Bachelor of Science in Nursing (BSN)

Program Handbook

2017-2018
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College of Nursing Overview

Introduction
The purpose of the College of Nursing (CON) Bachelor of Science in Nursing (BSN) Program Handbook is to facilitate student advising by providing information to students and faculty members.

General Information
This publication is for informational purposes and is neither a contract nor an offer to contract. The College of Nursing reserves the right to change any provision or requirement at any time without notice. This material supplements The University of Arizona (UA) Catalog and the Schedule of Classes. Additional information may be found at the following web sites:

University of Arizona General Catalog
University of Arizona College of Nursing

The Bachelor of Science in Nursing Program Handbook is designed as a resource for Bachelor of Science in Nursing students, academic advisors and faculty mentors. Relevant policies and procedures of The University of Arizona and College of Nursing are included in this handbook. Much of the information is online; therefore, the actual web sites are listed for the official information on policies and procedures. Where information is not available online, a brief description is provided. Additional information can be obtained from the Office of Student Support and Community Engagement or from the faculty mentor within the College of Nursing. Students are responsible to know and adhere to all established policies and procedures.

Office of Student Support and Community Engagement

Relationship to Other Documents
The Bachelor of Science in Nursing Program Handbook is intended to be used in conjunction with other University documents such as The University of Arizona Catalog. Students should first consult the Bachelor of Science in Nursing Program Handbook from the College of Nursing, and then consult the General Catalog when questions arise. The online Catalog contains essential information about University Policies and procedures. Questions or concerns about policies should be directed to your Academic Advisors or other personnel in the College of Nursing Office of Student Support and Community Engagement.

Code of Ethics for Nurses
Students should know and abide by the ANA Code of Ethics for Nurses as approved by the ANA House of Delegates in June 2001, and revised in 2015. The nine provisions of the ANA Code of Ethics are available free of charge via the ANA web site.

Ethics will be discussed during your program of study. Violations of this ethical conduct standard is professional and academic misconduct and failure to meet clinical performance objectives, and are subject to review and censure.

Mission
The mission of the College of Nursing is to provide baccalaureate and graduate education, generate and expand nursing knowledge, and provide service to the community.

The College conducts its educational mission by preparing professional nurses to assume various roles to meet the health care needs of the people of Arizona and society in general.

The College conducts its research and scholarship mission to generate and expand nursing knowledge by fostering and sustaining programs of research and scholarship directed toward advancing nursing science.

The College conducts its service mission by providing leadership in professional and health-related activities. The service mission incorporates nursing practice in meeting local, regional, national and global health needs.

Vision
The College of Nursing is a learning community that is committed to excellence in teaching, research, scholarship, and
service that enhances the health and well-being of the people of Arizona and society in general. The community values creativity and balance and promotes excellence through identity as nurses and recognition of social responsibility.

**Academic Policies and Procedures for BSN Students**

**University of Arizona Non-Discrimination**

The College of Nursing is committed to creating and maintaining a work and learning environment that is safe, inclusive and free of discriminatory conduct prohibited by the [Nondiscrimination and Anti-harassment Policy](#).

The CON adheres to the University of Arizona’s policies regarding non-discrimination and sexual harassment. Policies are available on the [Office of Institutional Equity’s (OIE) website](#).

**Code of Academic Integrity**

Integrity and ethical behavior is expected of all faculty and every student in all academic work. This Academic Integrity principle stands for honesty in all class work, and ethical conduct in all labs and clinical assignments. The student Code of Conduct and disciplinary procedures established by ABOR Policies 5-308 through 5-404, apply to all University of Arizona students. This Code of Academic Integrity fulfills the requirement imposed by ABOR Policy 5-403.A.4 and otherwise to supplement the Student Code of Conduct as permitted by ABOR Policy 5-308.C.1. This Code of Academic Integrity shall not apply to the Colleges of Law or Medicine, which have their own honor codes and procedures.

[UA Code of Academic Integrity](#)

**Student Code of Conduct**

The goal of education is the intellectual, personal, social, and ethical development of the individual. The educational process requires an environment that encourages reasoned discourse, intellectual honesty, openness to constructive change and respect for the rights of all individuals. Self-discipline and a respect for the rights of others in the university community are necessary for the fulfillment of such goals. The Student Code of Conduct promotes this environment at each of the state universities. The Student Code of Conduct sets forth the standards of conduct expected of students who choose to join the university community. Students who violate these standards will be subject to disciplinary sanctions to promote their own personal development, to protect the university community, and to maintain order and stability on campus.

The CON faculty also endorses the eleven (11) Standards of Professional Behavior set forth by American Nurses' Association (ANA). These behaviors are congruent with safe and effective professional practice with specific competencies in: ethics, culturally congruent practice, communication, collaboration, leadership, education, evidence-based practice and research, quality of practice, professional practice evaluation, resource utilization, and environmental health.

[Student Code of Conduct](#)

([Student Code of Conduct Frequently Asked Questions](#))

*Nursing: Scope and Standards of Practice* (ANA, 3rd ed, 2015) [http://ahsl.arizona.edu/](http://ahsl.arizona.edu/) (Maintained within The University of Arizona Health Sciences Library – go to AHSL link and search)

**Use of Social Media**

The College of Nursing adheres to the University of Arizona’s standards regarding the use of social media in the workplace. The University’s polices can be found linked via the [Dean of Students](#) and [Human Resources](#).

Students in the College of Nursing should review the white paper produced by the [National Council of State Boards of Nursing](#) and the information provided by the American Nurses’ Association in an [eBook format](#) and the [Social Media Toolkit](#). Additional information regarding the use of social media in the clinical setting is provided to students in the clinical
Students are required to know and abide by all policies regarding the use of social media in each clinical setting and in particular should take care to understand their responsibilities regarding privacy and confidentiality.

Disruptive Behavior in an Instructional Setting

The University seeks to promote a teaching and learning environment free from material and substantial classroom disruptions. Faculty members and teaching staff have the authority and responsibility to effectively manage their classroom, laboratory, and online environments. Instructors may determine the time and manner for student questions and expression of points of view in the instructional setting. Accordingly, instructors should establish, communicate and enforce reasonable rules of classroom, laboratory and online behavior and decorum via the syllabus and discussion in the instructional setting. This policy is not intended to discourage appropriate student expression, discussion or disagreement, but to promote respectful interactions.

Policy on Disruptive Behavior in an Instructional Setting

Policy on Threatening Behavior by Students

The University seeks to promote a safe environment where students and employees may participate in the educational process without compromising their health, safety or welfare. The Arizona Board of Regents' Student Code of Conduct, ABOR Policy 5-308, prohibits threats of physical harm to any member of the University community, including to one's self. Threatening behavior can harm and disrupt the University, its community and its families.

Policy on Threatening Behavior by Students

Line of Communication

The CON has outlined a line of communication to resolve academic issues that may arise in the classroom and/or at the clinical site for open communication between students and faculty. Any student who has a complaint regarding a grade, treatment in class, or other concern, should bring the concern to the appropriate faculty or administrator following the line of communication outlined below. Students should expect that their concerns will be addressed promptly. Communication with the next person in the line of communication is needed only after the prior contact does not lead to resolution.

| Step 1 | • College of Nursing course or clinical instructor |
| Step 2 | • College of Nursing course chairs whose names and contact information are listed in the syllabi |
| Step 3 | • Program Coordinator (Dr. Melissa Goldsmith) if the problem is not resolved at the course level |
| Step 4 | • Division Director (Dr. Connie Miller) if the problem is not resolved at the program level |
| Step 5 | • Dean of the College of Nursing (Dean Shaver) if the problem is not resolved at the Division level |
Students should email or telephone the initial person in the line of communication (Step 1) for an appointment. Emails should be directed to the person the student wishes to make an appointment. Do not copy the message or include names of other persons/faculty to preserve student confidentiality about the issue. To help resolve the issue as quickly as possible, students should come to the meeting about the concern with: 1) the problem clearly identified and 2) any supporting documentation/evidence. Should the issue not be resolved, the student will make an appointment with the next person in line.

The Office of Student Support and Community Engagement (OSSCE) is available for student consultations about processes and procedures. The OSSCE cannot make decisions to resolve the issues. Students should contact their assigned faculty mentor or Academic Advisor for assistance. Students may contact the Office of Student Support and Community Engagement at 520-626-3808 or at 800-288-6158.

Appeals, Policies and Grievances
BSN students should refer back to the College of Nursing’s Line of Communication (pg. 14) and to the University of Arizona Catalog regarding policies, grievances, and the process for filing these.
http://catalog.arizona.edu/policy-audience/undergraduate

STUDENT SUPPORT SERVICES AND RESOURCES
UAccess Student
UAccess Student is a "self-service" portal for students which is password-protected and allows students to access personal information and transact university business via the Web. A UA NetID and password are required for login. UAccess Student enables students to view and make changes to their academic and personal information, obtain payment/refunds and check on financial aid status.

Office of Student Support & Community Engagement, College of Nursing
The Office of Student Support & Community Engagement (OSSCE) provides support to prospective and current students in the College of Nursing. Academic Advisors and Graduate Coordinators assist students with questions and concerns throughout their program of study. OSSCE also coordinates College of Nursing Scholarship applications, and student-facing events each year: Orientation, Induction, Convocation, etc. A coordinator in the OSSCE will assist students with documentation related to clinical placements and rotations for applicable programs. OSSCE is located on the first floor of the College of Nursing in room 112, by phone at 520-626-3808 or via email at studentaffairs@nursing.arizona.edu.

Learning and HealthCare Technology Innovations (LHTI), College of Nursing
The Learning and HealthCare Technology department provides technology support and develops technologies for students, faculty and staff. Students may visit LHTI in room 351 in the College of Nursing, or submit an online request for support using their electronic ticketing system: http://help.nursing.arizona.edu/

Instructional Technology Requirements
Students are required to have basic computer knowledge prior to enrolling in the program. All students are expected to have:
- Basic familiarity with internet and email use
- Access to a dependable computer (iPads and tablets are not recommended) with video and webcam capabilities. It is recommended that the computer be less than two years old.
- Consistent access to broadband internet for course completion
- Windows 7 or newer or Mac OS X. 9 or higher
- Web browser that supports JAVA script
- Headset with boom mic

It is important that your computer meet these requirements because all courses use the online learning management system (Desire2Learn, D2L), may have content taught online or require taking your tests online. Upon admission, all students are given an official University of Arizona email address (@email.arizona.edu). Email sent to this address can be
checked remotely, or forwarded to the student’s personal email or phone. This address must be checked daily during regular business hours, as it is the official source of communication between faculty, staff and students. Students are responsible for all program updates and requests sent to this address.

**Desire2Learn (D2L)**

Desire2Learn (D2L) is a Learning Management System that is used to deliver online courses and enhance hybrid and face-to-face courses. D2L course sites allow “anytime, anywhere” access to syllabi, readings, multi-media files, electronic drop boxes, online quizzes, grading, etc.

Didactic content may be provided through readings, face-to-face applied learning activities, lecture, simulations and games, online modules and discussion, etc. Each course is designed to provide the student with the knowledge and skills needed to pass the Registered Nurse licensure exam and become a registered nurse at the conclusion of the program.

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**SofTest Windows - PC Requirements:**

- Operating System: 32-bit and 64-bit Versions of Windows Vista, Windows 7, Windows 8, and Windows 10
- Only genuine, U.S.-English, French, Portuguese, Swedish, and British versions of Windows Operating Systems are supported
- ExamSoft does not support Tablet devices other than Surface Pro as detailed below
- CPU Processor: 1.86Ghz Intel Core 2 Duo or greater [Click HERE for a list of supported processors]
- RAM: highest recommended for the operating system or 2GB
- Hard Drive: highest recommended for the operating system or 1GB of available space
- For onsite support, a working USB port is required (Newer devices may require an adaptor)
- Internet connection for SofTest Download, Registration, Exam Download and Upload
- Screen Resolution must be 1024x768 or higher
- Adobe Reader (Version 9, 11, or DC) is required for exams containing PDF attachments
- Administrator level account permissions (Click Here for instructions)

**For instructions on how to check your computer’s specifications, click here!**

For more information or you have questions about technology or computer products, please see technology resources for online students in D2L or contact LHTI directly. Use the Help button located on the main webpage in the upper right corner to send a request.

**Turnitin®**

The College of Nursing uses Turnitin.com a software program that checks original work of student papers. Nursing students will submit their course papers using this service. Students will use the Turnitin® originality option, which allows students to see the originality report and, except for doctoral comprehensive examinations, make appropriate changes to course papers, thesis, projects, scholarly papers (including scholarly inquiry), and dissertations. For information about Turnitin.com, please go to [http://turnitin.com/static/index.html](http://turnitin.com/static/index.html).

By using this resource, students are agreeing to submit papers online, when so instructed, through a plagiarism-prevention program called Turnitin.com. Students should review, understand and consent to all the terms that the program provides. Students should note that Turnitin® – always without any personal information – will retain each paper as part of their database so that students who plagiarize from it can be detected. Because of this program, the vast majority of students who complete their own work and cite their sources of information properly will not have to compete with students who commit undetected plagiarism. Any questions or problems with Turnitin® should make arrangements to discuss privately with the course instructor.
BSN students in the College of Nursing are eligible for financial aid and scholarships. The College of Nursing offers scholarships on a yearly basis, and requires students to submit an application. An email is sent to all newly admitted and current students during the spring term with relevant information. Students are encouraged to submit a Free Application for Federal Student Aid (FAFSA) that is required for financial aid. In addition, students may use loans or grants to cover tuition and fees expenses. The following is a list of university resources for students with financial aid questions:

Office of Scholarships & Financial Aid: http://financialaid.arizona.edu/

Students in the College of Nursing are assigned alphabetically (last name) to counselors in the Office of Scholarships & Financial Aid. Students with questions or concerns should use the contact information on OSFA’s website to reach out to the appropriate individual for questions related to financial aid.

Scholarship Universe: https://scholarshipuniverse.arizona.edu/suha.

The University of Arizona maintains a comprehensive database of scholarships available to students in all programs and majors. Students may log in with their NetID to search for opportunities and complete applications.

Students with Disabilities

For students with disabilities who anticipate issues related to the format or requirements of the program should meet with the course chair or BSN program coordinator as early as possible to determine if accommodations are necessary or the program is a fit for student learning. If formal, disability-related accommodations are necessary, students will need to complete the accommodations request form online to register with the Disability Resource Center (520-621-3268). To arrange for reasonable accommodations, students are also responsible for immediately notifying the course chair(s) of each course regarding eligibility for reasonable accommodations. Early notification ensures the most effective accommodation and support. Students may also wish to take advantage of the Strategic Alternative Learning Techniques (SALT) program for additional support services.

SNUA

SNUA is a professional nursing student organization and acts as the formal representative body of the BSN students in the College of Nursing. It is the liaison between the undergraduate students, the faculty and the administration of the College of Nursing; the University of Arizona at large; the community; and other professional groups. SNUA also serves as an advocate and research group for the undergraduate student body of the College of Nursing. A constitution and bylaws govern SNUA.

SNUA membership is comprised of students enrolled in the BSN program in the College of Nursing. Each class has elections at the end of the spring semester to determine the three class representatives and alternates for the following academic year. The President, Vice-President, Secretary, and Treasurer (the Executive Officers) are also elected at this time. Incoming students elect representatives at the beginning of the semester.

The incoming Executive Officers elect the faculty advisor(s) for the next academic year. Business meetings of the Board of Directors are generally held once a month. The meetings are open to any member of the BSN undergraduate College of Nursing student body. In addition to meetings, SNUA sponsors guest speakers, community activities, fund raising events and opportunities for professional growth. All undergraduate BSN, College of Nursing students may participate in SNUA activities.

College of Nursing Student Governance

Students participate in College of Nursing governance in a variety of ways. According to the College of Nursing Bylaws, students may serve on the following standing committees: Bylaws, Curriculum and Instructional Support, and Admission and Progression of Students. The Student Nurses’ of the University of Arizona (SNUA) acts as the formal representative body of students in the College of Nursing and as the liaison between administration and faculty.
College of Nursing Alumni Council

The College of Nursing Alumni Council was organized in 1982 and is comprised of graduates of the College of Nursing. One baccalaureate and one graduate student are chosen each year to represent the student body as members of the Executive Committee of the Council. The Alumni Council presents an award each year to selected students at graduation and all students are eligible to participate in the alumni council upon graduation.

Honor Societies

Sigma Theta Tau International

Sigma Theta Tau International, Honor Society of Nursing, is dedicated to improving the health of people worldwide through increasing the scientific base of nursing practice. Beta Mu Chapter of Sigma Theta Tau International was charted at the College of Nursing on April 5, 1974. Membership in Sigma Theta Tau is an honor conferred annually on students in the baccalaureate and graduate programs who have demonstrated outstanding academic and professional achievement. Students selected to join will participate in the annual banquet each spring.

College of Nursing Honors Program

The College of Nursing participates in the University's Honors Program and students are encouraged to enroll. Interested students should contact the Coordinator of the College of Nursing Honors Program – Dr. Melissa Goldsmith. A 3.50 grade point average is required to participate. Program opportunities include a variety of small group and independent study options. Students complete an Honors Project. More information can be found on the Honors College Website.
ACADEMIC PROGRESSION

Course Registration
Course registration is self-managed using UAccess. Students will self-enroll for all regular coursework throughout the program. Students may contact OSSCE if any errors are encountered during registration.

Faculty Mentor Role & Assignment
Upon admission to the BSN program, the student is assigned a faculty mentor who will serve in this capacity throughout the student's program. The faculty mentor who is an expert in the profession of nursing will coach and guide the student with student progression, nursing profession and career mentoring.

Class and Clinical Attendance
Regular punctual attendance in class, laboratory, and clinical experience is required. Students are expected to maintain a perfect attendance record. Absence from class, laboratory, or clinical experience will result in an evaluation to determine if the student is able to meet the course student learning outcomes. There is no opportunity for make-up of absences. Tardiness and/or failure to report to class, laboratory, or clinical experience can result in a reduced final course grade or an administrative withdrawal from the course. In the event of absence, it is the student's responsibility to notify the faculty member or course chair prior to the beginning of the day's class, laboratory, or clinical experience. Exceptions to this policy will be considered only in case of catastrophic events, with approval by the Course Chair, the appropriate Division Director and the Office of Student Support and Community Engagement. Students should refer to their specific course syllabi for additional information or requirements.

Grading Policy
These guidelines are used in conjunction with the University Code of Conduct or Code of Academic Integrity. Final Course Grade Policy:

\[
\begin{align*}
A & = \geq 90 - 100 \\
B & = \geq 80 \text{ and } < 90 \\
C & = \geq 70 \text{ and } < 80 \\
D & = \geq 60 \text{ and } < 70 \\
E & = < 60
\end{align*}
\]

For example: If the final course grade is 89.99, the course grade equals a “B”. There is no rounding of grades.

Letter grades are assigned at the course grade level. Individual item scores which are not whole integers shall be entered to the second place past the decimal point (hundredth) before calculating clinical, theory, and/or course grades. Students must pass both the theory and the clinical component of every course with a grade of “C” or better.

A student receiving less than a “C” in either the theory or the clinical portion of any nursing course or a failure in the pass/fail clinical performance grade will have recorded a grade no higher than a “D” for the total course. In accordance to progression policy, the student will be required to successfully complete the re-entry process to repeat the course before progressing to the next clinical course.

When the final course grade is \( \geq 60 \) but \(< 70\) a “D” shall be recorded. When the final course grade is \(< 60\), a grade of “E” shall be recorded. When the course grade is \( \geq 70 \) but the student has failed either the theory, clinical or pass/fail clinical performance portion of the course, a grade of “D” shall be recorded.

Please see the University of Arizona General Catalog for the requirement of nursing students to follow the degree-specific requirements of the College of Nursing Catalog.
A student is allowed only one nursing course failure of a "D" or "E" in the undergraduate program. A nursing course is considered any course with a NURS - Nursing classification that is necessary for the completion of degree requirements once the student has been admitted to the College of Nursing. A student must follow the course Re-Entry Process. Re-Entry is not guaranteed.

1. A student may repeat only one nursing course in the undergraduate program.
2. A second nursing course failure will result in automatic, permanent disqualification from the College of Nursing.
3. A student who fails one nursing course while on academic probation (GPA <2.0) will be reviewed by the Program Coordinator and Division Director. Based on their review, the Dean of the College of Nursing will recommend that the student either progress or be disqualified. This action is supported by the University of Arizona Academic Catalog, Academic Policies/Probation or Disqualification by Special Action, which states that, "upon recommendation of the Dean of the College, a student may be disqualified at any time for neglect of academic work."
4. A student who is disqualified from the College of Nursing may seek immediate admission to another college in the University of Arizona and should refer to the University of Arizona Catalog for guidelines concerning educational program changes. Permission for admission to another college must be obtained in writing from the Dean of the College into which the student plans to transfer.

Grade Appeal
A student who feels that a grade has been unfairly awarded may appeal. The entire procedure to be followed is described in The University of Arizona General Catalog: University of Arizona General Catalog.

The College of Nursing has the following significant modifications to ensure timely resolution, especially between fall and spring terms:

1. The first 3 steps of the grade appeal process must take place within one week (7 days) after the official grade has been posted to UAccess.
   a. The student should discuss the concerns with the course instructor, stating the reasons for questioning the grade.
   b. The student must attest in writing that s/he has informed the instructor s/he intends to file a grade appeal.
   c. The student shall carefully formulate an appeal in writing, and submit it to the instructor with a copy to the BSN program coordinator.
2. Within three business days from the date of receipt of the student's written statement, the instructor shall respond to the student in writing. The instructor should explain the grading procedures and how the grade in question was determined as well as other issues raised in the student's statement. If the instructor does not approve of a grade change then the student may take the next step and appeal directly to the Division Director.
3. An appeal to the Division Director must be sent by the student within 3 business days of the receipt of the instructor’s decision regarding the grade.
4. The Division Director has 3 business days to consider the student's written statement, the instructor's written statement, and confer with each. The Division Director may not change the grade, but shall inform the instructor and the student in writing of his/her recommendation.
5. If the student isn’t satisfied with the recommendation of the Division Director then they may appeal directly to the Dean of the College of Nursing. An appeal to the Dean of the College of Nursing must be sent within 2 days of the receipt of the Division Director's decision regarding the grade.

The Office of Student Support and Community Engagement is available to assist students with the grade appeal process. The OSSCE cannot influence the decision of a grade appeal but can offer support during the process. Any student that is interested in filing a grade appeal can meet with a College of Nursing academic advisor for help in navigating the process and formulating a plan and timeline.
Withdrawal (grades of “W” or complete withdrawal from program)

Students who drop all classes and are absent from the College of Nursing for a semester or longer must initiate the College of Nursing and University withdrawal procedures (see University of Arizona Academic Catalog, Academic Policies/Leave of Absence).

Students who withdraw from the program must submit a formal letter indicating their intention of withdrawal to the Office of Student Support and Community Engagement. A current address and telephone number must be stated in the letter. Readmission procedures will be reviewed during the exit interview.

The withdrawal procedure does not apply to students who withdraw from one course and continue to take classes in the nursing program. However, the student must meet with an academic advisor in the Office of Student Support and Community Engagement to review procedures for re-entry into the course.

Withdrawal - Medical Reasons: Medical withdrawal from the University of Arizona is initiated from the Campus Health Service. An advisor in OSSCE is available to assist with the process - please call 520-626-3808 or stop by room 112 for support. The student must supply adequate medical documentation. Students who receive an approved medical withdrawal must provide Campus Health with a "release to return" letter from their provider prior to re-enrolling in the program. More information is available in the handbook under "readmission". Readmission is not guaranteed for any given semester, and is based on space availability and committee approval.

Withdrawal - Unforeseen Circumstances: A student with unforeseen circumstances that require an extended absence must complete normal procedures for withdrawal from the University of Arizona through the University of Arizona Dean of Students Office. An exit interview with the Office of Student Support and Community Engagement at the College of Nursing is required.

Students who withdraw from the University of Arizona for more than two consecutive regular semesters (Fall, Spring) must meet degree and admission requirements as outlined in the catalog in effect at their admission.

Satisfactory Student Progression

All courses listed in the required professional nursing curriculum must be completed prior to progressing to the following semester. Each clinical course, as listed for each semester, is a prerequisite for the clinical courses listed in the subsequent semester, and must be satisfactorily completed (with a grade of "C" or above) prior to enrolling in the next clinical course.

- Final Grade Policy - Student must obtain a minimum grade of "C" in all courses required for the nursing major.
- Students must receive at least a "C" in both the theory and clinical components of a course in order to receiving a passing grade for the course. (See Grading Policy).
- In addition to having achieved a minimum passing grade of "C" in clinical laboratory courses, students must provide evidence of their ability to provide safe care to patients at all times. Failure to provide safe patient care may result in immediate withdrawal from both the theory and clinical components of a course and the entry of a grade of "W" or "E" for the entire course as the College of Nursing deems appropriate.
- Students who do not complete a required nursing course satisfactorily, that is, receive a grade of "I", "D" or "E" (failing, or a "W" (withdrawal), are not eligible to progress in the professional nursing major. Receiving a grade of "D" or "E" necessitates repeating the course in its entirety.
- An entering undergraduate student is expected to complete the BSN program within the designated time periods.
- It is recommended that BSN students complete all University General Education requirements prior to the third semester of the program to ensure timely degree processing.

Unsatisfactory Student Performance

Unsatisfactory student performance toward the degree may include academic as well as non-academic factors.

Non-Academic Factors for Unsatisfactory Performance

Non-academic factors that may be considered include:

Failure to meet the standards outlined in the Technical Qualifications for Nursing Candidates at any time throughout the program. Any student who does not meet the technical standards once admitted to the
program must self-report the change in their status immediately to their course chair and BSN program director, and may not participate in the classroom, student learning center (SILC), or the clinical setting without prior faculty approval. All students must sign the Technical Qualifications for Nursing Candidates form prior to the start of the program. Failure to complete the form completely and truthfully may be grounds for dismissal from the program.

- Unethical or unprofessional conduct.
- Dishonest scholastic work (see Academic Integrity).
- Unsafe patient care as determined by the College of Nursing.

Unsafe Patient Care
In addition to completing a Student Progress Report, the course chair will immediately report to the Division Director and BSN Program Coordinator any student who is at risk for not providing safe patient care. The Student Progress Report will outline that the student has either provided unsafe patient care, or that the student unable to demonstrate the knowledge and skills associated with providing safe patient care. Students thus identified must engage in immediate remediation and show evidence of competency prior to returning to the clinical practice site. The report will also outline the remediation activities to address the concerns along with a timeline for completion.

The College of Nursing may recommend dismissal from the program for any student who engages in unsafe practice or illegal or unethical conduct. Procedurally, students will be given a progress report, a code of conduct or academic integrity violation report may be filed and the student may be removed from classes depending on the parameters of the act. Students who have had previous remediation for unsafe patient care and whom commit a second act of unsafe patient care are at risk for immediate dismissal.

Student Progress Reports & Remediation Plans
The Student Progress Report provides a means for monitoring satisfactory performance in the College of Nursing and notification of potential risk of failure. The report identifies student behaviors that need immediate improvement for satisfactory progress through the program. The report provides students with information to improve their own growth and development. Course faculty are expected to document and contact students, within 48-72 hours during regular business days, of any clinical risk or theory deficiencies that could lead to an unsatisfactory grade in the course. Students will be given results of any examination or paper evaluation as quickly as possible. During clinical courses, students will be contacted verbally and in writing about any deficiencies. If students are at risk of failing, faculty should schedule a face-to-face meeting with the student to review the written progress report.

After meeting with the student, a copy of the Student Progress Report will be sent electronically to the student as a summary. The Office of Student Support and Community Engagement and program coordinator and will be copied on the email.

Progress reports may identify behaviors, deficiencies and remediation plans related to the student’s cognitive (knowledge), affective (professionalism or attitude), or psychomotor (skills) domains of learning outcomes. Student Progress Reports are a permanent part of a student’s file and can be used to evaluate a student’s overall performance in the College of Nursing, including when reviewing applications for readmission or student appeals. Student progress reports are confidential, and will not be shared outside of the University of Arizona within the limits of the law.

Guidelines Related to Remediation and Successful Progression
The course chair, and the student will create a written remediation plan to address issues that are contributing to the student’s unsatisfactory academic performance. Either faculty or student may identify deficiencies in performance. The remediation plan will be included as a component of the written Student Progress Report and must include specific remediation activities and dates for completion. This progress report will be discussed with the student during a student-faculty conference. Students must engage in remediation activities to correct deficiencies and completion of these remediation activities will be documented by the professor issuing the report.

Examples of remediation activities include, but are not limited to,
- test taking workshops offered through the College or University,
- extra study sessions conducted by College faculty,
- open labs or additional time for reviewing and practicing skills and simulations,
- workshops to prepare for diagnostic examinations (Kaplan standardized exams) and other types of knowledge exams,
- referral to an educational specialist or activity in the College or University, recommendation to obtain a personal subject matter tutors, and
- participating in professional development activity about: working in teams, communication, resilience, etc.

**Unsatisfactory Student Performance Notification**

- At midterm and at the end of each semester, the course chair shall report to the program Coordinator and Division Director each undergraduate student who is achieving below a "C" grade in a course.
- The course chair, in coordination with the BSN student, will create a written plan to help address any issues that are contributing to the student’s unsatisfactory performance. This plan will be done in the form of a written progress report and will include dates for completion. A copy of all reports pertaining to a student’s unsatisfactory performance will be sent to the Office of Student Support and Community Engagement.
- The course chair will immediately report to the Division Director and BSN program coordinator any student who is at risk for not providing safe patient care. The student, BSN program coordinator, Office of Student Support and Community Engagement, and Division Director will receive a copy of the written progress report stating that the student is at risk of failing to provide safe patient care and interventions to address the issue, with dates for completion. The College of Nursing may dismiss any student from the program without previous warning for unsafe practice or illegal or unethical conduct.
- Students seeking to drop a course (removal from transcripts) may do so prior to the posted deadline. Prior to the withdrawal deadline for the course, a student may withdraw, for any reason, with a grade of ‘W’ on transcript, from a course. Students are solely responsible for determining and following the posted withdrawal dates. After the withdrawal deadline, a student with an extraordinary reason may be granted approval to withdraw by the instructor and the college Dean. In general, students are not given permission to withdraw from a course based on the fact they are failing the course. All students who withdraw from a course in the BSN program will be required to apply for readmission to the program, and cannot continue in the program until the required course is completed. Space in the program is limited and readmission is not guaranteed. Complete withdrawal, or withdrawal from all courses and departure from the university, may be approved by the Dean of Student’s Office. For additional information on academic policies, please see the University's Online Catalog: [University of Arizona General Catalog](http://catalog.arizona.edu/policy/undergraduate-academic-standing-progress-probation-and-disqualification#college)

**BSN Completion Requirements**

The College of Nursing has the following academic requirements for graduation from the Bachelor of Science in Nursing Program:

1. Students must fulfill all degree requirements as stipulated in the catalog of admission to the College of Nursing.
2. Continued enrollment in the College of Nursing shall be contingent on satisfactory academic performance.
3. Students must earn a minimum grade of "C" in all prerequisite courses before being permitted to enroll in courses having specified prerequisite knowledge and skills.
4. Students must obtain a minimum grade of "C" in all courses required for the nursing major. Students must receive at least a "C" in both the theory and clinical components of a course in order to receive a passing grade for the overall course ("C"). (See Grading Policy).
5. In addition to having achieved a minimum passing grade of "C" in clinical laboratory courses, students must provide safe care to patients at all times.

**Readmission to the College of Nursing BSN Program**

All students in the BSN program, who have left the program, whether for personal, medical, academic, or non-academic reasons, must apply for re-entry into the College of Nursing BSN program. Students who have not been disqualified upon departure from the College of Nursing and the University of Arizona are eligible for readmission to the BSN program. College and University of Arizona Disqualification policies can be found here: [http://catalog.arizona.edu/policy/undergraduate-academic-standing-progress-probation-and-disqualification#college](http://catalog.arizona.edu/policy/undergraduate-academic-standing-progress-probation-and-disqualification#college).

Students must apply for readmission to the University if they have not taken any UA classes for more than two consecutive terms and comply with applicable readmission rules.
Progress for Readmission

The process is as follows:

1. Students seeking readmission to the **first semester** of the BSN program are encouraged to work with an OSSCE advisor before the incoming cohort of students is admitted, so that a space in the incoming class can be held for the student to be readmitted. A student seeking readmission to a fall cohort would need to notify an OSSCE advisor by February 1 and a student seeking readmission to a spring semester would need to notify an OSSCE advisor by September 1. Students who request readmission after these deadlines may have to wait for readmission until the following semester.

2. Readmission to **second, third of fourth semesters** of the BSN program will be determined by the availability of clinical seats in that particular semester. A student will be readmitted when a seat becomes available. Priority will be given to students in the following order:
   a. Students who were admitted and are progressing in good academic standing.
   b. Students in good academic standing who interrupted their studies by withdrawal for non-academic reasons.
   c. Students who have failed one nursing course and intend to repeat the course.

If there are multiple students seeking readmission to a particular semester the above priority order will be followed. If there are students with similar reasons for withdrawal, priority will be given to the student who has been absent from the program for the longer period of time. In the event that there are two or more students with similar reasons for withdrawal and an equivalent length of absence then the APS committee will make a final recommendation for admission to the program coordinator. The APS committee uses the student record, including grades, progression reports, and current University standings, such as academic integrity and code of conduct violations, in reviewing the student request for readmission.

Readmission Process Notes

1. When a student is readmitted they should contact the course chair for the course(s) that they intend to repeat to discuss remediation requirements (if any) no later than 60 days prior to the start of the term. Remediation requirements will be determined by the instructor and by the length of absence from the BSN program.
2. Students may not participate in any classroom or clinical learning activities while waiting for readmission or pending a grade appeal.
3. A student may repeat a course no more than once (http://catalog.arizona.edu/policy/repeating-course).
4. Students that are dismissed from the BSN program for patient safety concerns or unsafe or threatening behavior are not eligible for readmission to the BSN program.
5. Students who seek a medical withdrawal from the university through Campus Health will be required to provide Campus Health with a “release to return” letter from their provider prior to re-enrolling in the program. The letter must be submitted directly to Campus Health, not to the College of Nursing. Campus Health will review the letter and (if necessary) request/review additional documentation from the student’s provider. After review, Campus Health will provide the College of Nursing with notification that the student is cleared to return to studies.
6. All students who step out of a program with clinical components (BSN) will be required to re-affirm that they meet the college’s Technical and Essential Qualifications document prior to re-enrolling.
General Bachelor of Science in Nursing Information

Class and Clinical Attendance
Regular punctual attendance in class, laboratory, and clinical experience is required. It is expected that students maintain a perfect attendance record. Tardiness and/or failure to report to class, laboratory, or clinical experience can result in a lowering of the final course grade or an administrative withdrawal from the course. In the event of absence, it is the student's responsibility to notify the faculty member or course chair prior to the beginning of the day's class, laboratory, or clinical experience. Exceptions to this policy will be considered only in case of catastrophic events, with approval by the Course Chair, the appropriate Division Director and the Office of Student Support & Community Engagement.

Absence from class, laboratory, or clinical experience will result in an evaluation by faculty to determine if the student is able to meet the course objectives. There is no opportunity for make-up of absences.

Clinical
Students are expected to communicate with clinical faculty in a timely manner in the event of illness or emergency.

Lecture
Students are responsible for course content presented in lecture, textbook, online presentations, audio-visual assignments, and other specified assignments.

Examinations
Students are required to take exams when scheduled. If an emergency arises, students must contact the course chairperson no later than the exam start time on the day of the examination. If unable to contact the course chairperson, the student should call the College of Nursing office and leave a message and telephone number. Examination make-ups must be scheduled with the course chairperson. The time frame for making up an examination is limited to a one-week period following the regularly scheduled test day, except under extenuating circumstances. In the case of catastrophic events, exceptions to this policy may be considered and require the approval of the course chair. Students should always refer to specific course policies concerning exams.

Proper Use of Electronic Devices in Academic and Clinical Settings

Proper Use of Electronic Devices in Academic and Clinical Settings

Classroom
Visible and audible use of cell phones and paging devices is prohibited in classrooms. Students are expected to inform friends and family members not to call during class times, except for emergencies. Students may have their cell phones on vibrate or silent mode in case of emergency. Text messaging during class is prohibited.

Computer use during class time should be for academic-related purposes only. Use of computers for personal communication, personal entertainment, or non-academic Internet use is strictly prohibited. Working on academic assignments, which are not designated as “in-class” assignments, is also prohibited.

Inappropriate in-class use of any electronic device may result in dismissal from the classroom setting. Repeated use may result in a lowering of the grade for unprofessional or disruptive behavior or failure to meet the course requirements or student learning outcomes.
Clinical

In general, students may not use cell phones, pagers, recording devices, or other electronic communication devices in the clinical area, except with the direct permission of their clinical faculty and only in designated areas within the clinical practice site. Students must adhere to all specific institutional policies and procedures and professional behaviors pertaining to the use of electronic devices during clinical lab time (including clinical conference times).

Computer use during clinical time should be restricted to clinical care activities only. Use of computers for personal communication, personal entertainment, non-academic, internet use, and to work on academic assignments is strictly prohibited.

Inappropriate use of any electronic device during clinical work may result in dismissal from the clinical setting. Inappropriate use of electronic devices within the clinical setting constitutes unprofessional behavior and can result in a code of academic integrity violation leading to legal ramifications such as a violation of HIPAA (Health Insurance Portability and Accountability Act) regulations. Violations may result in unsuccessful completion of the clinical portion of the course.

COLLEGE OF NURSING CLINICAL POLICIES
Heath-Related, Fingerprint Clearance and Background Check Policies

Students are required to have proof of health insurance coverage, current immunizations and titers, CPR completion and a fingerprint clearance card (FCC) to be recommended for admission to the BSN program. These requirements are essential to participate in clinical site experiences to complete the degree. The student will upload health information and FCC into designated compliance websites throughout the program (for example, “Castlebranch.com” and “My Clinical Exchange”).

Health Related Policies
The requirements listed below are to ensure that students enter the clinical nursing courses in good health. Required immunizations can be obtained at Campus Health for a nominal fee. For information and pricing visit http://www.health.arizona.edu or call the Billing and Claims office at 520-621-6487.

The College of Nursing OSSCE manages all immunization and screening results, as necessary for clinical work, through a records clearinghouse website, CastleBranch.com. Students will submit all requirements to Castle Branch. Depending on clinical placement, students may also be required to submit requirements into My Clinical Exchange.

Health Insurance
Students are required to carry personal health insurance due to partnership contracts with our clinical agencies. All international students are required by law to have health insurance and, per University policy, and must purchase the insurance through Campus Health. In case of illness or injury, the student must pay the cost of care not covered by insurance, including emergency and inpatient services.

Immunization Requirements
All immunization requirements are necessary for a student to proceed to clinical work.

MMR (Measles, Mumps, Rubella)
All students are required to have proof of measles, mumps and rubella immunity on file with Castle Branch and Campus Health prior to beginning the first course at the College of Nursing. Proof of immunity for measles and rubella is a University of Arizona requirement, regardless of your age. The immunization requirement form is provided to the students upon admission and can be found on the Campus Health website.
Hepatitis B
All students are required to have immunization against Hepatitis B virus and serological proof of immunity. If not immune, verification of the first injection must be submitted to Castle Branch prior to beginning the first course at the College of Nursing. Upon receipt of each injection, a copy of the immunization record should be submitted Castle Branch. Serological proof of immunity (titer) is to be submitted after the third injection.

Chicken Pox
All students are required to provide proof of immunization against chicken pox (2 doses) or serological proof of immunity. Verification must be submitted to Castle Branch prior to beginning the first course at the College of Nursing.

Annual Flu Shot
All students will be required to receive the annual flu shot by August 31st of each year. This should coincide with the availability of the current seasonal flu shot.

Tuberculosis Skin Test
All students will be required to receive a tuberculosis skin test. Verification must be submitted to Castle Branch prior to beginning the first course at the College of Nursing.

One of the following is required:
- Two separate TB skin tests dated 1 – 3 weeks apart or within 6 months of each other, the most recent being administered within the past year
- quantIFERON Gold blood test (lab report or physician verification of results required) OR
- If positive results, provide a clear Chest X-Ray (lab report or physician verification of results required).

Renewal date will be set for 1 year for TB Skin test and Blood tests OR 2 years for Chest X-ray results. On renewal, one of the above will be required with the exception that it is only a 1-step TB test not a 2-step TB.

Cardiopulmonary Resuscitation (CPR)

All students are required to be certified as a Healthcare Provider in CPR by successfully completing the BLS (Basic Life Support for Healthcare Providers or Professional Rescuers) CPR course. Information regarding classes can be found on the American Heart Association website at http://cpr.heart.org. Certification must be kept up-to-date throughout the student’s enrollment in the College of Nursing. Proof of certification is to be submitted to Castle Branch upon admission and following each renewal. Please note the HeartSaver CPR AED course is not accepted.

HIPAA/OSHA
The University requires that all students who access or use health information take the HIPAA and Blood borne Pathogens exams once a year through UA learning. Each exam must be passed with a 100%. UA Net ID will be required to access the exams at https://learning.uacess.arizona.edu

Unusual Occurrence
Each student will be issued a student exposure procedure card at orientation. Except for exposure to blood and body fluids, the following procedure is to be followed when a student is injured in the College of Nursing building or at a clinical agency:

1. Arrange for immediate care of the student as necessary through UA Campus Health and ASU Campus Health. The student may elect to seek care through any other provider besides Campus Health, but will be responsible for any charges.
2. Complete an Incident Report according to agency policy.
3. Complete a University of Arizona Non-Employee Incident Report Form. The form is obtained from the College of Nursing OSSCE or the Risk Management website at https://www.health.arizona.edu/student-exposure-bloodbody-fluids. This is completed by the student and instructor, and submitted to the OSSCE. OSSCE will make a copy of the Report and forward the original copy to Risk Management as indicated on the form.
Fingerprint Clearance Card

All students as a condition of final acceptance in an educational program in which they are required to participate in clinical training rotations, must obtain a valid fingerprint clearance card, in accordance with A.R.S. § 15-1881 as amended. Students must provide a copy of such card to the College of Nursing, Office of Student Support and Community Engagement. A student who does not possess a fingerprint clearance card at the time of conditional acceptance shall provide a signed copy of their application to the Arizona Department of Public Safety - AZDPS.

Effect of Failure to Obtain Fingerprint Clearance Card or Revocation of Fingerprint Clearance Card
The University of Arizona may rescind the admission of a student who fails to obtain a valid fingerprint clearance card prior to enrollment, and may dismiss a student whose fingerprint clearance card is revoked, upon notification of revocation. Students who are unable to obtain a fingerprint clearance card will be unable to enroll at The University of Arizona College of Nursing. Maintaining a valid fingerprint clearance card will be required to retain good standing within the College of Nursing.

Agency/Clinical Placement Screening Procedures
In addition to the Department of Public Safety Fingerprint Clearance Card required by the College of Nursing, separate agencies and clinical sites may require screening procedures such as background checks, resumes, references, influenza (flu), drug screens, and/or fingerprinting prior to permitting student clinical placements in the agency or clinical site.

Students are expected to bear the expense of these requirements. Students who fail to comply with these requirements may be unable to fulfill their academic requirements and may be dismissed from the program.

Policy on Drug and Alcohol Use and Urine Drug and Alcohol Screening
Purpose/Rationale

This policy is in accordance with The University of Arizona Statement on Drug Free Schools and Campuses, which prohibits the use of alcohol or a controlled substance not prescribed by a health care provider while on duty. This includes the improper use of a prescribed substance or over-the-counter (OTC) substance in any manner in which it is not prescribed or directed on the label. The University of Arizona College of Nursing has a responsibility to provide for the safety of patients. Presence of drugs/alcohol could interfere with a student’s judgment, cognitive abilities, and motor skills causing risk to the patient, the clinical agency, and the University. Additionally, there are significant health risks associated with the use of illegal substances and alcohol, or the improper use of prescribed and over-the-counter substances.

Urine Drug/Alcohol Screening
The University of Arizona College of Nursing maintains a no tolerance policy regarding substance use. If required by a clinical agency, students must pass a urine/alcohol test. Failure to submit test results, a positive test, or a tampered with urine sample will result in (permanent) dismissal from the program. Students taking a valid prescription medication, which causes the drug screen to be positive, must provide proof that they are under the current treatment of a licensed medical provider and have a valid prescription. The medical provider must indicate in writing that the prescribed drug will not interfere with safe practice in the clinical area.
Safe and Professional Performance in Clinical Laboratory Settings

All students in the College of Nursing are expected to demonstrate safe professional behavior, which includes promoting the actual or potential well-being of clients, health care workers, and self in the biological, psychological, sociological, and cultural realms. In accordance to the American Nurses Association (ANA) Nursing Scope and Standards of Practice and Code of Ethics for Nurses, the student is expected to demonstrate accountability in preparation for and provision, evaluation, and documentation of nursing care according to expected individual student learning outcomes for clinical practice.

The purpose for setting safe and professional performance clinical standards is to:

a. identify expectations of the College of Nursing
b. to comply with licensure regulations and agency agreements
c. to identify and help students who need assistance and support to succeed in the nursing program.

Implementation of Policy

Unsafe or unprofessional behavior(s) related to the student's performance must be clearly described and documented in writing, in a student progression report, and in final course clinical evaluations if there are unresolved, ongoing, or multiple offenses. Confirmation with supporting observation of clinical staff should be included in the documentation of the performance issues, if possible. The student has a right to provide input and/or data regarding his/her clinical performance and to consult with the clinical instructor, the course chairperson, faculty mentor, and/or BSN program coordinator. The clinical instructor will document unsafe or unprofessional behaviors and take appropriate action, which may include one or more of the following:

a) A conference between the student and clinical instructor; or
b) Discussion of appropriate action by student; or
c) Consultation by faculty member and student with the course chairperson(s) and/or BSN program coordinator; or
d) Referral to the Campus Health Service for physical health assessment to determine if there are any factors impacting the student’s performance, and any recommendations for health care; or
e) Referral to Counseling and Psychological Services for psychological or drug/alcohol assessment to determine if there are any factors impacting on student performance and any recommendations for health care; or
f) Consultation by student with own health care provider and written evidence of ability to perform safely in the student nurse role; or
g) Removal from the clinical practicum with appropriate action, e.g., with a failure to meet clinical course student learning outcomes, leading to possible suspension or dismissal from the nursing program.

The student may initiate the appeal process according to the procedures outlined in the College of Nursing Student Handbook. In such case, that the behavior violates the Arizona Board of Regents' Code of Conduct charges will be brought under this Code.

Transportation

Attendance at clinical practice sites is required to successfully complete the BSN program. These clinical sites are located in a variety of health care settings throughout the greater Tucson community. Students are to provide their own transportation to whichever clinical or instructional sites they are assigned within these metropolitan areas. Failure to arrive to instructional or clinical practice site rotations because of lack of transportation is considered an unexcused absence, and repeated instances may lead to failure in the course. Should a student encounter an unexpected challenge with transportation, the student should contact their clinical supervising faculty member immediately. The notification should occur via email, text message or phone call, and should include a short summary of the situation, how the student will resolve the challenge, and when the student will arrive at the clinical practice site.
Student Uniform Policy

The uniform policy is designed to protect the personal safety of students and patients in the clinical setting and to protect the professional image of nursing. It also is a means of identifying students as University of Arizona College of Nursing students when they are in the clinical setting. No part of the uniform, including the name pin, should be worn except in the clinical setting or for special College of Nursing sponsored activities. The uniform is not to be worn in non-clinical public settings unless given approval from the College of Nursing. This policy must be observed by all nursing students.

When in uniform, students must follow this policy. In certain clinical settings, clinical faculty will provide students with special instructions concerning exceptions to this policy. Students must adhere to all additional requirements of their clinical sites regarding dress code, identification badges, and specializedscrubs for specific units. Students may never post images or photographs to any form of electronic communication or social media while wearing the College of Nursing uniform.

1) The College of Nursing uniform is worn:
   a) When engaged in skill acquisition and clinical practice both inside and outside the College.
   b) When representing the College in designated activities.
2) Uniforms must be clean, neat, properly fitted, and worn with appropriate undergarments. Uniforms need to be properly fitted to prevent exposure during bending, lifting, and other activities. An optional V-neck or crew neck undershirt that is 100% navy or black in color may be worn. Undershirts must not have any visible decoration or logos of any kind. No other color of undershirt may be worn, including white.
3) While giving direct care, no outer covering other than the approved uniform jacket may be worn over the uniform – unless otherwise approved.
4) Additional coats or jackets may be worn to and from a clinical facility and must be removed upon entering the building. These jackets must be stored in a tote bag or backpack.
5) Uniform components are:
   a) Navy scrub top (College of Nursing approved brand in style numbers only) embroidered with the approved "University of Arizona College of Nursing" logo on the top left side of the front. The uniform top must include the University of Arizona College of Nursing patch attached securely to the uniform.
   b) Navy scrub pants (College of Nursing approved brand and styles only).
   c) Optional navy scrub jacket (College of Nursing approved brand and styles only) may be worn over the scrub top. The jacket must be embroidered with the approved "University of Arizona College of Nursing"logo on the top left side of the front. The scrub jacket must also have the CON patch attached, if worn in the clinical setting.
   d) Shoes must be 100% white or 100% black, clean and worn with plain white or black socks. Open-toed shoes, sandals, clogs, mesh, or canvas shoes are not permitted for safety purposes. All shoes must have a non-slip bottom, a heel strap or closed heel, and must be professional work shoes intended for long periods of standing and walking. Logos or additional colors in the shoe are not permitted.
   e) Name pins must include the UA Nursing logo, the student's first name and last initial on the first line, and the words "Nursing Student" on the second line. Students will wear the name pin on the right front of the exterior garment level with the embroidered logo. The pin must be visible during all assigned clinical experiences. Students will wear the name pin in a health care facility only for assigned clinical experiences. The pin must also be worn in clinical settings where street clothes are required. A name pin will be provided upon admission and students may elect to purchase additional or replacement pins from approved vendors.
6) Hair
   a) Hair must be clean and neat. Shoulder length or longer hair must be pulled back and secured to the head in a tight, clean bun, braid, or ponytail to keep it secured above the shoulder and from impeding vision or creating an infection control hazard. Hair may be secured with neutral color elastic or a plain headband that is 100% black or navy. Bangs or shorter strands of hair that hang in the face must be restrained with bobby pins, hair clips, or headbands.
   b) Male facial hair must be neatly trimmed or cleanly shaved.
7) Jewelry
   a) Watches that display seconds are required. Watches are recommended to be plain, solid color, with minimal decoration, and be of a small/moderate size as not to impede with patient care.
   b) Jewelry is not allowed with the following exceptions:
      i) One plain (without stones) wedding or personal ring
      ii) One small, non-dangling post earring in each ear. Earrings must be neutral color and professionally
8) Personal Hygiene, Fingernails and Skin
   a) Daily bathing and regular oral hygiene are required to reduce the possibility of patient sensitivities to body and mouth odors.
   b) Fingernails must be clean, short, and smooth to ensure student and patient safety. In accordance with the Center for Disease Control Guidelines, only natural nails may be worn during assigned clinical experiences.
   c) Nail polish or gel coatings of any kind are not permitted.
   d) No heavily scented perfumes, aftershaves, body sprays, powders, lotions, and/or colognes should be worn in patient care areas. This includes no strong scents from tobacco or laundry detergents. This is restricted to avoid the possibility of patient sensitivity.
   e) All body art and tattoos must be completely covered during clinical experiences. A long sleeve undershirt, fragrance-free make up, or skin-tone bandages are authorized coverings for exposed tattoos.

Graduation
College of Nursing Commencement

BSN graduates attend the College’s Convocation ceremony in December & May each year. At this ceremony, the students are recognized individually for their achievements, and presented with a College of Nursing Pin.

College of Nursing Pin

Students in the College of Nursing in the first graduating class in May 1961 selected the pin. The medallion was designed in 1960 to celebrate the 75th anniversary of the founding of The University of Arizona. The year 1957 was added to reflect the date when the first students were enrolled in the nursing program. While the original pin was made of copper to represent Arizona is the Copper State, the pin is also available in gold or silver. Students wishing a pin must purchase it through the Arizona Health Sciences Center Medical Bookstore well in advance of graduation. Traditionally, students receive their pins during the College of Nursing Convocation at graduation during a special pinning ceremony. Only the official College of Nursing pin can be used.

Records & Information Post-Graduation

After graduation, graduates may have access to transcripts of their academic and clinical achievements and upon their request have verified copies furnished a destination of the student’s choice is the University of Arizona Registrar. A fee may be charged for photocopying or processing of all transcripts and records.

Records retained by the program after graduation may include grades, certification examination applications, special awards or honors, licenses and certifications (RN, ACLS), etc.

Graduates have the right to expect that a complete, accurate transcript of student educational experiences will be forwarded to the appropriate certification body upon graduation. It is the student's responsibility to arrange to take any post-graduation certification exams.

Registered Nurse Licensure to Practice (NCLEX)

Successfully completing the National Council Licensure Examination for Nursing (NCLEX-RN) is essential for each Bachelor of Science in Nursing graduate in order to begin a professional nursing career. Students graduating from the College of Nursing are required to complete diagnostic tests in preparation for the NCLEX-RN. Each student must
establish and implement a comprehensive study plan in the review of specific nursing content areas to prepare for taking the NCLEX.

During the final semester, students apply for licensure to practice as a registered nurse. The College of Nursing Office of Student Support and Community Engagement provides information regarding the NCLEX-RN and assistance in preparing the application. The examination may be taken at any designed testing site and will be administered via computerized adaptive testing (CAT).
Appendices

Appendix A: Technical & Essential Qualifications for Nursing Students

The following qualifications are required of all students for undergraduate and advanced practice nursing programs for successful admission, continuance, and graduation.

<table>
<thead>
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<th>Functional Ability</th>
<th>Standard</th>
<th>Examples of Required Activities</th>
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</table>
| **Motor Abilities & Physical Strength** | • Physical strength/abilities and mobility sufficient to perform full range of patient care activities including moving from room to room and maneuvering in small spaces, full range of motion to twist/bend, stoop/squat, reach above shoulders, and below the waist. Motor skills, physical endurance, and strength to provide patient care (lifting/moving patients, etc.). | • Physical strength and mobility sufficient to perform a full range of required patient care activities including assisting with ambulation of clients, administering CPR, assisting with turning and lifting patients, and providing care in confined spaces such as a treatment room or operating suite.  
  • Move around in work areas and treatment areas. |
| **Manual Dexterity**              | • Demonstrate fine motor skills sufficient for providing safe nursing care.                                            | • Motor skills sufficient to handle small equipment (e.g., an insulin syringe), and perform patient care skills, including medication administration by all routes, tracheotomy suctioning, urinary catheter insertion.                                                                                     |
| **Perceptual/Sensory Ability**    | • Sensory/perceptual ability to monitor and assess clients.                                                                | • Hearing sufficient to hear alarms, assess heart, bowel, and lung sounds, and respond to patient statements.  
  • Visual acuity to read calibrations on 1 cc syringe, read and document on the computer, and assess for color (cyanosis, pallor, redness).  
  • Tactile ability to feel pulses, temperature, texture, moisture, and masses.  
  • Olfactory ability to detect smoke or noxious odor. |
| **Behavioral/Interpersonal/ Psychosocial** | • Ability to interact with colleagues, staff and patients with honesty, civility, integrity, and nondiscrimination.  
  • Capacity for development of mature, sensitive and effective therapeutic relationships.  
  • Interpersonal abilities sufficient for interaction with individuals, families, and groups from various social, developmental, cultural, physical and intellectual backgrounds.  
  • Ability to work constructively in stressful and changing environments with the ability to modify behavior in response to constructive criticism.  
  • Capacity to demonstrate ethical behavior, including adherence to | • Establish rapport with patients, clients, and colleagues.  
  • Work in a professional manner with diverse teams and work groups.  
  • Psychosocial skills sufficient to remain calm in an emergency situation.  
  • Behavioral skills sufficient to demonstrate the exercise of good judgment and timely completion of all responsibilities attendant to the diagnosis and care of clients.  
  • Adapt rapidly to environmental changes and multiple task demands.  
  • Maintain professionalism in stressful and demanding situations.  
  • Provide nursing care and work with others in all school and practice settings, complying with applicable standards, policies, rules, and procedures. |
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<tr>
<th>Creating &amp; Maintaining Safe environments for Patients, Families and Co-workers</th>
<th>Ability to accurately identify patients.</th>
<th>Prioritizes tasks to ensure patient safety and maintaining standards of care.</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>Ability to administer medications safely and accurately.</td>
<td>Maintains adequate concentration and attention in patient care settings.</td>
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<tr>
<td></td>
<td>Ability to operate equipment safely in the clinical area.</td>
<td>Seeks assistance when clinical situation requires a higher level or expertise/experience.</td>
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<td></td>
<td>Ability to recognize and minimize hazards that could increase healthcare associated infections.</td>
<td>Responds to monitor alarms, emergency signals, call bells from patients, and orders in a rapid and effective manner.</td>
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<td>Ability to recognize and minimize accident hazards in the clinical setting including hazards that contribute to patient, family and co-worker falls.</td>
<td></td>
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<tr>
<td>Communication</td>
<td>Ability to communicate in English with accuracy, clarity and efficiency with patients, their families and other members of the health care team.</td>
<td>Gives verbal directions to or follows verbal directions from other members of the healthcare team and participates in health care team discussions of patient care.</td>
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<td></td>
<td>Ability to communicate using spoken and non-verbal communication, such as interpretation of facial expressions, affect and body language.</td>
<td>Elicits and records information about health history, current health state and responses to treatment from patients or family members using electronic or paper systems.</td>
</tr>
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<td></td>
<td>Ability to read, ability including computer systems literacy.</td>
<td>Conveys information to clients and others as necessary to teach, direct and counsel individuals in an accurate, effective and timely manner.</td>
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<td>Establishes and maintain effective working relations with patients and co-workers.</td>
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<td>Recognizes and reports critical patient information to other caregivers.</td>
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<td>Role model professional and civil communications with patients, families, instructors, peers and all members of the healthcare team.</td>
</tr>
<tr>
<td>Punctuality/ work habits</td>
<td>Ability to complete classroom and clinical assignments and meet applicable deadlines.</td>
<td>Attends all class and clinical sessions punctually.</td>
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<td></td>
<td>Ability to adhere to classroom and clinical schedules.</td>
<td>Reads, understands, and adheres to all policies related to classroom and clinical experiences. Contacts assigned instructor or preceptor in advance of any absence or late arrival.</td>
</tr>
<tr>
<td>Cognitive/ Conceptual/ Quantitative Abilities</td>
<td>Ability to solve problems involving measurement, calculation, reasoning, analysis and synthesis.</td>
<td>Calculates appropriate medication dosage given specific patient parameters.</td>
</tr>
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<td></td>
<td>Ability to gather data, to develop a plan of action, establish priorities,</td>
<td>Analyzes and synthesize data and develop an appropriate plan of care.</td>
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<tr>
<td></td>
<td></td>
<td>Collect data, prioritize needs, and anticipate human reactions in the clinical setting.</td>
</tr>
</tbody>
</table>
I have read the above Technical Qualifications for Nursing Students and verify the following:

☐ I am able to meet the College of Nursing’s Technical Qualifications for Nursing Students without accommodation, OR

☐ I may need an accommodation to meet the College of Nursing’s Technical and Essential Qualifications for Nursing Students. If so, I will contact the University of Arizona’s Disability Resources, 1224 East Lowell Street, Tucson, Arizona 85721 (Phone: 520.621.3268 V/TTY, Fax: 520.621.9423, Email: uadrc@email.arizona.edu), to explore whether reasonable accommodations may be available to me. I understand that I may need to provide supporting documentation to Disability Resources as part of the accommodation process.

ALL STUDENTS:

☐ If there is a change in my status, and I am unable to perform or meet the technical and/or essential qualifications above, I will notify my course instructor and the program director (BSN or MEPN) immediately, as soon as there is a known change of status. I understand that I may not participate in classroom, skills lab, or clinical experiences until the course instructor and program director are notified, and a determination is made as to my safe participation in the program.

________________________________________  _____________________________
Signature of Student                          Date

________________________________________
Printed Name
Appendix C: Statement on Drug Free Campuses
Statement on Drug Free Schools and Campuses

Under Federal legislation entitled The Drug Free Workplace Act of 1988, and The Drug Free Schools and Communities Act of 1989, no institution of higher education shall be eligible to receive funds or any other form of financial assistance under any federal program, including participation in any federally funded or guaranteed student loan program, unless it has adopted and has implemented a program to prevent the use of illicit drugs and abuse of alcohol by students and employees. The Drug Free Schools and Communities Act requires the annual distribution of the following information to students and employees. In addition, the University of Arizona and the program clinical partners have restrictions on use of nicotine and may require drug testing.

Policy and Prohibition
To provide a drug free environment for all University students and employees, the University prohibits the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance on its property or as part of any of its activities. The University prohibits employees while on duty from consuming or being under the influence of a) alcoholic beverages or b) a controlled substance not prescribed for the employee by their health care provider. University of Arizona students and employees are subject to all applicable drug and alcohol policies including policies set forth in the University’s Staff Personnel Policy Manual, University Handbook for Appointed Personnel, Arizona Board of Regents Code of Conduct, The University of Arizona Alcohol Policy and Regulations, or other applicable rules when adopted.

Sanctions
Local, state, and federal laws make illegal use of drugs and alcohol serious crimes. Conviction can lead to imprisonment, fines and assigned community service. To assure fair and consistent treatment of all students or employees who are accused of illegal use of drugs and/or alcohol, the University will handle all cases which come to its attention within the guidelines of the applicable policies and procedures of the University (e.g., Student Code of Conduct and Student Disciplinary Procedures, Staff Rules and Conduct and Disciplinary Action, ABOR Code of Conduct) and where appropriate, local, state, and federal regulations.

Sanctions will be imposed on students or employees who violate Arizona Board of Regents or University drug and/or alcohol policies. Sanctions may include suspension of expulsion for students and, for employees, disciplinary action up to and including discharge.

Health Risks
There are definite health risks associated with the use of alcohol and illegal substances. Alcohol or any other drug, including nicotine, used in excess over time can produce illness, disability, and death. The health consequences of substance abuse may be immediate and unpredictable, such as cardiac arrest with cocaine use, or subtler and long term, such as liver deterioration associated with the prolonged use of alcohol. Other concerns relating to substance abuse include the following:

- Regular users of alcohol and other drugs often have erratic life styles, which interfere with sleep, nutrition, and exercise.
- Alcohol and substance use and abuse may lead to financial difficulties, domestic violence, deterioration of the family structure, motor vehicle accident injuries, and reduced job performance.
- Repeated use of alcohol can lead to dependence.

Support Systems and Resources
Students who are experiencing problems with alcohol and/or other drugs have campus and community resources available. Students should contact the Office of Student Support and Community Engagement or Campus Health for additional information and support. Additional resources may be site-specific. For example, reciprocal agreements with Arizona State University may support Phoenix site students.
The Campus Health Service provides programs, which can assist students with medical and mental health care.
Counseling and Psychological Services (CAPS) offers confidential short-term counseling. For more information, please call 520-621-6490 or access their website.

Reporting Responsibility
Employees and students are obligated to report any criminal drug/alcohol statute conviction for a violation occurring in the workplace. Appointed personnel and classified staff employees should report such information to the Associate Vice President for Human Resources (520-621-1684); students and student employees should report to the Office of Student Support and Community Engagement (520-626-3808) as well as the Dean of Students Office (520-621-7060). These
individuals are also available to answer any questions pertaining to legislation and/or the University’s compliance. Students should be familiar with the Healthcare Professionals’ Obligation to Self-Report.