the placement is secured.

#### Criteria for Priority in Placement

- First Priority - Students who are progressing according to the curriculum plan
- Second Priority - Students who are returning as scheduled from a leave of absence (LOA)
- Third Priority - Students who withdrew passing (WP) from a course KI Fourth Priority - Students who failed a course and are eligible to return by Administration.
- Fifth Priority - Students who withdrew failing (WF) from a course and are eligible to return by Administration.
- Sixth Priority - Students who are returning as scheduled from a suspension (S)
- Seventh Priority - Students who are accepted for readmission
- Eighth Priority - Students who transferred from other nursing programs

# STUDENT POLICIES

## PURPOSE PROCEDURE

- Administration will determine whether students who withdrew failing from or failed a course will be allowed to return.
- When space is limited, the Criteria for Priority in Placement above will be used to determine placement in a course.
- Students who failed a course will be ranked by Administration using objective criteria including final grade, test average, final exam grade, and number of tests passed without group points. Clinical performance, use of advisor, use of faculty, and professional conduct will factor into ranking.
- In cases of a prioritization tie, students will be re-evaluated using objective criteria until the tie is broken.

# STUDENT POLICIES

## WATTS COLLEGE OF NURSING

POLICY DEPLOYMENT			
Policy Name:	Professional Integrity	Institution:	Watts College of Nursing
Supersedes:			
Policy Level:	WCON Student	Department:	Administration
Owner(s)	Student Affairs Committee	Contributing Departments:	
Approved by:	Faculty Senate	Manual Name:	
Original Effective Date:	1/2020		
Revision Date:	7/1/2022		
Scheduled Review Date:	7/2025	Scheduled Review Interval:	36 months

### DEFINITIONS

**Professional Integrity** - Displays and promotes conduct and behaviors consistent with agency and governmental standards.

Office of Human Resources at the National Institutes of Health. Professional Integrity. Retrieved June 6, 2019 from <https://hr.nih.gov/competency/professional-integrity>

Watts College of Nursing embraces Duke University Health System core value of caring for our patients, their loved ones and each other.

The College also supports the Duke University Health System values:

**Diversity:** We embrace differences among people.

**Excellence:** We strive to achieve excellence in all that we do.

**Integrity:** Our decisions, actions, and behaviors are based on honesty, trust, fairness and the highest ethical standards.

**Safety:** We hold each other accountable to constantly improve a culture that ensures the safety and welfare of all patients, visitors and staff.

**Teamwork:** We have to depend on each other and work well together with mutual respect to achieve common goals.

### ANA Code of Ethics for Nurses: Provision 1

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

American Nurses Association (ANA). (2015). Code of ethics for nurses and interpretive statements. Retrieved November 30, 2016 from <http://nursingworld.org/DocumentVault/Ethics-1/Code-of-Ethics-for-Nurses.html>

**National Student Nurses' Association Code of Ethics : Core Values - Professionalism.**

<http://www.nсна.org/nsna-code-of-ethics.html>

# STUDENT POLICIES

## **POLICY**

The Watts College of Nursing selects students with qualities/behaviors that reflect the nursing profession. Students are expected to meet standards of professional conduct which include, but are not limited to, modeling professional integrity and adhering to the Watts College of Nursing core values, the Duke Nursing Professional Practice Model, ANA-Code of Ethics for Nurses and the National Students Nurses' Association Code of Academic and Clinical Conduct.

Violations of adhering to the standards of professional integrity may result in disciplinary action. If at any time a student's conduct is determined to be of an egregious nature, the President and Administration has the immediate authority to suspend or dismiss the student.

# STUDENT POLICIES

## WATTS COLLEGE OF NURSING

### POLICY DEPLOYMENT

Policy Name:	Public and Press Relations	Institution:	Watts College of Nursing
--------------	----------------------------	--------------	--------------------------

Supersedes:

Policy Level:	WCON Student	Department:	Administration
---------------	--------------	-------------	----------------

Owner(s)	Administration /Executive Committee	Contributing Departments:	
----------	-------------------------------------	---------------------------	--

Approved by:	Faculty Senate	Manual Name:	Student Handbook
--------------	----------------	--------------	------------------

Original Effective Date:	7/1/2019
--------------------------	----------

Revision Date:	7/1/2022
----------------	----------

Scheduled Review Date:	7/2025	Scheduled Review Interval:	36 months
------------------------	--------	----------------------------	-----------

### POLICY

Duke Health Marketing and Communications, in coordination with the Manager of Internal Communications at Duke Regional Hospital, approves activities pertaining to public and press relations. Activities include but are not limited to electronic media, photographs, articles, and posters. Materials are to be submitted to and approved by the President of Watts College of Nursing before forwarding to DukeHealth Marketing and Communications.

# STUDENT POLICIES

## WATTS COLLEGE OF NURSING

### POLICY DEPLOYMENT

Policy Name:	Radiation Exposure	Institution:	Watts College of Nursing
Supersedes:		Division:	
Policy Level:	WCON Student	Department:	
Owner(s)	Administration	Contributing Departments:	
Approved by:	Faculty Senate	Manual Name:	Student Handbook
Original Effective Date:	7/1/2019		
Revision Date:	7/1/2022		
Scheduled Review Date:	7/2025	Scheduled Review Interval:	36 months

### DEFINITIONS

Brachytherapy is a procedure that involves placing radioactive material inside a patient's body. Brachytherapy is one type of radiation therapy and is sometimes called internal radiation.

### POLICY

Students and faculty at WCON may be exposed to limited radiation during the course of their education in the clinical environments.

### GUIDELINES

- Students participating in rotations to radiology, catheterization laboratory (cath lab), and/or peri-operative experiences may have exposure to radiation associated with x-rays.
- Students are to use protective equipment (i.e. Lead apron) as directed by institutional policy.
- If protective equipment is unavailable, students will be required to leave the area.
- Students will not be assigned to patients receiving brachytherapy



# STUDENT POLICIES

## WATTS COLLEGE OF NURSING

POLICY DEPLOYMENT			
Policy Name:	Readmission	Institution:	Watts College of Nursing
Supersedes:			
Policy Level:	WCON Student	Department:	
Owner(s)	Student Governance Committee	Contributing Departments:	
Approved by:	Faculty Senate	Manual Name:	Student Handbook
Original Effective Date:	7/1/2019		
Revision Date:	7/1/2022		
Scheduled Review Date:	7/2025	Scheduled Review Interval:	36 months

### DEFINITION

**Former student** - Students who were enrolled in the BSN nursing curriculum and withdrew from the program and eligible for readmission

### POLICY

A former student is allowed to apply for readmission only once and must meet all current admission requirements. Time limits on general education courses and total number of semesters of study apply. Credit for prior nursing courses will be granted as determined by the faculty. A student dismissed from Watts College of Nursing is ineligible for readmission.

### PROCEDURE

To be readmitted to the program, the applicant will:

- Complete an application for readmission
- Undergo a personal interview with the Student Governance Committee
- Submit official transcripts of all academic work completed during the withdrawal period
- Submit a written statement from a physician, counselor, or therapist to provide medical clearance if withdrawal was due to health reasons

Following submission of the above, the:

- Student Governance Committee reviews the application and student record in order to make a recommendation to the Committee of the Organization
- Committee of the Organization decides whether the application is accepted or rejected and, if applicable, determines placement of the student in the program

# STUDENT POLICIES

## WATTS COLLEGE OF NURSING

### POLICY DEPLOYMENT

Policy Name:	Recording	Institution:	Watts College of Nursing
--------------	-----------	--------------	--------------------------

Supersedes:

Policy Level:	WCON Student	Department:	
---------------	--------------	-------------	--

Owner(s)	Curriculum Committee	Contributing Departments:	
----------	----------------------	---------------------------	--

Approved by:	Faculty Senate	Manual Name:	Student Handbook
--------------	----------------	--------------	------------------

Original Effective Date:	7/1/2019
--------------------------	----------

Revision Date:	7/1/2022
----------------	----------

Scheduled Review Date:	7/2025	Scheduled Review Interval:	36 months
------------------------	--------	----------------------------	-----------

### POLICY

Recording of class via handheld devices/computers/recorders/smart pens is permitted after prior permission has been obtained from the Faculty member/speaker. Faculty will notify students that a class will be recorded before the class session begins.

All course recordings are property of the faculty. Any duplication and/or distribution is strictly prohibited and subject to disciplinary action.

# STUDENT POLICIES

## WATTS COLLEGE OF NURSING

POLICY DEPLOYMENT			
Policy Name:	Refund	Institution:	Watts College of Nursing
Supersedes:			
Policy Level:	WCON Student	Department:	
Owner(s)	Administration/Executive Committee	Contributing Departments:	
Approved by:	Faculty Senate	Manual Name:	Student Handbook
Original Effective Date:	7/1/2019		
Revision Date:	7/1/2022		
Scheduled Review Date:	7/2025	Scheduled Review Interval:	36 months

### DEFINITIONS:

**Drop a course** - Dropping a course by student request before the Add/Drop Deadline.

**Add/Drop Deadline** - The Add/Drop Deadline is the Friday of the second week of classes.

**Course Withdrawal** - Withdrawal from a course by student request after Add/Drop Deadline. The deadline for a course withdrawal is at the end of the tenth week of the semester.

**Program Withdrawal** - Withdrawal from the program (all courses) by student request or administrative action with or without the ability to apply for readmission. The deadline for a program withdrawal by student request is by the end of the tenth week of the semester. Administration reserves the right to issue an administrative withdrawal to remove a student at any point in the program.

### POLICY

Watts College of Nursing (WCON) recognizes that a student may need to withdraw from a course or the program for various reasons.

When requesting to withdraw from a course(s) or the program, it is required that the student meet with the Financial Counselor to make adjustments in financial aid and with WCON Administration to arrange payment of all financial obligations to the college.

### PROCEDURE

The last day of attendance is noted as the last date of activity (participation) in the course and/or program.

# STUDENT POLICIES

## Withdrawal from a Course

Students who withdraw from a course may repeat that course only once. A maximum of two courses may be repeated within the program.

The Registrar will record the appropriate designation(s) on the student transcript:

- (WP) Withdrew Passing from Course
- (WF) Withdrew Failing from Course

A student desiring to withdraw from a course must:

- Meet with the Lead instructor, discuss the decision to withdraw from the course, and complete the Course Withdrawal Form
- Meet with Administration to review the Course Withdrawal Form
- Meet with the Financial Counselor and WCON Administration to make adjustments in financial aid and to arrange payment of all financial obligations to the college
- Meet with the Registrar and submit the Course Withdrawal Form
- Contact Administration by the last day of the semester withdrawn from to indicate plan to reenroll in course(s)
- Understand that failure to notify Administration of intent to re-enroll will result in administrative withdrawal from the program
- Contact Administration for semester start date
- (Note: If the course(s) withdrawal brings the student below full-time status, this will disqualify them from receiving full-time financial aid, then the student must decide and contact administration whether to become a self-pay student or withdraw from the program)

## Withdrawal from Program

The Registrar will record the appropriate designation(s) on the student transcript. The student record will indicate that the student withdrew from the program or if an administrative withdrawal was issued and whether the student is eligible for readmission.

- (WE) Program Withdrawal, Eligible for Readmission
- (WI) Program Withdrawal, Ineligible for Readmission

A student desiring to withdraw from the program must:

- Meet with Administration to discuss the decision to withdraw from the program, complete the Program Withdrawal Form, and exit interview
- Return assistive learning devices to Administration and obtain signatures (as required) **(\*Failure to return assigned materials will result in a charge for the item(s))**
- Meet with the Financial Counselor to make adjustments in financial aid and WCON Administration to arrange payment of all financial obligations to the college
- Meet with the Registrar and submit the Program Withdrawal Form, identification badge (ID) and security badge

## Refunds

The student will be charged for the entire 15-week semester if the withdrawal takes place on or after week 3 of the semester.

# STUDENT POLICIES

The following timeline will be used to determine the amount of the Tuition refund available to the student who withdraws from the program. Tuition is paid by the semester. **Tuition only will be refunded.** Additional expenses are not included in the refund.

<b>Week 1</b>	<b>100% refund</b>
<b>Week 2</b>	<b>50% refund</b>
<b>Week 3 and after</b>	<b>0% refund</b>

After last day to withdraw: no refund

The Coordinator of Registration and Enrollment (CRE) will notify and confirm with Duke Bursar and Student Information Services and Systems Office (SISS) student status in the program.

Administration will determine if an unpaid balance or learning resources is due upon withdrawal or interruption of schooling.

If the student is due a refund, any unpaid balance of learning resources will be subtracted from the refund.

If no refund applies, students are responsible for payment of any unpaid balance to the College or present proof of purchase of learning resources to Administration at the time of withdrawal or interruption of schooling.

# STUDENT POLICIES

## WATTS COLLEGE OF NURSING

POLICY DEPLOYMENT			
Policy Name:	Repeat	Institution:	Watts College of Nursing
Supersedes:			
Policy Level:	Student	Department:	Administration
Owner(s)	Administration	Contributing Departments:	
Approved by:	Committee of the Organization	Manual Name:	
Original Effective Date:	1/2020		
Revision Date:	7/1/2022		
Scheduled Review Date:	7/2025	Scheduled Review Interval:	36 months

### COURSE REPEAT POLICY

Watts College of Nursing courses receive credit with an earned letter or pass/fail grade. Students taking courses utilizing the theory grading scale of A- F; must receive a grade of D or better to receive any credit for the course. Only grades of C or better are considered for progress toward degree completion. A course with an earned grade of D or F may be repeated only once as approved by Administration. A maximum of two courses may be repeated to remain enrolled in the program.

### COURSE REPEAT GRADING

The grade earned in the repeated course as well as the original grade earned will appear on the transcript; both grades count in the grade point average, but the credit for only one counts toward the required number of credits for degree progress and degree completion of the 60 credit hour program.

# STUDENT POLICIES

## WATTS COLLEGE OF NURSING

POLICY DEPLOYMENT			
Policy Name:	Satisfactory Academic Progress	Institution:	Watts College of Nursing
Supersedes:			
Policy Level:	WCON Student	Department:	Administration
Owner(s)	Administration	Contributing Departments:	
Approved by:	Faculty Affairs	Manual Name:	Student Handbook
Original Effective Date:	1/2020		
Revision Date:	7/2023		
Scheduled Review Date:	7/2026	Scheduled Review Interval:	36 months

### DEFINITIONS

#### **SAP Compliant:**

Student is meeting all three requirements of Satisfactory Academic Progress (SAP): Cumulative Grade-Point Average, Pace and Maximum Timeframe

#### **Financial Aid Warning:**

Financial Aid Warning status is assigned to a student who fails to meet one or more of the SAP measures at the conclusion of a payment period (semester). Students placed on Financial Aid Warning will be notified by email. The student may continue to receive financial aid for one subsequent payment period (semester) under this status despite the determination that the student is not making SAP. If a student does not enroll in classes for their Financial Aid Warning semester, it will apply to the next semester in which they do enroll. Students who fail to meet SAP standards after the financial aid warning semester will lose their eligibility to receive federal student aid unless they submit an appeal that is approved.

#### **Financial Aid Probation:**

Financial Aid Probation status is assigned to a student who fails to make SAP (following Financial Aid Warning status) and who has successfully appealed. If the appeal decision is to reinstate the student's eligibility for Title IV funds, the student may be placed on probation for one additional term on the condition that the student is required to achieve minimum SAP standards at the end of the probationary semester. If it is statistically impossible to achieve the minimum SAP standards by the end of the probationary period, the institution can place the student on an academic plan. The Financial Aid Office will develop an academic plan that, if followed, would ensure that the student is able to meet the college's academic progress standards by a specific point in time and allow them to continue to receive Federal financial aid funds. The student may continue to receive Title IV aid during the probationary/academic plan term. If the student has not met satisfactory academic progress standards by the end of the probationary term, or if the conditions of the academic plan are not met, they will be ineligible for further Title IV aid until meeting SAP standards once again.

# STUDENT POLICIES

## **POLICY**

To receive Title IV Federal Financial Aid at Watts College of Nursing, students must be in good academic standing, to be maintained at all times during the program. Satisfactory Academic Progress (SAP) is evaluated to ensure a student completes their degree in a timely manner and the minimum requirements must be met to receive Federal Financial Aid.

Satisfactory Academic Progress is measured at the end of each semester by the following:

1. Semester Grade Point Average (GPA)
2. Pace - successful completion of a percentage of all attempted courses
3. Maximum timeframe allowed to complete the program

### **1. Cumulative Grade Point Average**

Cumulative Grade Point Average (GPA) - (Qualitative Measure). If students fail to maintain a cumulative grade point average of 1.75 will be out of SAP compliance.

### **2. Pace**

Pace is the successful completion of a percentage of all attempted courses - (Quantitative Measure). Students must successfully complete two-thirds (67%) of all attempted credits (cumulative). Failure to complete 67% will result in being out of SAP compliance. Transfer General Education courses and Watts College of Nursing courses both count towards pace.

Transfer General Education course credits with satisfactory grades are those for which a grade of A+/-, B+/-, C+ and C, are acceptable for pace attempt and completion. Except for non-credit remedial courses. Any Watts College of Nursing course for which a student receives a grade counts as attempted, but only grades of A, B+,B, C+, or C count as attempted and successfully completed. All other grades count as attempted but not successfully completed.

Students who withdraw from a course or receive a course failure may repeat the course only once. A maximum of two courses may be repeated. The grade earned in the repeated course as well as the grade earned originally appear on the transcript; both grades count in the cumulative grade point average and completion rate, but credit for only one can count toward the graduation requirements.

Courses dropped during Add/Drop (second Friday of the semester) period do not count towards pace or added to a student's transcript.

### **3. Maximum Timeframe**

In order to continue to receive financial aid, a student must complete his or her program of study before 150% of the credits required to graduate have been attempted. Since 120 total credits (60 transfer education credits, 60 Watts College credits) are required to graduate, this makes the 150% point at 180 credits. Attempted credits from all enrollment periods plus all accepted transfer credits are counted. All terms of enrollment (including full-time and part-time) are included whether or not the student received financial aid and regardless of the age of the coursework. A student becomes ineligible for aid when it becomes mathematically impossible for them to complete the program within the 150% timeframe and they must submit an appeal to The Watts College of Nursing SAP appeals committee with an appeal form and academic plan.

### **Satisfactory Academic Progress Review**

Satisfactory Academic Progress will be reviewed at the end of each semester. A student who fails to meet any of the standards described above will be placed on financial aid warning for the next semester, if the student does not meet SAP after the warning semester they will not be eligible for any Title IV financial aid, but may appeal to the Watts College SAP appeals committee. If the appeal is approved the student will be placed on probation or academic plan moving forward.



# STUDENT POLICIES

## **Appeal Process**

A student who becomes ineligible for Title IV assistance should appeal the determination if they believe there were extraordinary circumstances that prohibited them from meeting SAP guidelines. This appeal needs to be submitted six weeks prior to the next academic semester. A letter of appeal outlining the basis on which they are appealing the termination of federal student aid should be submitted by the student either in writing or via email directly to the Associate Executive of Business who will forward all information to the Watts College of Nursing SAP appeals committee. Students may also submit other documentation that supports their appeal from medical professionals, counselors, or other third party professionals (non-family members) who understand the details of the situation. Students should also include an explanation of what has changed in their situation that will allow them to demonstrate satisfactory academic progress at the next evaluation.

The appeal will be reviewed by The Watts College of Nursing SAP appeals committee who will review the student's academic progress in light of any extenuating circumstances and make a determination regarding whether the student's federal Title IV aid eligibility can be reinstated. The decision will be documented in the student's financial aid record and student will be sent notification through their Duke Email account.

## **Financial Aid Probation and Academic Plan**

If the appeal decision is to reinstate the student's eligibility for Title IV funds, the student may be placed on probation for one term on the condition that the student is required to achieve minimum SAP standards at the end of the probationary semester. If mathematically impossible to achieve the minimum SAP standards by the end of the probationary period but possible for the student to meet all SAP guidelines prior to their scheduled graduation date, the institution may place the student on an academic plan instead of probation. The Associate Executive of Academics will develop an academic plan that, if followed by the student, will ensure that the student is able to meet the university's academic progress standards prior to the student's scheduled graduation date and allow them to continue to receive federal financial aid funds.

The student may continue to receive Title IV aid during the probationary/academic plan term. If the student has not met satisfactory academic progress standards by the end of the probationary term, or if the conditions of the academic plan are not met each semester, the student will become ineligible for further Title IV aid and will have to work to re-establish financial aid eligibility.

## **Incompletes, Withdrawals, Noncredit Remedial Courses, Transfer Credits and Grade Changes**

Courses with grades of (I) Incomplete or (W) Withdrawn will be counted as courses attempted but not completed. Noncredit remedial courses will be counted as neither courses attempted nor completed. Credits transferred from another institution shall be counted as both attempted and completed. If a student has a grade change during a given semester and is on Financial Aid Warning due to not meeting SAP can request a SAP re-evaluation.

## **Repeated Courses**

All Watts College of Nursing courses are given credit and count towards degree completion with an earned grade of C or better. A course grade of D+, D or F may be repeated only once as approved by administration. A maximum of two courses may be repeated to remain in the program. The grade earned in the repeated course as well as the grade earned originally appear on the transcript; both grades count in the grade point average, but the credit for only one counts toward the required number of credits for continuation and completion of the 60 credit program required for graduation and SAP pace requirement.

## **Loss of Financial Aid Eligibility**

A student becomes ineligible for all federal student aid funds if Watts College of Nursing SAP review indicates he or she does not meet the required GPA, is not maintaining the required pace, has exceeded or is expected to exceed the permitted maximum time frame after exhausting the financial aid warning semester and has been unsuccessful in the SAP appeals process.

# STUDENT POLICIES

## **Communication of Status**

Students will be notified via their Duke email account after the end of each semester if their financial aid status relating to SAP is unsatisfactory and they will be placed on financial warning or they have consequently lost eligibility to receive Title IV aid after not meeting SAP after financial aid warning semester. The process for appeal will be included in the email when notifying students that their SAP status is unsatisfactory after the financial aid warning semester grades post and student is still not meeting SAP

After submitting a SAP appeal, students will be notified of the outcome within 10 business days via their Duke E-mail account. If the appeal is approved, we will communicate directly with the student whether they have been placed in a probationary status or academic plan status along with the associated consequences and requirements. If the appeal is denied, we will communicate this to the student as well including the reason why the appeal could not be approved.

## **Regaining Financial Aid Eligibility**

As a result of not meeting SAP requirements, a student who was previously eligible for Federal Student Aid may wish to reestablish financial aid eligibility while continuing their program on a self-funding basis.

A student receiving Federal financial aid who loses financial aid eligibility may continue to attend the program subject to meeting the general satisfactory academic progress policy, but during a period without financial aid, the student will be responsible for all expenses associated with attending the program.

A student wishing to re-establish financial aid eligibility must agree to meet the requirements of a provided academic plan and fulfill that plan. The student may regain eligibility by securing a cumulative grade point average of 2.0 and/or resolving other SAP requirements by completing courses with satisfactory grades in a defined time period. The student may then be approved to receive aid for the aid period after re-establishing eligibility.

# STUDENT POLICIES

## WATTS COLLEGE OF NURSING

### POLICY DEPLOYMENT

Policy Name:	Security Warning	Institution:	Watts College of Nursing
Supersedes:			
Policy Level:	WCON Student	Department:	
Owner(s)	Administration	Contributing Departments:	
Approved by:	Faculty Senate	Manual Name:	Student Handbook
Original Effective Date:	7/1/2019		
Revision Date:	7/1/2022		
Scheduled Review Date:	7/2025	Scheduled Review Interval:	36 months

**APPLICABLE STANDARDS:** Jeanne Clery Act

### POLICY

The purpose is to outline the process for issuing a timely warning to students, faculty, and staff of a crime that is reportable under the Clery Act or that represents a threat to the school community. Every attempt will be made to distribute the security warning soon after the incident is reported; however, the release of the report by Duke University Health System Security Services is subject to the availability of facts concerning the incident.

### PROCEDURE

- The President of Watts College of Nursing or designee will notify the Duke Alert System.
- The President of Watts College of Nursing or designee will distribute the security warning report to students, faculty, and staff via email and/or learning management system.

When an incident occurs the following information will be sent to all students, faculty, and staff via email and/or the learning management system.

### SECURITY WARNING REPORT - ALERT

1. Incident:
2. Location:
3. Action to be taken:

# STUDENT POLICIES

## WATTS COLLEGE OF NURSING

### POLICY DEPLOYMENT

Policy Name:	Severe Weather	Institution:	Watts College of Nursing
Supersedes:			
Policy Level:	WCON Student	Department:	
Owner(s)	Administration	Contributing Departments:	
Approved by:	Faculty Senate	Manual Name:	Student Handbook
Original Effective Date:	7/1/2019		
Revision Date:	7/1/2022		
Scheduled Review Date:	7/2025	Scheduled Review Interval:	36 months

### POLICY

In the event that severe weather is anticipated and/or develops during the published college/academic calendar, the decision whether the college activities are to be delayed or cancelled will be made by the President of Watts College of Nursing or designee. The President is responsible for notifying the media of delays or cancellations related to inclement weather. Faculty is responsible for rescheduling class and clinical experiences as deemed necessary. Students will be notified in advance of schedule changes and will be held responsible for abiding by such changes. The decision to attend class/clinical is an individual one if class/clinical is not cancelled and should be made after serious consideration of all prevailing circumstances.

### GUIDELINES

Before 5 a. m., The President or designee will:

- Send an electronic communication utilizing the official college email system to notify student, faculty, and staff of the college's operating status or closing information
- Record a message on the college's administrative line 919.470.7349
- Report the college's operating status or closing information on WRAL-TV and WTVDTV

# STUDENT POLICIES

## WATTS COLLEGE OF NURSING

POLICY DEPLOYMENT			
Policy Name:	Social Media	Institution:	Watts College of Nursing
Supersedes:	Social Networking		
Policy Level:	WCON Student	Department:	Administration
Owner(s)		Contributing Departments:	
Approved by:	Faculty Senate	Manual Name:	Student Handbook
Original Effective Date:	1/2020		
Revision Date:	7/2022		
Scheduled Review Date:	7/2025	Scheduled Review Interval:	36 months

### DEFINITIONS

Social networking and social media sites are online communities used increasingly in all aspects of our professional and personal lives to communicate and distribute information. Well-known examples of these sites include Facebook, Instagram, YouTube, Tic Tok and Twitter. The increase in usage of this type of on-line sites has resulted in new ways to share events, connect with others and gather feedback on issues. Along with positive effects are new concerns that we want to make students aware of, such as the increased diligence we need to have in communicating on these sites to maintain an atmosphere of integrity, honesty, and respect that is free of harassment, exploitation, and intimidation. To help guide us in the use of these tools, we have created this policy.

### PURPOSE

The WCON acknowledges that increasing numbers of individuals are using social networking sites for both personal and professional endeavors. These sites often serve as a bridge between the individual's work-life and personal-life and therefore the potential for professional boundary violations or conflict of interest may occur. The purpose is to provide students with guidelines related to social media in college student related context.

#### Social Media Guidelines:

Students may encounter confidential information within the College or within the patient care environment during clinical experiences. Consistent with clinical facility Confidentiality Statements, the student will refrain from any of the following on social media:

- Using patients' name (any identifier including initials, room numbers, patient age, hospital name, etc.) and personal health information in any way (patient x-rays results, lab results, etc.)
- Disclosing confidential information about the College, its employees, or its students
- Stating personal opinions as being endorsed by WCON
- Using information and conducting activities that may violate WCON academic policies, or may violate local, state, or federal laws, and regulations

# STUDENT POLICIES

- Posting of embarrassing, threatening or harassing statements on either a personal page or website (Facebook, Instagram, Twitter, Snap Chat, etc.). This could be grounds for disciplinary action and possible dismissal from the program
- Posting of any pictures of yourself or others at a clinical facility or site.
- Students are encouraged to utilize social media with knowledge that there are also risks. These risks include the fact that information can take on a life of its own. Content once posted can be shared with others.
- You are legally liable for what you post on your site and your posts on the site of others. Search engines can research posts years after the publication dates. Archival systems save information including deleted postings.

## POLICY

- Students should ensure there are clear delineations between professional and personal use of Social Media and Social Networking sites.
- If self-identified as a WCON student online, it must be clear that any views expressed are not those of the institution.
- Social media sites will not be used to discuss confidential matters relating to the college, faculty, staff, students or clinical experiences.
- While the WCON faculty do not regularly review content posted to social media sites, they have the right to request removal of any content for any reason, including but not limited to, content that is deemed threatening, obscene, a violation of intellectual property rights or privacy laws, or otherwise injurious or illegal.
- Posts that include content from students that is defamatory, harassing, libelous or inhospitable to a reasonable academic/work environment is considered a violation of the Professional Integrity Policy.

# STUDENT POLICIES

## WATTS COLLEGE OF NURSING

POLICY DEPLOYMENT			
Policy Name:	Student Records	Institution:	Watts College of Nursing
Supersedes:			
Policy Level:	Student	Department:	Administration
Owner(s)	Administration	Contributing Departments:	
Approved by:	Faculty Senate	Manual Name:	Student Handbook
Original Effective Date:	1/2020		
Revision Date:	7/1/2022		
Scheduled Review Date:	7/2025	Scheduled Review Interval:	36 months

### POLICY

Watts College of Nursing adheres to a policy of compliance with the Family Educational Rights and Privacy Act (FERPA). See Watts College of Nursing FERPA Policy.

Education records of current students are maintained as paper and electronic files. Graduate records are maintained electronically. Pre-entrance and current medical records are kept on file in the Employee Occupational Health and Wellness Office of Duke Regional Hospital.

Student Records are maintained as noted below.

#### Admission Record:

Retention: From receipt of application to matriculation and completion of year 3

- Maintained in locked files in Administrative Suite or electronically saved
- Materials in record:
  - Application
  - Plan for Completion of General Education Requirements Form
  - Transcripts of post-secondary education
  - Standardized test scores
  - Criminal background check report
  - Technical Standards Agreement Form
  - Two references
  - Consent to Alcohol and Drug Testing Form
  - Drug test results
  - Correspondence

# STUDENT POLICIES

## **Current Student Record:**

Retention: Until administrative need is satisfied

- Maintained in locked files in Administrative Suite or electronically saved
- Materials in record:
  - Current transcript
  - Enrollment Agreement
  - Signed Handbook form
  - Application
  - Transcripts of post-secondary education
  - Correspondence
  - Leave of Absence (LOA) and Withdrawal
  - Academic and Professional Probation and Dismissal

## **Permanent Student Record:**

Retention: 3 years after graduation and final transcript is permanent

- Maintained in locked files in Administrative Suite or electronically saved
- Materials in record:
  - Final transcript
  - Consent for photo and/or release of information

Students not completing the program:

- The WCON transcript will be maintained as an electronic file.

Disposition of Permanent and other critical Student Records in the event of Closure of the College:

- In the event of the College ceasing operation, all pertinent documents related to records and transcripts will be sent to the Duke Office of Audit, Risk, and Compliance for permanent storage.



# STUDENT POLICIES

## WATTS COLLEGE OF NURSING

### POLICY DEPLOYMENT

Policy Name:	Substance Use	Institution:	Watts College of Nursing
Supersedes:			
Policy Level:	WCON Student	Department:	
Owner(s)	Student Affairs	Contributing Departments:	
Approved by:	Faculty Senate	Manual Name:	Student Handbook
Original Effective Date:	7/1/2019		
Revision Date:	7/1/2022		
Scheduled Review Date:	7/2025	Scheduled Review Interval:	36 months

### DEFINITIONS

- **Alcohol (Alcoholic Beverage)** - Any beverage or liquid that has alcohol content (does not include products used for legitimate medical purposes regulated by statute).
- **Chain-of-Custody** - Procedures implemented to ensure the integrity of the urine/blood specimen by tracking its handling and storage from the time of the collection through the testing and final disposition.
- **Drug** - Any substance (other than alcohol) that is capable of altering mood, perception, or judgment of the individual, which shall include any prescribed drug, illegal drug, or over-the-counter drug capable of impairing the student's performance.
- **Illegal Drug** - Any drug or controlled substances, which are illegal to possess under Federal, State, or local laws. Illegal drugs also include any legal drug, which has been obtained illegally, for which a valid prescription is required, or which is being used in violation of the terms of a valid prescription.
- **Indication of Impairment** - Any appearance, behavior, speech, odor, or other reasonable evidence that would indicate or suggest that the student has consumed alcohol or any illegal drug(s) during or prior to school hours which impairs or could impair judgment/performance.
- **NIDA** - National Institute for Drug Abuse
- **Prescribed Drug** - Any drug prescribed by a licensed medical practitioner.
- **Positive Test Result** - Presence of alcohol/drug(s) based on parameters of testing facility.
- **Reasonable Cause or Suspicion** - A belief that a student is impaired and is under the influence of alcohol or illegal drug which can be drawn from specific or particular facts, documented and reasonably inferred from any or all of the following: (1) observable phenomena, such as the direct observation of drug and alcohol use, drug possession or the physical symptoms of being under the influence of drugs or alcohol; (2) pattern of consistent abnormal conduct or erratic behavior; (3) arrest or conviction for a drug and /or alcohol related offense; (4) safety accident, unusually careless acts or incidents where safety precautions were violated; or (5) during the investigation of situations involving the diversion of drugs and/or other controlled substance(s).

# STUDENT POLICIES

## **POLICY**

Watts College of Nursing (WCON) believes that having a drug free environment is necessary to accomplish its mission. Students who use, possess, sell, divert, purchase, serve or manufacture illegal drugs or alcohol during any College activity will be subject to disciplinary action.

WCON provides support and assistance to students with problems associated with substance dependency through the services of a designated resource person. Students seeking treatment for drug and/or alcohol use will remain enrolled provided they follow the prescribed course of rehabilitation/treatment, remain in good academic standing, and are able to perform their duties in a competent and professional manner.

When prescribed medications and/or over-the-counter medications that adversely affect the student's ability to effectively and safely perform the requirements of a student nurse, Administration should be notified. Administration will determine alterations in student assignments resulting from the use of the above medications on a case-by-case basis.

WCON may conduct testing for drugs or alcohol when there is reasonable cause or suspicion. Positive test results will be viewed as evidence of violation of this policy. Refusal to consent to testing or failure to comply with treatment/rehabilitation following positive test results will result in dismissal from the program. WCON will take disciplinary action without testing if the circumstances clearly indicate impairment or a situation where the possession, sale, use, or distribution of alcohol or drugs occurs.

During the investigation of violations of the Substance Use Policy, the confidentiality of the alleged violation will be protected to the extent possible and access to the information limited. All records and information related to actions taken on students shall be maintained in accordance with the acceptable chain-of-custody, and applicable laws, regulations and WCON policies.

## **PROCEDURE**

### **Impairment Checklist**

The faculty and/or Administration will complete the Impairment Checklist form.

### **Reasonable Cause or Suspicion**

If there is an indication of impairment, the student will:

- Be immediately relieved of duties.
- Be escorted by faculty or Administration to a confidential location.
- Meet with Administration who will explain reasonable cause or suspicion and testing procedure.
- Read and sign the "Consent to Test" form.
- Read and sign the "Substance Testing Agreement" form.
- Immediately be scheduled for drug and/or alcohol testing.
- Be escorted to the testing lab by Security who will remain at the lab for the duration of the test.
- Be discouraged from driving a vehicle. Involved faculty or Administration will assist the student in acquiring transportation from the facility.
- Be relieved from all class, clinical and school responsibilities pending the results of the tests.

The Medical Review Officer will:

- Receive all positive laboratory test results.
- Conduct necessary assessment and evaluation including student explanation for positive test results.
- Notify Administration of positive test results.

# STUDENT POLICIES

If the test results are positive, the student will:

- Be suspended from the College.
- Sign the “Last Chance Assistance Agreement” form.
- Have the opportunity to explain the presence of any substance(s) detected to the Medical Review Officer.
- Be informed of the need to make an appointment with the designated resource person to discuss treatment/rehabilitation.
- Sign a release of information form allowing the designated resource person to discuss ongoing treatment with Administration.
- Cooperate and follow recommended treatment.
- Meet with the Administration to discuss return to school following recommendation from the designated resource person and clearance from physician for fitness for duty.

If test results are negative, the student will:

- Return to class and clinical immediately. Absences from class and clinical, because of the waiting period for test results, will not be documented on the student's permanent record.

## Searches

- When the College has a reasonable suspicion that the student is involved with the use, possession, sale or distribution of alcohol/drugs, WCON has the right to request an inspection of student property, including but not limited to the contents of packages or other belongings.
- A “Consent to Search” form is signed by the student.
- The search is conducted in the presence of the student by a designated hospital employee (Security).
- Failure to cooperate, or refusal to allow inspection, will result in disciplinary action.

## GUIDELINES

- Administration will be consulted prior to the investigation of a student or a request made of the student for alcohol or drug testing.
- All tests will be conducted by independent NIDA approved labs and in compliance with federal and state laws.
- The cost for initial substance testing and all subsequent costs related to substance testing and treatment are the responsibility of the student.
- Prior to any student being tested for drugs or alcohol, a consent form must be properly executed.
- Administration will maintain a record of the event in a confidential file.
- Administration will notify parents of students under the age of 21 of positive test results.

## ATTACHMENTS

Impairment Checklist form

Alcohol and Drug Testing Agreement form

Consent to Test form

Last Chance Agreement form

# STUDENT POLICIES

## WATTS COLLEGE OF NURSING Impairment Checklist

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

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

### I. Faculty concern about student behavior:

---

---

---

---

### II. Student behavior:

1. Does individual seem dazed, confused, or disoriented?

Yes  No

2. Have you observed individual to have difficulty with movements, balance, or coordination (loss of balance, stumbling or staggering, jerky movements, lean on objects for balance)?

Yes  No

3. Is there a concern about the individual's speech, content of speech, pace of speech or slurring of words?

Yes  No

Concern: \_\_\_\_\_

4. Is there any concern about physical appearance (eyes red or glassy, unkempt or unshaven)?

Yes  No

Concern: \_\_\_\_\_

5. Have there been concerns/reports about this individual in regards to any unusual behavior today?

Yes  No

Describe: \_\_\_\_\_

---

---

6. Has individual been observed sleeping while in the clinical setting?

Yes  No

# STUDENT POLICIES

7. Has this individual been involved in any school incident or accident today or in the past couple of days?

Yes  No

**III. Evidence of possible substance use at school:**

1. Is there odor of alcohol on individual's breath?

Yes  No

2. Have you observed or discovered the individual to have any possession of alcohol, possession of other drugs, or drug paraphernalia today?

Yes  No

3. Have you or anyone else witnessed this individual's use of alcohol or other drugs today?

Yes  No

Witness: \_\_\_\_\_

**IV. Other observations of possible impairment:**

---

---

\_\_\_\_\_  
Faculty (Submitting Report)

\_\_\_\_\_  
Witness

# STUDENT POLICIES

## ALCOHOL AND SUBSTANCE TESTING AGREEMENT

I understand that I must comply with the following procedures/process under the Alcohol and Drug Use Policy:

- Read and sign Consent To Test Form.
- Read and sign Last Chance Agreement Form.
- When test results are positive, as determined/confirmed by the Medical Review Officer, I must make an appointment to be seen by a designated resource person on next business day.
- Read and sign release form allowing Medical Review Officer to release test results to the designated resource person, allow the designated resource person to request follow-up lab tests, and inform Administration of compliance with recommendations for treatment by the designated resource person.
- Upon assessment by the designated resource person and determination of ability to return to school after negative test results, I must be seen on the next business day by a physician for assessment for fitness for duty and clearance to return to school.
- Contact must be made with the College of Nursing to notify them of clearance for return to school and the College of Nursing will establish a return to school date.
- I am aware that upon return to school, I may be randomly tested for a time period recommended by the designated resource person.
- I am aware that the cost for initial substance testing and all subsequent costs related to substance testing and treatment are my responsibility.

I understand the procedures stated above and agree to comply. I further understand that failure to do so will result in dismissal from the Watts College of Nursing.

\_\_\_\_\_

Name

\_\_\_\_\_

Date

\_\_\_\_\_

Witness

\_\_\_\_\_

Date

# STUDENT POLICIES

## CONSENT TO TEST

Under the Watts College of Nursing Substance Use Policy, you have been asked to submit to alcohol or drug testing. You may refuse to be tested. Refusal to be tested, or failure to cooperate in the testing process, will result in dismissal from Watts College of Nursing.

We have selected testing laboratories with strict procedures to ensure test accuracy. All samples showing positive results are tested again as a safeguard. There are other safeguards outlined in our policy.

**If you consent to this test, please sign the statement below:**

I agree to submit a sample for alcohol and/or drug testing as requested by the testing laboratory. I promise it will be an actual sample, and I will not attempt to falsify the results. I authorize the Watts College of Nursing, the testing laboratory it uses, and the professionals involved in this process to review the test reports.

_____	_____	_____
SIGNATURE OF STUDENT	PRINTED NAME	DATE

## STATEMENT OF WITNESS

I witnessed the student's signature above.

_____	_____
WITNESS	DATE

## IN CASE OF REFUSAL TO CONSENT

The student named above refused to consent to testing after an opportunity to review and understand this form.

_____	_____
WITNESS	DATE

**TO BE COMPLETED AT TESTING LAB PRIOR TO BEING TESTED:** Please list any medication (prescription or non-prescription) you have taken or used in the last thirty (30) days:

---

---

---

---

# STUDENT POLICIES

## LAST CHANCE ASSISTANCE AGREEMENT

1. I promise to fully cooperate and participate in an approved counseling/rehabilitation program in accordance with instructions and requirements of program administrators. I understand my participation in a counseling or rehabilitation program may be reviewed on a weekly basis.
2. I authorize counseling or rehabilitation representatives to confer with Administration regarding my attendance, progress and suitability for continuation of education or return to school, as the case may be, including the disclosure of medical/psychiatric evaluation of me.
3. I understand that if I continue my education or return to school, I must follow all college policies and procedures.
4. I understand and agree I will willingly submit to unscheduled drug and/or alcohol testing at any time within the next two years. If I refuse to take a test, or if I show a positive test result for the category(ies) of substances tested, it will be cause for dismissal from school.
5. I understand and agree my future education depends upon my remaining forever free of the substance abuse for which I am counseled, and this "LAST CHANCE" opportunity is conditioned accordingly. Such conditions, including those above, are recognized to be in addition to the school's right to alter my educational relationship with it at-will, and for reasons not set forth above.

---

Signature of Student

---

Printed Name

---

Date

---

Witness

---

Title



# STUDENT POLICIES

## WATTS COLLEGE OF NURSING

### POLICY DEPLOYMENT

Policy Name:	Technological Devices	Institution:	Watts College of Nursing
Supersedes:			
Policy Level:	WCON Student	Department:	Administration
Owner(s)	Student Affairs	Contributing Departments:	
Approved by:	Faculty Senate	Manual Name:	Student Handbook
Original Effective Date:	7/1/2019		
Revision Date:	7/1/2022		
Scheduled Review Date:	7/2025	Scheduled Review Interval:	36 months

### POLICY

Cellular phones, pagers, smart watches, and other technological devices are to be used with discretion and must not interfere with learning experiences. These devices may only be used in a clinical facility with the permission of the faculty. Administration and/or faculty can instruct the student to turn a device off at any time.

### GUIDELINES

Cellular phones, pagers, and other technological devices must be:

- In compliance with safety restrictions and facility guidelines
- On a vibrate or silence mode during learning experiences

# STUDENT POLICIES

## WATTS COLLEGE OF NURSING

POLICY DEPLOYMENT			
Policy Name:	Testing	Institution:	Watts College of Nursing
Supersedes:			
Policy Level:	WCON Student	Department:	
Owner(s)	Curriculum Committee	Contributing Departments:	
Approved by:	Faculty Senate	Manual Name:	Student Handbook
Original Effective Date:	7/1/2019		
Revision Date:	7/2023		
Scheduled Review Date:	7/2026	Scheduled Review Interval:	36 months

### POLICY

Watts College of Nursing is committed to providing clear guidelines for testing. Students are responsible for upholding and maintaining academic integrity during testing. Any form of cheating during testing is considered academic misconduct and is a serious offense that implies deception in fulfilling academic requirements. Methods for proctoring can be in person or via remote technology with approval from the Associate Executive of Academics.

### DEFINITIONS

#### Cheating

Cheating is the act of wrongfully using or attempting to use unauthorized materials, information, study aids, or the ideas or work of another in order to gain an unfair advantage. It includes, but is not limited to:

- plagiarism on any assignment
- copying another student's work-including but not limited to tests/exams, quizzes, assignments, or exams, with/without student's cooperation.
- using or consulting unauthorized materials, equipment or artificial intelligence (AI) technologies, such as ChatGPT, on tests/exams, quizzes, assignments or examinations.
- altering or falsifying any information on tests/exams, quizzes, assignments or examinations.
- unauthorized access to tests/exams and electronic testing platforms, this includes screen recording and screenshots.

### PROCEDURE

- Prior to testing, all personal technological items including smart watches, smart pens and other smart devices must be turned off and placed in a separate, secure area.
- Sticky notes/papers etc., other than manufacturer stickers, should be removed from electronic devices.

# STUDENT POLICIES

- Only writing implements, blank paper, and an approved calculator are allowed to be with the student for testing.
- No food or drink [allowed.No](#) food or drink allowed.
- Students must place their Watts College of Nursing (WCON) badge in a place designated by the exam proctor and/or course faculty prior to the beginning of the test/exam.
- Students should be seated at a distance determined by faculty and/or state health and safety protocols
- The testing environment, including electronic devices, calculators, tables, clothing and accessories may be inspected at any point.
- Proctoring and/or video surveillance will occur with all testing.
- Testing directives will come from faculty.
- For all tests/exams, students will be required to use their personal approved electronic devices that meet minimum requirements, and platforms to allow for remote proctoring.
- iPads may not be used for Assessment Technologies Institute (ATI) proctored exams. Per ATI Technical Requirements- proctored assessments are not supported on iPads.
- At the start of the test/exam, students sign/acknowledge an honor code statement that reads, "I will not lie, cheat, or steal in my academic pursuit, nor will I accept the actions of those who do."
- Faculty will not answer questions during a test/exam.
- Standard test/exam items: fill in the blank numeric, multiple choice, multiple response select all that apply, hotspot, and ordered response. The multiple-choice item can be text or a graphic.
- Each student has 1.5 minutes per question to complete a test unless accommodations have been approved per policy. (i.e.: 75 minutes to complete a 50-question test/exam, 150 minutes to complete a 100-question test/exam). Time allotted may differ for ATI proctored tests/exams.
- If testing must occur off campus, course faculty will provide instructions regarding test security and proctoring prior to the test/exam date.

## Next-Generation NCLEX (NGN) Test/Exam Items

- Select alternate format test/exam items may include unfolding case studies, trend, bow-tie, matrix, drag and drop, drop-down, and highlight. These items may be presented in multiple formats including a table, text, or cloze.
- NGN items are scaffolded through the curriculum beginning in Level II.
- Each student has 2 minutes per select alternate format test/exam item, unless accommodations have been approved per policy; this does not include standard multiple response select all that apply test/exam items.
- Time allotted may differ for ATI proctored tests/exams.

## Missed Tests/Exams

- If a student misses an exam, they may be allowed to make up one test/exam during the semester within five business days of original test date.
- Extensions to the timeline require appropriate and sufficient documentation. Documentation will be reviewed and require approval of the Associate Executive of Academics.
- If a student misses a second test/exam, in a course, faculty will discuss the student's eligibility to test with the Associate Executive of Academics.
- Student absences from test/exam will be tracked by course faculty.

# STUDENT POLICIES

## Grades & Test/Exam Reviews

- Partial credit will be awarded for correct answers on select test/exam items that require more than one answer. If no correct answers are selected for these test/exam items, the minimum possible score is 0. For select test/exam items points may be deducted for incorrect answers.
- Grades are posted on the learning management system within five business days of testing.
- After all students have completed the test/exam there will be a one-time, in person, secure group test/exam review with faculty. This will be the only opportunity for students to review their individual test/exam.
- Students may make an appointment with course faculty or their faculty advisor to discuss strategies to enhance academic success.

# STUDENT POLICIES

## WATTS COLLEGE OF NURSING

### POLICY DEPLOYMENT

Policy Name:	Tobacco/Smoke-free Environment	Institution:	Watts College of Nursing
Supersedes:			
Policy Level:	WCON Student	Department:	
Owner(s)	Student Affairs	Contributing Departments:	
Approved by:	Faculty Senate	Manual Name:	Student Handbook
Original Effective Date:	7/1/2019		
Revision Date:	7/1/2022		
Scheduled Review Date:	7/2025	Scheduled Review Interval:	36 months

### POLICY

Watts College of Nursing is smoke/tobacco-free. The use of all tobacco-based products, including but not limited to cigarettes, cigars, cigarillos, hookahs, chewing tobacco, snuff, and electronic smoking devices such as e-cigarettes, vaping products, and (I Quit Ordinary Smoking (IQOS) will not be permitted inside or outside WCON or any of the DUHS campuses/facilities.

# STUDENT POLICIES

## WATTS COLLEGE OF NURSING

### POLICY DEPLOYMENT

Policy Name:	Transfer of Credit	Institution:	Watts College of Nursing
Supersedes:			
Policy Level:	WCON Student	Department:	
Owner(s)	Student Affairs Committee	Contributing Departments:	
Approved by:	Faculty Senate	Manual Name:	
Original Effective Date:	7/2019		
Revision Date:	7/1/2022		
Scheduled Review Date:	7/2025	Scheduled Review Interval:	36 months

### POLICY

Watts College of Nursing (WCON) accepts transfer credit from only accredited postsecondary institutions. Upon conditional acceptance; a student's transcript(s) will be initially reviewed for approval of transfer credit. The curriculum does not offer advanced placement for LPNs. Challenging or auditing a course is not permitted.

#### General Education Requirements

Each course must be passed with the minimum grade, number of credit hours, and meet the specified content and time frames listed in the Admissions Policy.

#### College Board Advanced Placement Examinations

Watts College of Nursing awards transfer credit for approved College Board Advanced Placement (AP) Examinations. The minimum score required is 3.

#### Transfer Credit for Approved Advanced Placement (AP) Examinations

AP Exam	Minimum Score Required	Credit Awarded
English Language and Composition	3	3 semester hours
English Language and Composition	4,5	6 semester hours
History (US, World, European)	3	3 semester hours
Math (Calculus AB, Calculus BC)	3	3 semester hours
Psychology (Intro)	3	3 semester hours
Statistics	3	3 semester hours

# STUDENT POLICIES

## **Nursing Courses**

Watts College of Nursing limits transfer credit for nursing courses from other accredited and approved Registered Nurse (RN) nursing programs to no more than 30 credit hours of nursing and must complete the final two semesters of nursing at Watts College of Nursing. A transfer course must be comparable in content and competencies. Attainment of a course grade of "C" or above is necessary. A course syllabus and summary of clinical evaluation are required to grant credit, which is determined on an individual basis.

## **Transfer Students**

Applicants from other accredited and approved (RN) nursing programs may apply for transfer admission.

All admission requirements are applicable to the transfer student along with the following additional information:

- The transfer applicant must submit a personal letter stating the reason(s) for requesting the transfer. It should accompany the application for admission.
- A summary of clinical evaluation is requested with official transcripts from the accredited and approved school of nursing.
- A course syllabus for all completed nursing courses must accompany the school transcript.
- Attainment of a course grade of "C" or above for each course approved for transfer and satisfactory clinical performance grades are necessary for transfer of course credit.
- It is required that the two references be from faculty members of the school of nursing.

Transfer applications cannot be reviewed until all materials have been received.

Placement within the Watts College of Nursing is determined on an individual basis according to established policy and space availability.

Upon acceptance, the applicant may request a review of nursing courses for transfer credit. There is a processing fee for review and placement services for transfer students.

# STUDENT POLICIES

## WATTS COLLEGE OF NURSING

POLICY DEPLOYMENT			
Policy Name:	Tuition and Fees	Institution:	Watts College of Nursing
Supersedes:			
Policy Level:	WCON Student	Department:	
Owner(s)	Administration/Executive Committee	Contributing Departments:	
Approved by:	Faculty Senate	Manual Name:	Student Handbook
Original Effective Date:	7/1/2019		
Revision Date:	7/2022		
Scheduled Review Date:	7/2025	Scheduled Review Interval:	36 months

### DEFINITIONS

**Tuition** - Charges for semester hour credit for classroom and clinical instruction

**Fees** - Charges for cost related to resources and activities of the College

**Full time** - Nine (9) credit hours or above

**Part time** - Eight (8) credit hours or less

### POLICY

During the budget preparation period tuition and fees will be reviewed, assessed, and determined annually. Student who are full time and assigned 12 credit hours or more will be charged the full tuition amount. Students assigned 11 hours or less will be charge per credit hour.

Fees are determined for the required resources and activities that support the educational endeavors of the College.

Fees are per semester and may vary based on the semester's required resources and activities. Fees are the same amount regardless of full time or part time status. Fall Semester, tuition and fees are due prior to 5pm the first Friday in August. Spring Semester, tuition and fees are due prior to 5pm the first Friday in January.

Payment plans are not available.

Any student that has received an external scholarship, grant or loan will be required to present documentation of the pending award/loan to the finance department prior to the first Friday of the corresponding Semester. The document should detail the date and the amount the student has or is expected to receive.

A student will be permitted to register and attend class only when a zero balance for both tuition and fees (pending financial aid) has been met.

Students returning from a LOA/withdrawal, who owe an outstanding financial obligations to the College, will not be allowed to enroll.



# STUDENT POLICIES

Any student not meeting all financial obligations to the College will not be eligible to receive transcripts or verifications.

The College reserves the right to make changes to the tuition and fees. Students will be given notice of at least 30 days prior to the change.

On or before July of each year, students will be notified of the tuition and fees for the upcoming academic year (Fall and Spring Semesters).

At any time during enrollment, students unable to meet their financial obligations will be subject to dismissal. Students dismissed from class based upon a failure to meet their financial obligation must meet with the President of Watts College of Nursing, return all WCON-issued property and complete the Program Withdrawal Form.

# STUDENT POLICIES

## WATTS COLLEGE OF NURSING

POLICY DEPLOYMENT			
Policy Name:	Withdrawal	Institution:	Watts College of Nursing
Supersedes:			
Policy Level:	Student	Department:	Administration
Owner(s)	Student Affairs	Contributing Departments:	
Approved by:	Faculty Senate	Manual Name:	Student Handbook
Original Effective Date:	1/2020		
Revision Date:	7/2023		
Scheduled Review Date:	7/2026	Scheduled Review Interval:	36 months

### DEFINITIONS

**Course withdrawal** - Withdrawal from a course by student request after Drop/Add Deadline.

**Program withdrawal** - Withdrawal from the program by student request or administrative action with or without the ability to apply for readmission.

### POLICY

Watts College of Nursing (WCON) recognizes that a student may need to withdraw from a course or the program for various reasons.

When requesting to withdraw from course or program it is required that the student meet with the Financial Counselor to make adjustments in financial aid and with WCON Administration to arrange payment of all financial obligations to the College.

### PROCEDURE

The last day of attendance is noted as the last date of activity (participation) in the course and/or program.

#### Withdrawal from a Course

Students who withdraw from a course may repeat that course only once. A maximum of two courses may be repeated within the program.

The Registrar will record the appropriate designation(s) on the student transcript:

- (W) Withdrew Passing from Course
- (WF) Withdrew Failing from Course

A student considering withdraw passing from a course must:

- Meet with the lead instructor and discuss the decision to withdraw from the course.
- Meet with Administration to complete the Course Withdrawal Form.

# STUDENT POLICIES

- Return assistive learning devices to Administration and obtain required signature (as required)
- Meet with the Financial Counselor to make adjustments in financial aid and to arrange payment of all financial obligations to the College
- Meet with the Registrar and submit the Course Withdrawal Form, identification badge (ID) and security badge.
- Contact Administration by the last day of the semester withdrawn from to indicate plan to return.
- Understand that failure to notify Administration of intent to return will result in administrative withdrawal from the program.
- Contact Administration for semester start date.

## **Withdrawal from Program**

The Registrar will record the appropriate designation(s) on the student transcript:

- (WE) Program Withdrawal, Eligible for Readmission
- (WI) Program Withdrawal, Ineligible for Readmission

A student who desires to withdraw from the program must:

- Meet with Administration to discuss the decision to withdraw from the program and complete the Withdrawal from the Program form and exit interview.
- Return assistive learning devices to administration and obtain required signature (as required). Failure to return assigned materials will result in a charge for the item.
- Meet with the Financial Counselor to make adjustments in financial aid and to arrange payment of all financial obligations to the school.
- Meet with the Registrar and submit the Program Withdrawal Form, identification badge (ID) and security badge.

## **ATTACHMENTS**

Course Withdrawal Form  
Program Withdrawal Form

# STUDENT POLICIES

## COURSE WITHDRAWAL FORM WATTS COLLEGE OF NURSING

Student: Last 4 of Social Security Number: xxx-xx- \_\_\_\_\_

Personal Email (DO NOT USE @duke.edu): \_\_\_\_\_

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

Are you employed in the Duke Health System? \_\_\_\_\_

### Withdrawal from:

Course Name & Number(specify)

Currently my grade is:  Passing  Failing

Reason for withdrawal: \_\_\_\_\_

Course Name & Number(specify)

Currently my grade is:  Passing  Failing

Reason for withdrawal: \_\_\_\_\_

Course Name & Number(specify)

Currently my grade is:  Passing  Failing

Reason for withdrawal: \_\_\_\_\_

Course Name & Number(specify)

Currently my grade is:  Passing  Failing

Reason for withdrawal: \_\_\_\_\_

Course Name & Number(specify)

Currently my grade is:  Passing  Failing

Reason for withdrawal: \_\_\_\_\_

Requesting to return in  Spring(year)  Fall(year)

Home Address	Permanent Address (Next of Kin)
_____	_____
_____	_____
_____	_____

# STUDENT POLICIES

## COURSE WITHDRAWAL FORM (CONT.)

I understand the following:

- Withdrawing from course(s) may impact my Financial Aid eligibility.
- Withdrawing from a course will count as my one and only chance to repeat that course.
- Withdrawing from more than two courses may result in a permanent withdrawal from program.
- I am required to return all assistive learning devices to administration
- My school accounts (email, NetID, course sites, Net Access) will be terminated.
- I must contact Administration of my intent to return to the program by the last day of the semester withdrawn from. Failure to contact Administration will result in administrative withdrawal from the program.
- Receive written notification of start date from Administration. My approved date to return may be delayed due to course availability.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administration

\_\_\_\_\_  
Date

\_\_\_\_\_  
Business Office Signature

Transcript to reflect:

Course \_\_\_\_\_  Withdraw Passing  Withdraw Failing

Course \_\_\_\_\_  Withdraw Passing  Withdraw Failing

Course \_\_\_\_\_  Withdraw Passing  Withdraw Failing

Course \_\_\_\_\_  Withdraw Passing  Withdraw Failing

Course \_\_\_\_\_  Withdraw Passing  Withdraw Failing

Date submitted to Registrar: \_\_\_\_\_

# STUDENT POLICIES

## PROGRAM WITHDRAWAL FORM WATTS COLLEGE OF NURSING

Student: Last 4 of Social Security Number: xxx-xx- \_\_\_\_\_

Personal Email (DO NOT USE @duke.edu): \_\_\_\_\_

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

Are you employed in the Duke Health System? \_\_\_\_\_

Home Address	Permanent Address (Next of Kin)
_____ _____ _____	_____ _____ _____

What is Watts doing well?

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

What can we improve on?

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administration Signature

\_\_\_\_\_  
Date

# STUDENT POLICIES

*For official use only:*

DEPARTMENTAL ACTIONS	FACULTY/STAFF SIGNATURE
<p><b>Administration:</b></p> <p><i>Exit Interview completed</i></p> <p><i>Assigned assistive learning devices received (as required)</i></p> <p><i>*Tuition balance reviewed</i></p> <p><i>* ID Badge and security badge received</i></p> <p><i>*Duke Disability Access office materials received</i></p>	

Administratively Withdrawn \_\_\_\_\_