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.
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>3</td>
</tr>
<tr>
<td>Relationship to Other Documents</td>
<td>3</td>
</tr>
<tr>
<td>University Policies</td>
<td>3</td>
</tr>
<tr>
<td>Systems &amp; Resources</td>
<td>3</td>
</tr>
<tr>
<td>Systems</td>
<td>3</td>
</tr>
<tr>
<td>UA Student Email</td>
<td>3</td>
</tr>
<tr>
<td>Student Support Resources</td>
<td>4</td>
</tr>
<tr>
<td>Office of Student &amp; Academic Affairs (OSAA)</td>
<td>4</td>
</tr>
<tr>
<td>Office of Learning Healthcare &amp; Technology Innovations (LHTI)</td>
<td>4</td>
</tr>
<tr>
<td>Office of Scholarships &amp; Financial Aid (OSFA)</td>
<td>4</td>
</tr>
<tr>
<td>Scholarship Universe</td>
<td>4</td>
</tr>
<tr>
<td>CON Scholarships</td>
<td>4</td>
</tr>
<tr>
<td>Disability Resource Center (DRC)</td>
<td>4</td>
</tr>
<tr>
<td>Academic Program &amp; Policies</td>
<td>4</td>
</tr>
<tr>
<td>Program Overview</td>
<td>4</td>
</tr>
<tr>
<td>Honors Program</td>
<td>5</td>
</tr>
<tr>
<td>Faculty Mentors (BSN-Conventional only)</td>
<td>5</td>
</tr>
<tr>
<td>Attendance</td>
<td>5</td>
</tr>
<tr>
<td>Employment</td>
<td>5</td>
</tr>
<tr>
<td>Examinations</td>
<td>5</td>
</tr>
<tr>
<td>Clinical Experiences</td>
<td>5</td>
</tr>
<tr>
<td>Interprofessional Experiences</td>
<td>6</td>
</tr>
<tr>
<td>Technical and Essential Qualifications</td>
<td>6</td>
</tr>
<tr>
<td>Line of Communication</td>
<td>6</td>
</tr>
<tr>
<td>National Council Licensure Examination (NCLEX-RN)</td>
<td>6</td>
</tr>
<tr>
<td>Progression, Enrollment &amp; Dismissal</td>
<td>7</td>
</tr>
<tr>
<td>Satisfactory Program Progression</td>
<td>7</td>
</tr>
<tr>
<td>Progression Benchmarks</td>
<td>7</td>
</tr>
<tr>
<td>Course Enrollment</td>
<td>7</td>
</tr>
<tr>
<td>Grading Scale</td>
<td>7</td>
</tr>
<tr>
<td>Grade Policy</td>
<td>8</td>
</tr>
<tr>
<td>GPA Policy</td>
<td>8</td>
</tr>
<tr>
<td>Mid-Term Notification</td>
<td>8</td>
</tr>
<tr>
<td>End-of-Term Notification</td>
<td>8</td>
</tr>
<tr>
<td>Withdrawal Grades</td>
<td>8</td>
</tr>
<tr>
<td>Incomplete Grades</td>
<td>9</td>
</tr>
<tr>
<td>Unsatisfactory Progression</td>
<td>9</td>
</tr>
<tr>
<td>Grade Appeals</td>
<td>9</td>
</tr>
<tr>
<td>Dismissal from Program</td>
<td>9</td>
</tr>
<tr>
<td>Enrollment Status</td>
<td>10</td>
</tr>
<tr>
<td>Continuous Enrollment</td>
<td>10</td>
</tr>
<tr>
<td>Leave of Absence</td>
<td>10</td>
</tr>
<tr>
<td>Readmission to the BSN Program</td>
<td>10</td>
</tr>
</tbody>
</table>
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:
- Absence and Class Participation
- Threatening Behavior
- Accessibility and Accommodations
- Code of Academic Integrity
- Nondiscrimination and Anti-Harassment
- Subject to Change Statement

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@email.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@email.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 Scholarships
The 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)
Students who anticipate issues related to the format or requirements of the program should meet with their Program Director as soon as possible to determine if accommodations are necessary. If accommodations are needed, students must submit a request to the Disability Resource Center. Once the DRC approves reasonable accommodations, students must immediately notify each course chair regarding the approved 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 and/or the Academic Success Coach for additional support services. Students may contact OSAA for assistance in navigating these resources.

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.

Please note: 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.

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.

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 or not 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, by the Program Director.

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@email.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 in order 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 in order 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. 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 provide safe care to patients at all times. Failure to do so may result in immediate withdrawal from both the theory and clinical components of a course.

The CON recommends all BSN students complete University General Education requirements prior to the third semester of the program to ensure timely degree processing.

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 returning to the program from an approved LOA
3. Students repeating the course who interrupted their academic progress with a course withdrawal
4. Students repeating the course who interrupted their academic progress with a complete withdrawal
5. Students repeating the course who previously earned a D, E or F in the course

In the case where there are more students who qualify than there are seats available (i.e. one seat available and two students returning from an approved LOA), the following priority order will apply:

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

Students waiting for program admission/readmission or a grade appeal decision may not enroll in any NURS course nor participate in classroom/clinical learning activities.

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
BNR 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.
  o 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.
  o 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.
  o 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.
  o Students are allowed to fail (D, E or F) only one NURS course, regardless of whether that course is taken prior to being officially admitted into the BSN program.
  o A second failure in any NURS course will result in permanent disqualification from the CON.

• Repeat Courses: Per University policy, students may repeat courses providing there is space available.
  o A course may not be attempted more than twice.
  o Students may repeat only one NURS course.
  o Students must first contact OSAA, in writing, to request enrollment.
  o Once enrollment is approved, students must contact the course chair immediately to discuss if remediation will be required

• Students have 5 business days from 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@email.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 an 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. 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 courses are successfully completed.
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 may 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 or not 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 have the ability to 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. Please see Course Enrollment section above.

 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 academic 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 in order 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.**

**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.

Students who have an approved LOA:

- Are not required to reapply for admission if they return within the approved time.
- Will be readmitted to the BSN program in the appropriate level as clinical space allows.
- Must contact their academic advisor no later than the first day of the semester prior to their scheduled return in order to ensure the College is able to secure clinical placements and to provide the student time to meet the clinical site partner compliance requirements. i.e. a student who is scheduled to return in Spring semester should contact their academic advisor before the first day of Fall semester.
- Must 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 from an LOA within the approved time will be required to re-apply 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 academic standing are eligible for readmission. All students seeking readmission must reapply to the program. Readmission is not guaranteed.