

SECTION I: GENERAL INFORMATION FOR ALL GRADUATE STUDENTS

COVID-19 Information:

[University of Iowa](#)

Introduction

Welcome to the graduate program at the College of Nursing. For over one hundred years, the University of Iowa has held a leadership position in nursing education, producing the expert clinicians, educators, executives, and scientists who have shaped the nursing profession throughout the nation as well as the State of Iowa. Deans, faculty, and staff are pleased that you have chosen to continue your education at Iowa and are eager to help facilitate your time with us as a student.

This handbook is designed to acquaint students with various aspects of the graduate program in nursing at the University of Iowa. It provides a statement of general and specific policies, procedures, and standards related to graduate education in the College of Nursing. Students should be aware that they also are subject to the policies and standards established by the Graduate College, which is set forth in the [Manual of Rules and Regulations of the Graduate College](#).

Insofar as is reasonably possible, Graduate College regulations are not repeated in this handbook.

Content in this handbook is meant to serve as guidelines for graduate students. From time to time, policies or requirements will change during the academic year; these policies will be communicated to all graduate students via their UI e-mail.

All Graduate Students are responsible for knowing the policies and procedures in this Handbook.

Nondiscrimination Statement

The University of Iowa prohibits discrimination in employment, educational programs, and activities on the basis of race, creed, color, religion, national origin, age, sex, pregnancy, disability, genetic information, status as a U.S. veteran, service in the U.S. military, sexual orientation, gender identity, associational preferences, or any other classification that deprives the person of consideration as an individual. The University also affirms its commitment to providing equal opportunities and equal access to University facilities. For additional information on nondiscrimination policies, contact the Director, [Office of Equal Opportunity and Diversity](#), The University of Iowa, 202 Jessup Hall, Iowa City, IA 52242-1316; 319-335-0705 (voice), 319-335-0697 (TDD), diversity@uiowa.edu.

College of Nursing Philosophy Statement

We, as a community of nurse scholars, believe research, education, and service are the foundation for professional nursing practice. Professional nursing recognizes and addresses the health care needs of a global society, communities, and their members. Professional nursing education encompasses a humanistic orientation and a dedication to basic ethical principles. Professional nursing practice is operationalized through diagnosis, intervention and outcome evaluation, and the establishment of collaborative relationships with the goal of promoting the health of individuals, families, communities, and populations.

We, as a community of nurse scholars, believe that an expert faculty with varied areas of expertise is required to carry out the educational mission of the college. The faculty is committed to designing and implementing curricula in which students develop critical thinking, decision-making skills, clinical judgment, cultural sensitivity, and professional nursing values in an increasingly complex health care system. Professional nursing practice requires the application of knowledge from nursing science as well as the humanities and the basic and social sciences.

We, as a community of nurse scholars, believe that communities are enriched by the diversity of human experiences. Our community is built on a foundation of mutual respect in which ideas are shared with civility, differences are celebrated, and actions are guided by decency. We continually strive to admit and educate a diverse student body – as well as to engage a diverse faculty – believing that an atmosphere that embraces diversity enhances the educational experience and provides a richer understanding of our world.

We, as a community of nurse scholars, are committed to preparing our graduates to function in leadership roles and to address the political, social, ethical, economic, and policy issues that affect the design and delivery of health care in the state, the nation, and the world. In addition, we believe faculty members work in partnership with students to facilitate achievement of each student's educational goals. The faculty is accountable to the students served and is responsible for creating an environment that promotes free inquiry and sensitivity to diversity in ideas. Students have a responsibility to be actively involved in the education process; to identify their learning goals, needs, and styles; to become knowledgeable and skilled; to question and propose new ideas; and to use peer, faculty, college, and university resources to further their own learning. We believe that learning is a continuous process. Our formal and continuing education programs encourage self-directed learning for life-long professional development, enable the assimilation of new knowledge and new technologies to create and maintain required skills, and promote understanding of the changing environments in which professional nursing is practiced.

We, as a community of nurse scholars, are committed to the development of nursing as an academic discipline through scholarly activities that advance the science of nursing. In our commitment to the science of nursing, we acknowledge the reciprocal relationships between practice, theory, and research in knowledge development; value both naturalistic and controlled approaches to inquiry; support both basic and clinical research; encourage interdisciplinary and collaborative research efforts; and promote the translation and dissemination of research findings into practice. As a college within a public university, we are committed to faculty involvement in a wide range of service activities. Faculty members serve as role models for nursing practice, community service, collaborative practice, and health policy development. As members of the university community, faculty contribute to the operations and vitality of the college, the university, and the profession.

I. College of Nursing Overview

A. College of Nursing Administrative Organization

Name	Telephone
Dean Julie Zerwic, PhD, RN, FAHA, FAAN,	319-335-7009
Executive Associate Dean Sandra Daack-Hirsch, PhD, RN, FAAN	319-335-8210
Associate Dean of Faculty Services Keela Herr, PhD, RN, FAAN	319-335-7080
Associate Dean for Research and Scholarship Barbara Rakel, PhD, RN, FAAN	319-335-7036
Associate Dean for Undergraduate Programs Anita Nicholson, PhD, RN	319-335-7115
Assistant Dean for Graduate Practice Programs Mary Dirks, DNP, CPNP-PC, ARNP, FAANP	319-335-7045
Director of the PhD Program Stephanie Gilbertson-White, PhD, APRN-BC	319-335-7023

B. Mission and Goals

Mission

The Mission of the College of Nursing is to prepare nurse leaders to advocate and advance health care across the lifespan for the people of Iowa, our nation, and the world. As part of an interrelated community of diverse cultures and social groups, the college demonstrates exemplary leadership through innovative and impactful education, research, clinical scholarship, service, and professional practice.

Mission Statement: Graduate Program

We aim to foster an equitable and inclusive, student-centered learning environment in order to facilitate the success of the college's diverse group of learners by understanding each student's personal and professional career path and goals.

C. Standards of Excellence

Graduate students are an integral part of the College of Nursing and are instrumental in helping the College fulfill its mission and reach its goals. Each graduate student is expected to conform to reasonable standards of academic and professional conduct in all activities related to the teaching, research, and service functions of the College and University. Relevant standards include Section III, Chapter 15 of the University Operations Manual, "[Professional Ethics and Academic Responsibility](#)." We expect that students will represent themselves in a professional manner both within and outside of the College.

Students in graduate study are invited and encouraged to participate in enrichment activities at the College. Throughout the academic year, programs, national speakers, and other events occur that contribute to professional development. A number of events of interest also occur outside of the College. Notification of these events is sent via AGNSnet.

All such activities, while a noted aspect of graduate training, are to be distinguished from all work for academic credit, i.e., regular course work, seminars, practice, research projects, and thesis and dissertation research.

II. Graduate College

A. Overview

Students admitted to the graduate programs in the College of Nursing have been admitted to the Graduate College as well. Therefore, graduate students have accountability to the Graduate College as well as the College of Nursing. The Graduate College is located in Gilmore Hall on the University of Iowa campus.

B. Graduate College Policies

[Manual of Rules and Regulation of the Graduate College](#)

Graduate students are responsible for the Rules and Regulations established by the Graduate College as well as the protocols, policies, and rules of the College of Nursing. Policies concerning academic standing, probation and dismissal, as well as other protocols, policies, and rules are established by the Graduate College and are in the Manual.

III. Financial Assistance

Various sources for student support are available. Funds that are under the direct control of the College come from the College of Nursing, the Graduate College, and federally-supported training grants. Other student support may be available from project grants awarded to College of Nursing faculty members, from local agencies, or from other divisions of the University.

A. Nurse Faculty Loan Program (NFLP)

The NFLP is a loan cancellation program. Up to 85% of an NFLP loan can be canceled if, after graduation, the individual is employed and serving in a full-time nurse faculty capacity (e.g., teaching full time, holding part-time positions that add up to full time, teaching and being a preceptor, as well as other combinations in a school of nursing). As long as the individual meets the full-time employment criteria, 20% of the loan is canceled in each of the first three years and 25% is cancelled in the fourth year. To be eligible to apply for an NFLP loan, you need to be a U.S. citizen, a full- or part-time student in good standing in either the DNP or PhD program, and plan to teach in a school of nursing.

B. Scholarships and Loans

Scholarships are available through the College of Nursing. Nominations and applications are screened by the Scholarship Committee. A detailed listing of available scholarships is located at the following website: <http://www.nursing.uiowa.edu/alumni-friends/scholarships>. Each fall and spring semester, a notification will be sent that the scholarship portal is open for students to complete the application for scholarships.

Low-interest loans are available to graduate and undergraduate students through the Office of Student Financial Aid.

C. Graduate College Funding

Fellowships and funding opportunities are available from the University of Iowa Graduate College. Please see the following website for the current listing of Graduate College funding opportunities: <https://www.grad.uiowa.edu/funding>

D. Research Assistantships

Research Assistantships are available for PhD Students. Please see Section V: Information Specifically for PhD Students.

IV. Graduate Student Policies and Responsibilities

A. Minimum Computer Requirements

- Either a Microsoft Windows or Apple Computer (desktop or laptop allowed)
- 13-inch screen
- 256 GB SSD
- 16 GB RAM
- Microphone and videocam (headset or integrated into laptop)

B. Statistics Prerequisite Course Required

An upper-level statistics course needs to be completed within five (5) years of the application deadline. Refer to your program's specific section of the Handbook for detailed information regarding the prerequisite requirements.

C. Guidelines for Graduate Transfer Courses

PhD students: Also see the section specific to PhD students for transfer criteria and documentation.

Graduate students should have all transfer courses approved by the College of Nursing Graduate Programs Office prior to enrolling in transfer coursework. Course descriptions or syllabi may be submitted for review. (Please note that the syllabus should include the following: the name of the college or university, the name and number of the course, the name of the textbook which accompanies the course, a topical outline of the course content, objectives, credit hours, any prerequisite courses, and the name of the instructor.)

Credit for courses taken outside the University of Iowa prior to admission to the graduate program and/or during the course of the graduate program must also be approved by the University of Iowa Graduate Admissions Office. If taking a course during your program of study, get the course approved by the staff in the College of Nursing Graduate Programs Office before registering for the course. Approval will be entered on the student's permanent record.

The following guidelines apply to graduate transfer courses:

1. The course must be graduate-level according to the issuing institution's course-numbering system, and the institution must be accredited. The University will not accept transfer credits from a non-accredited institution.
2. The student must enroll as a graduate student and pay graduate tuition.
3. Upon completion of the course, the course number, name, credits, and grade must appear on an official graduate transcript from the issuing institution.
4. A course taken for undergraduate credit may not be applied to a graduate degree. Courses from 2-year and 4-year schools without graduate offerings may not be applied to a graduate degree.
5. Courses that are offered for undergraduate credit only (e.g., courses numbered 0000-2999 at the University of Iowa) may not be counted as graduate credit.
6. Students must meet the Academic Registration Requirement for graduation from the Graduate College at the University of Iowa. Non-resident credit would include credit earned for transfer courses, correspondence courses, and credit earned under special student status. See Graduate College Rules and Regulations: <https://grad.uiowa.edu/academics/manual>. [MSN students, see Section X.D.1; DNP and PhD students, see Section XII.C]

D. Coursework Over 10 Years Old

Students can request courses over 10 years old to be counted toward their final semester hours. The letter will be prepared by the College of Nursing Graduate Programs Office and submitted to the Dean of the Graduate College for approval.

E. Nursing Licensure

All DNP, MSN, and PGC students in the College of Nursing must hold a current and valid nursing license and must provide proof of this licensure. Students will upload their license into the CastleBranch system.

A student will not be admitted to our program or permitted to engage in a clinical course if the student:

- a. Has been denied licensure by the board, and/or
- b. Whose license is currently suspended, surrendered, or revoked in any United States jurisdiction, and/or
- c. Whose license/registration is currently suspended, surrendered, or revoked in another country due to disciplinary action

PhD Students: Please see the section specific for PhD students.

F. Insurance

All students, with the exception of those listed below, in the College of Nursing must show annual verification that they have obtained and currently hold professional liability insurance with coverage of at least \$1,000,000 single occurrence limit and \$3,000,000 aggregate. Students will upload their proof of liability into the CastleBranch system. This requirement serves both as an act of professionalism and to protect students' personal assets. Professional liability insurance covers error, negligence, or omission that may occur during the practice of nursing. It pays for court costs and legal fees whether or not individuals are liable for the charges made against them.

Exception: Post-MSN-DNP and PhD students. Upon further counsel with the University of Iowa Legal Services and Risk Management, we have determined that personal professional liability insurance can be waived IF, as a student, you have NO clinical engagement. Post-MSN-DNP students: Please note that clinical engagement could include your capstone project. Please consult with your advisor prior to beginning any work on your project.

G. Mandatory Health Insurance

All students in the College of Nursing must show annual verification of valid health insurance coverage. Proof of insurance must be provided to the University of Iowa Benefits Office to avoid being charged for student insurance. For more information, visit the following website <https://hr.uiowa.edu/benefits/health-insurance-graduate-students>.

H. Health and Clinical Requirements

The University of Iowa requires all health science students to provide documentation of specific immunizations. In addition, College of Nursing students participate in many clinical experiences and must comply with the standards agreed upon by our clinical partners. Students are expected to provide documented proof of the health requirements found through the website links below upon acceptance into the College. Documented proof must be sent to Student Health as well as uploaded into the CastleBranch system. The College of Nursing contracts with CastleBranch, a service that allows students to order their own background checks online and store all required documentation. **Failure to have current information in the tracker system will result in blocking or voiding your registration as well as blocking you from beginning your clinical hours.**

Please see the following links for Health and Clinical Requirements:

- **DNP and PGC:** <https://nursing.uiowa.edu/academics/dnp/clinical-requirements>
- **MSN:** <http://www.nursing.uiowa.edu/academics/msn-cn/clinical-requirements>
- **PhD:** <http://www.nursing.uiowa.edu/academics/phd/clinical-requirements>

For any questions regarding clinical requirements, please call 319-467-1910 or 319-335-7069.

I. Requirements for Human Subjects Research

All externally-funded research projects by Iowa faculty and staff and ***all student research projects*** are reviewed for protection of human subjects by the appropriate University of Iowa Institutional Review Board (IRB 01) and are certified as acceptable to NIH under FWA00003007. Each funded or non-funded project receives an IRB Review number or is designated as exempt, after appropriate IRB screening. This IRB approval must be received prior to initiation of data collection.

The College of Nursing requires that all graduate students submit proof that the IRB review was completed and what the determination was (i.e., exempt). This documentation must be submitted to the College of Nursing Graduate Programs Office prior to beginning the project or dissertation process.

All proposals are submitted to the Human Subjects Office using the Hawk IRB tool, which can be found on the HSO website at <http://research.uiowa.edu/hso/>.

NOTE: Graduate students must have their proposals approved by their project or dissertation committee before submitting a HawkIRB application.

Agency Approval

For each research project, the appropriate agency approval must be obtained.

- If research is based at the University of Iowa Hospitals and Clinics (UIHC), agency approval must be obtained from the UIHC Nursing Service through its Nursing Research Committee (NRC). NRC approval must be granted before Committee A will give final approval.
- If funded or non-funded research is conducted off-campus, agency approval must be obtained before Committees 01 or 02 will grant final Human Subjects approval. An agency approval form may be used or this can be indicated by an agency letter.

Special Situations

- *VAMC (Iowa City):* Approval for research involving nursing service and/or nursing care delivery must be obtained from the Associate Director, Patient Care Services, 338-0581, Ext. 6104, or VAMC Patient Care Services 002.
- *School systems:* If research is to be conducted in Iowa public/private schools (K-12), consent must be obtained from the Cooperating Schools Program before final IRB approval. More information is at the CSP website at <http://www.uiowa.edu/~csp/>.

All necessary forms for submissions to Committees 01 or 02, NRC, and VA R&D Office are available on the Human Subjects Office website at <http://research.uiowa.edu/hso/>. If you have any questions, feel free to talk to the Office for Nursing Research and Scholarship (ONRS) staff on the 4th floor of the College of Nursing Building.

Refer to the Doctor of Nursing Practice Project course sites for directions and appropriate forms.

V. Student Performance and Progress

A. Evaluation & Grading

1. Regular Courses/Seminars and Practice
 - a. These courses are letter-graded with A = 4 points, B = 3 points, C = 2 points, and D = no graduate credit. At the discretion of the instructor, plus and minus marks may be used.
 - b. All graduate courses must be taken for a letter grade except for the CNL Capstone Clinical Immersion course, Advance Practice Clinical Practicums, the last 3 hours of the Doctor of

Nursing Practice Project, Research Practicum, Research Scholarship Role Development Seminar, Dissertation Research, Research Residency, and Independent Study Courses. Courses with 1 or more semester hours of registration will be graded with an S or U; courses with 0 semester hours of registration will be graded with an R or W.

- c. The grade of “I” is to be used only when a student’s work during a session cannot be completed because of illness, accident, or other circumstances beyond the student’s control, and it must be approved by the Assistant Dean for Graduate Practice Programs or the Director of the PhD Program before assigning the grade. An Incomplete will automatically be converted to an “F” at the end of the next semester (summer and winter sessions are excluded), even if the student does not enroll after the session the “I” was posted. Courses may not be repeated to remove incompletes; removal of an “I” is accomplished only through the completion of the specific work for which the mark is given. **Incompletes need to be resolved before the Graduate College is able to confer degrees.** If an incomplete is not resolved, the student’s degree conferral will be moved to the next semester.

B. Good Standing

1. A graduate student is in good standing if, in the collective judgment of the faculty, the student has exhibited “satisfactory performance,” “normal progress,” and “appropriate professional conduct.”
2. Satisfactory Performance: Graduate College policies concerning academic standing, probation, and dismissal are in the [Manual of Rules and Regulations](#) of the Graduate College, Section IV.
 - a. Doctoral (PhD and DNP) Programs:
 - 1) A cumulative College of Nursing and Graduate College grade-point average of at least 3.0.
 - 2) A minimum grade of C is required in the advanced core and specialization courses for all students in practitioner programs.
 - 3) Clinical or practicum courses:
 - demonstration of safe practice
 - satisfactory progress towards course competencies
 - demonstration of professionalism
 - 4) Generally good or excellent performance in assistantship assignments, as reflected in written reports.
 - b. MSN Program:
 - 1) A cumulative grade-point average of at least 2.75.
 - 2) A minimum grade of C is required in the advanced core and practicum courses.
 - 3) Practicum courses:
 - demonstration of safe practice
 - satisfactory progress towards course competencies
 - demonstration of professionalism
3. Compliance: Students must be compliant in CastleBranch during clinical and practicum courses as well as courses that utilize the NCEC/simulation.
 - 1) The items that need to be documented for compliance are at these URLs:
<http://www.nursing.uiowa.edu/academics/msn-cn/clinical-requirements>
<http://www.nursing.uiowa.edu/academics/dnp/clinical-requirements>
 - 2) If a student becomes non-compliant during their clinic/practicum rotation, they will not be allowed in the clinic/practicum site or to accumulate hours until they become compliant in CastleBranch.
 - 3) If a student becomes non-compliant during a course that utilizes the NCEC, they will not be allowed in the NCEC until they become compliant in CastleBranch.

C. Writing Guidelines and Resources

1. Writing Guidelines, APA style

The College of Nursing has minimum writing competencies for all nursing students. It is expected that graduate students at the College of Nursing will write at a level that meets or exceeds these minimum competencies.

The College of Nursing asks that you write in “APA style.” This refers to the editorial style that many of the social and behavioral sciences have adopted to present written material in the field. Editorial style consists of rules or guidelines that a publisher observes to ensure clear and consistent presentation of written material. Editorial style concerns uniform use of such elements as:

- punctuation and abbreviations
- construction of tables
- selection of headings
- citation of references
- presentation of statistics
- other elements that are a part of every manuscript

APA’s style rules and guidelines are set out in a reference book called [The Publication Manual of the American Psychological Association](#). The APA Publication Manual and website also provide style guidelines pertaining to citing electronic media (including URLs), general format for electronic reference, reference examples for electronic source materials, and citations in text of electronic material.

2. Writing Resources

a. [The University of Iowa Writing Center](#)

The Writing Center assists with all writing projects, including multimedia projects, at any stage of development. Their services are free and available to anyone in the University of Iowa community. Their job is to help you become a better writer, reader, and critical thinker.

b. The University of Iowa Graduate College Electronic [Thesis and Dissertation](#) Program

Here you can find formatting requirements and thesis templates, guidance on submitting your thesis, and information on what happens to your thesis after you graduate.

D. Recognizing and Avoiding Plagiarism in the University of Iowa College of Nursing

1. What is Plagiarism?

Plagiarism involves the use of other people’s intellectual material and/or efforts in place of your own work and representing these materials/efforts as being your own work. In other words, “plagiarism occurs when a writer deliberately uses someone else’s language, ideas, or other original (not common knowledge) material without acknowledging the source.” (From “Defining and Avoiding Plagiarism” by the Council of Writing Program Administrators, obtainable at <http://www.wpacouncil.org/positions/WPAplagiarism.pdf>.)

2. Examples of plagiarism

- a. Presenting part or all of another student's lab report or other written assignment as your own.
- b. Use of an essay, review, report, or other material purchased or obtained free from any kind of 'writing service' or database (such as are found on the Internet) to complete a class assignment.
- c. Copying from an unpublished or published source, *including your textbook, lab manual, or other class material*.

Comments:

(a) A source does not have to be copied verbatim (word for word) to be plagiarized. The use of small sections of a source, stitched together with bits of your own prose without scholarly or peer attribution, is plagiarism. Likewise, using material that has been modified by substituting synonyms, altering punctuation, or changing rhetoric in ways that do not alter the original passage in any substantial way, particularly paraphrasing, without attribution to the source, is also plagiarism.

(b) The basis of, and evidence for, plagiarism is the illegal use of material, *not* your intent. A charge of plagiarism is not automatically nullified by claims such as "I didn't know I was copying" or "I didn't know I couldn't copy that material" or "I didn't intend to plagiarize."

(c) Increasingly, our information comes from the Internet. It is important to realize that the concept of plagiarism is *exactly* the same when applied to material from the Internet as it is for printed material. "I got it from the Web" is *never* a valid excuse for failing to appropriately cite material and attribute the original thinking of another as such.

(d) A person who supplies an exercise that is illegally copied is as guilty as the copier. The argument, "I just let so-and-so look at my paper as an example of how they are written" is not accepted as a defense in a case in which two papers are so similar that they are judged to share a common source, unless it can be clearly demonstrated that a fellow student has purloined another student's original work by copying, downloading, or pilfering materials without the student's knowledge.

(e) Materials which are prepared for an assignment in one class may not be used in their entirety to fulfill the requirements of an assignment in another class.

3. Plagiarism is bad for two reasons

Firstly, plagiarism is cheating. You are here to learn a particular body of skills and materials and to be assessed on how well you have learned. Any form of cheating impedes your learning and misrepresents your capacity to perform. There may be a short-term gain from cheating (better grades) but in the long term it benefits no one. Cheating – including plagiarism – cannot be tolerated if the University is to fulfill its educational mission.

The second reason is that the products of intellectual work are property, just as other products of work are property. To use another person's work without crediting that person is intellectual theft. This is a major issue in the academic and commercial worlds, where ideas and the presentation of ideas are used for professional credit and/or material benefit.

4. What are the penalties for plagiarism?

Penalties for first offenses of plagiarism, or any other form of cheating, can include reduction in grade (down to an F in the course) at the instructor's discretion and disciplinary probation. A second offense can result in suspension from the College of Nursing, also resulting in simultaneous expulsion from the Graduate College. (See the updated [Graduate College Manual of Rules and Regulations Section IV.F.](#))

5. Is any use of other people's language or work plagiarism?

No. Here are some major exceptions:

- a. Technical terms and language: No matter how specialized a term is, once it has been coined to describe a particular situation, it becomes common property.
- b. "Common knowledge": Repeating "boilerplate" phrases such as "The purpose of this report is to analyze heredity in *Drosophila*" would not ordinarily be counted as plagiarism, since such sentences may turn up repeatedly in reports written independently. However, statements expressing scientific ideas, data, or conclusions do *not* fall under this exception.
- c. Quotations: It is legitimate to cite another person's work verbatim if it is presented as a direct quotation. To do so, you must:
 - (1) Enclose the material in quotation marks.
 - (2) Cite the author and source.

For example, here is a correctly presented quotation from a textbook:

"...the biological species concept hinges on reproductive isolation, with each species isolated by factors (barriers) that prevent interbreeding, thereby blocking genetic mixing with other species."
--Campbell, N.A., and Reece J.B. Biology, 6th Ed. Benjamin-Cummings, San Francisco, 2002. p. 465.

Realize that we use quotations only occasionally to 'dress up' a report, not to form the main body of a report. A report, essay, or other assignment that consists largely of quotations shows a capacity to read, but it does not necessarily show a good understanding of the material at hand.

6. If I use a lot of notes from source material when I prepare an assignment, how can I make sure I don't plagiarize?

Many people inadvertently (but still illegally!) plagiarize by following poor work habits. They copy notes verbatim from a source as they read, put the notes aside, and later compile the assignment by reading and typing directly off those notes.

Avoid this error by studying material to understand it. Follow these steps:

- a. As you read your source material, *condense it in your own words* and write those as notes. Do this paragraph by paragraph if the material is difficult. Acknowledge the influences of secondary sources in shaping your own original thinking (analysis).
- b. Write commentaries on the material as you read it. Does it make sense? Do other sources agree or disagree with it? Can you think of better ideas or interpretations? And so on. Use it as you go. Review notes frequently to determine why you agree or disagree with the sources and where your original conclusions depart from the analyses of others.

- c. Make an outline of your assignment, and then write a rough draft *without* consulting your sources.
 - d. Go back to the source material to check facts and to make sure that you've expressed major ideas correctly. This procedure is a guarantee against plagiarism. Even more important, you will know your subject material when you are done, you will have had practice in writing, and your assignment will be easier for your audience to follow.
 - e. Finally, when in doubt, check with your instructor. You can never go wrong taking this simple step.
7. Is recycling of my own earlier writing a form of plagiarism?

Technically, it is not. However, if you quote your own earlier writing it is considered proper to place it in quotation marks and cite its source. Furthermore, "Submitting the same paper in more than one course without the knowledge and approval of the instructors involved" is considered a form of cheating (see the CLAS Code of Academic Honesty, cited above). If you are taking this course a second time and are assigned to do a report on the same lab exercise that you had written on before and wish to incorporate material from your own earlier report, consult your lab instructor before you prepare the report.

8. Is misciting material a form of plagiarism?

An incomplete reference or one with a typo (e.g., in page numbers) is not an offense. However, deliberately citing the wrong sources is a serious offense because it makes it harder for the reader to check up on the accuracy of the information that you present. Thus, you may lose points on a paper for careless attribution of sources. If (as has once happened) the sources cited bear no relation to the material quoted in the text, the paper will get a zero.

E. Academic Misconduct and Code of Student Life

All students in the College of Nursing are expected to comply with professional and ethical standards in all aspects of student life – in classes, clinical experiences, as advisees, toward their peers, and toward faculty, staff, and administration. Students are also responsible for complying with policies related to student life that may be found online at the following site: <http://dos.uiowa.edu/policies/code-of-student-life-14-15/>. Note that, upon admission, you signed and uploaded the Code of Ethics and Declaration of Patient Information Confidentiality documents to CastleBranch.

F. Grievance Procedure

Student complaints concerning actions of faculty members are pursued first through appropriate communication channels as outlined or with the assistance of the University Ombudsperson.

1. Informal Complaint Mechanism – Communication Channels
 - a. The student should first attempt to resolve the issue with the faculty member involved.
 - b. Lacking a satisfactory outcome with the faculty member, the student may take the matter to the appropriate Program Director.
 - c. For DNP and MSN students, if a satisfactory outcome is not obtained, the student may take the matter directly to the Assistant Dean for Graduate Practice Programs.
 - d. If a satisfactory outcome is not obtained, the student may take the matter directly to the Executive Associate Dean.

- e. Lacking a satisfactory outcome with the Executive Associate Dean, the student may take the matter to the Council on Student Affairs (COSA).
- f. When a satisfactory outcome has not yet been obtained, the student may take the matter to the Dean of the College of Nursing.

2. Formal Complaint Mechanism

If a student complaint concerning faculty actions cannot be resolved through the informal mechanism available, the student may file a formal complaint that will be handled under the procedures established for dealing with alleged violations described in the statement on Professional Ethics and Academic Responsibilities as specified in section III, Chapter 15 of the [University Operations Manual](#).

If your complaint involves sexual harassment, please see the information via this link: <http://opsmanual.uiowa.edu/community-policies/sexual-harassment>.

[The Office of the University Ombudsperson](#) (Third Floor Jefferson Building, 319-335-3608) responds to problems and disputes brought forward by all members of the University community – students, staff, and faculty – that appear irresolvable through existing channels. Before consulting the ombudsperson, ordinarily an attempt should be made to resolve problems by following the procedures described above.

G. Final Course Grade – Policy and Procedure

Policy: Students are responsible for meeting the standards of academic performance established for each course in which they are enrolled. The establishment of the criteria for grades and the evaluation of student academic performance are the responsibilities of the instructor. Students are encouraged to communicate with the instructor first to resolve any discrepancy surrounding an assigned grade (Informal Appeal). If the student is not satisfied with the outcome of the informal appeal, then s/he may pursue the Formal Grade Appeal Procedure. The burden of proof is on the student in a grade appeal procedure. The College of Nursing and the student should cooperate to follow the established timelines to reduce the extent to which a grade appeal procedure affects student progression and financial aid status. If an appeal involves a course designated as a prerequisite for the next course in a plan of study, student progression might be affected while the appeal is pending.

This grade appeal policy and procedure applies only to final course grades and not to individual assignment discrepancies. **Grade appeals in the College of Nursing must be initiated within seven (7) business days after a grade is posted or they will be dismissed as untimely.**

The appeal should provide adequate evidence that capricious grading has occurred. Capricious, as that term is used here, comprises any of the following:

- The assignment of a final grade to a particular student on some basis other than that student's performance in the course.
- The assignment of a final grade to a particular student according to more exacting or demanding standards than were applied to other students in the course.
- The assignment of a final grade by a substantial departure from the instructor's previously announced standards.

When a grade appeal is NOT appropriate:

- To challenge course design.
- To challenge quality or nature of instruction. These may be legitimate concerns but are more appropriately addressed by the College of Nursing Administration.
- To challenge grading applied to all students in the course.

FORMAL GRADE APPEAL PROCEDURE

STEP #1: The student will use the Grade Appeal Form (see below) which MUST state why s/he believes capricious grading occurred. The student must identify which reason(s), and all future correspondence should focus on that/those rationale(s). The Grade Appeal Form and any associated supporting documentation must be received by the designated College of Nursing Administrator within seven (7) consecutive business days of the final grade posting.

This form is then given to the appropriate Administrator as follows:

- Undergraduate (BSN) students submit the form to the Associate Dean for Undergraduate Programs
- DNP and MSN students submit the form to the Assistant Dean for Graduate Practice Programs*
- PhD students submit the form to the Director of the PhD Program

**The Assistant Dean for Graduate Practice Programs may provide a copy of the form to the appropriate program director at this point.*

STEP #2: The Administrator forwards the written grade appeal to the instructor who assigned the grade for written response. The instructor responds to the appeal within two (2) business days from receipt of the appeal from the Administrator. The Administrator may facilitate resolution at this point in the process. If resolved, the form is then returned to the Administrator who will send the written decision to the student electronically within two (2) business days, with a return receipt requested.

STEP #3: If the student is not satisfied, the student has two (2) business days from the receipt of this letter to continue the appeal. If the student wishes to pursue the appeal, s/he provides written notification to the appropriate Administrator (as defined in Step #1). The Administrator informs the Executive Associate Dean (EAD) and provides all appeal materials to the EAD for review/decision-making. The EAD will consider the appeal within 5 business days and communicate a final decision in writing to the student, the instructor, and the appropriate Administrator. The process concludes with the final decision of the EAD.

**UNIVERSITY OF IOWA COLLEGE OF NURSING
GRADE APPEAL FORM**

Student Name: _____

Course Number/Name: _____

Course Instructor: _____

Grade Received: _____ Semester Taken: _____

All appeals/responses must be placed on an original sheet

Student's Appeal (attach additional sheet if necessary):

Student's Signature: _____

Date Submitted: _____

Instructor's Response (use additional sheet if necessary):

Instructor's Signature: _____

Date Submitted: _____

Associate Dean, Assistant Dean, or Director Response (use additional sheet if necessary):

Associate Dean, Assistant Dean, or Director's Signature: _____

Date Submitted: _____

Executive Associate Dean (use additional sheet if necessary):

Final Decision: _____ Appeal Upheld: _____ Appeal Denied: _____

Executive Associate Dean's Signature: _____

Date Submitted: _____

H. Honor Code

Honesty, integrity, and high ethical standards are central to the practice of professional nursing. Professional nursing recognizes and addresses the health care needs of a global society, communities, and their members. Professional nursing education encompasses a humanistic orientation and a dedication to basic ethical principles. Nursing education requires immersion in the values of nursing: caring, compassion, confidentiality, collaboration, discipline, evidence-based practice, critical thinking, respect, and dedication to the highest standards of ethical behavior. As a professional nurse, standards of behavior are expressed in the [American Nurses Association Code of Ethics for Nurses](#). These values are central to patient-centeredness, patient advocacy, and providing care that leads to the best patient outcomes.

Participation in the Honor Code provides evidence to the University of Iowa College of Nursing community that the integrity of its members is unquestioned and accepted by those in the academic, clinical, and research communities. Participation in the Honor Code confers upon graduate students the responsibility to respect and protect the integrity of the University of Iowa College of Nursing. It also provides evidence that the learning environment is safe and equitable regardless of the graduate student's gender, race, religion, or sexual orientation. Graduate students and faculty together establish, maintain, and protect trust in these beliefs.

When you study at the College of Nursing, you join a conversation among scholars, professors, and other graduate students, one that helps sustain both the intellectual community here and in the larger world of nurse-scholars. The tests you take, the papers you write, the clinical experiences you participate in – all these are ways in which you contribute to this conversation.

The College of Nursing presumes that your work for any course or any experience is your own contribution to that scholarly conversation, and it expects you to take responsibility for that contribution. This means that you should only present ideas that are your own, or, if you present the ideas of others, that they are properly attributed. Failure to do so constitutes academic dishonesty.

Graduate students at the University of Iowa College of Nursing are expected to demonstrate honesty and integrity in the preparation of academic work and to behave in a manner consistent with that of a professional nurse.

I. Code of Ethics/Behavior Confirmation (signed and submitted upon acceptance of admission)

It is expected that students in the College of Nursing at the University of Iowa represent themselves, the College, the University, and the nursing profession in an ethical and professional manner. Several guidelines, policies, and regulations have been outlined by the various units to communicate what is expected as a student/representative of each entity.

It is my responsibility to know and adhere to the policies. **My signature below indicates that I have read all documents outlining the policies, procedures, and regulations. In addition, as long as I am a student in the University of Iowa College of Nursing I will abide by all policies, procedures, and regulations as outlined.**

- The University of Iowa Policies and Regulations Affecting Students: <https://dos.uiowa.edu/policies/>
- The College of Nursing Graduate Student Handbook: <http://www.nursing.uiowa.edu/current-students/handbooks>
- The American Nurses Association Code of Ethics: <https://www.nursingworld.org/coe-view-only>
- The College of Nursing Honor Code: <https://nursing.uiowa.edu/current-students>

NAME (please print): _____ DATE: _____

SIGNATURE: _____

J. Guiding Principles for Nursing Students in the Use of Social Media

Internet social networks: Internet sites such as Facebook, Instagram, Snapchat, Twitter, and others enable students to interact with an extensive number of people and to connect with friends and family. Postings by students on their profiles, groups, and chat rooms, and their communications to others are in the public domain and are easily accessible by anyone including reporters, parents, faculty members, law enforcement, predators, potential employers, and graduate school admissions officers. Even after it has been deleted, information once posted on a website can sometimes be retrieved by persons with sufficient technical computer skills.

College of Nursing Policy: Attendance at the University of Iowa College of Nursing and participation in the care of others is a privilege that imposes certain obligations on students, including the responsibility of behaving in a professional and ethical manner. This means students must present a professional and positive image of the profession, the College, and themselves. Nursing students are expected to conduct themselves with honesty, dignity, and professionalism. The College of Nursing believes in protecting the students' rights of freedom of speech, expression, and association, including their right to use Internet social networks. The College of Nursing also believes in protecting the rights of patients with whom students interact, the rights of faculty members (particularly to their intellectual property), the rights of other students, and the public at large. Students are expected to monitor their own Internet use and post only statements and images that appropriately represent them, the College, and the profession to the public.

The College of Nursing reserves the right, under the Student Code of Conduct, to investigate and take disciplinary action against any student whose posting of material on an Internet site violates University policies, College of Nursing policies or the Honor Code, HIPAA rules, or state or federal statutes. Internet postings that violate these principles include, but are not limited to, sharing of confidential information, images or language that represent partial or total nudity, sexual activity or misconduct, underage alcohol consumption, illegal acts, use of illegal drugs or other controlled substances, hazing activities, tobacco use, obscene gestures, and cheating. Also prohibited is information about peers, faculty, other professionals, or clinical sites that is insulting, derogatory, negative, or could be construed as "bullying."

Recommended Action: It is recommended that students review and monitor Internet sites on which they have posted to ensure that inappropriate material does not appear. Students are encouraged to monitor their preferred sites/postings and assist their classmates/colleagues in monitoring their sites/postings to prevent personal or professional damage to themselves, other students, the College of Nursing, the University of Iowa, and the profession of nursing.

For reasons of safety and privacy, it is recommended that students refrain from posting and remove any personally identifiable information such as telephone number, address, class schedule, and places frequented. Students should check tagged photos and monitor electronic photo albums to avoid posted photos that would be considered inappropriate.

Students should be cautious in joining social networking groups and be sure they want to be associated with each group they join. Students should refrain from creating or joining a group that is obviously inappropriate for nursing students or is malicious. Students should also understand that, once they become group members, they are linked to the online discussion that takes place within that group and only the group's administrator will be able to remove them from group membership or remove postings made to the group site.

I understand that failure to abide by these principles by posting inappropriate material that violates this, other College of Nursing, University of Iowa, or UIHC policies may result in sanctions under Category II Misconduct as outlined in the College of Nursing Student Code of Conduct. Students may also refer to the [University of Iowa Policy on Social Media Use on the Internet](#).

VI. College of Nursing Office of Student Services

A. Dual Advisement Program

1. Faculty Advisor, Program Staff Advisor

Each graduate student in the College of Nursing has a faculty advisor to guide their scholarly inquiry and role development in their area of study. In addition, each graduate student is supported by an advisor in the Office of Student Services. The role of the faculty advisor is to serve as a mentor, provide career guidance, and guide the student's program synthesis toward a successful endpoint. Advisors typically lead the capstone, project, or dissertation that serves as a culmination of the student's graduate program. Student Services staff support the student in navigating the University processes, meeting the Graduate College requirements and important deadlines, and complying with College requirements such as licensure, HIPAA, or criminal background check.

2. Changing a Faculty Advisor

From time to time, it may be necessary to change a faculty advisor; this change is made through the Office of Student Services who will facilitate the change in consultation with the Assistant Dean for Graduate Practice Programs or the Director of the PhD Program.

B. Association of Graduate Nursing Students (AGNS)

1. General Information

Graduate students can participate in the College of Nursing Association of Graduate Nursing Students (AGNS). AGNS meetings and events are held throughout the academic year to discuss issues, provide mentoring, and share ideas. AGNS nominates student representatives to serve on the College of Nursing's Council on Curriculum, Council on Student Affairs, Diversity Committee, Technology Committee, DNP Forum, and PhD Forum as well as the University Graduate Student Senate. Students are also eligible for membership in a variety of professional and specialty nursing organizations at the state and national level.

2. Mentor Program

AGNS created a mentor program to facilitate successful completion of the University of Iowa nursing graduate programs through peer-to-peer support. The mentor program will provide guidance to mentees through in-person and/or virtual face-to-face interactions. The goals of the mentor program are to help new students navigate the learning process of academic courses, clinical rotations, and the DNP project. In addition, the mentor program will provide emotional support through positive peer-to-peer interactions and relationships, offer socialization opportunities, and cultivate belonging and acceptance of all DNP students attending the College of Nursing.

Students who have completed their first year of the DNP program are asked to consider serving as a mentor to an incoming first-year student. Mentors and mentees will be matched by program, locations, and interests as much as possible.

Mentors will be asked to:

1. Determine the mentee's personal goals and provide suggestions if needed
2. Identify the learning style of the mentee to offer individualized support or make recommendations
3. Provide guidance, encouragement, and support to the assigned mentee
4. Serve as a positive role model following University of Iowa College of Nursing guidelines

5. Provide emotional support and assist by offering suggestions to help reduce the stressors the mentee may exhibit
6. Meet with the mentee at least three times throughout each semester in whatever capacity works best for the pair (in person, via Zoom, etc.) to check in, and more often if the pair desires

Mentees may:

1. Reach out to their mentor as needed

If the mentor feels that the mentee needs support in any capacity beyond what the mentor feels comfortable providing, the mentor will contact a designated faculty support liaison who has been trained to offer support to students in crisis.

C. Communication

1. E-Mail

Every student at the University of Iowa is provided with an email account. This UIOWA account must be activated through [MyUI](#). Students are required to activate the UIOWA account and to check this account regularly. You are assigned an “alias” address, which is typically your first and last names, separated by a hyphen, and followed by “@uiowa.edu” – for example, jane-doe@uiowa.edu for a student named Jane Doe. The alias address is much easier to remember and is the address you should share with others. All university-wide and departmental mass mailings are sent to your alias address, so you must have a valid routing address in order to receive e-mails. Also, if you change your routing address for some reason, you do not need to notify your e-mail correspondents because your alias address remains the same. If you already have a non-university e-mail account and would like to continue to use your Gmail, Yahoo, or another account, then you should register your existing account as your “routing” address in [MyUI](#). Give your e-mail correspondents your **alias** address.

2. Graduate Student listserv – agnsnet

College of Nursing Graduate Students have a listserv where announcements and discussions of various issues relating to graduate education, employment, speakers, and courses of interest take place. All students are added to this listserv by the College of Nursing Graduate Programs Office staff prior to their first semester of coursework.

D. Electronic Based Resources

1. College of Nursing Instructional Technology Center

The College of Nursing and ITS (Instructional Technology Services) maintain an ITC (Instructional Technology Center) in room 40 CNB. The Nursing ITC is typically open Monday through Friday. Students who require additional access can go to any of the other campus wide ITCs. The ITS webpage (<http://its.uiowa.edu/>) provides access to ITC locations as well as information related to the services they offer.

E. Resource Labs & Libraries

1. Nursing Clinical Education Center (NCEC)

The Nursing Clinical Education Center is located on the fourth level of the General Hospital in the University of Iowa Hospitals and Clinics (UIHC). The Center, a joint effort between the Department of Nursing Services and Patient Care at UIHC and the UI College of Nursing,

provides a learning environment of the highest quality to enrich nursing clinical educational experiences and to improve patient care now and in the future (<http://www.nursing.uiowa.edu/excellence/ncec>).

2. Iowa Geriatric Education Center (IGEC)

The IGEC is located at 2153 Westlawn. Go to <https://igec.uiowa.edu/about-us> for more information.

3. The Laboratory for Advanced Computing in Nursing

The Laboratory is designed to support specific research needs in bioinformatics and genetics, as well as the intersection of clinical specialties and informatics. It is specifically designed to support qualitative and quantitative methods, large database research, knowledge representation, and knowledge discovery. The Laboratory has full access to all College of Nursing and University of Iowa network computer resources, including large data storage resources. Access includes, but is not limited to, a Microsoft SQL database server, University licensed software, email, and web servers. A magnetic ID card reader controls access to the Laboratory. To request access, please contact Linda Hand at linda-hand@uiowa.edu.

4. The Center for Nursing Classification and Clinical Effectiveness

The Center for Nursing Classification and Clinical Effectiveness facilitates the continued development and refinement of Nursing Interventions Classification (NIC) and Nursing Outcomes Classification (NOC) to enhance nursing's visibility and contributions to health care. Such classification research is crucial to the documentation and study of nursing care and to the articulation of nursing care with that of other health care providers. The Center's purposes are to: 1) conduct the review processes and procedures for expanding and updating Nursing Interventions Classification (NIC) and Nursing Outcomes Classification (NOC) to reflect current nursing practices; 2) produce and disseminate materials related to the Classifications; 3) provide office support to assist faculty investigators to obtain funding; 4) provide research and educational opportunities for students, fellows, and visiting professors; and 5) assist with implementation and use of the Classifications in clinical practice and educational settings. The Center for Nursing Classification and Clinical Effectiveness is located in room 407 CNB. For more information, see Noriko Abe in 407 CNB or contact her at 335-7051 or noriko-abe@uiowa.edu.

5. Barbara and Richard Csomay Center for Geriatric Nursing Excellence

[The Barbara and Richard Csomay Center for Gerontological Excellence](#) seeks to train nurse scientists and clinicians to ensure that "best geriatric practices" are produced and used.

F. Sigma Theta Tau International – Honor Society of Nursing

Sigma Theta Tau International provides leadership and scholarship in practice, education, and research to enhance the professional development of our members, who strive to improve nursing care worldwide.

More than 300,000 nurse scholars have been inducted into Sigma Theta Tau. With 120,000 active members, it is the second largest nursing organization in the world. Members are active in more than 90 countries and territories, and the 424 chapters are located on 523 college and university campuses in the U.S. and countries including Canada, Hong Kong, Pakistan, South Korea, Australia, Taiwan, The Netherlands, and Brazil.

Membership is by invitation to baccalaureate and graduate nursing students who demonstrate excellence in scholarship and to nurse leaders exhibiting exceptional achievements in nursing.

The Sigma Theta Tau chapter at the University of Iowa is Gamma. We induct new members into our organization annually during the spring semester. Criteria for membership as a graduate student are:

1. enrollment in programs of graduate study in nursing (master, post-master, doctoral, and post-doctoral)
2. achieve a cumulative grade point average of at least 3.5 on a 4.0 scale
3. complete a minimum of one-quarter of the required graduate curriculum
4. demonstrate superior academic achievement, academic integrity, and professional leadership potential

Gamma Chapter provides scholarships, grants, and awards to recognize academic and clinical excellence as well as innovative research.

VII. College of Nursing Policies

A. Photo Identification Badges

College of Nursing photo identification badges are ordered by the Office of Student Services. Students must wear their photo identification badges at all times while engaged in direct or indirect patient/client care activities as a student of the College of Nursing. If the original badge is lost or name is changed, contact the College of Nursing Graduate Programs Office.

B. College of Nursing Smoking Policy

In April of 2007 the Health Science campus became a smoke-free campus.

C. College of Nursing Policy on Academic Accommodations

Faculty in the College of Nursing are required to comply with University policies and procedures regarding the provision of academic accommodations to students with disabilities. This includes, but is not limited to, making an announcement at the beginning of each term and including similar language in the course syllabus inviting students seeking accommodations to contact the instructor directly. If a student identifies himself or herself as having a disability and requests accommodation, generally it is the instructor's responsibility, in connection with the College of Nursing, to ensure that the learning environment is accessible and that appropriate accommodations are provided. Students are encouraged to register with the [University Office of Student Disability Services](#). Faculty members should contact the [Office of Student Disability Services](#) with general questions about academic accommodations.

A student who is dissatisfied with the outcome of either a formal or informal complaint filed under the College's complaint procedure involving the accommodation of a disability may file a complaint with the [Equal Opportunity and Diversity office](#).

D. Student Health Prevention of Blood-Borne Pathogens

See the links below for precautions information and a flowchart on exposure to blood or body fluids.

Standard Precautions

<https://studenthealth.uiowa.edu/assets/26aaf3bc5f/Standard-Precautions-Patient-Handout.pdf>

Exposed to Blood or Body Fluids – In your student role flowchart

<https://studenthealth.uiowa.edu/assets/fb0eaa7537/BBF-UI-Student-9.15.pdf>

VIII. University of Iowa Policies

A. University of Iowa Student Handbook on MyUI

The University of Iowa provides an online Student Handbook on [MyUI](#). The site provides links to information on registration as well as to your rights and responsibilities as a registered student.

B. Registration Policies

Early registration for enrolled students begins each March for the summer semester, April for the fall semester, and November for the winter and spring semesters. Students should refer to their individualized plan of study; MSN and DNP, and Post-Graduate-Certificate students will be coded into courses based on their plan of study. Information about enrollment status, grades, and tuition as well as the full version of the academic calendar is available at the MyUI website:

<https://myui.uiowa.edu/my-ui/home.page>.

C. Affirmative Action Policy

The University of Iowa prohibits discrimination in employment, educational programs, and activities on the basis of race, creed, color, religion, national origin, age, sex, pregnancy, disability, genetic information, status as a U.S. veteran, service in the U.S. military, sexual orientation, gender identity, associational preferences, or any other classification that deprives the person of consideration as an individual. The University also affirms its commitment to providing equal opportunities and equal access to University facilities. For additional information on nondiscrimination policies, contact the Director, [Office of Equal Opportunity and Diversity](#), The University of Iowa, 202 Jessup Hall, Iowa City, IA 52242-1316; 319-335-0705 (voice), 319-335-0697 (TDD), diversity@uiowa.edu.

D. Policies and Regulations Affecting Students

Policies and regulations related to students can be found at the [Office of the Dean of Student's](#) website. Please refer to this website for questions regarding student rights, student responsibilities, and student organizations at the University of Iowa. Examples of policies that affect students are as follows:

1. Policy on [Sexual Harassment](#) and [Consensual Relationships](#)
2. Student Records Policy ([FERPA](#))

E. The University of Iowa [Policy on Ethics in Research](#)

F. [Student Disability Policy and Services](#)

G. [Summer Financial Aid](#)

Beginning summer 2012, if a student has summer financial aid, they must notify the Office of Student Financial Aid in writing (email or by completing a form in the Office of Student Services) on the *day of or prior to* reducing their registration. Aid could be reduced or cancelled by a change in registration. Withdrawal calculations have always been performed for students withdrawing in the summer; the change is the need for students to notify the Office of Student Financial Aid in writing. In some cases, a withdrawal calculation may not be needed if they know the student is returning for a class that starts at a later date.

IX. Resources for Nursing Students (selected)

A. [L.E.A.N. on Me - Listening, Evaluating & Activating Nurses](#)

Beginning September 6, 2020, all College of Nursing students will have access to a new mental health program called L.E.A.N. on Me. More information is at <https://nursing.uiowa.edu/current-students/LEAN>.

B. Graduate Student Office and Kitchen

The Graduate Student Office is located in room 134 CNB. It has computers and workstations. The graduate student office will be kept unlocked so please be cognizant of what you leave in the office when you are not there. A kitchen area is located in 133 CNB for all students.

C. Printing/Copying

Printing is available in 40 CNB. You will not need money; you will use your UID number and have the charges applied to your U-Bill. The charges are as follows: \$.03 per page for black & white printing and \$.15 per page for color printing. Note that copying is not available.

D. Felton Student Success Center - 109 College of Nursing Building (CNB), 319-335-7021

The Office of Student Services is located in the Felton Student Success Center and provides numerous services to College of Nursing students. Graduate Programs Office staff in Student Services are available to meet with students regarding academic affairs via email, phone, or in person.

E. Lactation Room and Refrigerator

The lactation room in the College of Nursing has a refrigerator in which to store your breast milk while you are here for class(es). The key to the room is kept in the Teaching Services offices (338, 340, and 342 CNB).

F. [Ombuds Services](#) – Third Floor, Jefferson Building, 319-335-3608

The Office of the Ombudsperson serves students, faculty, and staff and offers informal resolution, mediation, and/or negotiation to constituents. The Ombudsperson explains and clarifies University policies and procedures and urges complainants to follow the regular policies and procedures of the University as outlined in University publications ([Operations Manual](#), [Policies & Regulations Affecting Students](#), staff and faculty handbooks, etc.).

G. [Computing Resources](#) - 2800 UCC, 319-384-4357

The College of Nursing and ITS ([Instructional Technology Services](#)) maintain an ITC (Instructional Technology Center) in room 32 on the ground floor of the Nursing Building. There are approximately 26 ITC sites on the Campus.

H. [Student Health](#) – 4189 Westlawn, 319-335-8370

The outpatient clinic at Student Health Service is available to all currently enrolled on-campus students. Visits are free, but charges are made for laboratory procedures, x-rays, accident examinations, and minor surgery.

I. [University Counseling Service](#) – 3223 Westlawn, 319-335-7294

The University Counseling Service staff of professional psychologists, social workers, and advanced doctoral students offers educational (learning disability assessment), career, and personal counseling and therapy in individual, couple, or group sessions. It also offers programs, workshops, and consultation activities. Most services are available to students without cost. There is a minimal fee for psychological testing.

J. [Student Disability Services](#) – 3015 Burge Hall, 319-335-1462

The University of Iowa is committed to making its facilities, services, and programs fully accessible to people with disabilities. Student Disability Services (SDS), located in Burge Residence Hall, provides services to students with both visible and non-visible disabilities. People with a wide range of disabilities are served, including those with hearing and speech impairments, learning disabilities, mobility restrictions, visual impairments, and others. The goal of SDS is to help students with disabilities enjoy the same rights and assume the same responsibilities as do other students. SDS works closely with University faculty and staff to ensure that students receive the maximum benefit from their experience at The University of Iowa. Assistance is provided in the areas of admission, orientation, academic and career planning, academic support services, financial aid, housing, transportation and parking, aide and attendant care, and health services.

K. [Office of International Programs](#) – 1111 University Capitol Centre, 319-353-2700 or 319-335-0335 for International Student and Scholar Services

The Office of International Programs provides services and facilities and organizes extracurricular programs for both foreign and domestic students and faculty. It maintains a library with references on study, work, and travel in other countries, including information about foreign universities and study abroad programs open to UI students. It helps students select study abroad programs to complement their on-campus academic programs and helps assure that they receive the correct credit for such activities. Students also may obtain information and applications for the Presidential Awards for Study Abroad and the Fulbright, Marshall, and Tubingen awards at the Office of International Programs.

Foreign student advisers provide information, counseling, and services related to orientation, immigration regulations, financial aid, and liaison with foreign governments and sponsoring agencies, and help with problems and questions in most areas except academic advising. They sponsor or support educational programs, such as the Friends of International Students, the Conversational English Partners, and lunchtime discussions that foster constructive interaction between students and scholars from other countries and their domestic counterparts.

L. Veteran's Services – 319-335-3895

The Office of Veterans Services is part of the Office of the Registrar. It serves veterans, dependents of veterans, servicemen, and servicewomen in matters relating to Veterans Administration educational benefits, University registration, and study at the University.

M. Multicultural and International Student Support and Engagement

N. Office of Student Financial Aid – 2400 UCC, 319-335-1450

The Office of Student Financial Aid is available to all University of Iowa students. The office is responsible for counseling students regarding eligibility for aid, for offering general information and applications for financial aid, for processing financial aid applications, and for distributing aid. The office also provides information and listings of part-time employment and College Work Study. Students who have questions regarding financial aid should contact the Office of Student Financial Aid.

O. Office of the Registrar

The Office of the Registrar determines the residence status of each student, supervises registration procedures, assesses fees, and maintains all students' academic records. It issues official transcripts and verifications. This site also has links to the University calendars, tuition and fees, as well as current and past catalogs.

P. Women's Resource and Action Center (WRAC) - 230 N. Clinton, 319-335-1486

The WRAC provides services to meet educational, cultural, social, and personal needs of University and community women. WRAC advocates the removal of all barriers to equal access and self-determination, including barriers of racism and classism as well as those based on physical ability, sexual preference, and gender. Through its feminist programs and services, the WRAC staff is committed to empowering Iowa women through providing information, skills, and support.

The WRAC provides a resource for many women's organizations; sponsors a Brown Bag Luncheon program; offers evening and weekend workshops, lectures, films, and classes; provides a wide variety of support and discussion groups for women; offers one-to-one problem-solving sessions for women; and publishes a newsletter nine times a year.

The WRAC houses the Sojourner Truth Women's Resource Library of books and periodicals on a wide range of women's topics. For persons dealing with sexual harassment and other forms of discrimination, WRAC acts as an advocate and provides emotional and informational support. WRAC maintains an information and referral system, a speakers bureau, and an active volunteer program.

Q. Rape Victim Advocacy Program (RVAP) – 332 S. Linn St

Crises Line: 319-335-6000 or 800-228-1625

Iowa Sexual Abuse Hotline: 800-284-7821

Business Line: 319-335-6001

The RVAP maintains a 24-hour emergency telephone line providing information, support, and advocacy for victims of sexual assault or abuse. RVAP works to educate the public about the causes and prevention of sex crimes.