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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, Graduate College Policies (where applicable) 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 Graduate College
- 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, Graduate College and College of Nursing are included in this handbook. Much of the information is online; therefore, the actual web sites are listed for the official information on policies and procedures. Where information is not available online, a brief description is provided. Additional information can be obtained from the Office of Student Support and Community Engagement. 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):

- Obligation to self-report
- Code of Ethics for Nurses
- Use of Social Media
- Clinical Policies (technical/essential qualifications, immunizations, uniforms, etc.)
- Graduation

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 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.)
- GradPath (all graduate students)

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 Communication Policy for additional guidance on use of email during the program.

Offices & Departments
Office of Student Support and Community Engagement (OSSCE)
OSSCE works collaboratively to support the educational mission of the College of Nursing. OSSCE is responsible for student services including current student academic advising, recruitment, admissions, progression, academic support services, graduation, student-centered events and College of Nursing scholarships.

Students may contact OSSCE via email (entry@nursing.arizona.edu or advanced@nursing.arizona.edu) or by calling 520-626-3808. When contacting the OSSCE, students should have the Student ID number, the year admitted to current program, and (if applicable) specialty. Students are encouraged to make an appointment in person or by phone ahead of time.

Learning and HealthCare Technology Innovations (LHTI)
Learning and HealthCare Technology provides assistance to enhance the 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 students via the LHTI Help Page. LHTI also provides technology recommendations and requirements for students, available on the Help page.

Financial Aid & Scholarship Information
Doctoral 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. 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
http://financialaid.arizona.edu/

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

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

The University of Arizona maintains a comprehensive database of scholarships available to students in all programs and majors. Students may log in with their NetID to search for opportunities and complete applications. All College of Nursing scholarship applications must be submitted through Scholarship Universe.

Disability Resource Center
https://drc.arizona.edu/

For students with disabilities who anticipate issues related to the format or requirements of the program should meet with the appropriate course chair or program coordinator 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 OSSCE 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 3.50 grade point average is required to participate. Program opportunities include a variety of small group and independent study options. Students complete an Honors Project. More information can be found on the Honors College Website.

Academic Programs & Policies

Program Overview

The College of Nursing offers two different BSN degree pathways: Conventional and Integrative Health.

**Conventional:** The Conventional BSN program is a two-year (4 semester) program that is located on the University of Arizona’s Health Science campus in Tucson. Coursework is primarily in person and all clinical rotations are in Tucson area facilities. Courses for the Conventional BSN program are only offered in spring and fall.

**Integrative Health:** The Integrative Health BSN program is a 15-17-month program that is located at the University of Arizona’s campus in Gilbert. Coursework is hybrid format (partially online and partially in-person). Clinical and lab work occur in person and all clinical locations are in Phoenix area facilities. Coursework for the Integrative Health BSN program will occur year-round (spring, summer and fall).

Faculty Mentor – Role & Assignment

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

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 with in-person lectures at the College of Nursing – Tucson. However, 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 online with in-person skills acquisition at the university’s Gilbert location prior to attending clinical rotations throughout the Phoenix community.

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 student learning outcomes. Tardiness and/or failure to report to class, laboratory, or clinical experience can result in a reduced final course grade or an administrative withdrawal from the course. In the event of absence, it is the student’s responsibility to notify the faculty member or course chair 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.

Examinations

Students are required to take exams when scheduled. If an emergency arises, students must contact the course chairperson no later than the exam start time on the day of the examination. If unable to contact the course chairperson, the student should call the College of Nursing’s OSSCE office and leave a message and telephone number. Examination make-ups must be scheduled with the course chairperson. The course chair determines whether make-up examinations will be available, as well as time & format. Students should always refer to specific course policies concerning exams.

Communication Policies

Students enrolled in both pathways of the College of Nursing’s BSN Program are expected to conduct all communication (electronic and otherwise) in a professional manner as outlined in the college’s Student 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 that their concerns will be addressed promptly. Communication with the next person in the line of communication is needed only after the prior contact does not lead to resolution.
### 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 will specify minimum standards of performance that are necessary or applicable in the course.

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

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

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<table>
<thead>
<tr>
<th>Step 1</th>
<th>College of Nursing course or clinical instructor</th>
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<td>Step 2</td>
<td>College of Nursing course chairs whose names and contact information are listed in the syllabi</td>
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<tr>
<td>Step 3</td>
<td>Program Coordinator (Dr. Melissa Goldsmith - BSN Conventional or Dr. Nancy Baumhover - BSN Integrative Health) if the problem is not resolved at the course level</td>
</tr>
<tr>
<td>Step 4</td>
<td>Division Chair (Dr. Connie Miller) if the problem is not resolved at the program level</td>
</tr>
<tr>
<td>Step 5</td>
<td>Dean of the College of Nursing (Dean Ki Moore) if the problem is not resolved at the Division level</td>
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</tbody>
</table>

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

The **Office of Student Support and Community Engagement (OSSCE)** is available for student consultations about processes and procedures. OSSCE cannot make decisions to resolve the issues. Students should contact their Academic Advisor in OSSCE at 520-626-3808 or via email at entry@nursing.arizona.edu.
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. Students must obtain a minimum grade of "C" in all courses required for the nursing major. Students must receive at least a "C" in both the theory and clinical components of a course in order to receive a passing grade for the overall course ("C"). (See Grading Policy).
5. In addition to having achieved a minimum passing grade of "C" in clinical laboratory courses, students must provide safe care to patients at all times.

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.x is 69%).

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 recorded1.
- 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. A nursing course is considered any course with a NURS prefix that is necessary for the completion of degree requirements. Students in violation of this policy 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 in the undergraduate program.
2. A second nursing course failure will result in automatic, permanent disqualification from the College of Nursing.
3. A student who fails one nursing course while on academic probation (GPA < 2.0) will be reviewed by the Program Coordinator and Division 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:

- OSSCE 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.
- OSSCE 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, and what changes (if any) should be made to improve before the end of the term. Faculty are encouraged to complete a Student Progression Report (SPR) for any student achieving less than an 80% 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 OSSCE, the Writing Coach and/or the Academic Success course via an SPR for support.

End of Term Notification
At the end of term, the course chair shall report to the BSN program coordinator and Division Chair each student who earned a grade of "C" or less in a course. The BSN program coordinator and Division Chair will provide the report to the CISC-APS committee for notification with a copy to OSSCE 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 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 will 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 OSSCE. If the course in which the student received an “I” is pre-requisite to other courses, all work, 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, 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 with 1-2 days 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 chair(s) 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,
- 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 a personal subject matter tutors, and
- participating in professional development activity about: working in teams, communication, resilience, etc.

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

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

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

**Readmission Process Notes**

1. When a student is readmitted, they should contact the course chair for the course(s) that they intend to repeat to discuss remediation requirements (if any) no later than 60 days prior to the start of the term. Remediation requirements will be determined by the instructor and by the length of absence from the BSN program.
2. Students may not participate in any classroom or clinical learning activities while waiting for readmission or pending a grade appeal.
3. A student may repeat a course no more than once according to University policy.
4. Students that 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 made by the college that impact their progression. This includes grade appeal (of the final course grade) or appeal of dismissal decisions.

**Grade Appeal**

All students at the University may appeal a 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. When considering a grade appeal, a student should meet with an Academic Advisor in OSSCE to review the required steps and timelines. All appeals must be initiated no later than the first five weeks of the regular semester after the semester in which the grade was awarded (e.g., to appeal a Spring 2015 grade, the student must initiate the appeal no later than the 5th week of Summer 2015).

The College of Nursing follows the established line of communication outlined in the University’s policy:
1. The student must first discuss the concerns with the course chair or clinical instructor. The student must provide the rational for questioning the awarded grade. 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 their Academic Advisor to review the process and timeline for filing the grade appeal.

3. After meeting with the advisor, the student must inform the instructor, in writing, that the student intends to file an appeal.

4. The student will communicate, in writing, the appeal to the course instructor, copying the program coordinator on the email. The instructor has two weeks from receipt of the appeal to inform the student of their decision.

5. If the concerns are not resolved by the instructor, the student shall email the program coordinator, requesting a review of the appeal. The program coordinator has two weeks from receipt of the appeal to inform the student of their decision.

6. If the concerns are not resolved by the program coordinator, the student shall email the division chair, requesting a review of the appeal. The division chair has two weeks from receipt of the appeal to inform the student of their decision.

7. If the division chair does not resolve the concerns, the student shall contact the Dean of the College of Nursing, requesting a review of the appeal. The Dean will review the student’s appeal, university policy and provide a written recommendation.

**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
- Unsafe Patient Care
- Proper Use of Electronic Devices in Academic & Clinical Settings
- Clinical Rotation Compliance (Immunizations, Substance Screening, Fingerprint Clearance Card, etc.)
- Technical & Essential Qualifications for Nursing Students
- Uniform Requirements

**Unusual Occurrence**

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

**Agency/Clinical Placement Screening Procedures**

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

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

**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 each level in preparation for taking the NCLEX upon graduation. Each student must establish and implement a comprehensive study plan in the review of specific nursing content areas to prepare for taking the NCLEX.
During the final semester, students apply for licensure to practice as a registered nurse. The College of Nursing Office of Student Support and Community Engagement provides information regarding the NCLEX-RN and assistance in preparing the application. The examination may be taken at any designed testing site and will be administered via computerized adaptive testing (CAT).