



College of Nursing

Program Handbook 2023 – 2024

Bachelor of Science in Nursing (BSN)

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.

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Overview

Introduction

This document is for informational purposes and is neither a contract nor an offer to contract. The College of Nursing (CON) reserves the right to change any provision or requirement at any time without notice. This material supplements the policies found on the following websites:

- [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. Links to relevant policies and processes are included in this handbook. Much of the information is online; therefore, the web sites are listed for the official information. Where information is not available online, a brief description is provided. Additional information can be obtained from the Office of Student & Academic Affairs (OSAA). **Students are responsible to know and adhere to all policies and procedures.**

Relationship to Other Documents

The Program Handbook is available on the CON [website](#) and is intended to be used in conjunction with other University documents. When questions arise, students should first consult this Program Handbook, course syllabus and the appropriate University policies. Many policies in the Program Handbook are specific to students in the BSN program and the CON. All students, faculty and staff are expected to read the handbook and be familiar with College and University policies. In addition to this handbook, students must review the CON [Policies & Procedures](#).

University Policies

The CON upholds all [University Policies](#) related to but not limited to the following:

- [Attendance Policies and Practices](#)
- [Disruptive Student Behavior](#)
- [Campus Accessibility](#)
- [Code of Academic Integrity](#)
- [Nondiscrimination and Anti-Harassment](#)

Systems & Resources

Systems

There are a number of university systems CON students will utilize, including, but not limited to those listed below. All students are expected to review the [Student Technology Needs](#).

- [UAccess Student](#)
- [Desire2Learn \(D2L\)](#)
- [Assessment Systems](#) (Examity, Examsoft, Kaplan, ATI, etc.)
- [Dates & Deadlines](#)

UA Student Email

All students are given an official University of Arizona [NETID](#) and [Email Address](#) (@arizona.edu). Email sent to this address can be checked remotely and/or forwarded to the student's phone. **This email address must be checked daily**, as it is the official source of communication between faculty, staff, and students. Students are responsible for all information and requests sent to this address. As part of their email signature, students should provide their student ID and cohort (i.e., BSN-IH Level 1 or BSN 2nd Semester) as part of their signature. Students must review the CON [Student Communication Policy](#) for additional guidance.

Student Support Resources

BSN students have access to a number of [Student Support Resources](#), including Crisis Support, Campus Support, Student Affairs and CON Student Organizations.

Office of Student & Academic Affairs (OSAA)

[OSAA](#) supports and promotes student success. OSAA is responsible for academic advising, admissions, student support services, enrollment, progression, graduation, student-centered events, and CON scholarships. Students may contact OSAA via email (con-osaa@arizona.edu) or by calling 520-626-3808. Students wanting to meet with an academic advisor, success coach or writing coach must make an appointment using [Trellis](#).

Office of Learning and Healthcare Technology Innovations (LHTI)

[LHTI](#) provides information technology support and instructional design services to students, faculty and staff. LHTI also provides technology recommendations and requirements for students. A wide range of supportive services are available for students via the [LHTI Help Page](#). Students may contact LHTI via email (con-servicedesk@arizona.edu) or by calling 520-626-4357.

Office of Scholarships & Financial Aid (OSFA)

Students may seek to use scholarships, loans and/or grants to pay for their educational expenses. BSN students are eligible for financial aid and scholarships. Students with questions related to scholarships and financial aid should use the contact information on the [OSFA](#) website to reach out to the appropriate individual.

Scholarship Universe

[Scholarship Universe](#) is 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 CON scholarship applications must be submitted through Scholarship Universe.

CON offers scholarships on a yearly basis and requires all interested students to formally apply. All nursing students will receive an email with relevant information in the Spring. All students are encouraged to submit a [FAFSA](#). Many College and University scholarships rely on information provided by the FAFSA to be awarded.

Disability Resource Center (DRC)

The University of Arizona strives to make learning experiences as accessible as possible. If you anticipate or experience barriers based on disability or pregnancy, please contact the [Disability Resource Center](#), 520-621-3268, to establish reasonable accommodations.

If the DRC determines that accommodations are reasonable, students must follow the DRC process for requesting access to their accommodations. Students are strongly encouraged to contact their course chairs each semester to confirm arrangements for implementing the accommodation. Please be aware that early notification ensures the most effective accommodation and support.

Academic Program & Policies

Program Overview

The CON offers two BSN degree pathways – Conventional and Integrative Health (IH). Students enrolled in one pathway cannot switch to the other pathway as the courses and curriculum are different.

Conventional: Located on the University of Arizona Health Science campus in Tucson, the BSN-Conventional pathway teaches conventional nursing with a traditional nursing curriculum. It is a 24-month, 4-semester pathway offering courses in Fall and Spring. The curriculum is delivered predominantly in-person, with some courses delivered in an online format and some courses delivered in a hybrid format.

Integrative Health: Located 104 miles north of Tucson at the University of Arizona distance campus in Gilbert, the BSN-IH pathway blends conventional medicine with complementary approaches to mind, body, spirit, and wellbeing. It is a 16-month, 4-semester pathway offering courses in Fall, Spring and Summer. The curriculum is delivered predominantly hybrid, with online lectures and in-person exams.

All BSN students need to become comfortable with accessing information and taking tests online. Each course provides the student with the knowledge and skills needed to pass the National Council Licensure Exam for Registered Nurses (NCLEX-RN) and become a bachelor's prepared registered nurse. During times of public health concerns, classes and clinical experiences may be held remotely. Students should follow all course policies related to remote learning directly from the course D2L sites.

Honors Program

Eligible students (3.4 or higher GPA) are encouraged to enroll in the University's [Honors College](#). Honors students will participate in a variety of small group and independent study opportunities and complete an Honors Project. Interested students should contact their respective Program Director to learn more.

Faculty Mentors (BSN-Conventional only)

Upon admission to the BSN-Conventional pathway, each student is assigned a faculty mentor who will serve in this capacity throughout the student's time in the program. The faculty mentor, who is an expert in the nursing profession, will provide coaching and guidance on an as-needed/as-requested basis regarding academic career, professional development, resume, clinical issues, and career pathway.

Attendance

Students are expected to maintain perfect, on-time attendance, login to their D2L course sites at least twice per week and turn all assignments in on time. Failure to meet these requirements may result in a) an evaluation to determine if the student is able to meet the course learning outcomes, b) a reduced final course grade, and/or c) a recommendation for the student to withdraw from the course. In the event of an absence, the student must notify the faculty member as soon as possible. Students should refer to the specific course syllabus or D2L course site for additional information. Due to capacity, replacing clinical hours may not be possible.

Employment

Students are not permitted to work (paid or unpaid) for the eight (8) hours immediately preceding their clinical rotations. Students found in violation of this policy will be prohibited from attending or removed from the clinical experience and will be given an unexcused absence.

Examinations

Students are required to take exams when scheduled. If an emergency arises, students must contact the course chair no later than the exam start time on the day of the examination. If unable to contact the course chair by phone prior to the exam, the student is required to send an email to the course chair. The course chair determines whether a make-up examination will be available, as well as the date, time & format. Students should always refer to specific course policies and the CON [Exam Policy: GNHE Students](#).

Clinical Experiences

Many clinical experiences are outside of normal business hours, including evenings, nights, weekends, early mornings, and holidays. Students are required to attend the clinical experiences to which they are assigned. In addition, students in clinical rotations are required to abide by the policies & procedures, including clinical compliance requirements and associated deadlines, established by the College and clinical site partners. All students must review the CON [Policies & Procedures](#). Students who fail to comply with these requirements may be unable to fulfill their academic requirements and may be dismissed from the program.

Interprofessional Experiences

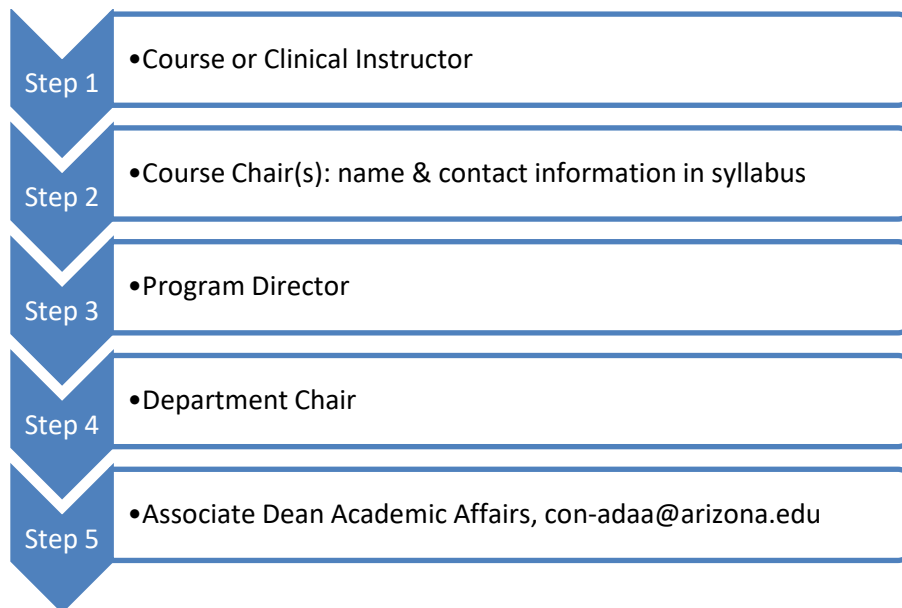
BSN students are required to participate in interprofessional experiences and complete ALL assigned components. Many activities are outside of normal business hours, including evenings, nights, weekends, and early mornings. Attendance is required for all scheduled events. Alternate activities must be approved, in writing.

Technical and Essential Qualifications

All BSN students are required to meet the [Technical and Essential Qualifications for Nursing Students](#) for successful admission, progression and success. Students who are not able to meet these requirements at any time during their BSN program may request an accommodation by contacting the [DRC](#).

Line of Communication

The CON has outlined a line of communication to resolve concerns that may arise in the classroom and/or at a clinical site. Any student who has a concern regarding a grade, treatment in class, or other topic, should first bring the concern to the appropriate instructor. Students should expect their concerns will be addressed promptly per the [Student Communication Policy](#). Communication with the next person in the line of communication is needed only after the prior contact does not lead to a resolution.



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

OSAA is available to answer questions about processes and policies. OSAA cannot make decisions to resolve concerns/issues. Students may contact their Academic Advisor in OSAA by scheduling an appointment directly in [Trellis](#) or by emailing con-osaa@arizona.edu.

National Council Licensure Examination for Nursing (NCLEX-RN)

Successfully completing the 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 at each level in preparation for taking the NCLEX upon graduation. The CON strongly recommends that each student establish

and implement a study plan to review specific nursing content areas to prepare to take the NCLEX. Please note: Before applying for RN licensure in the state of California, applicants must have successfully completed a microbiology lab. This is not a requirement of the UA BSN program nor the AZ BON. Students who anticipate applying for an RN license in California are encouraged to take a microbiology lab.

During their final semester, students apply for licensure to practice as a registered nurse. Students are given information regarding the NCLEX-RN and guidance in preparing the application. The examination may be taken at any designed testing site and will be administered via computerized adaptive testing (CAT).

Progression, Enrollment, Dismissal

Satisfactory Program Progression

BSN students successfully progress in the program by exhibiting professionalism consistent with the ethics and academic policies outlined in this handbook. Successful students achieve learning outcomes sequentially within each course as outlined in the program curriculum. Syllabi, course policies, clinical evaluations, and course D2L sites will specify minimum standards of performance necessary to meet student learning outcomes. Courses in the previous levels/semesters must be successfully passed to proceed to the next level.

Progression Benchmarks

A high level of academic performance is expected of BSN students in the University of Arizona CON. The CON recommends all students complete General Education requirements prior to the third semester of the program to ensure timely degree processing. Students are responsible for checking their grades regularly and knowing if they are at-risk of not progressing in the program. A student must be making satisfactory progress toward degree completion to remain enrolled in the program.

In addition to successfully passing each course, students must always provide safe care to patients. Failure to do so may result in immediate withdrawal from both the theory and clinical components of a course.

Course Enrollment

Course enrollment is often limited by the capacity of the CON's clinical site partners. Because of this, course enrollment will be managed in the following priority order:

1. Students successfully progressing in the program on schedule per the Program Guide
2. Students successfully progressing after taking a break from the program.
3. Students in good standing who interrupted their academic progress with a course withdrawal*
4. Students in good standing who interrupted their academic progress with a complete withdrawal*
5. Students in good standing who previously earned a D, E or F in the course*
6. All other eligible students*

*Note: These students must first have APS approval. See Returning to BSN Program below.

In the case where there are more students who qualify than there are seats available (i.e., one seat available and two students repeating after earning a D grade), the following priority order will apply:

1. Students who have been absent from the program for a longer period.
2. Student GPA
3. In the case where the above items are equal, the CON Admission & Progression of Students (APS) committee will make the final decision.

Grading Scale

The CON uses the standard grading rubric unless otherwise noted in the course syllabus. Assignment grades that are not whole integers will be entered to the second place past the decimal point (hundredth) before calculating the clinical, theory and/or course grade. 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%

Grade Policy

BSN students are expected to earn grades of A (4.0), B (3.0) or C (2.0) in every NURS course required for degree completion. Grades below a C are viewed as unsatisfactory academic performance.

- **Courses:** Students are required to earn a grade of C or higher in each course. Students who earn a grade lower than a C in any course are not eligible to proceed to the next level without repeating the course.
 - For courses that assign one grade for the combined theory and clinical components, a student who earns less than a C grade (or an F in the instance of a pass/fail component) in either the theory or clinical component will receive a final grade no higher than a D for the total course.
 - For courses that assign separate grades for the theory and clinical components, a student who earns less than a C grade in either course must retake both the theory and clinical courses.
 - A student who does not successfully pass any NURS course while on academic probation will be referred to the Program Director and may be recommended for dismissal.
 - Students are allowed only one unsuccessful attempt at all NURS courses required for program completion. An unsuccessful attempt may also include withdrawing from a course while failing. See Withdrawal Grades below.
 - A second failure in any NURS course will result in dismissal from the program.
- Students have 5 business days from the time of published clinical performance evaluation and/or assignment grade to contact an instructor or course chair regarding the grade. After that time, the evaluation/grade will not be reviewed. See Grade Appeal section below.

GPA Policy

Students must earn a 2.0 or higher overall GPA to be awarded the BSN degree. Students achieving less than a 2.0 GPA at any time during the program will be placed on [Academic Probation](#) and must:

- 1) Meet with their program director to devise a written action plan.
- 2) Forward the action plan to con-osaa@arizona.edu. OSAA will save the plan in the student file.

BSN students have one semester to raise their GPA above 2.0. Students who are unable to return to good academic standing after one semester of remediation are subject to dismissal from the program.

Mid-Term Notification

OSAA will send an email at mid-term (fall, spring & summer) to all **faculty** as a reminder to ensure that all completed assignments and grades are posted to the D2L gradebook. Faculty are encouraged to complete a Trellis Progress Note for any student achieving less than 70% at mid-term so they may have the opportunity to improve and pass the course. OSAA will send an email at mid-term (fall, spring & summer) to all **students** as a reminder to check their course progression.

End-of-Term Notification

At the end of term, the course chair will report to the Program Director each student who did not earn a passing grade in a course. The BSN Program Directors will provide the report to OSAA. Students will be notified of unsatisfactory grades and/or GPA, according to the policies above, after the end of each semester.

Withdrawal Grades

[Withdrawal processes](#) are controlled by the University. The College of Nursing does not support the practice of withdrawing from a course to avoid a poor/failing grade. The APS Committee will review each course withdrawal and make a recommendation to college leadership regarding the student's standing with the college.

Students found to be in good standing who withdraw from a course may choose to repeat the course in a future term, as space is available. Students found to be in poor standing who withdraw from a course to avoid a poor/failing grade may face sanctions, up to and including program dismissal.

Incomplete Grades

Per the University [Incomplete Grade Policy](#), the grade of 'I' for 'Incomplete' may be awarded at the end of the semester when all but a minor portion of the course work has been satisfactorily completed. The student and course chair will create a formal agreement outlining the conditions that must be met to complete the course. The course chair is encouraged to use the University's [Report of Incomplete Grade](#) form to document the agreement. Incompletes will not be given for missed clinical experiences unless course outcomes were not able to be met.

Given the progressive nature of the program, incomplete grades must be resolved prior to the start of the next course in the program's sequence. **Note: this is an exception to university policy.**

Unsatisfactory Progression

The [Student Progression Process](#) 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. Students will be evaluated regularly for satisfactory progress. Examples of assessment strategies to determine whether a student has achieved the required learning outcomes include, but are not limited to, statistical analysis of knowledge demonstrated in examinations and the evaluation of successful demonstration of clinical skills.

Grade Appeals

All students can appeal decisions made by the College that impact their progression. This includes appealing a final course grade. The CON follows the University [Grade Appeal Process](#):

1. The student first discusses the concerns with the course chair. After this discussion, the student will determine whether to file a formal grade appeal.
2. If the student determines they would like to move forward with a formal grade appeal, the student may schedule an appointment in Trellis to meet with an Academic Advisor for guidance on the policy, process and chain of communication.
3. The student will then fill out the Grade Appeal Packet and submit the entire packet to their course chair. The student, course chair, and relevant parties shall then follow the steps and timeline provided in the Grade Appeal Packet.

Because of the progressive nature of the BSN program, students who choose to appeal a grade that is preventing them from progressing to the next level/semester must have their grade successfully overturned before the end of the first week of the subsequent semester. Students whose grade is overturned after the first week of the subsequent semester will be required to wait until the following semester to progress in the program.

Dismissal from Program

The CON will recommend a student for dismissal from the BSN program for the following reasons:

- Failure to maintain satisfactory academic progression.
- Inability to return to good standing after one semester of remediation.
- Earning less than a passing course grade (per the above grade policies) by the second attempt.
- Earning less than a passing grade in two (or more) NURS courses required for program completion.

The CON may recommend a student for dismissal from the BSN program for the following reasons:

- Failure to meet the College and/or assigned clinical site partner compliance requirements.
- 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)
- Not enrolling in classes by the end of the first week of the required course.

The Program Director may meet with the student to review the concern(s) and documentation prior to requesting dismissal. If dismissal is not recommended, the Program Director will issue the student a written warning via email that will be included in the student file. If applicable, a Code of Conduct violation will be reported to the Dean of Students Office. The student may also be required to complete mandatory remediation prior to returning to the classroom or clinical setting.

Enrollment Status

Continuous Enrollment

Students must maintain continuous enrollment following the Program Guide to retain their position in the program. Given the progressive nature of the program, students who have not enrolled by the second week of class will be recommended for dismissal from the program. **Note: this is an exception to university policy.**

Students waiting for program admission/readmission, or a grade appeal decision that is preventing them from progressing may not enroll in any NURS course in the BSN Program of Study nor participate in any BSN classroom/clinical learning activities.

Leave of Absence

Students may request a Leave of Absence (LOA) from the CON and the University by following the [Leave of Absence Policy](#). Failure to obtain an approved Leave of Absence will result in penalties, up to and including program dismissal. LOAs may affect the status of a student's financial aid. Students are responsible for determining the requirements of their funding agency and/or academic unit prior to applying for a LOA.

Following is the recommended process for requesting an LOA:

- The student should first discuss their intent with both their program director and academic advisor.
- If the student decides to proceed, the student should submit a [Leave of Absence Form](#).
- The University will send its denial or approval of the request to the student's UA email.
- The student should notify both their Program Director and Academic Advisor of the denial/approval.

Returning to the BSN Program

Students returning to the BSN program:

- Are not required to reapply for admission if they return within the approved time.
- Will rejoin the BSN program in the appropriate level as clinical space allows.
- Must submit a personal statement to the Associate Dean Academic Affairs at con-adaa@arizona.edu before 8:00am local Tucson time on the day after the semester ends. The personal statement must include:
 1. Student Name
 2. Student ID
 3. Student Email Address
 4. Student Phone Number
 5. Course Number(s) in which the student is requesting to enroll.
 6. Semester and year the student was last enrolled in NURS courses.
 7. A description of the reason(s) the student failed to successfully complete their coursework during the first enrollment. If the reason involves the student's mental and/or physical illness, injury, or disability, provide a statement without describing the condition itself.
 8. A description of the steps the student has taken to ensure they will be academically successful moving forward. Be sure to include how the extenuating circumstances have been resolved or

changed so that the student can progress toward their degree. If this is not addressed in the personal statement, re-entry to the course will be denied.

9. If the student withdrew for medical reasons, the personal statement must be accompanied by a current letter from the student's health care provider attesting to the student's ability to a) resume a professional nursing course load, and b) meet the required CON Technical & Essential Qualifications.
10. If the student is returning after a non-compliant drug/alcohol test, the personal statement must be accompanied by a CON clinical compliance team verification that the student has test results consistent with CON policies recorded and posted in the designated compliance system.

An APS committee will review the submitted documentation and recommend to college leadership whether the student has taken the necessary steps to ensure they will be academically successful moving forward. College leadership will approve or deny the student's return to the program. Students will be notified of the decision before 5:00pm local Tucson time the day following the last day of the semester.

Once approved to return to the program, students:

- May meet with the Course Chair(s) prior to the first day of the semester in which they are returning.
- May be required to enroll in a 1-unit independent study course to refresh their clinical skills.
- May request view/reader access to the D2L course sites for the preceding level for review.
- Must be clinically compliant 30-days prior to the first day of the semester in which they are returning.
- Are strongly encouraged to check their official UA email weekly.

A student who does not return within the approved time will be required to reapply to both the University and the BSN program. See Readmission guidelines below.

Readmission to the BSN Program

Only students who have not been disqualified from the program and are in good standing are eligible for readmission. All students seeking readmission must reapply to the program. Readmission is not guaranteed.