

Wisconsin Department of Safety and Professional Services

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BOARD OF NURSING **REQUEST FOR NURSING FACULTY EXCEPTION**

Educational administrators may apply to the Board of Nursing for approval of exceptions to faculty requirements; exception types include standard, emergency, and non-nursing masters. *See* Wis. Admin. Code § [N 1.08\(3\)\(d\)](#). A school of nursing that is granted a faculty exception for a faculty member must provide that faculty member with a supervisor who meets the faculty standards as in § [N 1.08\(3\)\(b\)](#) or [\(c\)](#). For all exception requests, a minimum of 50% of faculty must meet the faculty qualifications and all faculty exception types must be counted in the total number of exceptions granted to a school. Pre-approval is required for all faculty exceptions; **completed faculty exception request must be received and approved in advance of the faculty hire.**

Standard exception – A baccalaureate degree in nursing and active enrollment in one of the following degree programs: a master’s degree program with a major in nursing, a bachelor’s in nursing to doctorate program in nursing, or a doctorate program in nursing. Approvals are valid for one year and may be renewed upon showing proof of progress and continued active enrollment.

- Educational Administrator – Complete Part A (Page 2).
- Dean or Department Head – Complete Part B (Page 3). (Must be completed by Dean or Department head of institution in which faculty is currently and actively enrolled.)

Emergency exception – A baccalaureate degree in nursing is required for an emergency exception. An emergency exception is intended to cover a short term, unanticipated emergency situation, including medical leave of fully qualified faculty. Approvals are valid for up to one semester only and may not be renewed for the course taught or for the individual in consecutive semesters. An educational administrator who requests a second consecutive emergency exception must submit a plan regarding the school of nursing staffing levels, courses being offered, and the extenuating circumstance that exist. Complete Page 4.

Non-nursing master’s exception – A bachelor’s degree in nursing, a graduate degree related to the topic of the course the person is teaching, and nursing experience in the area of teaching assignment. This exception is for a person who has a unique combination of knowledge, experience and skills that will best serve the school of nursing, faculty, and students in a specific content area. Complete Page 5.

Email completed faculty exception requests to the Wisconsin Board of Nursing, DSPSBON@wisconsin.gov.

Wisconsin Department of Safety and Professional Services

Request for Standard Faculty Exception – Part A

(Valid for one year. May be renewed.)

Standard exception criteria:

- Faculty member must have a baccalaureate degree in nursing and be actively enrolled in a master's degree program with a major in nursing, a bachelor's in nursing-to-doctorate in nursing program, or a doctorate in nursing program, and
- Exception faculty may be approved for up to one year and may be renewed upon submission of a new request form and proof of progress and continued active enrollment each year in a master's degree program with a major in nursing, a bachelor's in nursing-to-doctorate in nursing program, or a doctorate in nursing program.

PART A - REQUEST FOR STANDARD FACULTY EXCEPTION			
Nursing school:	Program(s):		
Educational Administrator:	Email address:		
NOTE: Minimum of 50% of all faculty must be fully qualified and all exception types must be counted in total exception number below.			
Number of fully qualified faculty:		Total number of current exceptions including this request:	
Faculty Name:	Expected date of hire:		
RN License Number(s):	State(s) in which license(s) held:	Multistate?:	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is this request for an extension renewal?	<input type="checkbox"/> Yes* <input type="checkbox"/> No *If yes, please provide evidence of degree progress since the last exception request.		
Course/clinical faculty will teach:			
Nursing school must provide the exception faculty member with a supervisor meeting qualifications in Wis. Admin. Code. § N 1.08(3)(b) for professional nursing faculty and in § N 1.08(3)(c) for practical nursing faculty.			
Name of qualified supervisor:			
Extent and mode of contact: (Contact should occur throughout the teaching experience and may include verbal and telephone discussion on instructional guidelines, grading and evaluation of performance and joint review of performance issues.)			
Educational Administrator signature:		Date:	

Continue to Part B.

Wisconsin Department of Safety and Professional Services

Request for Standard Faculty Exception – Part B

PART B - Must be completed by Dean or Department head of institution in which faculty is currently and actively enrolled			
Name of School:		Location of School: (city)	(state)
Expected Date of Graduation:		Title of Degree to be Granted:	
Type of Nursing Degree: (Check one.)			
<input type="checkbox"/>	Master's degree program with a major in nursing		
<input type="checkbox"/>	Bachelor's degree in nursing-to-doctorate in nursing program		
<input type="checkbox"/>	Doctorate degree in nursing program.		
Is candidate actively enrolled and progressing toward obtaining the above degree?			<input type="checkbox"/> Yes <input type="checkbox"/> No
A plan of study with timeline for completion of degree must be provided with the exception request, as well as documentation of active enrollment in the degree program.			
Is this college or university regionally accredited?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
I declare, on behalf of the third-party asked to provide information related to the faculty exception candidate identified on this form, that the information provided is true and correct to the best of my knowledge and belief. I further declare that after completing the form I, or other third-party staff, will provide the completed form directly to the Wisconsin Department of Safety and Professional Services for review. By signing below, I am signifying that I have read, understand, and have complied with the above declarations.			

Dean or Department Head Signature:	Date:
Dean or Department Head Printed Name:	Phone Number:
Dean or Department Head Title:	

Wisconsin Department of Safety and Professional Services

Request for Emergency Faculty Exception

(Valid for one semester only.)

Emergency exception criteria:

- Faculty member must have a baccalaureate degree in nursing.
- Emergency exceptions are intended to cover short-term, unanticipated emergency situations such as medical leave.
- Approvals are valid for up to one semester only and may not be renewed.

Nursing school:		Program(s):	
Educational Administrator:		Email address:	
NOTE: Minimum of 50% of all faculty must be fully qualified and all exception types must be counted in total exception number below.			
Number of fully qualified faculty:		Total number of current exceptions, including this request:	
Faculty Name:		Expected date of hire:	
RN License Number(s):	State(s) in which license(s) held:	Multistate?:	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Course/clinical faculty will teach:			

Proposed emergency exception faculty must have a baccalaureate degree in nursing.

BSN degree school:		BSN graduation date:	
The nursing school must provide the exception faculty member with a supervisor meeting qualifications in Wis. Admin. Code § N 1.08(3)(b) for professional nursing faculty and in § N 1.08(3)(c) for practical nursing faculty.			
Name of qualified supervisor:			
Extent and mode of contact: (Contact should occur throughout the experience and may include verbal and telephone discussion on instructional guidelines, grading and evaluation of performance, and joint review of performance issues.)			
Educational Administrator signature:			Date:

Wisconsin Department of Safety and Professional Services

Request for Non-Nursing Master's Exception

Non-nursing master's exception criteria:

- For faculty who has a unique combination of knowledge, experience, and skills that will best serve the school of nursing, faculty, and students in a specific content area,
- Faculty member must have a baccalaureate degree in nursing,
- Faculty must have a graduate degree related to the topic of the course the person will teach, and
- Faculty must have nursing experience in the area of teaching assignment.

Nursing school:		Program(s):	
Educational Administrator:		Email address:	
NOTE: Minimum of 50% of all faculty must be fully qualified and all exception types must be counted in total exception number below.			
Number of fully qualified faculty:		Total number of current exceptions, including this request:	
Faculty Name:		Expected date of hire:	
RN License Number(s):		State(s) in which license(s) held:	Multistate?:
			<input type="checkbox"/> Yes <input type="checkbox"/> No
Course/clinical faculty will teach:			

Proposed non-nursing master's exception faculty must have a baccalaureate degree in nursing, a graduate degree related to the topic of the course the person will teach, and nursing experience in the area of teaching assignment along with a unique combination of knowledge, experience and skills that will best serve the school, faculty and students in a specific content area.

BSN degree school:		BSN graduation date:	
Graduate school:			
Graduate degree:		Graduation date:	
Nursing experience in the area of teaching assignment:			
Knowledge, experience, and skills in course content area:			
The nursing school must provide the exception faculty member with a supervisor meeting qualifications in Wis. Admin. Code § N 1.08(3)(b) for professional nursing faculty and in § N 1.08(3)(c) for practical nursing faculty.			
Name of qualified supervisor:			
Extent and mode of contact: (Contact should occur throughout the experience and may include verbal and telephone discussion on instructional guidelines, grading and evaluation of performance, and joint review of performance issues.)			
Educational Administrator signature:		Date:	