College of Nursing

Bachelor of Science in Nursing (BSN)

Program Handbook

2021-2022

At the College of Nursing, we are committed to Inclusive Excellence by embracing and demonstrating diversity, equity, and inclusiveness throughout all levels of the institution and in the community. We strive to promote inclusive and safe learning environments for all people regardless of background. We uphold that the diversity of our students, faculty, and staff are a resource, strength, and benefit. We also uphold that excellence is inseparable from inclusivity. We respect and honor diverse learning needs and strive to model behavior aligning with the College of Nursing Mission, Vision, and Values. We will not tolerate any demonstrations of discrimination, and any suggestions on how we can improve our learning environments are welcomed. We affirm that all members of the College of Nursing are responsible in upholding this commitment.

This publication contains the most current information available at the date of publication.

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The University of Arizona is located on the Tohono O'odham Nation homelands and the lands of the Pascua Yaqui Tribe. Aligning with the university's core value of a diverse and inclusive community, it is an institutional responsibility to recognize and acknowledge the people, culture and history that make up the Wildcat community. At the institutional level, it is important to be proactive in broadening awareness throughout campus to ensure all members of our community feel represented and valued.

University Policies & College of Nursing Overview

Handbook Introduction

The Bachelor of Science in Nursing (BSN) Program Handbook provides information to students and faculty to facilitate student advising.

General Information

This document 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 Catalog, Undergraduate College Policies and the Schedule of Classes. Additional information may be found at the following web sites:

The University of Arizona
The University of Arizona Catalog
The University of Arizona Academic Policies - Undergraduate
The College of Nursing

The BSN Program Handbook is designed as a resource for students and faculty. 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 & Academic Affairs. **Students are responsible to know and adhere to all established policies and procedures.**

Relationship to Other Documents

The BSN Program Handbook is intended to be used in conjunction with other university documents including, but not limited to, those named and linked above. Students should first consult their Program Handbook, relevant Clinical Guidelines Handbooks and then consult the appropriate university policies when questions arise. Many polices in the BSN Program Handbook are specific to students in the program and within the College of Nursing. All students, faculty and staff are expected to read the handbook and be familiar with college and university policies. The most current copy of the BSN Program Handbook is available on the College of Nursing's website for public access.

In addition to this handbook, students **must** review the Policies & Procedures as posted to the College of Nursing's website. These policies include (but are not limited to):

- Healthcare Professionals' Obligation to Self-Report
- Code of Ethics for Nurses
- Use of Social Media
- Clinical Policies (technical/essential qualifications, immunizations, uniforms, etc.)
- Graduation Ceremony Policy

The College of Nursing upholds all University Policies related to but not limited to the following:

- Absence and Class Participation
- Threatening Behavior
- Accessibility and Accommodations
- Code of Academic Integrity
- Nondiscrimination and Anti-Harassment

Systems & Resources for College of Nursing Students

Systems

There are a number of university systems that students in the College of Nursing programs will utilize. Students will need to use the following systems (links provided for tutorials):

- UAccess Student
- Desire2Learn (D2L)
- Assessment Systems (Examity, Examsoft, Kaplan, ATI, etc.)
- UA Catalog
- Dates & Deadlines

Students completing clinical work as part of their program will be oriented to other systems throughout their programs. All students should review the Student Technology Needs as listed by the college's Learning & Healthcare Technology Innovations team.

UA Student Email

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 phone. This address must be checked daily, 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. Students should review the college's Student Email Communication Policy for additional guidance on use of email during the program.

Offices & Departments

Office of Student and Academic Affairs (OSAA)

OSAA supports and promotes student success. OSAA is responsible for admissions, onboarding, College of Nursing scholarships, progression, advising, academic success, clinical credentialing and events. Students may contact OSAA via email at CON-OSAA@email.arizona.edu or by calling 520-626-3808. When contacting OSAA, students should provide their Student ID number and pathway (Conventional or IH). Students wanting to meet with an academic advisor, academic success coach or writing coach are encouraged to make an appointment using Trellis.

Learning and HealthCare Technology Innovations (LHTI)

Learning and HealthCare Technology Innovations (LHTI) provides assistance to enhance students' learning experience. The LHTI department is responsible for technology support and the development of enabling technologies for students, faculty and staff. A wide range of supportive services are available to students via the LHTI Help Page. LHTI also provides technology recommendations and requirements for students, available on the Help page.

Financial Aid & Scholarship Information

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 all interested students to submit an application through Scholarship Universe. An email is sent to all newly admitted and current students during the spring term with relevant information. All students are encouraged to submit a Free Application for Federal Student Aid (FAFSA). Many college and university scholarships rely on information provided by the FAFSA to be awarded. Additionally, students may seek to 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 (OSFA)

Students with questions or concerns should use the contact information on the OSFA Website to reach out to the appropriate individual for questions related to financial aid.

Scholarship Universe

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. All College of Nursing scholarships are housed in Scholarship Universe.

Disability Resource Center (DRC)

Students with disabilities who anticipate issues related to the format or requirements of the program should meet with the appropriate course chair(s) or Program Director as early as possible to determine if accommodations are necessary. 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) Center for additional support services. Students may also contact OSAA for assistance in navigating these resources, or for connection with the college's Academic Success Coach.

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 3.4 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.

Student Success & Retention Innovation (SSRI)

This is the first point of contact to learn about all of the resources available at the University – from housing and tutoring to IT support and spiritual wellness. More information can be found on the SSRI Website.

Counseling & Psych Services (CAPS)

At CAPS you can receive crisis support for yourself or a friend, see a counselor or psychiatrist, join a group, find tools you can use on your own, and get help finding off-campus services. To get started, call 520-621-3334 or visit the CAPS Website.

Bias Education & Support Team (BEST)

The University of Arizona is committed to fostering a safe and inclusive environment for all members of the Wildcat community. We understand that members of our community may experience bias that makes them feel unsafe or unwelcome. When this happens, our **institutional values** call us to respond with integrity and compassion. If students, faculty, or staff feel they have experienced bias, please visit the BEST Website and submit a report.

Academic Programs & Policies

Program Overview

The College of Nursing offers two BSN degree pathways: Conventional and Integrative Health. Students enrolled in one pathway cannot be switched to the other pathway as the programs and courses are different.

Conventional: The Conventional BSN program has a traditional nursing curriculum. It is a two-year (4 semester) program located on the University of Arizona's Health Science campus in Tucson. Courses in the conventional program are offered in spring and fall.

Integrative Health: The Integrative Health BSN program is a newer pathway, blending conventional nursing with complementary approaches to mind, body, spirit and wellbeing. BSN-IH is a 15 to 17 month program located at the University of Arizona's campus in Gilbert. Courses for the Integrative Health BSN program are offered year-round (spring, summer and fall). This pathway requires students to enroll in classes during summer

Program Curriculum

Plans of study for both pathways (Conventional & Integrative Health) are available on the College's website. Both pathways prepare candidates to take the NCLEX-RN for Registered Nurse Licensure.

The curriculum in the Conventional pathway is delivered predominantly in-person lectures at the College of Nursing – Tucson, with some courses delivered in an online or hybrid format. Individual courses may choose to offer some content as online modules through D2L. Students also utilize the Steele Innovative Learning Center (SILC) for skills acquisition before attending clinical rotations throughout the Tucson community*.

The curriculum in the Integrative Health pathway is delivered predominantly hybrid; about 50% online with in-person skills acquisition at the University's Gilbert location prior to attending clinical rotations throughout the Phoenix community*.

***Note:** during times of public health concerns such as a pandemic, classes and clinical experience may be held remotely. Students should follow all course policies related to remote learning directly from the course D2L sites.

Class & 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 learning outcomes.* Tardiness and/or failure to report to class, laboratory, or clinical experience may 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(s) as soon as possible. Students should refer to their specific course syllabi for additional information or requirements. Due to community clinical partner site capacity, make-up days for clinical rotations may not be possible. Students are encouraged to proactively communicate with their clinical faculty if they are unable to attend a clinical day.

Online Course Attendance Policy

Students are expected to login to their course sites on D2L at least twice a week to maximize their engagement in the learning process. Lack of attendance and/or late submissions of assignments will result in suboptimal student progress toward course outcomes. Failure to regularly log on to course sites or report to class 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 lead faculty prior to the beginning of the class, course module or clinical experience. Exceptions to this policy will be considered only in case of catastrophic events, with approval by course faculty and the appropriate Division Chair & Program Director. Students should always refer to specific course policies.

Examinations

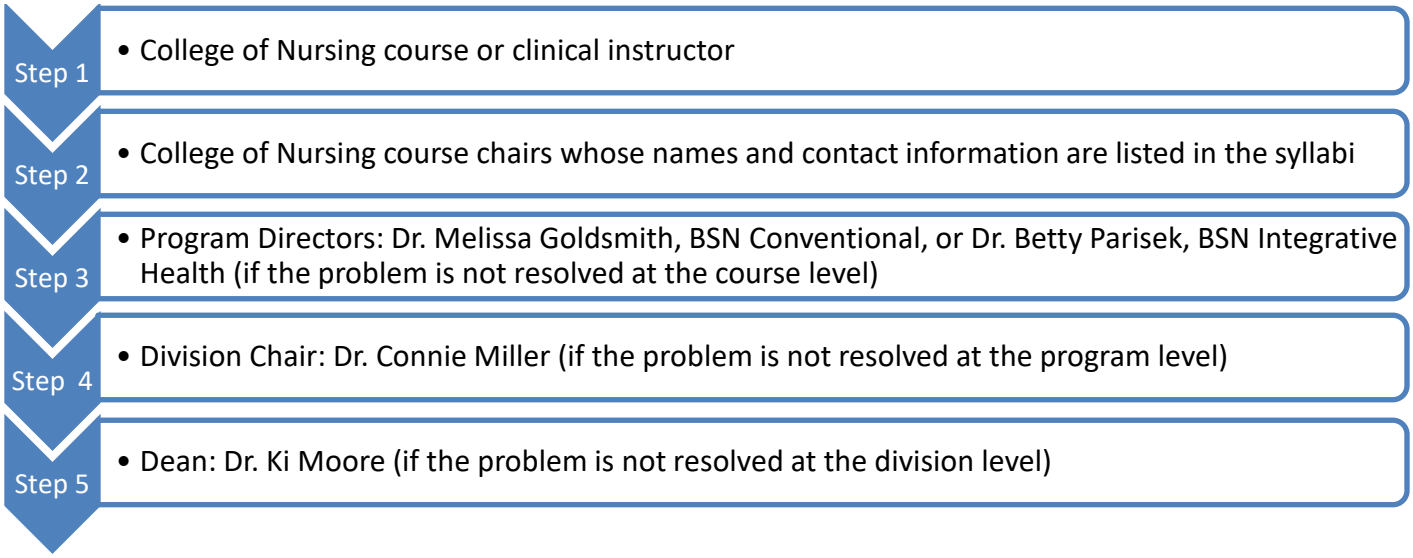
Students are required to take exams when scheduled. If an emergency arises, students must contact the course chair(s) via email no later than the exam start time on the day of the examination. Examination make-ups must be scheduled with the course chair(s). The course chair(s) will determine whether a make-up examination will be available, as well as time & format. Students should always refer to the student exam policy posted on D2L, and specific course policies concerning exams.

Communication Policies

Students are expected to conduct all communication (electronic and otherwise) in a professional manner as outlined in the College's Student Email Communication Policy.

Line of Communication

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



A student may initiate the line of communication by sending an email requesting an appointment to the person identified in Step 1 in the line of communication. To help resolve the issue as quickly as possible, the student should come to the meeting with: 1) the problem clearly identified and 2) any supporting documentation/evidence. Should the issue not be resolved, the student may request an appointment with the next person in line. **Failure to follow the proper line of communication and University guidelines may result in a delay in resolution of or dismissal of the concern.**

Students have one week (5 business days, not including weekends/holidays) from time of published clinical performance evaluation and one week from the time of published assignment grades to contact an instructor or course chair regarding the grade. After that time, the clinical performance evaluation or assignment grade will not be reviewed.

While OSAA cannot resolve issues, they are available for student consultation about policies and procedures. If a consultation is desired, students can make an appointment with their Academic Advisor directly using Trellis.

Satisfactory Program Progression

BSN students successfully progress in the program by exhibiting professionalism consistent with the ethics and academic policies outlined in this handbook throughout the program. Successful students achieve learning outcomes sequentially within each course according to the requirements in their syllabi. Syllabi and clinical evaluation forms will specify minimum standards of performance/competencies that are necessary or applicable in the course.

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

In addition:

- 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 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, they 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. Withdrawal from a course necessitates completing the course in its entirety to successfully progress in the program.
- 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.

Program Benchmarks

A high level of academic performance is expected of BSN students in the College of Nursing at the University of Arizona. **Courses are sequenced in the program and courses in the previous levels (semesters) must be successfully passed to proceed to the next level.** 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. 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.

Grading Scale

The College of Nursing uses the standard grading rubric unless otherwise noted in the syllabus. Per College policy, grades cannot be rounded up (e.g., 69.99= D).

A=90%-100%
B=80%-89%
C=70%-79%
D=60%-69%
E=<60%

- 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 ≥ 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 ≥ 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.

- For courses that assign separate grades for corresponding theory and clinical components, a grade of "C" or better in both courses is required to progress. A student earning less than a "C" in either corresponding course will be required to retake both the corresponding theory and clinical components.
- 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: University of Arizona Choice of Catalog

College of Nursing Grading Addendum

A student is allowed only one nursing course failure of a "D" or "E" in the undergraduate program regardless of whether that course is taken prior to officially being admitted into the nursing program. A nursing course is considered any course with a NURS prefix that is necessary for the completion of degree requirements. Students who have failed one nursing course may follow the procedure outlined for re-entry to the program. Re-entry is not guaranteed.

1. A student may repeat only one nursing course (any NURS prefix) 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 Director and Division Chair. 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.

Unsatisfactory Grade Notification

Students will be notified of unsatisfactory grades (according to the policies above) in a timely manner.

Midterm Notification

Midterm notification is a two-step process:

- OSAA will send an email at midterm (fall, spring & summer) to all **students** as a reminder to check their course progression. Students will be directed to check the D2L gradebooks for each course with special attention to any missing grades/assignments. The reminder email will encourage students to connect directly with the course chair for support or clarification of any items. Additionally, students will be provided with a link to the program handbook to review the progression policies.
- OSAA will send an email at midterm (fall, spring & summer) to all **faculty** as a reminder to ensure that all completed assignments and grades are posted to the D2L gradebook. The gradebook should allow the student to see their current grade in courses. Faculty are encouraged to complete a Student Progression Report (SPR) for any student achieving less than an 70% at midterm so they may have the opportunity to improve and pass the course. Course chairs may also choose to refer students prior to midterm to OSAA, the Writing Coach, and/or the Academic Success Coach via an SPR for support.

End of Term Notification

At the end of term, the course chair shall report to the BSN Program Director and Division Chair each student who earned a grade of "C" or less in a course. The BSN Program Director and Division Chair will provide the report to the APS committee for notification with a copy to OSAA for student follow-up.

Withdrawal Grades

Withdrawal (dropping a course or from the University) processes are controlled by the University. Complete policies are available in the current university catalog. Requests for complete withdrawal from the University are initiated through the Registrar's Office. Students leaving the University without a statement of formal withdrawal will be awarded a failing grade in each course. Students in good standing who withdraw from a course may choose to repeat the course in a future term, if a seat is available. They will be unable to continue in the program until the required course is completed.

Grades of Incomplete

The grade of "I" for "Incomplete" may be awarded only at the end of the semester when all but a minor portion of the course work has been satisfactorily completed and when the student and professor have completed a formal agreement outlining the conditions that must be met to complete the course. BSN students should discuss with the instructor whether their circumstances allow them to receive an Incomplete grade. This should be done at least two weeks before the end of the semester. Instructors will document an agreement with the student that specifies what course work must be completed by the student for the "I" grade to be removed and replaced with a grade.
Documentation should include:

- Which assignments or examinations should be completed and when
- How this work will be graded?
- How the student's course grade will be calculated?
- Date all incomplete requirements must be met
- How the work should be submitted

The instructor may use the University's Report of Incomplete Grade form to document the agreement. Both the instructor and student sign this agreement and forward the agreement to the OSAA. If the course in which the student received an "I" is pre-requisite to other courses, the minimum grade for that course must be completed, and the grade awarded prior to progressing in the program. Incompletes will not be given for required clinical days, as it is not possible to make up clinical days.

Per University policy, students have a maximum of one calendar year to remove an Incomplete; however, given the accelerated nature of the program, the College of Nursing has made significant modifications to this policy. Incompletes should be resolved before the beginning of the next semester or the start of the next course in the program's sequence for satisfactorily progress. An Incomplete not removed within one year is replaced by a failing grade of "E" and counted as an "E" in determining the student's grade-point average. If the coursework cannot be completed within one year, the student may petition to extend the Incomplete. This petition must be submitted **before** the grade converts to an "E." A Leave of Absence does not extend the one calendar year period for Incomplete replacement. The student cannot be awarded a degree while an incomplete is on the transcript.

Unsatisfactory Student Performance & Progression

Students will be evaluated regularly for satisfactory progress. The following performance benchmarks have been developed to determine satisfactory progression and provide early warning of unsatisfactory performance and/or required remediation. Examples of assessment strategies to determine student achieving learning outcomes include but are not limited to statistical analysis of knowledge demonstrated in examinations, and evaluation of successful demonstration of clinical skills.

The Student Progression Report (SPR)

The Student Progression Report (SPR) is a collaborative effort between faculty and student to address any area(s) of academic or clinical concern that may impede a student's progress in the nursing program. The form may be used for a variety of situations including, but not limited to, early detection of a problem in a course and potential risk of failing; documenting failed tests, assignments, clinical and professional conduct concerns; and discussing possible interventions and referrals that support a student's success.

Examples include (but are not limited to):

- Academic Integrity/Code of Conduct Concerns
- Unsafe Practice Incidents
- Unsatisfactory Academic Performance [sub-par performance on tests, papers, etc.]
- Professional Development Concerns [repeated tardiness, lack of preparation for SILC/clinical work, inappropriate communication, etc.]

The SPR & filing guidelines are located on the college's website for easy access. Faculty will initiate the SPR and contact the student for an initial conversation within 1-2 days (not including weekends or holidays) of the incident/concern. Students are responsible for completing follow-up items as outlined on the SPR (i.e. meeting with the Academic Success Coach, additional SILC time, etc.)

Guidelines Related to Remediation and Successful Progression

The course faculty 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 SPR form 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 as documented by the faculty 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,
- formal referral to SILC for clinical skills remediation, open labs or additional time for reviewing and practicing skills and simulations,
- workshops to prepare for diagnostic examinations (Kaplan or ATI standardized exams) and other types of knowledge exams,
- referral to an educational specialist or activity in the College or University, recommendation to obtain personal subject matter tutors, and
- participating in professional development activities related to working in teams, communication, resilience, etc.

Transferring from one Pathway to Another

Students are not permitted to transfer from one pathway to another – i.e. students cannot transfer from BSN-IH to BSN-Conventional or visa-versa. If students withdraw from their program and wish to re-enter the BSN program, they must follow the process outlined in 'Readmission to the College of Nursing BSN Program' below.

Dismissal from Program

The College of Nursing may request the dismissal of a student from the BSN program for the following reasons:

- Failure to maintain satisfactory academic progression
- Engaging in unsafe practice (patient safety concerns or violations)
- Engaging in illegal or unethical conduct as outlined by the university's Code of Conduct, the ANA's Code of Ethics, and all relevant clinical site-specific policies (including HIPAA)

Any student at risk for dismissal from the program will have received an SPR form outlining the concerns. If applicable, a Code of Conduct violation from the Dean of Students Office will also be included in the student's file. The Program Director and Division Chair will meet with the student to review the concerns and documentation prior to requesting dismissal.

If dismissal is not recommended, the Program Director and Division Chair will provide the student with a written warning via email that will be included in the student's file. The student may also be required to complete mandatory remediation prior to returning to the classroom or clinical site which could include (but is not limited to) additional skills assessment in the SILC, writing a paper, giving a presentation on an assigned topic, etc.

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. The policy for Undergraduate Academic Eligibility applies to all BSN students. 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 OSAA 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 OSAA advisor by February 1, and a student seeking readmission to a spring semester would need to notify an OSAA advisor by September 1. A student seeking readmission to a summer cohort would need to notify an OSAA advisor by December 15. 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 Director. 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 enroll in any course or participate in classroom or clinical learning activities associated with a nursing course while waiting for readmission or pending a grade appeal.
3. A student may repeat a course no more than once according to University policy.
4. Students who have been 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. Under no circumstances should the student submit medical documentation to the college.
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.

Petitions and Appeals

All students have the ability to grieve or petition decisions, including final course grades and dismissal decisions, made by the College that impact their progression.

Grade Appeal

All students at the University may appeal a course grade. Per University policy, the basis for filing a grade appeal in any course is limited to fundamental fairness in treatment of the student by the instructor, as specified by the syllabus supplied to students at the beginning of the course and in light of grading of the student by the instructor relative to other students in the same course and section. Issues that do not meet these criteria are not appropriate for a grade appeal. When considering a grade appeal, a student should meet with an Academic Advisor in OSAA to review the required steps and timelines.

The College of Nursing follows the established timeframe and line of communication outlined in the University's policy:

1. The student first discusses the concerns with the course chair or clinical instructor. After this discussion, the student will determine whether to file a formal grade appeal.

2. If the student determines that they would like to move forward with a formal grade appeal, the student should meet with an Academic Advisor in OSAA to review the Grade Appeal Policy, Process Packet, and grade appeal chain of command.

3. After meeting with the advisor, the student must fill out the Grade Appeal Packet and submit the entire packet to their course instructor. The student, instructor, and relevant parties shall then follow the steps and timeline provided in the Grade Appeal Packet.

COLLEGE OF NURSING CLINICAL POLICIES

College of Nursing students engaged in clinical rotations are required to abide by the policies & procedures set forth by the College and the participating clinical agencies. All students must review all items on the College's Policies & Procedures website including (but not limited to):

- Safe & Professional Performance in Clinical Laboratory Settings
- Use of Electronic Devices in Classroom & Clinical Settings
- Clinical Rotation Compliance (Immunizations, Substance Screening, Fingerprint Clearance Card, etc.)
- Technical & Essential Qualifications for Nursing Students
  Pre-Licensure Student Uniform Policy

When students are removed from a clinical site due to self-imposed inappropriate or unsafe behavior; the CON is under no obligation to provide an alternative clinical site.

Unusual Occurrence

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

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, vaccinations (such as influenza "flu" and COVID-19), 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 will be removed from clinical experiences and may be unable to fulfill their academic requirements and may be dismissed from the program.

Registered Nurse Licensure to Practice (NCLEX)

Successfully completing the National Council Licensure Examination for Nursing (NCLEX-RN) is essential for the BSN graduate to begin a professional nursing career. Students graduating from the BSN program are required to complete and pass diagnostic tests, or complete required remediation, at each level in preparation for taking the NCLEX upon graduation. The College of Nursing strongly recommends that each student 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 and Academic Affairs provides information regarding the NCLEX-RN and assistance in preparing the application. The examination may be taken at any designated testing site and will be administered via computerized adaptive testing (CAT).

Accreditation & Affiliations

The baccalaureate degree program in nursing at The University of Arizona College of Nursing is accredited by the Commission on Collegiate Nursing Education **http://www.ccneaccreditation.org/**.

The University of Arizona College of Nursing is approved by the **Arizona State Board of Nursing**, and affiliated with the **American Association of Colleges of Nursing** and the **Western Institute of Nursing**.

Disclosure Statement: DOE 34 CFR 668.43 (a) (5) (v) In accordance with regulation 34 CFR 668.43 (a) (5) (v) by the Department of Education, The University of Arizona College of Nursing discloses that the curricula of the BSN, BSN-IH, and MEPN programs meet licensure requirements of all states and territories except the following, which have not yet been determined: **Vermont**, **American Samoa**, **Guam**, and **Puerto Rico**. Although The University of Arizona has sought information from other jurisdictions regarding licensure requirements, these requirements are subject to change. If you intend to seek professional licensure or certification outside of Arizona, you should contact the appropriate state licensing agency to obtain the most up-to-date information regarding licensure or certification requirements in your desired state of practice prior to accepting admission offers.

Please note: Before applying for RN licensure, the state of California requires applicants successfully complete a microbiology lab. This is not a requirement of the UA BSN or MS-MEPN programs. Students anticipating applying for an RN license in California are HIGHLY ENCOURAGED to take a microbiology lab before applying for RN licensure in California.