UNI / University of Northern Iowa

Bachelor of Science in Nursing (BSN)
Student Handbook
2025-2026

Students are responsible for reviewing, signing, and adhering to program policies. Any updates will be added to the handbook online and will be communicated to the students via email, Blackboard, and course syllabi, as applicable.

Legal Limitations of Licensure
The practice of nursing is regulated by state laws. Questions concerning licensure in a specific state should be directed to that state's board of nursing.

The UNI Nursing Program reserves the right to dismiss a student from the nursing major at any time for violation of School, Agency, or University Policies, Professional Conduct codes, or Federal Regulations.

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INTRODUCTION

Welcome to the BSN Program!

Welcome to the vibrant community of the Department of Nursing and Public Health at UNI! We are thrilled to embark on this journey with you as you pursue your Bachelor of Science in Nursing (BSN) degree.

At the heart of our department lies a commitment to providing top-tier education that prepares you to excel in your nursing career and make a meaningful impact in the field of healthcare. Our dedicated faculty and staff are here to support you every step of the way, ensuring that you receive the highest-quality education possible.

As a student in our program, you will benefit from a curriculum that blends rigorous academics with hands-on clinical experiences. From the classroom to the hospital floor, you will have the opportunity to apply your knowledge in real-world settings, honing your skills and gaining invaluable practical experience.

Our program is about more than just academics. It's about fostering a sense of community and collaboration among our students, faculty, and staff. Whether you're participating in a study group, volunteering in the community, or attending one of our many student organizations and events, you'll find ample opportunities to connect with your peers and make lasting friendships.

As you embark on this exciting journey, know that you are joining a long tradition of excellence in nursing education at UNI. Our graduates are highly sought after by employers across the state and beyond, and we have no doubt that you will continue this proud legacy.

Once again, welcome to the Department of Nursing and Public Health at UNI. We look forward to supporting you on your path to becoming a compassionate, skilled, and highly respected nurse and healthcare professional.

Nancy K. Kertz, PhD, FNP-BC
Department Head of Nursing and Public Health/ Professor

Mission and Vision

Mission: The University of Northern Iowa BSN program will prepare graduates who are clinically-focused and practice-ready while instilling proficiency in situational awareness and clinical reasoning, allowing them to excel within their full scope of nursing practice.

Vision: By fostering innovative teaching strategies, the Department of Nursing will utilize best practices and innovative teaching strategies to meet a variety of learning styles and empower students to become collaborative members of interprofessional teams and leaders in promoting care for individuals across the lifespan.

End-of-Program Student Learning Outcomes

1. Students will apply clinical judgment in the delivery of care by synthesizing knowledge, skills, and technology from the established and evolving art and science of nursing, as well as from the biological, social, and behavioral sciences.
2. Students will employ person-centered care in partnership with the client, identified support persons, and the healthcare team.
3. Students will evaluate social determinants of health at the population level to promote improved health outcomes.
4. Students will integrate the best scholarly evidence into nursing practice.
5. Students will apply principles of safety and quality improvement to the delivery of care.
6. Students will apply collaborative practice to optimize patient care and outcomes.
7. Students will apply knowledge of systems to work effectively across the continuum of care.
8. Students will apply principles of professional nursing ethics in the care of individuals across the lifespan.
9. Students will utilize information technologies to deliver evidence-based care.
10. Students will create a personal and professional plan for long-term resilience.

ACCREDITATION

Accreditation Commission for Education in Nursing (ACEN)
Effective June 26, 2024, this nursing program is a candidate for initial accreditation by the Accreditation Commission for Education in Nursing (ACEN). This candidacy status expires on June 26, 2026.

The date for the Initial Accreditation Site Visit of the Baccalaureate Nursing Program is scheduled for March 3, 2026, through March 5, 2026.

Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
(404) 975-5000
http://www.acenursing.com/candidates/candidacy.asp

Note: Upon granting of initial accreditation by the ACEN Board of Commissioners, the effective date of initial accreditation is the date on which the nursing program was approved by the ACEN as a candidate program that concluded in the Board of Commissioners granting initial accreditation.

Iowa Board of Nursing (IBON)
On April 5, 2023, the Iowa Board of Nursing approved the nursing program proposal and curriculum for a Bachelor of Science in Nursing program at the University of Northern Iowa, Cedar Falls, pursuant to IAC 655, Chapter 2, 2.3(1).

Following the graduation of the first nursing cohort in spring 2027, the Department of Nursing & Public Health will submit a self-study to the Iowa Board of Nursing. The Iowa Board of Nursing will conduct a site visit in 2027 as the final step of their (IBON) accreditation process.

UNIVERSITY AND DEPARTMENTAL INFORMATION

Accommodations for Students with Disabilities
The Americans with Disabilities Act (ADA) provides that no qualified individual with a disability be denied access to or participation in services, programs, and activities at the University of Northern Iowa. The Student Accessibility Services (SAS) works with students who have disabilities in an effort to coordinate support services and programs that enable equal access to an education and university life.

Students are responsible for requesting accommodations for a disability. Accommodations are not retroactive. For more information on the process to request accommodations through SAS, please visit their office at:
Office: 102 Gilchrist Hall
Phone: 319-273-2332
Fax: 319-273-5832

Contact:
Tiffany Dodd, Assistant Dean of Students for Student Accessibility Services
319-273-2332
Email: **accessibilityservices@uni.edu**   Website: **https://sas.uni.edu/**

Discrimination, Harassment, and Sexual Misconduct
The University, including the nursing community, values and upholds the equal dignity of all members of its community and is committed to providing a workplace and educational environment that is free from discrimination and harassment. **Office of Civil Rights Compliance https://policies.uni.edu/1302**

Release of Information
The Family Educational Rights and Privacy Act of 1974 helps protect the privacy of student education records. The Act provides eligible students the right to inspect and review education records, the right to seek to amend those records and to limit disclosure of information from the records. **Information for Students and Parents | Office of the Registrar**

Language Proficiency Requirements
English Proficiency
Undergraduate international students who are not native speakers of English must provide evidence of English language proficiency per University standards. **English Proficiency | Admissions & Aid**

University of Northern Iowa Academic Catalog 2025-2026 UNI Catalog

ADMISSION REQUIREMENTS

Program Track
The University of Northern Iowa offers one nursing program track, which is built on a solid foundation of the liberal arts:
- A four-year B.S.N. pre-licensure track for first-year and transfer students seeking a bachelor's degree in nursing.

Essential Performance Functions (Technical Standards) for Progression and Completion of the UNI BSN Program

Students must be able to perform the essential functions of the program with or without reasonable accommodation in order to fully participate in the BSN program. This includes on and off campus professional practice experiences.
These essential functions provide guidance for:

The following competencies are essential to practice safely, with or without reasonable accommodations, the abilities to:
- Apply clinical judgment when providing nursing care.
- Apply knowledge from other disciplines, including a foundation in liberal arts and natural and social sciences.
- Apply professional behavior to health care team members, patients, and patients' families.
- Apply effective communication to healthcare team members, patients, and patients' families.
- Apply nursing knowledge and evidence-based nursing practice to provide person-centered care and improve patient outcomes.
- Apply evidence-based nursing practice which incorporates public health prevention to disease management of populations.
- Apply informatics and healthcare technology.
- Employ established and emerging principles of safety and quality improvement science.
- Apply interprofessional collaboration across professions and with care team members, patients, families, communities, and other stakeholders to optimize care, enhance the healthcare experience, and strengthen outcomes.
- Responds to and leads within complex systems of health care.

Cognitive/Intellectual/Observational Ability
Critical thinking ability.
- Able to develop problem solving skills and demonstrate the ability to establish care plans and set priorities.

- Able to measure, calculate, analyze, and synthesize objective and subjective data to make decisions that reflect consistent and thoughtful deliberation of the appropriate data.
- Auditory, visual, and tactile ability sufficient to observe, assess, and monitor patient's health status and health/illness alterations.
- Functional use of the senses and sufficient motor capability to carry out necessary assessment activities.
- Listen, speak, read, write, reason, and perform mathematical functions at a level which allows the student to process and understand the materials presented (in both a written and a verbal format) throughout the course of study, and to demonstrate competencies (in both a written and a verbal format).

Examples:
Analyzes patient condition.
Responds with timely, precise, and appropriate action in an emergency.
Performs effectively under stress or in unusual situations.
Assesses and interprets heart and lung sounds.
Assesses and interprets skin condition.

Social and Behavioral Attributes
Interpersonal abilities sufficient to interact with individuals, families, and groups from varied social, emotional, cultural, and intellectual backgrounds.

- Able to maintain professional demeanor, communication, and respect for others at all times.
- Capacity for self-reflection and change.
- Emotional stability to fully utilize intellectual abilities, exercise sound judgment, complete assessment and intervention activities, and develop sensitive interpersonal relationships with patients, families, and others responsible for health care.
- Able to adapt to changing environments, to display flexibility, and to learn to function in the face of uncertainties inherent in the clinical problems of many patients.
- Demonstrate concern for others, integrity, accountability, interest, and motivation.

Examples:
Demonstrates positive conflict resolution skills.
Receives and responds appropriately to constructive criticism.
Demonstrates caring and empathy for others.
Demonstrates professional conduct and demeanor.

Program Admission Requirements

Admission to the University of Northern Iowa's nursing program is contingent upon being admitted to the University, the ability to perform essential functions of the program, and the completion of prerequisite coursework.

Admission Process:

1. Admitted to the University of Northern Iowa
2. Able to perform the essential functions of the program with or without reasonable accommodation
3. Completed application form to the Nursing Major
4. Achieved a minimum extracted cumulative *3.0 GPA based on a 4.0 scale in the following **courses:
   - PH2160 Medical Terminology
   - CHEM1010 Principles of Chemistry
   - BIOL1101 Principles of Anatomy and Physiology I
   - BIOL1102 Principles of Anatomy and Physiology II
   - STAT1772 Introduction to Statistical Methods OR SOCSCI2020 Social Science Statistics
   - PSYCH2202 Developmental Psychology OR FAMSERV1055 Lifespan Development

Students with a lower GPA may be considered upon a holistic review of special circumstances.
**Course equivalencies and course substitutions will be evaluated for transfer credit.*
***In exceptional circumstances, candidates may complete pre-requisite coursework in their first semester of nursing courses.*
****For students who want to transfer in one or more nursing courses, a determination will be made on a case by case basis to determine which nursing course(s) the student will be placed in. Students may be required to take a HESI Specialty Exam (at their own cost) and complete a competency evaluation to assist in the determination of placement.*

Application Timelines for Admission
January 5:   Early Admission for Fall Semester
February 15:   Standard Admissions for Fall Semester
September 16:   Standard Admissions for Spring Semester

Recency and Grade Requirements for Prerequisite Courses
Prerequisite courses must be taken within five years prior to entering the nursing major and students must earn a grade of "C" or higher and meet the extracted GPA requirements of a 3.0.

Nursing Transfer Course Credit
Requests to transfer nursing course credits will be evaluated on a case-by-case basis.

Conformance to Compliance Requirements (Vaccines, CPR, Mandatory Reporter for Adult & Child, HIPAA, OSHA)
Students are responsible for uploading documents into ViewPoint Screening and keeping documentation ***up-to-date***. These compliance requirements are required, and the documentation should be uploaded prior to the first day of the start of the program.

Students ***will not be permitted*** to attend clinicals until all requirements are met, unless they have an exemption (for a vaccine). If a student becomes non-compliant with any of the requirements while in the program, the student will not be able to attend clinical, which may result in course failure.

Technology Requirements

The University of Northern Iowa establishes baseline technology requirements for all students through the [Office of Information Technology](). Still, nursing students are held to additional program-specific technology standards due to the rigorous digital demands of the nursing curriculum. These technology requirements differ from those for non-nursing students. Nursing students must have access to a computer capable of supporting the adopted learning platforms, including Elsevier 360, ViewPoint screening, Blackboard, and online nursing exams. While students are not required to purchase their own laptops, they must have reliable access to a computer. To support this need, the nursing program has provided laptops for student use during on-campus testing. Students must also have access to a computer to engage with digital materials and participate in both synchronous and asynchronous classes.

The admissions office refers all students to the "Getting Started" webpage, which provides information on technology requirements and learning tools, such as Blackboard, Zoom, Panopto, and the Software Purchasing Guide. Kristin Soppe, the Assistant to the Department Head of Nursing & Public Health, sends nursing students additional information regarding enhanced technology requirements due to the web-based nature of the nursing curriculum. It is recommended that students use a Windows 11 machine for compatibility with the nursing program when purchasing a personal laptop. Also, students must have reliable high-speed internet access, a functioning webcam, microphone, and an updated operating system for synchronous virtual sessions, including online lectures in distance education courses. This information is communicated to students via email and discussed during student orientation.

STUDENT REQUIREMENTS
Background Check
A background check is required upon admission to the nursing program and *prior to entry* into the first nursing course. Admission may be denied or rescinded based on a review of the background check and Disclosure Statement. Background checks are required by affiliating agencies and may be a condition to be a candidate for state licensure. Various clinical healthcare agencies utilized by the BSN Nursing Program require a criminal background check of current nursing students. Clinical agencies have the right to deny a student clinical placement at their facility if the student has been convicted of a felony or misdemeanor. If a clinical agency refuses a student clinical access due to a criminal conviction, the student may be unable to meet the clinical objectives of the nursing course and may be dismissed from the Nursing Program.

If an applicant has previously been found guilty of a misdemeanor or felony, the applicant must submit a written Statement of Disclosure by providing a written explanation of the event(s), and must include court documents and police reports. The BSN Admission and Progression Committee will review and determine whether the offer of admission should be withdrawn. The committee decisions are final and cannot be appealed.

In addition, current students are required to notify the Academic Clinical Coordinator immediately of any new criminal charges that occur once they are in the program. A student's failure to immediately notify (within three business days) from when the charges are filed) the Academic Clinical Coordinator may also result in the student's immediate dismissal from the program. Students with any new criminal charges MAY NOT report to a clinical agency until approval is obtained from the Academic Clinical Coordinator. The student is required to submit a Statement of Disclosure and provide a written explanation of the event(s), and the report must include court documents and police reports. The BSN Admission and Progression Committee will review and determine whether the student can progress in the program. The committee decisions are final and cannot be appealed.

Falsification of information, including omission of relevant information, may result in denial of admission or dismissal from the program. Background check reports and other submitted information are protected in accordance with the Family Educational Records and Privacy Act (FERPA). Student background check reports, disclosure statements, and other submitted student information will be maintained by the Academic Clinical Coordination.

Any felony conviction, and certain other convictions, regardless of the length of time since conviction, may preclude a Student from being accepted. Other situations will be

considered on a case-by-case basis, taking into account risks to patients, employees, and the organization. A student with a break in enrollment of at least two semesters in the nursing major must complete a new background check at their own expense.

Drug Testing
All students entering the nursing program will be required to have a negative drug screen prior to admission. This preadmission drug screen will be at the student's expense and must be completed through ViewPoint Screening. Students taking legally prescribed medications which may show up on a drug screen are required to report this medication and show a prescription/drug label at the time of testing to the testing agency.

In the event of a positive test result, confirmatory testing will be completed before the results are given to the student. This confirmation test will be performed at the student's expense. The Medical Review Officer (MRO) from the testing site will review all positive drug screens. The MRO or personnel from the testing site will contact all students with positive tests to determine if there is a valid reason for the results (e.g., OTC drugs, herb preparations, and/or prescription drugs currently being taken).

The MRO makes the final decision on all drug test results and the decision of the MRO will be accepted by the Department of Nursing & Public Health. Any concerns about the validity of the test results or additional information concerning how a test might have registered as positive must be addressed through the MRO.

The MRO will notify the Academic Clinical Coordinator of all positive results. The Academic Clinical Coordinator may also notify the Department Head of Nursing & Public in the decision-making process concerning student admissions or dismissals.

The Department of Nursing & Public Health reserves the right throughout the program to refer students for immediate drug/alcohol testing at the student's expense if a student's behavior is suspicious of drug or alcohol impairment.

CPR for Basic Life Support
CPR for Basic Life Support is required prior to entry into the first nursing course. Renewal is required every two years. All costs are the student's responsibility. The CPR certificate must be uploaded into Viewpoint Screening.
- Cardiopulmonary Resuscitation (CPR) certificate that will remain current through each semester the student is enrolled.
- RENEWAL: Certification is valid for 24 months, but must be valid concurrently during an entire academic semester, from the first to the last day of class.

Mandatory Reporter Adult & Child

Students are required to complete Mandatory Reporter Adult & Child training prior to the start of the program, and then every three years. The student will need to complete the adult and child mandatory reporter to fulfill this requirement.

- To obtain Child and Dependent Adult Abuse Mandatory Reporter training, please go to **Mandatory Reporters | Health & Human Services**.
    - Complete both online training sessions using the link provided by DHS.
    - Iowa DHS will email you a certificate of completion for each course.
- Upload a copy of both certificates into ViewPoint Screening. The verification number must be visible on your document.

Student Health Insurance

All nursing students are required to have health insurance to cover emergency health care for illnesses or injuries resulting from the Student's field experience at the Organization. It shall be the responsibility of the Student to provide payment or adequate health insurance coverage for such emergency care and any subsequent care. Students are responsible for uploading proof of health insurance to ViewPoint annually. The University will require each student to provide proof of insurance prior to entering the nursing major.

Statement of Health Certificate

Physical Examination must be completed prior to enrollment in the nursing major program and must be free from communicable disease.

Vaccine Requirements

Students are required to complete the following vaccines, and upload the documentation into ViewPoint Screening.

*Hepatitis B

The Hepatitis B series must be completed prior to the start of the program.

- One of the following is required:
    - completed vaccination series (3 vaccines or 2 Heplisav-B vaccines)
      OR
      a positive antibody titer (lab report required, numeric and reference range preferred).
    - The Hepatitis B Vaccine should be administered according to the following schedule: Vaccine 1: Birth or Anytime, Vaccine 2: at least 1 month after vaccine 1, Vaccine 3: at least 5 months after vaccine 2.

*TB: 2 step: PPD skin test (TB) or Quantiferon Blood Draw

Must be completed prior to the start of the program, and annual testing is required.

- Initially, a 2-step skin test administered 1-3 weeks apart is required. Each test <u>must be read 48-72 hours </u>after administration **OR Quantiferon Blood draw**
- Annual Renewal: a 1-step skin test is required and must be read <u>48-72 hours</u> after administration **OR**
- Blood test (quantiferon gold) lab report with the student's name, date of birth, and date of collection and report reading. The TB test is valid for 12 months, but must be valid concurrently with the entire academic semester, from the first to the last day of class. Mid-semester renewal is not permitted. This may cause a renewal to be required before your document expires.
- If there is a history of a positive skin test, the student will need to provide a chest X-ray annually with the annual TB assessment form.
- If more than 12 months has elapsed after the 2-step or previous annual 1-step the 2-step must be repeated.

Measles, Mumps, Rubella (MMR)
The MMR vaccine must be completed prior to the start of the program.
- ONE of the following vaccines is required:
  - Two vaccinations (Vaccinations can be a combined MMR vaccination, however if individualized vaccinations are submitted students MUST submit 2 vaccinations for Mumps, 2 vaccinations for Measles and 2 vaccinations for Rubella.)
    OR
  - A positive antibody titer (lab report required, numeric and reference range preferred) for all 3 components.
- The MMR vaccine should be administered according to the following schedule: Vaccine 1: birth or anytime, Vaccine 2: at least 1 month after vaccine 1.

TDaP
- The TDaP vaccine must be administered within the last 10 years and a booster must include pertussis. The renewal date will be set for 10 years from the most recent vaccine, but must be valid concurrently with the entire academic semester, from the first day of class to the last day of class.

Varicella
The Varicella vaccine must be completed prior to the start of the program.
- One of the following are required: 2 varicella vaccinations, OR a positive antibody titer (lab report required, numeric and reference range preferred).
- The varicella vaccine should be administered according to the following schedule: Vaccine 1: birth or anytime, Vaccine 2: at least 1 month after vaccine.

Influenza
An influenza vaccine must be completed annually by October 1st.

COVID
A covid vaccine is no longer required prior to the start of the program; however, some health care agencies may require students to be vaccinated, unless they have an approved religious or medical exemption.

VACCINE EXEMPTION FORM
The UNI BSN Nursing Vaccine Exemption Form is located at:
https://docs.google.com/document/d/1yrN4WjqX5jeF67hWyLKQHM8Ba9Ec7-BB/edit

HIPAA Policy
The Health Insurance Portability and Accountability Act of 1996 (HIPAA) was enacted in 1996. It was created primarily to modernize the flow of healthcare information. It also stipulated the protection of personally identifiable information maintained by the healthcare and healthcare insurance industries. Students are required to complete HIPAA training through ViewPoint Screening when admitted to the program and no later than the first day of their first nursing course. Annual renewals are required and must be valid concurrently with the entire academic semester, from the first day of class to the last day of class. Students are required to adhere to the protection of patients' health information and other identifying information. Violations of HIPAA may result in sanctions up to and including dismissal from the nursing program as well as federal prosecution, fines and imprisonment. Information obtained by students through their activities and experiences in nursing clinical/laboratory/classroom settings related to patients/clients, personnel, and facilities is considered confidential. Such matters are discussed for the purposes of learning in nursing conferences and classes only.

This policy prohibits recording any personally identifiable client information in any format. This includes written information, photocopies, audio or digital recordings, video, or pictures of clients, client belongings, or client records. Papers related to clinical/laboratory experiences will not identify any person, agency, or agency personnel by name. Student papers may contain the student and clinical instructor names only. Websites that contain online personal journaling with reflections, comments, and/or hyperlinks provided by the writer have legal implications with regard to HIPAA, even if they are password protected or shared with a limited audience. Sharing protected health care related information (including pictures) obtained during classroom, laboratory, or clinical experiences or from patients/clients in this or any other manner is a violation of federal regulations and as such, may result in dismissal from the program.

OSHA Policy
Students are required to complete OSHA training through ViewPoint when admitted to the program, and no later than the first day of their first nursing course. Annual renewals

are required and must be valid concurrently with the entire academic semester, from the first day of class to the last day of class.

Professional Liability Insurance
Professional liability insurance coverage in the amount of $3,000,000 single occurrence/$6,000,000 aggregate is required of all students. The College of Nursing purchases group coverage for all pre-licensure students, and fees for this insurance will be placed on the student's U-Bill annually.

Student Orientation to BSN Program
Students entering the BSN major are required to attend orientation prior to the beginning of the first nursing course.

CURRICULUM

Academic Advisement
The University of Northern Iowa utilizes a centralized advising model for BSN students. All students will be guided by an advisor prior to entry into the program to program completion. Students are responsible for initiating advisement meetings each semester and as needed. When communicating with their advisor, the student's UNI email address must be used throughout the program. Students are responsible for checking their email on a regular basis for updates and instructions from their advisor.

Communication of Academic Changes
Student Communication Policy
Students will be promptly informed about any changes to policies, the handbook, or other procedures that may impact their academic progression. Changes will be communicated in writing via UNI email, the Nursing Announcement Board in eLearning, and eLearning course sites; changes will also be communicated verbally in the classroom. Students are responsible for checking their email, the Announcement Board, and course eLearning sites regularly.

Military and Veteran Students
Instructors will provide accommodations for military and veteran students who have required absences due to military duties or Veteran Administration medical appointments. Accommodations and specific timeframes to make up all missed assignments, quizzes, and tests will be given and mutually agreed upon by the instructor and student. Students are responsible for notifying faculty members of absences as far in advance as possible, when possible, and for ensuring that their absence is documented. **Policies & Procedures | Military and Veteran Student Services**

Health Education System, Inc. (HESI)
The BSN Program utilizes HESI products throughout the curriculum to promote student success in the NCLEX-RN. These may include:

- HESI 360
- Sherpath
- HESI Case Studies, Patient Review, Practice Test
- SimChart with Clinical Key
- ShadowHealth Digital Clinical Experiences
- Simulation Learning Suite
- HESI Readiness Dashboard for NCLEX
- HESI Next Generation Specialty Exams and Custom Exams
- HESI Next Generation Exit Exams
- HESI Comprehensive Review for the NCLEX eBook
- Elsevier Adaptive Quizzing Next Generation for NCLEX
- HESI Compass Personal Assessment Builder

Degree Requirements: Nursing (Four-Year B.S.N. Program Track)
Students must complete all UNIFI, electives, prerequisite courses, and nursing major courses to complete 120 hours.
University Requirements: See details on UNIFI general education requirements:
General Education Requirements | Undergraduate Studies

Graduation Policy
The University of Northern Iowa, including the nursing program, shares many of the same graduation policies and requirements, ensuring consistency in academic standards. UNI's nursing program has some specific requirements that ensure the students are proficient in clinical and ready for the licensure exam. The UNI nursing program builds on the university's core graduation framework with discipline-specific expectations crucial to training safe, professional, practice ready, competent nursing professionals. These differences are required by accreditation bodies, clinical practice standards, clinical partners, and legal and patient-care considerations. In spring 2025, a decision was made to reduce the number of semester hours for the nursing major from six-semesters to four semesters, beginning fall 2026. See Table 1 for the graduation requirements for the six semester program.

Table 1

Graduation Requirements for Six-Semester Program

Requirement	General UNI	UNI Nursing
Credit Hours	**120** (37 UNIFI general education + 83 other)	Total Nursing credits (59 credits for nursing major courses + 31 credits for prerequisite courses + 30 UNI general education and elective courses) **120 Hours**
Cumulative GPA	2.0	2.75
Insurance & Liability	Not required, major-specific	Required health insurance and liability
Professional Mandates	Not required, major-specific	Background checks, drug testing, vaccinations, TB, CPR, Mandatory reporter, HIPAA, OSHA, and any additional requirements mandated by clinical sites
Laboratory Hours	UNIFI Scientific Reasoning Requirement: 4-credit integrated course or 3-credit course plus a concurrent 1-credit lab.	112.5 hours
Clinical Hours	0	412.5 hours
Residency	0	150 hours
		Portfolio

Note. Throughout their progression in the UNI Nursing program, students will complete assignments in every course to add to their Nursing Student Portfolios. These assignments will include, but are not limited to, self-care plans, collaboration assignments, case studies, PowerPoint presentations, and more. Students will be required to submit their completed portfolios in NUR 4299: Professional Competencies for Entry Into Practice.

BSN Major Requirements:
To fulfill the requirements of the major, all students in this BSN program will take the following coursework in a sequence determined in collaboration with an advisor. Some courses also satisfy the University requirements for UNIFI general education courses.

- PH 2160 Medical Terminology (or equivalent)
- BIO 1101 Anatomy and Physiology I (or equivalent)
- CHEM 1010 Principles of Chemistry (satisfies UNIFI Scientific) (or equivalent)
- FAM SERV 1055 Lifespan Development (satisfies UNIFI Connect Elective), OR PSYCH 2202 Developmental Psychology (satisfies UNIFI Connect Elective) (or equivalent)
- BIOL 1102 Anatomy and Physiology II (or equivalent)
- STAT 1772 Introduction to Statistical Methods (satisfies UNIFI Quantitative) OR SOC SCI 2020 Social Sciences Statistics (or equivalent)
- NUR 2575 Research and Evidence-Based Practice
- PH 1410 Basic Nutrition (or equivalent)
- NUR 3000 Health Assessment and Health Promotion Across the Lifespan
- NUR 2500 Principles of Nursing Practice
- NUR 2510 Pharmacotherapeutics in Nursing
- BIOL 1033 Principles of Microbiology (or equivalent)
- BIOL 1103 Pathophysiology (or equivalent)
- NUR 3009 Informatics & Healthcare Technologies
- NUR 3041 Psychiatric-Mental Health Nursing
- NUR 3065 Health and Illness Concepts I: Chronic Care
- NUR 3066 Clinical Reasoning Seminar I: Chronic Care
- NUR 3067 Nursing Pharmacology Seminar I
- NUR 3120 Concepts of Geriatrics
- NUR 3075 Health and Illness Concepts II: Acute Care
- NUR 3076 Clinical Reasoning Seminar II: Acute Care
- NUR 3077 Nursing Pharmacology Seminar II
- NUR 3119 Population Health
- NUR 4015 Nursing Care of Women and Children
- NUR 4031 Disaster Preparedness and Management
- NUR 4075 Health & Illness Concepts III: Regenerative and Complex Acute Care
- NUR 4076 Clinical Reasoning Seminar III: Regenerative & Complex Acute Care III
- NUR 4077 Nursing Pharmacology Seminar III
- NUR 4200 Nursing Roles, Leadership, and Systems-Based Healthcare

- NUR 4275 Health & Illness Concepts IV: Emergency and Trauma
- NUR 4280 Person-Centered Care Residency and Capstone
- NUR 4299 Professional Competencies for Entry into Practice
- UNIFI Written Communication Course
- UNIFI Human Expression Course
- UNIFI Human Condition-Global Course
- UNIFI Oral Communication Course
- UNIFI Responsibility Course
- UNIFI Human Condition-Domestic Course
- UNIFI Connect Elective Course
- UNIFI Connect Elective Course
- UNIFI Connect Elective Course
- University Elective

AND
Program Clinical Hours: 412.5
Program Lab Hours: 112.5 hours
AND
Total Nursing Credits: 90
(nursing major courses + prerequisite courses, which include 10 credits of UNIFI)
Other UNIFI credits: 27
Elective Credits: 3

AND
Verification that students meet the End-of-Program Student Learning Outcomes
Portfolio
EPSLO Assessments

Sample Curriculum Plan

Freshman Year - Fall Semester				Freshman Year - Spring Semester		
Course #	Course Title	cr hrs		Course #	Course Title	cr hrs
REQUIRED MAJOR COURSES				**REQUIRED MAJOR COURSES**		
PH 2160	Medical Terminology	2		FAM SERV 1055 **OR**	Lifespan Development (satisfies UNIFI Connect Elective)	3
BIO 1101	Principles of Anatomy & Physiology I	4		PSYCH 2202	Developmental Psychology (satisfies UNIFI Connect Elective)	
ADD CHEM 1010	Principles of Chemistry (satisfies UNIFI Scientific)	4		BIOL 1102	Principles of Anatomy & Physiology II**	4
				STAT 1772 **OR**	Introduction to Statistical Methods (satisfies UNIFI Quantitative)	3
				SOC SCI 2020	Social Sciences Statistics	
UNIFI & ELECTIVES				**UNIFI & ELECTIVES**		
UNIFI	Written Communication	3		UNIFI	Human Condition-Global	3
UNIFI	Human Expression	3		UNIFI	Oral Communication	3
	Major cr	10			Major cr	10
	UNIFI & Elective cr	6			UNIFI & Elective cr	6
	1st Semester Total	16			2nd Semester Total	16
Sophomore Year - Fall Semester				**Sophomore Year - Spring Semester**		

Course #	Course Title	cr hrs		Course #	Course Title	cr hrs
REQUIRED MAJOR COURSES				**REQUIRED MAJOR COURSES**		
NUR 2575	Research and Evidence-Based Practice	3		NUR 2500	Principles of Nursing Practice 3 cr lect/2 cr lab	5
PH 1410	Basic Nutrition	3		NUR 2510	Pharmacotherapeutics in Nursing	3
NUR 3000	Health Assessment and Health Promotion Across the Lifespan 3cr lect/1 cr LAB	4		BIOL 1033	Principles of Microbiology	4
				BIOL 1103	Pathophysiology	3
UNIFI & ELECTIVES				**UNIFI & ELECTIVES**		
UNIFI	Responsibility	3				
UNIFI	Human Condition-Domestic	3				
	Major cr	10			Major cr	15
	UNIFI & Elective cr	6			UNIFI & Elective cr	0
	3rd Semester Total	16			4th Semester Total	15

#being considered as a BIOL course

Junior Year - Fall Semester				Junior Year - Spring Semester		
Course #	Course Title	cr hrs		Course #	Course Title	cr hrs
REQUIRED MAJOR COURSES				**REQUIRED MAJOR COURSES**		
NUR 3009	Informatics & Healthcare Technologies	1		NUR 3075	Health and Illness Concepts II: Acute Care 3 cr lect/1 cr CLN	4

Course #	Course Title	cr hrs		Course #	Course Title	cr hrs
NUR 3041	Psychiatric-Mental Health Nursing 2 cr lect/1 cr CLN	3		NUR 3076	Clinical Reasoning Seminar II: Acute Care	1
NUR 3065	Health and Illness Concepts I: Chronic Care 3 cr lect/1 cr CLN	4		NUR 3077	Nursing Pharmacology Seminar II 0.5 cr lect. 0.5 cr lab	1
NUR 3066	Clinical Reasoning Seminar I: Chronic Care	1		NUR 3119	Population Health 2 cr lect/1 cr CLN	3
NUR 3067	Nursing Pharmacology Seminar I 0.5 cr lect.0.5 cr lab	1				
NUR 3120	Concepts of Geriatrics	2				
UNIFI & ELECTIVES				**UNIFI & ELECTIVES**		
UNIFI	Connect Elective	3		UNIFI	Connect Elective	3
				XXXX	University Elective	3
					University Electives	**3**
	Major cr	**12**			**Major cr**	**9**
	UNIFI & Elective cr	**3**			**UNIFI & Elective cr**	**3**
	3rd Semester Total	**15**			**4th Semester Total**	**15**
Senior Year - Fall Semester				**Senior Year - Spring Semester**		
Course #	Course Title	cr hrs		Course #	Course Title	cr hrs
REQUIRED MAJOR COURSES				**REQUIRED MAJOR COURSES**		
NUR 4015	Nursing Care of Women and Children 3 cr lect/1 cr CLN	4		NUR 4200	Nursing Roles, Leadership, and Systems-Based Practice	3

NUR 4031	Disaster Preparedness and Management	2		NUR 4275	Health & Illness Concepts IV: Emergency and Trauma 2 cr lect/1 cr CLN	3
NUR 4075	Health and Illness Concepts III: Regenerative & Complex Acute Care 3s cr lect/1 cr CLN	4		NUR 4280	Person-Centered Care Residency and Capstone 4 cr CLN	4
NUR 4076	Clinical Reasoning Seminar lll: Regenerative & Complex Acute Care III	1		NUR 4299	Professional Competencies for Entry into Practice	2
NUR 4077	Nursing Pharmacology Seminar III 0.5 cr lect.0.5 cr lab	1				
UNIFI & ELECTIVES				**UNIFI & ELECTIVES**		
UNIFI	Connect Elective	3				
	Major cr	**12**			**Major cr**	**12**
	UNIFI & Elective cr	**3**			**UNIFI & Elective cr**	**0**
	3rd Semester Total	**15**			**4th Semester Total**	**12**
Program Clinical Hours: 412.50	**Total Nursing credits (59 credits for nursing major courses + 31 credits for prerequisite courses) Incudes prerequisite courses (10 credits) that count for UNIFI**	**90**				
				Credit Hour Definitions		

Program Lab Hours: 112.50	Other UNIFI credits	27	1 cr Hour Theory = 50 Minutes of contact time for each week of instruction for a 15-week semester.
	Total UNIFI credits	37	1 cr Lab = 100 Minutes of contact time for each week of instruction for a 15-week semester. 1 hr lab = 25 hours
	University Electives	3	1 cr Hour Clinical = 150 Minutes contact time for each week of instruction for a 15-week semester.
	Total credits	120	Simulation: One hour in the simulation labs can be calculated as two hours of direct care clinical.

1. Deadlines for Dropping Courses are available in the Schedule of Classes and in the Dates to Observe. See How to Drop a Course for Undergraduate Students **Dropping a Course | Office of the Registrar**
2. To Withdraw from a course see Deadlines for Withdrawing **Withdrawal Information & Schedule | Office of the Registrar**
3. To determine how withdrawing from a course may affect students, see **Withdrawal Information & Schedule | Office of the Registrar**
4. Failure to officially withdraw from a course may result in grades being recorded as failures.
5. Grades of W and P are not assigned grade points and, therefore, are not used in computation of a student's cumulative GPA.

BSN Grading Policy
Graded nursing coursework will use the following grade scale, where a grade of
C+ or higher is considered passing. The rounding method is not used for the overall
nursing course percentage.

For theory/didactic nursing courses, the following criteria apply:
The percentage system used to award grades within the BSN Program is the following:

A	93-100	D+	68-69
		D	63-67
A-	90-92	D-	60-62
B+	88-89	F	below 60
B	83-87		
B-	80-82		
C+	78-79		
C	73-77		
C-	70-72		

Quality Points
Quality points are calculated according to the following system:

Grade	Quality Points	Grade	Quality Points
A	4.0	C	2.00
A-	3.67	C-	1.67
B+	3.33	D+	1.33
B	3.00	D	1.00
B-	2.67	D-	0.67
C+	2.33	F	0.00

ACADEMIC PROGRESSION

Academic Progression
Procedure
    A. Students must pass the Theory, Skills Lab, Simulation, and or Clinical in a
       variable credit course. A variable course is defined as a course which has a
       theory component plus a skill lab, simulation, and/or clinic component. Students
       who fail the theory component of a course will fail the course with the letter grade

earned for theory. Students who have passed the lecture component in an integrated course, but who fail their performance in the lab, clinical, or simulation component of the course, will receive a failing grade of C for the course.

B. Students who fail to meet any required competencies in one or more areas in simulation or a clinical component of a course will fail the course.
    a. Note: Simulation and Clinical Grading will use competency rubrics.

C. Students who receive an *Incomplete* in a NURS prefix course will follow the University policy on Incomplete courses. **Academic Regulations**

D. All Health and Illness Concept courses must be taken sequentially.

E. The Clinical Reasoning Seminars and Nursing Pharmacology Seminars are required to be taken concurrently (corequisite) with the corresponding Health Concept Course. If a student drops a course with a required corequisite(s), the corequisite(s) must also be dropped. The Clinical Reasoning Seminars and Nursing Pharmacology seminars may not be completed or taken prior to the corresponding Health and Illness Concept course. If a student fails any of the concurrent Health and Illness Concept courses, Clinical Reasoning Seminar, and Nursing Pharmacology Seminar, the student must repeat the failed course and the concurrent courses.

F. A student who has failed in performance in a clinical component of a course due to unsafe behavior may be dismissed from the nursing program and might not be permitted to re-enter the nursing program.

G. A student who fails a clinical course due to unsafe behavior will receive an "F" letter grade for the course. Unsafe behaviors may include, although not limited to, the following:
    a. purposeful falsification of a client record,
    b. blatant disregard for client confidentiality,
    c. blatant disregard for client safety,
    d. denying responsibility for one's own deviation from standard practice,
    e. act or threat of intimidation, harassment, or physical aggression,
    f. actions, which places the client or others in physical or emotional jeopardy,
    g. abusive behavior toward clients, faculty, staff, or colleagues,
    h. failure to disclose actions that place the client or others in physical or emotional jeopardy,

      i.   ignoring the need for essential information before intervening or

      j.   other behaviors deemed unsafe by the clinical instructor.

H. Students who fail to meet any required competencies in one or more areas will fail the clinical or simulation component of the course.

I. Students who allow one year to elapse between enrollments in nursing courses will be subject to currency considerations. If a student is allowed to reenter the nursing program, he or she may be required to take one or more HESI exams and Competency Assessments (at student's expense), and may be required to repeat or audit selected nursing courses at the discretion of the Nursing Admissions and Progression Committee. The student must meet all new requirements upon returning to clinical nursing courses.

Student Performance Improvement Plan Policy and Procedure Policy:

The Performance Improvement Plan (PIP) process is intended to increase the likelihood that students will succeed in meeting course or program level objectives and comply with established academic and professional standards. A PIP can be initiated for any of the following:

    a) The student is not progressing toward achievement of one or more course or program level objectives,

    b) The student is likely to benefit from enhanced or remedial learning activities to meet one or more course or program level objectives,

    c) The student has failed to meet one or more course or program level objectives,

    d) The student demonstrates behaviors that violate the student code of conduct and or academic integrity.

    e) The student is consistently late or absent from class or clinical.

Procedure

1. At any time during a student's experience, the course faculty member can initiate a PIP as per the items outlined in the policy above.
2. Prior to meeting with the student, the course faculty member will inform the a) Department Head and b) Academic Clinical Coordinator, if warranted of the need to initiate a PIP.
3. The faculty member may request consultation or review by the Department Head of the need to initiate a PIP.
4. The PIP form will contain:
   a. a list of the objective(s) not met or behaviors that require remediation.

      b. a detailed description of how the student is not currently meeting the listed objectives/behaviors.

      c. a plan of action to remedy the issue(s)/behavior(s)

      d. an evaluation plan which includes future meetings.

5. At the time of the initial meeting and all subsequent meetings with the student, the student and faculty member will both sign and date the form, including any student comments.

6. After each meeting, one copy of the PIP will be given to the student and one copy retained by the faculty member.

7. At such time that the faculty member documents that the student has met the objectives or remediated the behavior(s) that have been identified- he/she will notify the student in writing that the student has satisfactorily met the PIP conditions.

8. Resolution of the behavior(s) must be evaluated and resolved no later than the end of the term in which it was initiated. Failure to meet course or program level objectives or resolve the identified behaviors by the end of the term in which the PIP was initiated will result in failure of the course.

9. If the student remedies the behavior(s) and meets course or program level objectives by the end of the course, this outcome will be noted on the PIP and all documentation related to the PIP will be forwarded to the Department Head of Nursing & Public Health for secure storage. They will be retained until graduation and destroyed unless there are legal/accreditation requirements to retain the documentation.

Repeating a Nursing Course

1. Students who receive a final grade of less than 78.0% in a nursing course **may repeat the (same) course one time. If a student cannot pass the course on the second attempt, the student will be dismissed from the program.**

2. The student can only repeat a total of two nursing courses within the program. Failure of the third nursing course will result in a dismissal from the program.

3. In the event that a student encounters a documented significant life event, he or she may request an exception from the Department Head of Nursing and Public Health for that specific enrollment counting toward the total number of times enrolled.

Course Withdrawal

In accordance with University policy, students may opt to withdraw from a course on or before the deadline. **Withdrawal Information & Schedule | Office of the Registrar**

Students planning to withdraw from a nursing course are expected to make an appointment with the course faculty and academic advisor for further instruction.

<u>Students may not drop the same course with a mark of **W** more than twice.</u>

Clinical Probation for Unprofessional Behavior
All students in the BSN program must demonstrate professional behavior that is considered acceptable for a career in nursing. Students who do not meet expected professional behaviors in a clinical, lab, and/or simulation setting will be placed on clinical probation. However, in the case of serious misconduct, students can be immediately removed from clinical, lab, and/or simulation settings, which will result in failure of the course and/or dismissal from the program.

Students are subject to clinical probation under the following conditions:
- Failure to demonstrate consistently the professional attributes considered by the faculty as necessary for continuance in the nursing program.
- ANA Code of Ethics for Nurses https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses/, NSNA Code of Conduct for Prelicensure students NSNA Code of Ethics, and the Ethical Principles from the National League of Nursing https://www.nln.org/docs/default-source/uploadedfiles/default-document-library/ethical-principles-for-nursing-education-final-final-010312.pdf

Students placed on clinical probation will receive a written Performance Improvement Plan (PIP), which details the behaviors that must be demonstrated to meet the terms of probation. Students placed on clinical probation must meet the terms in the PIP. Failure to meet the terms of the PIP will result in a clinical failure of the course. If a student has Clinical Probation for Unprofessional Behavior, the Chief Academic Nurse Administrator will provide written notification to the student. The letter will remain in the student's academic file.

- More than two occurrences of a clinical probation for unprofessional behavior in the program may result in dismissal in the program.

Clinical Failure
Clinical failure is based on the student's behavior or performance in the clinical area in relation to the course objectives. Reasons for clinical failure include but are not limited to the following:
- Earning a final rating of unsatisfactory in any clinical course objective.

- Consistently (more than twice in a term) coming to the clinical setting unprepared.
- Repeated tardiness (two or greater in a term) or unexcused absence (greater than one in a term) on the clinical day.
- Acts of dishonesty.
- Providing unsafe care.
- Unprofessional behavior.

A clinical failure will result in the failure of the course. Students who provide unsafe care, commit acts of dishonesty, or display threatening behavior may be dismissed immediately from the clinical and the nursing program. More than two clinical failures in the program may result in dismissal from the BSN Program. If a student has a clinical failure, the Chief Academic Nurse Administrator will provide written notification of the clinical failure. The letter will remain in the student's academic file.

Program Dismissal

Students are subject to dismissal from the BSN Program for reasons under any of the following conditions, including the UNI Student Conduct Code: **3.02 Student Conduct Code | University Policies**

- Does not raise the cumulative grade point average to a 2.33 by the end of the academic probation period, or
- Being placed on clinical probation for a second time.
- Being unsuccessful in two or more required courses during the course of study. "Unsuccessful" is defined as:
  - A grade of less than C (2.0) in pathophysiology and microbiology courses.
  - Receives a grade of less than "'78.0%'" in the same nursing course twice (if repeated) or receives a grade of less than "'78.0%'" in two or more different required nursing courses in the nursing major. This includes all courses in the nursing major in which the student was unsuccessful the first time, repeated the course, and then received a passing grade.
  - Withdrawing from a required nursing course (greater than 2 times for one course) for academic reasons (withdrawing for non-academic reasons must be substantiated by appropriate documentation).
  - Chooses to withdraw at any time in the semester from two or more courses in that semester, without an approved leave of absence.
  - Chooses to withdraw at any time from two or more courses in the semester and without a documented change in plan of study with registrar and financial aid.
  - Any combination of the above.

- Students who provide unsafe care, commit acts of dishonesty, or displayed threatening behavior may be dismissed immediately from the clinical and the nursing program
- Consistently exhibiting unprofessional or unethical behavior is considered unacceptable for both study and a career in nursing.
- Failure to remove or successfully resolve clinical probation status.

Academic Grievance for Grade Dispute or Appeal of a Program Dismissal
A student who believes that he/she has been aggrieved must first attempt to seek an informal resolution with the other party involved in the dispute, e.g., grade dispute with instructor. If the student is not satisfied with the decision, an Academic Grievance may be filed. A student has the right to appeal a program dismissal. The appeal process gives the student the opportunity to explain extenuating circumstances or conditions, which adversely affected their behavior or academic performance. Students who wish to appeal a dismissal from the program may seek resolution through the University Academic Grievance Policy. **12.01 Student Academic Grievance | University Policies**

Notification of Course Failure and Program Dismissal
The Chief Academic Nurse Administrator communicates in writing via university email to the student(s) notifying them concerning their status in the BSN Program. A copy of the email is sent to the student's advisor. The student must acknowledge receipt of the email within seven days of the notification. Failure to acknowledge receipt will not change a student's status. A student may choose to pursue an Academic Grievance **12.01 Student Academic Grievance | University Policies**

Academic Readmission/Reinstatement of Students in Good Standing
This requires the student to be in good standing at the time of leaving the college. A letter from the Department Head of Nursing and Public Health will be provided to the student and for the student's file. Students who have not taken nursing courses for two terms (one year) will be required (at their expense) to demonstrate proficiency to re-enter the program where they left off. If competency is not met, students will be required to repeat a course(s). If the educational progression of a student in good standing is interrupted for any reason other than active military duty or pregnancy and for longer than two academic terms, the student must reapply to the nursing program. The student may be reinstated as space permits.

Withdrawal from the BSN Nursing Program
Students planning to withdraw from a nursing course are expected to make an appointment with the course faculty and academic advisor for further instruction.

EXAM AND ASSIGNMENT POLICIES

Fair Testing Guidelines

The University of Northern Iowa nursing faculty have adopted the National League of Nursing Fair Testing Guidelines for Nursing Education (2012, 2020). In assessing students' competencies for nursing practice, faculty will use a variety of assessments for student learning. **Fair Testing Guidelines for Nursing Education**

Exam Policies

Bachelor of Science in nursing students shall abide by the following faculty-prescribed testing policies:

> Students with accommodations must present their letter of accommodations from the UNI Disabilities Office to the course faculty ***prior to the first exam* for which accommodations are requested**. Once the letter has been provided to the nursing faculty member, the accommodations will remain in effect for the length of time specified in the letter or until the student indicates the accommodations are no longer needed. Please note that rules under the exam policies may be different for students with accommodations.

> STUDENTS MUST TAKE ALL EXAMS/QUIZZES AT THE SCHEDULED TIME. If a student cannot take the test at the scheduled time, the student must notify the course faculty seven days PRIOR to the exam unless there is an extenuating circumstance (acute illness or personal/family emergency outside of the student's control)*.* Failure to provide proper PRIOR notification will result in 5% reduction on the exam. This may not apply to students utilizing accommodations through Student Accessibility Services.

> Students are expected to arrive on time for an exam. A late arrival for an exam will result in a reduced time to test. The exam end time will not be extended. Students who are more than 15 minutes late must reschedule the exam and will have 5 % deducted from the exam.

> Accommodated students are expected to comply with timely arrival at the location for testing identified by the course faculty.

> If the student cannot take the exam at the scheduled time, they will be expected to make an appointment to take the test within 72 hours. The course faculty reserves the right to administer an alternate exam format for a makeup.

Students who are ill and present a valid healthcare practitioner's statement attesting to that illness may reschedule the exam without penalty. <u>This may not apply to students utilizing accommodations through Student Accessibility Services.</u>

Five (5) percent will be deducted from the student's exam for <u>each</u> of the following infractions:

a. Failure to take the exam at the scheduled time, or more than 15 minutes late to the exam.
b. Failure to reschedule the exam within 72 hours.
c. Failure to take a rescheduled exam at the appointed time.
d. Failure to provide a valid health care statement attesting to illness.
e. Failure to provide evidence of an extenuating circumstance.

Students must not communicate before, during, or after an exam with any other person about the content of the exam.

Exam questions and/or content of any exam questions are not to leave the exam room in any form: orally, electronically, or in writing. A violation will result in a penalty at the discretion of the faculty. A meeting may be required with the BSN Program Coordinator and Director of the School of Nursing.

Students cannot use any electronic device or resource except for required testing software and designated electronic devices. This may not apply to students utilizing accommodations through Student Accessibility Services.

Students must not attempt to disable or tamper with exam software security features.

Students must show their nursing student ID badge to enter the testing site if requested.

The following items are not permitted at the student's seat during testing:

f. Books, notes in any form, or paper (other than scratch paper that the proctor provides)
g. Bags or purses
h. Extraneous clothing, including hats, sunglasses, and large coats.
i. Cell phones should be powered off and placed with belongings.

    j.   Any type of technical or electronic device, such as a Fitbit, Apple Watch, or other electronic devices.

    k.   Headphones or earbuds, unless required for the exam

    l.   Drinks and food - hard candy and cough drops are permissible as long as the use of these items is not distracting to others. Water may be permitted with faculty approval.

Faculty may assign or reassign seating at any time before or during an exam or quiz. If a student attempts to alter or change the assigned seat, this may be considered academic dishonesty. This may not apply to students utilizing accommodations through Student Accessibility Services.

Students should go to the restroom before the test begins. To use the restroom during an exam, the student must notify the proctor and use only the specified restroom. The proctor may accompany the student to the restroom. All materials must be left at the student's seat. Students must follow all instructions and are not permitted to access any resources, enter other areas of the building, or leave the building. The exam time clock will not stop during a restroom break. This may not apply to students utilizing accommodations through Student Accessibility Services.

During the exam, students may not ask questions about the exam content, but should inform the proctor of any errors with the exam or exam software.

If scratch paper is provided, it must be turned in with the student's first and last name at the end of the exam.

If exam review is provided immediately following the exam or at a designated time, all secure review sessions must occur in a proctored environment. Students are not permitted to bring personal belongings and should treat review sessions like exam sessions. Faculty will determine which exams are available for review. Availability of secure exam review is subject to change.

Students may review their individual exam with faculty after it is graded. Students are expected to contact faculty for an appointment.

Students who have questions about an exam should submit the question in writing, citing text pages or class notes, to the faculty within three business days of the exam or exam review (if provided). After consideration of the student

question and supporting content, the faculty will make a final determination regarding accepted exam answers.

Make-up exams will be scheduled at the discretion of the course faculty and will follow the guidelines published in the course syllabus. This may not apply to students utilizing accommodations through Student Accessibility Services.

Students must not transmit any test questions, quiz questions, case studies, or answers to such nor post such items in any format, electronic or otherwise, outside of the context of your class. Students may answer electronic quiz questions for a grade, but may not share the questions or the answers with anyone. This is for exam security.

Students may not purchase or otherwise obtain test questions or test banks from nursing textbooks, which are to be available to faculty only. This is in violation of the textbook copyright and will be subject to legal repercussions as well as dismissal from the nursing program. Students may not represent oneself online or otherwise as a nursing faculty member to obtain access to materials that are for faculty use only.

Any of the above expectations may differ if the student has accommodations due to a disability documented through Student Accessibility Services.

For academic dishonesty or ethical violations, the BSN Program will follow the UNI Policy: **3.01 Student Academic Ethics | University Policies**

Final Examinations
Academic Regulations
- The final examination schedule applies both to faculty and students. Unless previous arrangements have been made, it is expected that the official schedule in the semester Schedule of Classes will be followed. This may not apply to students utilizing accommodations through Student Accessibility Services.

Exam Grade Disputes
Informal Process **12.01 Student Academic Grievance | University Policies**
Formal Process
The process for Student Academic Grievance is found at **12.01 Student Academic Grievance | University Policies**

HESI Policy
Purpose: This policy ensures that students meet the necessary benchmarks for competency while providing structured opportunities for remediation and improvement. By adhering to these guidelines, the program aims to maintain high standards of academic performance and professional preparedness.

1. HESI EXAM Schedule (subject to change): In most cases, the HESI exam will be administered during the last half of the semester.

Term	Course	Exam	Benchmark score
1	NUR 2575 Research	No HESI	
1	NUR 3000 Health Assess	Nutrition (Assignment)	700*
2	NUR 2500 Principles	Health Assessment	850
3	NUR 3065 Health Concepts I	Fundamentals	850
3	NUR 3066 Clinical Reasoning I	Pathophysiology (Assignment)	700*
3	NUR 3041 Psych/mental health	Psychiatric/ Mental Health	850
3	NUR 3120 Geriatrics	No HESI	
4	NUR 3119 Population Health	Community	850
4	NUR 3077 Pharm Seminar II	Dosage Calculation	850
4	NUR 3075 Health Concepts II	Custom Medical Surgical	850
5	NUR 4015 Women and Children	Maternity/Pediatric	850
5	NUR 4075 Health Concepts III	Medical Surgical Gerontology	850
5	NUR 4076 Clinical Reasoning III	RN Exit NGN #1	900
5	NUR 4077 Pharm Seminar III	Pharmacology	850
6	NUR 4275 Concepts 4	Critical Care	850
6	NUR 4200 Leadership	Management	850
6	NUR 4299 Professional Competencies	RN Exit NGN #2	900

Note. Faculty reserve the right to change the benchmark score on HESI nutrition and patho assignments.

1. Minimum Score Requirement:
   a. The benchmark scores listed above represent the minimum scores that can achieve full credit for that assignment/exam in each course. Whether the HESI counts in each course as an assignment or an exam will dictate the percentage of the final course grade that is impacted by the HESI.
   b. If the minimum score is not reached on the first attempt, the student will remediate and take the second attempt before the end of semester. Times will be set up per the course instructor.
2. Remediation:
   a. Remediation is required for a score of less than the listed benchmark scores (see below)
   b. Remediation must be completed prior to the HESI retake
   c. Video tutorial on how to access the remediation is located on this website: **HESI® NG: Remediation - Elsevier Student Life**
   d. For Essential Packets and Textbook excerpts
      ● Write 3 key points for **each** textbook excerpt in each essential packet
   e. Case Studies
      ● Complete case studies with a minimum score of 80%
   f. Review the Clinical Judgement, Recognizing Cues, and Analyzing Cues Section.
   g. Turn in key points, case study reports for the remediation assignment
   h. Failure to complete remediation will result in a 0 on the HESI.
3. Responsibility of Students:
   a. It is the student's responsibility to access and complete all required remediation activities in a timely manner to ensure they are adequately prepared for subsequent attempts at the HESI exam

EXAMPLE HESI Exam Grading Rubric (Total: 50 Points) *Points may be adjusted to reflect 5% of the final course grade.		
Benchmark Score: 850		
HESI Score Range	Points	Description
850 and above	50	
800 – 849	40	remediation required
750 – 799	30	remediation required
700 – 749	20	remediation required
0-699	0	remediation required

Late Assignment Policy

Purpose
The purpose of this policy is to ensure that all nursing students understand the expectations regarding the submission of assignments and the consequences of late submissions. This policy aims to promote professionalism, accountability, and time management skills, which are essential in the nursing profession.

Policy Overview: <u>This may not apply to students utilizing accommodations through Student Accessibility Services.</u>

1. Timely Submission: All assignments must be submitted by the specified due date and time. This includes all forms of assessments such as essays, reports, projects, clinical paperwork, and any other required coursework.
2. Grace Period: A grace period of 24 hours after the due date may be provided for late submissions without penalty, at the discretion of the instructor. This is intended to accommodate unforeseen circumstances.

Penalty for Late Submission:
- Within 7 Days: Assignments submitted within 7 days after the due date will incur a penalty of 10% off the total possible points.
- Within 14 Days: Assignments submitted between 8 and 14 days after the due date will incur a penalty of 20% off the total possible points.
- After 14 Days: Assignments submitted 15 or more days after the due date will receive a grade of zero.

Extension Requests:
- Students may request an extension for an assignment due to valid reasons such as illness, personal emergencies, or other significant extenuating circumstances.
- Extension requests must be made in writing (via email) to the instructor at least 48 hours before the assignment due date, whenever possible.
- Supporting documentation (e.g., medical certificates) may be required.

Unforeseen Circumstances: In cases of unforeseen and exceptional circumstances (e.g., natural disasters, family emergencies), students should contact the instructor as soon as possible to discuss potential accommodations.

Repeated Late Submissions: Repeated late submissions may result in further academic penalties and could affect the student's standing in the nursing program. Counseling and academic support will be offered to students who struggle with time management.

Procedure

1. Notification: Instructors will clearly communicate the due dates and times for all assignments at the beginning of the course and provide reminders as necessary.
2. Submission Method: Assignments must be submitted through the designated platform (e.g., online learning management system) or as specified by the instructor.
3. Acknowledgment: Students will receive an acknowledgment of receipt for their submitted assignments.
4. Late Submission Penalty Application: Instructors will apply penalties for late submissions according to the policy and inform students of the deduction.
5. Extension Approval: Instructors will review extension requests and communicate the decision to the student within 24 hours of receiving the request.

<h2 style="text-align:center">ATTENDANCE POLICIES</h2>

Class Attendance Policy
3.06 Class Attendance and Make-up Work | University Policies

Policies regarding class attendance and absence from online, hybrid classes, and standard face-to-face courses (non-integrated) are determined by the instructor(s) responsible for the course. These courses will have Web-based video requirements, and specific attendance information will be located in the course syllabi.

Any special circumstances must be discussed with the course instructor.
*Integrated classrooms are a specialized learning environment that combines lecture, skills laboratory, and simulation.

*_Class attendance is required for the integrated classes below:_
NUR 2500 Principles of Nursing Practice
NUR 3000 Health Assessment and Health Promotion Across the Lifespan
NUR 2510 Pharmacotherapeutics in Nursing
NUR 3065 Health Concepts I: Chronic Care
NUR 3066 Clinical Reasoning Seminar I: Chronic Care
NUR 3067 Pharmacology Seminar I
NUR 3075 Health Concepts II: Acute Care
NUR 3076 Clinical Reasoning Seminar II: Acute Care
NUR 3077 Nursing Pharmacology Seminar II
NUR 4015 Nursing Care of Women & Children
NUR 4075 Health Concepts III: Regenerative and Complex Acute Care
NUR 4076 Clinical Reasoning Seminar III: Regenerative and Complex Acute Care III
NUR 4077 Nursing Pharmacology Seminar III

NUR 4275 Health Concepts IV: Emergency & Trauma
> *Absences from these integrated courses will not be excused except for military obligations, illness of the student, or death/critical illness of a family member. This may not apply to students utilizing accommodations through Student Accessibility Services.

Excused absences from an integrated course, lab, simulation, and/or clinical will be made up through a plan developed by the course or clinical/lab instructor. *More than one (1) unexcused absence from an integrated course, simulation, clinical or lab may result in a failing grade for the course*. This may not apply to students utilizing accommodations through Student Accessibility Services.

Excessive absences for any reason may necessitate repetition of the entire course. This may not apply to students utilizing accommodations through Student Accessibility Services.

- Classroom Attendance for **Integrated Face-to-Face Nursing Courses and Online Synchronous Courses.** This may not apply to students utilizing accommodations through Student Accessibility Services.
  - Class attendance is required for all face-to-face nursing courses due to the integration of theory, skills lab, and simulation during each class period.
  - Class attendance is required for online synchronous nursing courses.
  - An unexcused absence that constitutes *greater than* one class period may result in failure of the course. The faculty will consider the extenuating circumstances of the event that led to the absence.
  - Tardiness: Students may be counted as tardy if they arrive more than 15 minutes after class begins.
  - More than two occurrences of tardiness will result in a professional conduct violation.
- Class Preparation
  - Students are expected to read the assignments before coming to class and are responsible for information presented.
  - Food and Beverages: Consumption of food and beverages during class is at the discretion of the faculty. Beverages brought into the classrooms should be covered with a lid. Students are responsible for prompt clean up.
- Cell Phones: Turn off or place phones on vibrate mode while in the classroom.
- Computers/iPads may only be used in the classroom for note taking and/or other activities related to the course.

- Other Possible Distractions: Family, friends, and pets are not permitted to attend class.
- Audio/Video Recording: Students may have the opportunity to audio record in the classroom. Faculty reserve the right to prohibit audio recordings. This policy does not apply to guest speakers, as permission to audio record their presentations must be obtained. Any recordings available in the course are to enhance student learning. To preserve patient confidentiality, all faculty and student recorded content is restricted to nursing students use only and may not be shared with others, nor published on social media outlets. Violation of confidentiality will result in a professional conduct violation or dismissal from the nursing program. <u>This may not apply to students utilizing accommodations through Student Accessibility Services.</u>
- Disruptive Behaviors: The faculty reserve the right to ask any student to halt behaviors that are viewed as disruptive and ask the student to leave the classroom if the behavior continues.

Clinical/Simulation/Lab Attendance
[3.06 Class Attendance and Make-up Work | University Policies](#)

Baccalaureate Nursing Education is a professional program of study and students are expected to be present, punctual, and attentive in the clinical, simulation, and lab settings.
- Based on clinical agency and/or clinical faculty availability, clinical experiences may include evenings, nights, and/or weekend assignments.
- Students are responsible for providing their own transportation and auto insurance for all class and clinical, simulation, and lab experiences.
- Clinical orientation and wrap up days may be held on alternate days and times.
- Clinical/Simulation/Lab: Experience is essential for student fulfillment of program and course objectives.
    - Unexcused absences and tardiness will affect the course grade and/or continuation in the program.
    - Tardiness may result in the student not being admitted to the clinical/simulation/lab, which may be counted as an absence. Tardiness is defined as 5 minutes after the designated start time. If the student is more than 15 minutes late to clinical, all time missed must be made up within one week of the date the student was tardy.
- Excused Absence: Student must provide verbal or written notification of clinical, simulation, and/or lab absence to the course faculty, PRIOR to the start of the learning experience, unless an extenuating circumstance prohibits notification. If the student misses two or more days, the student will meet with the academic

coordinator to determine a plan of action. <u>This may not apply to students utilizing accommodations through Student Accessibility Services.</u>

- Unexcused Absence: When a student fails to notify the course and clinical faculty of the absence prior to the beginning of clinical, simulation, or lab, the absence will be regarded as a "no call, no show" situation and result in an unexcused absence. In some instances, cases will be reviewed to determine if a "no call, no show" is appropriate. A student with one unexcused absence in a clinical, simulation, or lab will receive a clinical warning. This student must also attend a follow-up meeting with the Academic Clinical Coordinator. <u>This may not apply to students utilizing accommodations through Student Accessibility Services.</u>
- Students with two unexcused clinical, simulation, or lab absences will be dismissed from the course and a grade of "F" will be recorded.

SIMULATION POLICY

Simulation Policy & Preparedness
Simulation experiences are conducted to simulate a realistic clinical situation. All circumstances around the simulation will be maintained as realistically as possible. It is an opportunity for students to learn, practice critical thinking, and participate in unfamiliar clinical scenarios while patient safety is not placed in jeopardy. Faculty realize that this type of artificial setting can be uncomfortable and even intimidating. However, the opportunities for learning are tremendous. These circumstances require the following guidelines to be in place so that the simulation experiences accomplish the learning for which they are intended.

1. The simulation laboratory is a required learning experience. Students are expected to abide by all policies: arrive on time, be prepared to participate, and be dressed appropriately. Educators have the right to dismiss students who are unprepared.
2. Students will be dressed in UNI nursing scrubs. Lab Coats may be required in selected simulations.
3. A name tag will be worn in the simulation suite.
4. No food, drinks, or gum in the simulation labs or the debriefing room.
5. Students are expected to bring only the necessary equipment into the simulation lab. No backpacks are permitted.
6. Cell phones will be permitted ONLY for accessing information to be used during scenarios. All cell phones should be turned to the OFF mode during simulation sessions.
7. Students will complete all required preparation for the experience before they will be allowed to participate.

8. Students will conduct themselves in the simulation setting exactly as if they are in a clinical setting.
9. Students will treat each other, the faculty, and the simulator respectfully at all times.
10. Students who are not prepared or who do not actively participate in the experience may be asked to leave.
11. The assigned clinical simulation experience is a learning, or in some cases, a clinical experience.
12. Any missed simulation time will need to be made up, just as clinical hours are made up.
13. Students will assist with maintaining a clean and organized simulation environment. This may require some additional time spent at the completion of the Lab in returning supplies and materials to storage.
14. Students will wash hands or use hand sanitizer prior to manikin use.
15. Ink will permanently stain the manikin's skin. No felt-tipped markers, ink pens, acetone, iodine, or other staining liquids near manikins. Students must use pencils for making notes and charting. All charting must be done at the counter or tables provided.
16. Students will wear gloves when working with the manikins. Over time skin oils and dirt can stain and damage the manikin's skin.
17. Students will operate equipment only as indicated by the instructors. If unsure how to perform a procedure using the simulators, ask an instructor for assistance before proceeding.
18. Simulation equipment should only be operated by personnel who have been trained in its use.
19. The high-fidelity patient simulators are to be used only during simulation class with faculty and lab staff supervision
20. Photocopied papers should not be placed on, under, or near the manikins to prevent the risk of ink transfer.
21. Iodine (betadine) or other staining liquids should not come into contact with the manikins.
22. The manikin's chest must be kept dry; care should be used when simulation involves fluid.
23. Students will not introduce any fluids into the manikin's esophagus or trachea.
24. Students will not place artificial blood or other materials on the manikin's skin without first verifying that the materials will not damage the manikin.
25. Sharps and syringes ONLY are to be disposed of in appropriate sharps containers.
26. Accidental sticks should be reported immediately to the course faculty, and an incident report should be completed.

27. Contents from lab kits that are likely to be interpreted as biohazardous waste (catheters, needles, dressing supplies, etc.) MUST be returned to the lab for appropriate disposal. Protect all lab kit supplies from inappropriate use, loss, or disposal in keeping with legal and regulatory requirements for biohazardous waste.
28. Patient simulators and manikin parts, lab equipment, charts or lab reference books are NOT to be removed from the lab by students at any time for any reason.

Simulation Lab and Debriefing Code of Conduct
1. Come prepared to participate in the scenario or to be an active observer by completing any pre-simulation activities assigned to you.
    a. Students may be dismissed from the lab area for being unprepared.
2. Treat manikins appropriately and respectfully as you would treat an actual patient.
3. "What happens in simulation stays in simulation." Discussing details of scenarios with other groups takes away from equal learning opportunities. If the simulation is used for evaluation purposes, disclosing information to others regarding scenarios is considered academic dishonesty and will be penalized according to current policies.
4. Simulation is a team learning experience in a safe, non-threatening environment. Actively participate in the simulation and provide support and encouragement for those around you.
5. If you are chosen as a scenario participant, expect to receive positive feedback regarding your performance as well as a constructive critique. Understand that you are to exhibit competence in the scenario but are not expected to perform the scenario flawlessly.
6. If you are a scenario observer, attentiveness is expected. Observers should actively watch the scenario and take notes for debriefing. Be prepared to offer positive comments about the scenario as well as constructive feedback in a positive manner.
7. Once a simulation begins, the realism of that scenario takes over. Do not look to instructors for feedback during the scenario.
8. If a faculty member is not present in the debriefing room during the observation of a scenario, students are expected to act in a professional manner. Any behavior that negatively affects the learning environment will not be tolerated.

DRESS CODE POLICY

Dress Code Policy for Classroom, Lab, Simulation, & Clinical

As a nursing student at the University of Northern Iowa, students will wear clinical uniforms (UNI embroidered purple scrubs) while in the integrated face-to-face nursing classes, skills lab, clinicals, and simulations. Students may wear their everyday attire in regular (non-integrated) classrooms.

- Students are expected to wear program approved attire in all settings where they are representatives of the UNI BSN program.
- Unless instructed otherwise, students are to wear the BSN ID badge in class and clinical. The ID badge should be worn on the left side of the lab coat or scrub top. No other ID badges, pins or buttons are allowed. A UNI or plain retractable badge holder may be worn.
- A watch with a second sweep hand (no smart watches) must be worn.
- Students must have their stethoscope & pen light when in labs, simulations, and clinicals.
- Cell Phones will not be allowed on clinical floors, labs or simulation settings
- Clinical Uniform: Students must wear the UNI BSN uniform including the required purple scrub top with purple scrub pant.
- The uniform should not be worn at another facility or at another time where/when the student is not in a student role.
- A black, white, or gray shirt may be worn under a scrub top. No visible symbols or writing.
- The uniform must be clean, without wrinkles, in good repair, and the appropriate size.
- Jogger style scrub pants may be worn and purchased by the student. If the student purchases a regular pair of scrub pants, the hem of the pants should touch the top of the shoe and extend no longer than the top of the sole.
- Faculty will inform students of uniform requirements if alternative clothing is required, e.g., mental health or community clinical.
- A white lab coat may be worn with scrubs. Lab coats may not be permitted in some clinical settings.
- Shoes should be non-permeable and cover the whole foot; no clogs, open toed shoes, or sandals allowed in lab, simulation, or clinical. Enclosed heels and toes must be worn with the uniform. The shoe should be high quality, comfortable, safe/slip resistant (good grip), with plenty of support and stability. Shoes must be clean and in good condition and without holes. Socks must always be worn.
- Nails must be clean and no longer than ¼ inch beyond the tip of the finger. No polish of any kind or artificial nails are permitted.

- Hair: During clinical, hair should be clean, neat, well-groomed, and pulled away from the face. Shoulder length and longer hair must be pinned up and pulled away from the face to prevent contamination of the patient care area. The students will follow the policies of all clinical sites regarding hair color.
- No head coverings with the exception of religious head coverings.
- Beards/mustaches: Facial hair must be clean and trimmed to ½ inch or less in length.
- Tattoos, regardless of size and/or type, may be required to be completely covered and not visible when visiting certain clinical sites. The clinical instructor will inform students of clinical site policies.
- During clinical, earrings may be worn, and one ring with no or low prongs are allowed. No other jewelry may be worn on the face/head/neck/ears or visible body parts. Piercings in the tongue are considered visible. Some clinical sites may prohibit any jewelry from being worn. This will be communicated to the students prior to the clinical rotation.
- Food, beverages, and chewing gum are not permitted in patient care areas.
- Personal Hygiene must be maintained. Strong odors may result in students being dismissed from the setting. No perfume, body spray, or smell of smoke is permitted in patient care areas.
- No sunglasses
- No tobacco or tobacco alternatives allowed in the classroom, clinical, simulation, or lab setting.

A student who violates the required dress code may be asked to leave the community or health care setting, which will result in an unexcused absence.

Dress Code for Obtaining Clinical Assignments or Visiting Agencies
During agency visits or obtaining hospital assignments, students are required to wear their approved uniform and their BSN student ID badge as described above while in the facility. Determination of the required uniform is at the faculty's discretion.

CLINICAL POLICIES
Clinical Preparedness
- Clinical Schedule
  - It is an expectation of the nursing student to be in attendance at every scheduled clinical/lab/simulation date. Students are expected to arrive on time and are responsible for their own transportation to each clinical site. We utilize a variety of clinical sites and students may be traveling up to 90

miles. Every effort will be made to place students within a reasonable distance from the university.
- Clinical shifts will vary from day shift, evening shift, night shift, and weekends, including 12 hour shifts.
- Students are responsible for uploading specific site information needed from clinical site agencies to the designated drop box in ViewPoint Screening.
- Students are responsible for completing the required training set forth by each clinical partner.

Preceptorship Placements
- Preceptorship/intern placements will be determined by site and nurse availability.
- Students will not be permitted to contact clinical sites or preceptors to arrange their own preceptorship placement.
- Students will receive a request form to fill out during their 7th semester, and will be turned into the Course lead & Academic Coordinator of Nursing Clinical Education for placement purposes.
- Students will be encouraged to request a hospital and floor they are wanting to work at after they receive their diploma.
- Specialty area requests policy
  - Students need to have a benchmark of _850__ in the following courses: Health assessment, fundamentals, pharmacology, math, med-surg
  - Students may need to interview with the specialty area manager prior to being accepted.

Student Injury or Unsafe Conditions
Faculty and students will complete an Incident Report at the time of occurrence.
Incident Portal | Risk Management / Environmental Health & Safety

Personal Illness, Emergency, and Extenuating Circumstances
Personal Illness
- Fever: Students may not attend class/clinical/simulation/lab if they have a fever or other evidence of a contagious illness. Students are expected to be fever-free for 24 hours after an acute illness before returning to the class or clinical setting.
- Students are required to provide advance notification by phone or email to the faculty member teaching the course if they are unable to attend a regularly scheduled class, lab, or clinical rotation due to illness. In an emergency where advance notice is not possible, the student is required to notify the faculty member teaching the course as soon as possible. This may not apply to students utilizing accommodations through Student Accessibility Services.

Emergency During Class, Lab, Clinical, or Simulation
- Nursing faculty are responsible for calling 911 and providing directions to the student's location if an emergency occurs and the student needs immediate medical attention.
- The student is responsible for any transport and treatment costs.
- Students should contact their personal health care provider for recommendations for follow-up treatment.

Extenuating Circumstances
- The presence of an extenuating circumstance will be determined by the Academic Coordinator. The presence of an extenuating circumstance does not imply that the student will be exempted from the attendance policy.
- Examples of an extenuating circumstance include accidents, personal illness, medical emergencies, and bereavement.
- Vacations, weddings, routine medical, routine dental appointments, studying for an exam, job interviews, working at a job, etc., are not considered extenuating circumstances.

Make-Up of Clinical Experience

As a practice discipline, clinical experience is an important and integral part of learning. It is during these experiences that socialization to the profession, exposure to the interprofessional teams, self-organization, and clinical competencies are advanced to demonstrate safe, quality patient, family, and community-centered care. Clinical competency must be validated; therefore, absence from clinical learning is discouraged except under urgent or emergent circumstances.

Students who are absent from their clinical experience, which should only occur in the event of an urgent or emergent life event, will be expected to:

1. Inform the Academic Coordinator at the earliest possible date of the absence, with rationale.
2. Make up the clinical hours to the extent possible by taking responsibility to work with the clinical faculty member and/or, with the help of the faculty, the clinical agency where the clinical experiences take place.
3. Make up the clinical hours by the end of the semester in which they occur.
4. Accept the consequences of missing clinical if accommodations cannot be made.
5. If a clinical day is missed, progression in the program is jeopardized.

Clinical Experience Transportation:

Students are responsible for providing their own transportation to and from clinical experiences.

Acceptance of Gifts
Occasionally, clients or family members may wish to thank students or staff for a job well done by giving them a small gift. Students are not permitted to accept gifts or money from patients or family members.

PROFESSIONAL STANDARDS

Professional Standards
Nurses have ethical and professional standards to maintain when working with clients or patients. As members of the health care team, students are expected to demonstrate professional conduct and behaviors consistent with professional nursing and the Code of Ethics for Nurses.

University of Northern Iowa nursing students are expected to demonstrate a high standard of professional conduct in all aspects of their academic work and college life. Professional nursing behavior is guided and shaped by adherence to the ANA Code of Ethics for Nurses **View the Code of Ethics for Nurses | ANA,** NSNA Code of Conduct for Prelicensure students **NSNA Code of Ethics**, and the Ethical Principles from the National League of Nursing **Ethical Principles for Nursing Education** The professional behavior of nursing students is thus directed by these standards and guidelines, as well as by clinical agency policies, Federal regulations, and laws such as HIPAA and University policy.

It is an expectation that every student takes pride in the way they interact and portray themselves in the community. Acting with responsibility and accountability includes following a chain of command:

Instructor/Professor (classroom, clinical, lab, simulation)
Course Lead if applicable
Academic Coordinator if a clinical issue
Department Head of Nursing & Public Health
College Dean

Professional misconduct may result in a student's dismissal from the nursing program. Student conduct concerns are handled by the Department Head of Nursing & Public Health.

National Student Nurses' Association, Inc. Code of Academic and Clinical Conduct NSNA Code of Ethics (2022)

PREAMBLE

Students of nursing have a responsibility to actively promote the highest level of moral and ethical principles and to embody the academic theory and clinical skills needed to continuously provide evidence-based nursing care given the resources available. Grounded in excellence, altruism and integrity, the clinical setting presents unique challenges and responsibilities while caring for people in a variety of health care environments.

The Code of Academic and Clinical Conduct is based on an agreement to uphold the trust that society has placed in us while practicing as nursing students. The statements of the Code provide guidance for nursing students in the personal development of an ethical foundation for nursing practice. These moral and ethical principles are not limited to the academic or clinical environment and have relevance for the holistic professional development of all students studying to become Registered Nurses.

Social Media
The College of Nursing upholds the American Nurses Association (ANA) **ANA Social Media Principles** (2021). Students are expected to observe ethically prescribed professional patient-nurse boundaries. Standards for professionalism are the same online as they are in other circumstances.

The UNI Nursing Program understands that many students participate in social networking sites (e.g. Facebook, MySpace, Twitter, YouTube, LinkedIn, Pinterest) and chat rooms, and create and maintain personal websites, including blogs.

The UNI Nursing Program respects students' online social networking and personal Internet use. However, one's online presence can impact the UNI Nursing Program as intended or unintended words, images, posts, and comments could potentially violate federal laws on patient confidentiality and create a negative impression of the student who is then in the clinical setting.

UNI nursing students must be mindful to use electronic media, even on one's own personal time, responsibly and respectfully to others. It is encouraged that students consider how and what is posted as it may impact them and others in the program. The program reserves the right to take appropriate action if it is a violation or if it is inconsistent with the expectations of the program. Postings should not include any patient information. Remember that patients, colleagues, institutions and employers may view postings.

Information obtained by students through their activities and experiences in nursing clinical/laboratory/classroom settings related to patients/clients, personnel, and facilities

is considered confidential. Such matters are discussed for the purposes of learning in nursing conferences and classes only.

Students are prohibited from recording any personally identifiable client information in any format. This includes written information, photocopies, audio or digital recordings, video, or pictures of clients or client records. Papers related to clinical/laboratory experiences will not identify any person, agency, or agency personnel by name. Student papers may contain the student and clinical instructor names only. Websites that contain online personal journaling with reflections, comments, and/or hyperlinks provided by the writer have legal implications with regards to HIPAA, even if they are password protected or shared with a limited audience. Sharing protected health care related information (including pictures) obtained during classroom, laboratory, or clinical experiences or from patients/clients in this or any other manner is a violation of federal regulations and as such may result in dismissal from the program.

Because nursing students online comments and postings can impact the Student, Nursing Program and the University, the Nursing Program has adopted the following requirements on the use of social media:
- Any reference to patients is prohibited.
- Any "Friending" of patients or their families on social media is prohibited.
- Any disparaging, discriminatory, or harassing information concerning a patient in the clinical setting is prohibited.
- Any disclosure or reference to confidential patient information is prohibited.
- Students are strictly prohibited from transmitting by way of any electronic media any patient-related image.
- Students are not permitted to have their pictures taken by, or with, patients and patients' families.
- Limiting access to postings through privacy settings is not sufficient to ensure privacy.
- Students must not take photos or videos of patients on personal devices, including cell phones.

COMMON MYTHS AND MISUNDERSTANDINGS OF SOCIAL MEDIA
- A mistaken belief that the communication or post is private and accessible only to the intended recipient. The student may fail to recognize that content once posted or sent can be disseminated to others.
- A mistaken belief that content deleted from a site is no longer accessible. The moment something is posted, it lives on a server that can always be discovered in a court of law.

- A mistaken belief that it is harmless if private information about patients is disclosed, if the communication is accessed only by the intended recipient. This is still a breach of confidentiality.
- A mistaken belief that it is acceptable to discuss or refer to patients if they are not identified by name, but referred to by a nickname, room number, diagnosis, or condition. The patient can still be identified, so this too is a breach of confidentiality and demonstrates disrespect for patient privacy.
- Confusion between a patient's right to disclose personal information about himself or herself and the need for health care providers to refrain from disclosing patient information without a care-related need for the disclosure.

Legal Issues

Any student charged with a crime at the misdemeanor or felony level, with or without conviction, must notify the Director of Nursing Student Services within 48 hours. It should be noted that many moving violations are issued as misdemeanors. All violations must be documented, including documentation of the resolution, such as payment of the ticket (which constitutes "pleading no contest") to ensure no warrants for unpaid tickets have been issued.

Failure to disclose could result in disciplinary action. Some convictions, such as fraud, abuse, or assault, may result in being unable to be licensed as a nurse. A pattern of convictions for driving under the influence, underage drinking, or drug possession may result in the need for a formal addiction assessment prior to licensing, or dismissal from the program. Future employment as an RN may be limited in some states based on legal violations.

Legal documents, including the compliance background checks, fingerprint results, and drug screen results, are managed and viewed only by the Academic Clinical Coordinator, and students should direct all such documents to the Coordinator's office rather than faculty or advisors to protect student privacy.

Artificial Intelligence

The UNI Nursing program supports the ANA's *The Ethical Use of Artificial Intelligence in Nursing Practice*. While AI is known to be useful in certain healthcare environments, it is vital that the student develops their own critical thinking skills and understanding of information to be a safe, practice-ready nurse. Additional comments and conditions related to the use of artificial intelligence may be reflected in individual class syllabi.

Academic Dishonesty

UNI nursing students are expected to demonstrate a high standard of academic honesty in all aspects of their work and college life. Without intellectual integrity, there cannot be

genuine learning. Academic dishonesty represents a direct attack on this integrity. In taking tests and examinations, completing homework, laboratory, and clinical work, writing papers, and using information technology, students are expected to demonstrate honesty. Cheating, plagiarism, or other forms of academic dishonesty will lead to a failing grade on the assignment and/or a failing grade in the course. A record of all documented violations will be maintained in the Office of the Executive Vice President and Provost. Notice of all documented violations will also be sent to the Dean of Students. **3.01 Student Academic Ethics | University Policies**. **Repeat occurrences of this type of behavior may result in dismissal from the program.**

Course content, study notes, study guides, and other course-related materials may not be altered, shared, or reproduced on social media or in any manner without the written consent of the faculty.

Plagiarism

A nursing student must not plagiarize materials of others. Students' work is expected to be the result of their own thought, research, or self-expression. Plagiarism is the act of presenting the information, ideas, organization, or phrase of another source without appropriate acknowledgment or credit given, either intentionally or because of gross negligence. Any act of plagiarism by a nursing student is not acceptable. Cheating, plagiarism, or other forms of academic dishonesty will lead to a failing grade on the assignment and/or a failing grade in the course. The nursing program will follow the UNI Student Academic Ethics Violation/Policy. **3.01 Student Academic Ethics | University Policies**. Repeat occurrences of this type of behavior may result in dismissal from the nursing program.

A record of all documented violations will be maintained in the Office of the Executive Vice President and Provost.

Unsafe and Unprofessional Behavior

Student behavior may be considered unsafe and/or unprofessional in the clinical, simulation, or classroom setting. Unsafe clinical performance occurs when there is harm or potential for harm. Unprofessional behavior may include a variety of actions that are disrespectful, demeaning, or disruptive. These behaviors may be determined by the faculty or nursing staff in the area. Unsafe care may occur when procedures are carried out incorrectly, care is not delivered in a timely manner, assessments are inaccurate, or changes are not reported. Some examples of unsafe and/or unprofessional behavior include:

- Inability to complete care/assignment within the established time period.
- Inappropriate or untimely communication.

- Evidence of behaviors by the nursing student that reflect an impaired state.
- Evidence of inadequate preparation for clinical activities.
- Incorrect or inadequate assessment/intervention.
- Dishonesty.
- Lack of preparedness for a class or clinical
- Failure to notify faculty members in advance if they are not able to attend clinical for any reason
- Refusing a class or clinical assignment
- Failure to follow the prescribed school or clinical agency policy for dress, smoking, and hygiene standards
- Use of profanity with patients/ancillary staff, degrading comments, or actions disrespectful nonverbal communications
- Fraudulent behavior, deception, and/or neglect of patients.

Students who engage in disrespectful or inappropriate behavior may be asked to leave the classroom, lab, simulation, or clinical setting and may be given an unsatisfactory performance, failing grade, or dismissed from the program. Students who repeat such behaviors may receive a failing grade for the course or be dismissed from the program.

If a student is not prepared for clinical, the faculty member may ask the student to leave, which will result in an unexcused absence. A performance improvement plan (PIP) document will be initiated by the instructor. The faculty member will work with the student to correct the performance. Should a student's behavior continue to be unsafe, the faculty member can choose to remove the student from the clinical area at the time of the occurrence or for the rest of the semester. The Department of Nursing & Public Health may require a student to be drug tested for cause.

Drug and Alcohol Abuse/Misuse Post-Admission to the Nursing Program
To uphold the highest standards of the nursing profession, the UNI BSN program has adopted a drug-free environment. This also applies to the use of prescription drugs in an illegal manner, and any use of marijuana or marijuana products, even when visiting parts of the U.S. where such products may be legal. Students are required to submit to drug testing prior to the start of the program and for suspected cause at random intervals throughout the program.

To avoid any possibility of a false positive drug screen, students will not ingest any product that is related to an illegal substance. The student bears full responsibility for what they take into or apply to their bodies, so a positive drug test for any reason will be viewed as cause for dismissal.

Acting in any nursing student role, including attending class or clinical or acting as a nursing student in the community setting, or driving to and from these activities, including student organization activities, while under the influence of illegal drugs and/or while publicly intoxicated, violates the drug free policy and will result in dismissal from the nursing program.

Drug and/or Alcohol Screening for Cause

In the event a student is suspected of being under the influence of any substance that would impair judgment or performance while performing ANY activity which is related to your nursing student role (class, clinical or community settings, while driving to and from nursing activities and activities related to nursing student professional groups), the suspected individual will be asked to have a blood alcohol level and drug screen done immediately. The suspected individual will be instructed to call someone for transportation. The suspected individual will be suspended from all clinical nursing activities until the issue is resolved. The cost of the tests will be the responsibility of the student. Breathalyzer tests done by licensed police officers for suspected DUI or public intoxication, which indicate impairment, will also count as a positive screen.

All drug test results, and the decision of the Medical Review Officer (MRO) will be accepted as final. Any concerns about the validity of the test results or additional information concerning how a test might have registered as positive must be addressed through the MRO. The Academic Chief Nurse Administrator and College Dean must also be notified of any behavior which triggers for cause screening.

STUDENT ORGANIZATIONS

Student Representatives on Faculty Committees

Student input into the nursing program is vital to meet student and program needs. Students are encouraged to actively participate in activities which affect their educational program in nursing by volunteering for faculty committee membership, attending faculty committee meetings as observers, and informing their student representatives of their suggestions and/or opinions. Students have both the right and responsibility to discuss and explore issues affecting their nursing education and to express their opinions. Therefore, students are encouraged to interact, in this spirit, with faculty and administration both formally through committees and classroom discussion and informal discussion. Student opinions and suggestions are valuable for curriculum and course revisions and, as such, are sincerely welcomed by faculty.

Procedure for Selection

- All students are informed via e-mail of committee vacancies and the dates of various meetings.
- A student who is interested and whose schedule permits may submit an expression of interest to the Chief Academic Nurse Administrator or the Committee chairperson

National Student Nurses' Association
To transition from the student role into a member of the nursing profession and to develop the leadership role within the community, students are encouraged to begin active membership in the Iowa Association of Nursing Students, which is the local chapter of the National Student Nurses Association (NSNA). **Membership**

Women in Healthcare
The Women in Healthcare club serves to encourage and promote academics and professional interests among college and university students in any healthcare field. **Student Organizations | College of Humanities Arts and Sciences**

UNI Nursing Club
UNI Nursing Club is a club for individuals who are interested in learning more about the field of nursing. The club is directed towards the education requirements, excelling in a nursing program, and building community between those interested in nursing."

Information about the Nursing Club is in the Panther FYI. That website allows students to look up different student organizations available on campus. However, it asks students to log in with their CAT ID and password.
https://java.access.uni.edu/StudentOrgsDirectory/org_details

STUDENT SUPPORT SERVICES

UNI Counseling Center
The University of Northern Iowa Counseling Services includes 24/7/365 Open Call and Open Chat and telehealth individual sessions for the University of Northern Iowa students anywhere in the world, at any time of day or night. To learn more, visit Where to Start and Open Call and Open Chat. These services will enhance the mental health care which is offered by the UNI Counseling and Psychiatric providers available in the Student Health Center.**Welcome to the UNI Counseling Center | Student Health & Well Being**

UNI Student Health Center

The Student Health Center serves as the on-campus health resource for all students and assists them in meeting their healthcare needs. **Student Health Center**

The University of Northern Iowa Student Health Center serves as the primary on-campus health resource for all UNI students. The clinic is committed to supporting students in achieving and maintaining their overall well-being by providing high-quality, accessible health care services. Whether students need treatment for illness or injury, preventive care such as immunizations and vaccines, or general wellness support, the Student Health Clinic is here to help. To ensure efficient care, students are required to upload their health insurance information through the clinic's website prior to their appointment. This step is especially important when scheduling services such as immunizations or vaccinations.

The Student Health Center includes medical, psychiatric care, and counseling services.

UNI's Student Health Center serves as the on-campus health resource for all students. The Student Health Center is centrally located on campus at W 23rd Street (approximately the 1600 block of 23rd St.). The building is next to the Schindler Education Center. The Student Health Clinic is located on the first floor of the Student Health Center, and Psychiatric & Counseling Services is located on the second floor of the Student Health Center. Services offered by the Student Health Clinic include:

- General medical care
- Routine health exams
- Injury evaluations
- Immunizations
- Psychiatric services
- Travel consultations
- Allergy injections
- Lab testing
- Sexually Transmitted Infections (STI) testing
- Eating disorders management
- Gynecology/sexual health services

More information can be found on the Student Health Clinic website at https://wellbeing.uni.edu/student-health.

Services offered by Psychiatric & Counseling Services include:

- Psychiatric evaluation and medication prescribing
- Alpha-Stim
- Clinical mental health assessments
- Walk-in counseling appointments
- Individual therapy appointments with staff
- Individual therapy sessions with a supervised intern or practicum student
- Unlimited group therapy
- Telus resources via the app
- "Let's Talk" peer support
- Workshops & Programs
- 24/7crisis counseling by calling the office and following the prompts or by phone or chat using the Telus app

More information can be found on the Psychiatric & Counseling Services website at https://wellbeing.uni.edu/psychiatric-counseling-services.

In addition, the Student Health Clinic collaborates closely with the UNI nursing program to ensure that all nursing students meet essential health care requirements prior to the start of their clinical coursework. This partnership helps streamline access to required vaccinations, TB testing, and other necessary health screenings, ensuring compliance with nursing program and clinical site expectations. By working together, the Student Health Clinic and the nursing team support students in staying on track for a safe and timely entry into their nursing studies. Students are encouraged to schedule appointments early and upload their health insurance information through the clinic's website prior to receiving services.

Academic Advisement
The Office of Academic Advising engages students through transitions, connections, and resources. Advisors can help you navigate our academic experience and are here to support you as you make decisions about your major and future. Nursing students will have an assigned advisor, Colleen Sullivan, who is located in the Innovative Teaching and Technology Center (ITTC) 007. Her email address is:
colleen.sullivan@uni.edu.
 Office of Academic Advising

Tutoring
The Learning Center @ Rod Library (TLC), located on the main floor of Rod Library, is staffed by nationally certified peer educators trained to assist students develop the academic skills necessary to be successful in college and beyond. TLC services are offered (free of charge) to all currently enrolled students.**The Learning Center**

The Learning Center at Rod Library (TLC) offers free tutoring services to any undergraduate student enrolled at the University of Northern Iowa. Open for walk-in service Monday through Thursday from 10:00 am to 10:00 pm, TLC employs peer educators nationally certified through the **College Reading and Learning Association**. Specific help is available for nursing courses. Additionally, students may receive help for courses in writing, business, math/statistics, and science. Course-embedded support is also available for students in the form of **Peer Mentors** and Peer-Led Undergraduate Support (PLUS) courses.

Rod Library

The library's mission is to empower and inspire our community to discover, imagine, create and innovate. Everyone is welcome! **Rod Library**

Purdue Owl

Students are encouraged to use the Purdue Online Writing Lab (OWL) as a reliable resource for understanding and applying proper citation and formatting guidelines. Purdue Owl

Nursing Faculty Student Support

Nursing faculty will provide support and resources to assist students.
- Students may schedule one-on-one meetings with faculty as needed.

Student Records System

Records	Designation of Custodians of Records	Example of Record
Academic Records	Office of the Registrar	Transcript or permanent academic record
Background Check, Drug Screening, Vaccinations, health training certificates	Nursing Program	ViewPoint Screening and documents with interview for students with hits on background or positive drug screening: Nursing Checklist
Student Conduct Records	Office of the Dean of Students or Office of the Provost pertaining to violations of University Policy 3.01 Student	Violation documentation

	Academic Ethics	
Student Complaints and/or grievances	Nursing Program	Documents and interview with students
Holistic Reviews	Nursing Program	Holistic Review questions and rubric
Counseling Records	Counseling Center Staff	Documentation for counseling services provided to the student
Medical Records	Nursing Program and Student Health Clinic	ViewPoint Screening or Staff at the Student Health Clinic who provided care to the student
Pre-Matriculation Records	Enrollment Management	Examples of offices that facilitate enrollment: Admissions, Academic Advising, Registrar, Financial Aid, or prospective academic department
Student Activities Records	Student Involvement Center	Student Organizations
Course and Clinical Records	Faculty	Clinical evaluations, competency assessments, assignments, exams, quizzes

Acknowledgment of Nursing Student Handbook

All UNI BSN Nursing Program students are required to submit this Handbook Acknowledgement prior to the beginning of each semester. A copy of the Handbook Acknowledgement is retained in your file. By submitting the Acknowledgement form, you certify that you are responsible for:

1. Reading the Handbook in its entirety.
2. Agreeing to comply with all policies.
3. Reviewing and understanding any changes made to the Handbook during the entire time you are enrolled as a student in the BSN UNI nursing program.
4. Recognizing that changes made to policies and procedures may impact you as a student.

As a nursing student at the University of Northern Iowa, it is expected that you read through the nursing student handbook prior to your first day of nursing school. The nursing leadership & faculty team want every student to be aware of your academic plan, policies, procedures, and expectations throughout your time in the nursing program. If you have any questions, please reach out to your academic advisor.

First Name: _____

Last Name: _____

Date: _____

Student email address: _____

I, _____, acknowledge that I have read, understand, and will comply with all items that are listed in the nursing student handbook for the University of Northern Iowa. As a nursing student admitted into the undergraduate Bachelor of Nursing program, I am responsible for reviewing all items on an annual basis and following all policies and procedures outlined in the nursing student handbook. If I have any questions, I will contact the nursing leadership team before signing the document.

The signed document will be uploaded into the appropriate dropbox in ViewPoint Screening.