

Bachelor of Science in Nursing

STUDENT HANDBOOK

IOWA

NURSING

August 2022

Entire handbook can be found at: <https://nursing.uiowa.edu/current-students/handbooks>

Students are responsible for knowing and adhering to the policies and procedures contained in this handbook. Updates with immediate implementation will be communicated to all BSN students via e-mail. Otherwise, will be included in the Handbook with the effective date noted.

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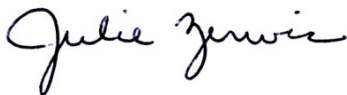
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Welcome

Dear Student,

On behalf of the faculty and staff at the University of Iowa I would like to welcome you to the College of Nursing. We recognize that you had a choice in your educational path, and we are honored that you have chosen to continue your education at the University of Iowa. Alumni of the University of Iowa are leaders locally and nationally. They are in positions that range from direct patient care, to faculty, to chief nursing officers. Our alumni are sought after for their expertise in evidenced-based practice and patient-centered care. In addition, your education in the College of nursing emphasizes the Seven Pillars of Diversity that include awareness, integrity, caring, respect, learning, collaboration, and cultural humility, and this knowledge will provide you with a foundation for your professional journey. The faculty is committed to supporting you as you explore and extend your passion for nursing. You will have the opportunity to stretch your knowledge and skills as you explore concepts such as health equity, genetics, health systems, and patient safety.

Welcome to the University of Iowa, your journey begins today!



Julie Zerwic, RN, PhD, FAHA, FAAN Dean, College of Nursing

Using The Student Handbook

We urge you to read through this material carefully and refer to it throughout your time at the College of Nursing for answers to your program and academic questions. If you have questions about any of the content areas of this handbook, please contact your advisor in the Geraldine Felton Student Success Center.

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 (including childbirth and related medical conditions), disability, genetic information, status as a U.S. veteran, service in the U.S. military, sexual orientation, gender identity, or associational preferences. 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 Institutional Equity](#), the University of Iowa, 202 Jessup Hall, Iowa City, IA 52242-1316, 319-335-0705, oi-e-ui@uiowa.edu.

The University of Iowa requests personally identifiable information for the purpose of maintaining records. No persons outside the University are routinely provided this information, except for items of directory information, such as name and local address. If you fail to provide required information, the University may not be able to advise you appropriately.

THE UNIVERSITY OF IOWA COLLEGE OF NURSING
Mission & Philosophy

Mission Statement:

The Mission of the College of Nursing is to prepare nurse leaders to advocate and advance healthcare 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.

Updated February 2021

Philosophy:

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.

Updated March 2008

SECTION I
Earning Your Bachelor of Science in Nursing

A. Baccalaureate Degree Requirements

A minimum of 128 semester hours including general education, pre-requisite, elective, and nursing major course work must be satisfactorily completed for the awarding of the Bachelor of Science in Nursing degree.

1. Prerequisites (designated courses must be successfully completed with a grade of “C” or higher):

Pre-Licensure BSN	RN-BSN
Rhetoric	Associate Degree/Diploma in Nursing
General Chemistry I	Current Nursing License
General Chemistry II	Composition II
Human Biology for Health Professions	Speech
Elementary Statistics	Statistics
Elementary Psychology	Elective Credit (Recommend Chemistry)
Human Development & Behavior	
Sociology or Social Problems	
Nutrition	
Anatomy	
Physiology	
Microbiology	
Healthcare Finance or Caring for Diverse	

2. General Education Requirements (must be successfully completed with a grade of “C” or higher):

Pre-Licensure BSN	RN-BSN
3 s.h. Literary, Visual & Performing Arts	3 s.h. Literary, Visual & Performing Arts
3 s.h. Values & Culture or Diversity & Inclusion	3 s.h. Values & Culture or Diversity & Inclusion
3 s.h. International & Global Issues	3 s.h. International & Global Issues
	3 s.h. additional course in one of above three

3. World Language Requirement (must be successfully completed with a grade of “C” or higher):

Pre-Licensure BSN	RN-BSN
Fourth level proficiency in one world language at the high school level, OR second level proficiency in two different world languages at the high school level	High School Graduates 1991 to present – Two years of the same world language
<p>Effective Summer 2019: Students can meet the world language requirement in three different ways:</p> <ol style="list-style-type: none"> 1. Completion of 4th level proficiency in one world language. 2. Completion of 2nd level proficiency in two different world languages. 3. Completion of 2nd or 3rd level proficiency in one world language and completion of a 3 s.h. course from one of the following categories: Values & Culture, Diversity & Inclusion or International & Global Issues. 	<p>High School Graduates prior to 1991 - Exempt</p> <p>World Language:</p> <ul style="list-style-type: none"> • Prior to 1991 = Exempt • 1991- present = 2nd level proficiency in one world language <p>If no high school world language the following general education courses must be completed:</p> <ul style="list-style-type: none"> • 3 s.h. Literary, Visual & Performing Arts (LVPA) • 3 s.h. Values & Culture (VC) (formerly Values, Society & Diversity) (VSD) or Diversity & Inclusion (DI) or 3 s.h. International & Global Issues (IGI)

4. Minimum High School Requirements*

Pre-Licensure BSN	RN-BSN
Four years of English	Not applicable
1 Year of Biology	
1 Year of Chemistry	
1 Year of Physics	
Minimum Algebra I, Algebra II, Geometry	
Three years of Social Studies	
Please see preceding world language section for world language requirement.	

*The Office of Admissions identifies high school deficiencies. All deficiencies must be completed prior to matriculation in the nursing major for Standard Admission students and prior to arriving at the University of Iowa for Direct Admission students.

5. Elective Credit

Pre-Licensure BSN	RN-BSN
14 s.h required (estimated)	11 s.h. required (chemistry strongly recommended as part of this elective credit)

6. Nursing Major Requirements (must be successfully completed with a grade of “C” or higher):

Pre-Licensure BSN	RN-BSN
NURS:3138 Nursing & Pharmacological Interventions I	NURS:3160 Professional Role I: Professionalism & Patient Safety
NURS:3128 Health Assessment & Communication Across the Lifespan	NURS:3460 Professional Role II: Research
NURS:3518 Pathology	NURS:3734 Introduction to Human Genetics
NURS:3160 Professional Role I: Professionalism & Patient Safety	NURS:3660 Professional Role III: Improving Health Systems
NURS:3151 Introduction to Clinical Concepts for Nursing Simulation Laboratory I	NURS:4160 Professional Role IV: Leadership & Professional Engagement
NURS:3438 Nursing & Pharmacological Interventions II	
NURS:3615 Adult Medical/Surgical Practicum	NURS:3518 Pathology
NURS:3620 Gerontological Nursing	NURS:3650 Community & Public Health Nursing
NURS:3625 Gerontological Nursing Practicum	
NURS:3460 Professional Role II: Research	NURS:3655 Community & Public Health Nursing
NURS:3451 Basic Clinical Concepts for Nursing II	NURS:3110 Healthcare Finance
NURS:3631 Nursing Care of Children & Families	NURS:XXXX Nursing Elective
NURS:3632 Nursing Care of Childbearing Families	NURS:4170 Baccalaureate Seminar
NURS:3635 Parent Child Nursing Practicum	
NURS:3640 Psychiatric Mental Health Nursing	
NURS:3645 Psychiatric/Mental Health Nursing Practicum	
NURS:3660 Professional Role III: Improving Health Systems	
NURS:3651 Advance Clinical Concepts for Nursing	
NURS:3650 Community & Public Health Nursing	
NURS:3655 Community & Public Health Nursing Practicum	
NURS:4155 Senior Nursing Internship	
NURS:4160 Professional Role IV: Leadership & Professional Engagement	

B. Sample Undergraduate Curriculum Models

[Pre-Licensure BSN Curriculum Model](#) (Revised: Fall 2022)

First Year

Fall Semester	Credits	Spring Semester	Credits
RHET:1030 Rhetoric	4	CHEM:1080 General Chemistry II	3
CHEM:1070 General Chemistry I	3	BIOL:1141 Human Biology: Health Professions	4
PSY:1001 Elementary Psychology	3	NURS:1030 Human Dev & Behavior	3
STAT:1020 Elementary Statistics	4	SOC:1010 Sociology or SOC:1020 Social Problems	3
NURS:1020 FYS: Nursing	1	Gen Ed - International and Global Issues	3
CSI:1600 Success at Iowa	2		
Total Credit Hours	17	Total Credit Hours	16

Second Year

Fall Semester	Credits	Spring Semester	Credits
ACB:3110 Principles Human Anatomy	3	NURS:3110 Healthcare Finance or NURS:3111 Caring for Diverse Populations	3
HHP:2310 Nutrition & Health	3	MICR:3164 Nursing Microbiology	4
Gen Ed - Literary, Visual & Performing Arts	3	HHP:1300 Fundamentals of Human Physiology	3
Gen Ed - Values & Culture or Diversity & Inclusion	3	Elective (<i>preferred upper level statistics</i>)	3
Elective	3	Elective	3
	2	Elective	1
Total Credit Hours	17	Total Credit Hours	17

Third Year

Fall Semester	Credits	Spring Semester	Credits
NURS:3138 Nursing& Pharmacological Interventions	5	NURS:3438 and Pharmacological Interventions II	5
NURS:3128 Health Assessment and Communication Across the Lifespan	3	NURS:3615 Adult Medical/Surgical Practicum	3
NURS:3518 Pathology	3	NURS:3620 Gerontological Nursing	3
NURS:3160 Professional Role I: Professionalism and Patient Safety	3	NURS:3625 Gerontological Nursing Practicum	2
NURS:3151 Intro to Clinical Concepts for Nursing	2	NURS:3460 Professional Role II: Research	3
		NURS:3451 Basic Clinical Concepts for Nursing	1
Total Credit Hours	16	Total Credit Hours	17

Senior Year

Fall Semester	Credits	Spring Semester	Credits
NURS:3631 Nursing Care of Children & Families	2	NURS:3650 Community and Public Health Nursing	3
NURS:3632 Nursing Care of Childbearing Families	2	NURS:3655 Community and Public Health Nursing Practicum	2
NURS: 3640 Psychiatric/Mental Health Nursing	3	NURS:4155 Senior Nursing Internship	5
NURS:3645 Psychiatric/Mental Health Nursing Practicum	2	NURS:4160 Professional Role IV: Leadership and Professional Engagement	3
NURS:3635 Parent Child Nursing Practicum	2	BSN Honors	
NURS:3660 Professional Role III: Improving Health Systems	3		
NURS:3651 Advanced Clinical Concepts for Nursing	1		
BSN Honors			
Total Credit Hours	15	Total Credit Hours	13

RN-BSN BSN Curriculum Model(s)

(Revised: Spring 2015)

Semester 1		s/h
NURS:3160	Professional Role I – Professionalism & Patient Safety	3
NURS:3460	Professional Role II – Research	3
NURS:3734	Introduction to Human Genetics	3
NURS:3110	Healthcare Finance	3
	Total Semester Hours	12
Semester 2		
NURS:3650	Community & Public Health Nursing	3
NURS:3655	Community & Public Health Nursing Practicum	2
NURS:3518	Pathology	3
NURS:3660	Professional Role III – Improving Health Systems	3
NURS:XXXX	Nursing Elective	3
	Total Semester Hours	14
Semester 3		
NURS:4160	Professional Role IV – Leadership & Professional Engagement	5
NURS:4170	Baccalaureate Seminar	1
	Total Semester Hours	6

Semester 1		s/h
NURS:3160	Professional Role I – Professionalism & Patient Safety	3
NURS:3110	Healthcare Finance	3
NURS:3460	PRII - Research	3
	Total Semester Hours	9
Semester 2		
NURS:3660	PRIII - Improving Health Systems	3
NURS:3734	Introduction to Human Genetics	3
NURS:XXXX	Nursing Elective (choose from NURS:3736; NURS:3737; NURS:3740;	3
	Total Semester Hours	9
Semester 3		
NURS:4160	PRIV - Leadership & Professional Engagement with Project *	5
NURS:3518	Pathology	3
	Total Semester Hours	8
Semester 4		
NURS:3650	Community & Public Health Nursing	3
NURS:3655	Community & Public Health Nursing Practicum*	2
NURS:4170	Baccalaureate Seminar	1
	Total Semester Hours	6

Semester 1		s/h
NURS:3160	Professional Role I – Professionalism & Patient Safety	3
NURS:3110	Healthcare Finance	3
	Total Semester Hours	6
Semester 2		
NURS:3460	Professional Role II – Research	3
NURS:3734	Introduction to Human Genetics	3
	Total Semester Hours	6
Semester 3		
NURS:3660	Professional Role III – Improving Health Systems	3
NURS:3518	Pathology	3
	Total Semester Hours	6
Semester 4		
NURS:4160	Professional Role IV – Leadership & Professional Engagement	5
NURS:XXXX	Nursing Elective	3
	Total Semester Hours	8
Semester 5		
NURS:3650	Community & Public Health Nursing	3
NURS:3655	Community & Public Health Nursing Practicum	2
NURS:4170	Baccalaureate Seminar	1
	Total Semester Hours	6

C. Residency Requirements

Meeting one of the following conditions will satisfy The University of Iowa requirement for credit earned in residency:

1. final 30 consecutive semester hours in residence, or
2. 45 of the last 60 semester hours in residence, or
3. a total of 90 semester hours in residence.

NOTE: Students should check at the Office of the Registrar, University Capital Centre 2706, to answer any questions about Residency requirements for graduation.

D. Senior Standing

Students are considered of senior standing if they have successfully completed NURS:3460 Professional Role II: Research.

E. Transfer Student Information

Students who transfer to The University of Iowa from another college or university come with varied backgrounds and experiences. Therefore, their transition to the College of Nursing is accommodated on an individual basis. It is important for students interested in the College of Nursing program to contact the Felton Student Success Center as soon as they begin their transfer plans. Transcripts are reviewed on an individual basis, and an analysis of the student's proposed program at The University of Iowa should be done prior to actual enrollment.

Students who have completed the sequence of pre-nursing course work from a cooperating post-secondary institution whose courses have been approved by The University of Iowa College of Nursing, may apply directly to the College of Nursing. Completion of the transfer sequence at a cooperating post-secondary institution does not guarantee admission to the College of Nursing; admission requirements for transfer students are the same as for all other College of Nursing applicants.

The College of Nursing participates as a receiving institution in the Iowa Statewide Articulation Plan for Nursing Education: RN to Baccalaureate.

SECTION II
Admission/Matriculation Requirements

Early/Direct Admission (Effective Fall 2018 and Later)	Competitive/Standard Admission (Fall 2012 and Later)	RN-BSN (Fall 2011 and later)
28 or higher ACT Composite (SAT 1300 or higher)	Minimum 3.0 cumulative GPA	Minimum 3.0 cumulative GPA
3.8 or higher cumulative high school GPA	"C" or higher in required pre-requisite courses	"C" or higher in required pre-requisite courses
	"C" or higher in General Education requirements	"C" or higher in General Education requirements
<p>Minimum high school requirements including:</p> <ul style="list-style-type: none"> • 4 years of high school English • 1 year of Biology • 1 year of Chemistry • 1 year of Physics • See world language requirement below • Minimum of Algebra I, Algebra II and Geometry (if SAT, require four years of high school Math) • 3 years of Social Studies <p>(Students admitted fall 2013 -fall 2022 could earn Early/Direct Admission lacking one of the published criteria).</p>	<p>At time of application:</p> <ul style="list-style-type: none"> • A minimum of 48 s.h. of course work • No more than two natural science planned/in progress. No more than one social science planned/in progress at time of application. 	<p>At time of application:</p> <ul style="list-style-type: none"> • Successful completion or courses in progress of Comp II, Speech and Statistics • Successful completion of 6 s.h. of General Education courses (3 s.h. Values & Culture or Diversity & Inclusion, 3 s.h. International & Global Issues, 3 s.h. of Literary, Visual and Performing Arts, and an additional 3 s.h. of one of the three noted areas)

Early/Direct Admission (Effective Fall 2011 and Later)	Pre-Licensure BSN Competitive/Standard Admission (Fall 2012)	RN-BSN (Fall 2011 and later)
<p>At time of matriculation in the nursing major courses:</p> <ul style="list-style-type: none"> • Present a minimum cumulative collegiate GPA of 3.0 or higher (assessed after first year and each semester thereafter prior to the nursing major) • “C” or higher in required pre-requisite courses for the nursing major • “C” or higher in General Education requirements • Must abide by the law, College of Nursing Honor Code, and University of Iowa Code of Student Life. 	<p>At time of matriculation:</p> <ul style="list-style-type: none"> • A total of 64 s.h. must be successfully completed • Successful completion of General Education courses (3 s.h. Values, Society and Diversity, 3 s.h. International & Global Issues, 3 s.h. of Literary, Visual and Performing Arts) <p>Note: All natural sciences must be completed within 10 years of matriculation/enrollment in the nursing major.</p> <ul style="list-style-type: none"> • No incident with the law that would indicate concern for the ability to provide safe patient care. 	<p>At time of matriculation:</p> <ul style="list-style-type: none"> • Proof of un-restricted nursing license. • 5 s.h. Of elective course work (the remaining 6 s.h. of elective credit must be successfully completed prior to enrollment in the final semester of the nursing major) • Successful completion of Comp II, Speech and Statistics • Successful completion of 6 s.h. of General Education courses (3 s.h. Values & Culture or Diversity & Inclusion, 3 s.h. International & Global Issues, 3 s.h. of Literary, Visual and Performing Arts, and an additional 3 s.h. of one of the three noted areas)
<p>Applicants for whom English is not the first language are also required to present a minimum TOEFL score of 550 or 213 computer based or 100 Internet based.</p>	<p>Applicants for whom English is not the first language are also required to present a minimum TOEFL score of 550 or 213 computer based or 81 Internet based.</p>	<p>Applicants for whom English is not the first language are also required to present a minimum TOEFL score of 550 or 213 computer based or 81 Internet based.</p>

Early /Direct Admission (Effective Fall 2011 and Later)	Pre-Licensure BSN Competitive/Standard Admission (Fall 2012)	RN-BSN (Fall 2011 and later)
<p>Effective Summer 2019: Students can meet the world language requirement in three different ways:</p> <ul style="list-style-type: none"> • Completion of 4th level proficiency in one world language. • Completion of 2nd level proficiency in two different world languages. • Completion of 2nd or 3rd level proficiency in one world language and completion of a three semester hour course from one of the following categories: Values & Culture, Diversity & Inclusion or International & Global Issues. 	<p>Effective Summer 2019: Students can meet the world language requirement in three different ways:</p> <ul style="list-style-type: none"> • Completion of 4th level proficiency in one world language. • Completion of 2nd level proficiency in two different world languages. • Completion of 2nd or 3rd level proficiency in one world language and completion of a three semester hour course from one of the following categories: Values & Culture, Diversity & Inclusion or International & Global Issues. 	<p>World Language:</p> <ul style="list-style-type: none"> • Prior to 1991 = Exempt • 1991- present = 2nd level proficiency in one world language <p>If no high school world language the following general education courses must be completed:</p> <ul style="list-style-type: none"> • 3 s.h. Literary, Visual & Performing Arts (LVPA) • 6 s.h. Values & Culture (VSD) (formerly Values, Society & Diversity) or Diversity & Inclusion • 3 s.h. International & Global Issues
<p>World Language Substitution Policy The following requirements apply for students who qualify for world language substitution as determined by Student Disability Services:</p> <ul style="list-style-type: none"> • If the student has attained 4th level proficiency in high school, no further action is required, student has met the requirement • If the student has attained 2nd or 3rd level proficiency in high school, the student would be required to complete one 3 s.h. course selecting from Values & Culture/Diversity & Inclusion/International & Global issues to satisfy the world language requirement • If the student has attained less than 2nd level proficiency in high school, the student would be required to complete two 3 s.h. courses selecting from Values & Culture/Diversity & Inclusion/International & Global issues to satisfy the world language requirement 		

SECTION III
Policies Governing Registration/Enrollment

A. Procedures for Adding, Dropping and Withdrawing from Courses

Students may access MyUI Courses & Registration to change courses selected earlier in the registration period during the first week of class without approval.

1. Adding a course(s):

To add a course after the 5th day of the semester, or to add on or after the start date for an off-cycle, summer, or winter session course, students must initiate the add request in MyUI, then obtain permission from the course instructor and their academic advisor to add the course in MyUI.

A dean's approval (College of Nursing) is needed for all courses added after the second week of the semester (first four days of the summer session).

2. Dropping a course(s):

To drop a course, beginning the 6th day of the semester, students must initiate the drop request in MyUI, then seek permission from the course instructor and/or their academic advisor to drop the course in MyUI. <https://registrar.uiowa.edu/online-drop-authorization-process>

Students may drop a course at any time during the first ten weeks of the semester or first five weeks of the summer session with the approval of their advisor on MyUI. For off-cycle courses students may drop these courses any time within the first one-fifth of the duration of the course without being assigned a mark of W. A Dean's approval is needed to drop courses after the tenth week (fifth week of the summer session).

Undergraduate students in the College of Nursing will be assigned a mark of W (Withdrawn) for any course in any college dropped after the published deadlines.

Students may not drop the same course with a mark of W more than twice. Special courses, which may be repeated, are exempt from this rule.

3. Dropping a class when failing

A student who is failing a course, with no opportunity to earn enough points to pass the course, will not be allowed to drop the course without a Dean's approval.

4. Dropping courses for non-attendance

Instructors may initiate a student's withdrawal from their class when they have not attended any class session during the first eight calendar days of the semester (four calendar days of the summer session) unless the student has provided acceptable reasons to the instructor, prior to the eighth calendar day of the course, for beginning the course late. This withdrawal action will be made without the assignment of a mark of W on the student's academic record

Students who are not withdrawn automatically (by the instructor) from a course and who do not attend class remain registered in the course and will receive a grade of F unless the student initiates a withdrawal.

Students who have been withdrawn from courses for non-attendance should consult with a counselor in the Office of Student Financial Aid to identify consequences to their financial aid award.

B. Early Registration

Early registration for enrolled students begins each November and April. Students may make an appointment to meet individually with advisors or attend the group advising sessions. Students should follow these procedures when preparing a schedule of courses:

1. Check your Degree Audit on MyUI for information on the completion status of all of your course work, including General Education program requirement courses and total hours completed.
2. Check MyUI for your earliest date and time to register, and identification of holds on your registration.
3. Refer to MyUI and for information about days and times of courses.

C. Late Registration

Students are not permitted to register after the second week of classes during regular semesters and after the first one and one-half weeks of the summer session.

D. Withdrawal of Entire Registration

1. A student who withdraws registration after the opening of classes must initiate a request to withdraw registration on MyUI. Guidance can be obtained from an academic advisor in the Geraldine Felton Student Success Center. The Associate Dean for Undergraduate Programs must authorize withdrawal for students enrolled in the College of Nursing. NOTE: When the withdrawal includes a clinical nursing course the approval of the Associate Dean for Undergraduate Programs must be obtained prior to re-enrolling in the required clinical nursing courses.
2. Students may withdraw their registrations at any time prior to the end of the twelfth week of the semester or sixth week of the summer session. Withdrawal after the above deadline will result in the automatic assignment of an F in each course.
3. Students who self-withdraw may not be reinstated after the deadline for withdrawal for the session in which they withdrew.
4. A student in good academic standing who withdraws registration during the final four weeks of a regular semester, or during the final two weeks of an eight-week summer session, respectively, will not be permitted to enroll for the session immediately following without specific approval from the Associate Dean for Undergraduate Programs.
5. A student on academic probation who withdraws registration at any time without documented good cause will be dismissed for poor academic performance.
6. A student who is failing their courses, with no opportunity to earn enough points to pass them, and who pursues a complete withdrawal, will not be allowed to withdraw without a Dean's approval. Students whose registrations have been voided by the Registrar's Office for nonpayment of account may not register again without paying their debts in full and being reinstated for all classes.

The process to drop a class is described in detail on the Office of the Registrar's website <https://registrar.uiowa.edu/online-drop-authorization-process>

E. Late/Retroactive Withdrawal from Nursing Courses

1. The student must send a letter (via email) to the Council on Student Affairs, Admission & Progression, Attn: Associate Dean for Undergraduate Programs, College of Nursing Building, The University of Iowa, Iowa City IA 52242-1409. The letter can be sent via USPS mail, email, or delivered in person to staff in the Geraldine Felton Student Success Center. Be sure to include:
 - Full name
 - University of Iowa ID number
 - USPS mailing address
 - University of Iowa (only) email address
 - Date
 - The student's signature (handwritten or official electronic signature)

Next: describe concisely the circumstances for the request (suggested maximum: three paragraphs).

Next: indicate what, if any, supporting documentation that we can expect to receive.

The process to complete a Late/Retroactive Withdrawal is described on the Office of the Registrar's website, <https://registrar.uiowa.edu/withdrawal-information>. Students will receive communication from the Office of the Registrar regarding the opportunity to request a refund of their tuition.

2. Supporting Documentation
 - a. The student is responsible for requesting any supporting documentation.
 - b. The person providing the documentation must send it directly to Council on Student Affairs, Admission & Progression, Attn: Associate Dean for Undergraduate Programs, 354 CNB, The University of Iowa, Iowa City IA 52242-1409.
 - c. Any medical documentation must be in the form of a letter, on letterhead stationery, dated, and signed by the person providing it. The following items are not acceptable documentation: a photocopy of a prescription or a medication container; a billing statement; information taken from the internet.

F. Transfer Credit

Only 64 semester hours of degree credit is accepted by transfer from a two-year college toward meeting the 128 semester hours required for graduation. If a student earns more than 64 semester hours of degree credit from a two year post-secondary institution, the credit and grades are used in computing the grade-point averages and may be used to satisfy course requirements, but the credit does not count toward the total hours needed for graduation.

There is no limit to the number of credit hours that may be transferred from four-year institutions; however, a student must satisfy the College of Nursing residency requirements regardless of the amount of transfer work accepted.

Once enrolled in the College of Nursing, students should seek prior certification of the transferability of courses to be taken at either two-year or four-year institutions from the Office of Admissions. If prior approval is not secured before taking courses at another institution, the transfer credit may not be accepted.

Students must report all work done at other institutions, whether before first admission to Iowa or after first admission. Failure to have an official transcript sent from other institutions to the Office of Admissions may result in disciplinary action and in the loss of registration privileges.

Departments may restrict the use of transfer credit that may be applied toward the requirements of a major, minor or certificate program. Students should consult with the specific department to determine the acceptability of transfer credit.

G. Career and Technical Credit

Career and Technical credit may be transferred to The University of Iowa but will not count for credit toward the Bachelor of Science in Nursing.

H. Final Exam Schedule and Conflicts

In situations where exam conflicts occur with Nursing cross-referenced courses that are administered outside of the College of Nursing, the standard final exam conflict precedence rules and procedures will apply. Once again the student should file a change of exam schedule request at the Registrar Service Center. See “Final Exam Policies” (<https://registrar.uiowa.edu/final-exam-policies>) for further information.

I. Clinical Course Times

Clinical course times that are posted on the University schedule **do not** include travel time. Students are expected to be in the clinical setting at the start and end time designated by the instructor. The College of Nursing utilizes a variety of clinical sites and travel time may vary depending upon clinical site. Travel up to 100 miles may be required. Students are responsible for their own transportation to clinical sites.

J. Completion of Guided Independent Study/Self-Paced Online Courses

The College of Nursing requires students to complete all Guided Independent Study/Self-Paced Nursing courses in the semester in which the student first registered for the course.

K. Enrollment in Nursing Elective Courses – RN-BSN Students

The College of Nursing interprets a student’s first enrollment in a nursing elective course to be enrollment for the purpose of meeting the degree requirement. All policies regarding admission, progression and dismissal will apply to the first course in which the student enrolls that qualifies for the nursing elective degree requirement.

L. Maximum Schedule

The maximum permitted registration is 18 semester hours in a regular semester, 12 semester hours in a summer session. Permission must be received from your advisor in the Geraldine Felton Student Success Center to register for more hours than the maximum.

M. Dual Enrollment

Students can be enrolled at two institutions and still be considered full-time students for purposes of financial aid. Students interested in doing so should contact the Office of Student Financial Aid.

N. Pre-requisites/Co-requisites for Nursing Major Courses

Course	Requirements	Pre-Requisites	Co-Requisites
NURS:3138 Nursing & Pharmacological Interventions I	64 s.h. of undergraduate course work, including successful completion of required science courses and general education liberal arts and sciences requirements and electives.	<p>BIOLOGY: BIOL:1141, BIOL:1411 and 1412,</p> <p>CHEMISTRY: CHEM:1070, CHEM:1080, CHEM:1110 and CHEM:1120</p> <p>STATISTICS: STAT:1020, or STAT:2010, or STAT:3510, STAT:4143, or BIOS:4120, or PSQF:4143,</p> <p>ANATOMY: ACB:2110, OR HHP:1100, or HHP:3115</p> <p>PHYSIOLOGY: HHP:1300 or HHP 3500</p> <p>MICROBIOLOGY: MICR:3164</p>	NURS:3518, NURS:3128, NURS:3150, and (NURS:3160)
NURS:3128 Health Assessment & Communication Across the Lifespan	Admission to the College of Nursing	None	NURS:3518, NURS:3138, NURS:3150, and NURS:3160

NURS:3518 Pathology	Admission to the College of Nursing	<p>BIOLOGY: BIOL:1141,BIOL:1411 and 1412, CHEMISTRY: CHEM:1070, CHEM:1080, CHEM:1110 and CHEM:1120 STATISTICS: STAT:1020, or STAT:2010, or STAT:3510, STAT:4143, or BIOS:4120, or PSQF:4143,</p> <p>ANATOMY: ACB:2110,OR HHP:1100, or HHP:3115</p> <p>PHYSIOLOGY: HHP:1300 or HHP 3500</p> <p>MICROBIOLOGY: MICR:3164</p>	None
NURS:3160 Professional Role I: Professionalism & Patient Safety	Admission to the College of Nursing	None	None
NURS:3150 Clinical Simulation Laboratory I	Admission to the College of Nursing	None	None
NURS:3438 Nursing & Pharmacological Interventions II	None	NURS:3138 and NURS:3150	NURS:3450, NURS:3460, NURS:3620, and NURS:3625
NURS:3625 Adult & Gerontological Nursing Practicum	None	NURS:3518, NURS:3128, NURS:3138, NURS:3150, and NURS:3160	NURS:3438, NURS:3450, NURS:3460, and NURS:3620
NURS:3620 Gerontological Nursing	None	NURS:3518, NURS:3128, NURS:3138, NURS:3150, and NURS:3160	NURS:3438, NURS:3450, NURS:3460, and NURS:3625

NURS:3460 Professional Role II: Research	Basic Statistics (recommended upper level statistics)	None	None
NURS:3450 Clinical Simulation Laboratory II	None	NURS:3518, NURS:3128, NURS:3138, NURS:3150, and NURS:3160	NURS: 3438
Course	Requirements	Pre-Requisites	Co-Requisites
NURS:3630 Parent Child Nursing	None	NURS:3518, NURS:3128, NURS:3138, NURS:3150, NURS:3438, and NURS:3450	NURS:3640, NURS:3645, and NURS:3660
NURS:3640 Psychiatric Mental Health Nursing	None	NURS:3518, NURS:3128, NURS:3138, NURS:3150, NURS:3438, and NURS:3450	NURS:3630, NURS:3645, and NURS:3660
NURS:3645 Mental Health & Parent Child Nursing Practicum	Successful completion of two semesters in BSN curriculum	(NURS:3625	NURS:3630, NURS:3640, and NURS:3660
NURS:3660 Professional Role III: Improving Health Systems	None	NURS:3160 and NURS:3460	None
NURS:3650 Community & Public Health Nursing	For pre-licensure BSN student: successful completion of NURS:3630, NURS:3620, NURS:3625, NURS:3640, and NURS:3645, and concurrent enrollment in NURS:4155 and NURS:4160; For post-licensure RN-BSN student: successful completion of NURS:4160) and NURS:4165, 6 s.h. of required nursing elective courses, and completion of general education electives	NURS:3110, NURS:3518, NURS:3160, NURS:3460, and NURS:3660	NURS:3655

Course	Requirements	Pre-Requisites	Co-Requisites
NURS:3655) Community & Public Health Nursing Practicum	<p>For pre-licensure BSN student: successful completion of NURS:3625 and NURS:3645, and concurrent enrollment in NURS:4155 and NURS:4160;</p> <p>For post-licensure RN-BSN student: successful completion of NURS:3110, NURS:3734, NURS:3518, NURS:3160, NURS:3460, NURS:3660, NURS:4160, and NURS:4165; 6 s.h. of required nursing electives; completion of general education electives; RN licensure in state of practicum; and concurrent enrollment in NURS:3734, if not taken.</p>		
NURS:4155 Senior Nursing Internship		NURS:3518, NURS:3128, NURS:3138, NURS:3150, NURS:3160, NURS:3438, NURS:3450, NURS:3460, NURS:3630, NURS:3620, NURS:3625, NURS:3640, NURS:3645, and NURS:3660	NURS:3650, NURS:3655, and NURS:4160
096:167 (NURS 4160) Professional Role IV: Leadership & Professional Engagement		NURS:3160, NURS:3460, and NURS:3660	NURS:3660, if not taken as a prerequisite

SECTION IV
The College of Nursing Honor Code
(Revised: September 2018)

A. Introduction

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 student nurse, professional behavior is necessary to prepare for professional practice. As a professional nurse, standards of behavior are expressed in the American Nurses Association Code for Nurses with Interpretive Statements.. These values are central to patient-centeredness, patient advocacy, and providing care that leads to the best patient outcomes.

Nursing students become part of the University of Iowa “College of Nursing Community“, which includes faculty and staff. It also includes professional colleagues at agencies where students have clinical experiences. The nursing community includes College of Nursing alumni and members of professional nursing associations as well as nurses from other institutions.

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 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 student’s gender, race, religion, or sexual orientation. Students and faculty together establish and maintain and protect trust in these beliefs.

Mutual respect and trustworthiness between the faculty and students is necessary to promote optimal learning. For optimal learning to take place, students are expected to have a commitment to attending and actively participating in all classes. When a student chooses to study at the College of Nursing, they join a conversation among scholars, professors and students, one that helps sustain both the intellectual community here and in the larger world of nurse-scholars. The tests that are taken, the papers that are written, the clinical experiences that are completed—all these are ways in which students contribute to this conversation.

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

Students at the University of Iowa College of Nursing are expected to demonstrate honesty and integrity, and to behave in a manner consistent with that of a professional nurse. You must assume personal responsibility for being in the appropriate physical and mental condition necessary to provide safe nursing care and to have the knowledge and skills necessary to provide this care.

All College of Nursing students will sign an attestation to confirm that they have read and understand the College of Nursing Code of Academic and Professional Behavior.

B. Applicability

The Student Code of Academic and Professional Behavior applies to all undergraduate students enrolled in the College of Nursing. Students are also required to comply with the University's Code of Student Life (<https://dos.uiowa.edu/policies/>).

Students will sign an attestation indicating they have read and abide by the policies and expectations outlined in the BSN Handbook, The College of Nursing Honor Code, and the ANA Code of Ethics upon admission to the College of Nursing and/or beginning the nursing major coursework.

C. Definitions of Unacceptable Behavior

The following behaviors are examples of violations of the Student Code of Academic and Professional Behavior. Unacceptable behavior is divided into three categories: academic, clinical, and personal. The list does not include all behaviors that may be violations of the Student Code. In addition, attempts at misconduct as well as completed acts are violations of the Student Code.

In cases involving clinical misconduct, the student will be removed from the clinical setting. An immediate review of the conduct will be completed by the Associate Dean for Undergraduate Programs and the Executive Associate Dean, in consultation with officials at the agency where the conduct occurred. Sanctions will be imposed at the conclusion of this review. All incidents of clinical misconduct will be handled on a case-by-case basis with sanctions determined by the severity of the misconduct, the potential risk to patients and the nature of the setting. Decisions on sanctions for clinical misconduct are not negotiable or subject to appeal.

1. Academic Misconduct

- a. Not attending and actively participating in class, as articulated in the course syllabus.
- b. Plagiarism: taking credit for another person's work or ideas regardless of the medium, stealing other's results or methods, copying the writing of others (including content from electronic sources) without properly citing the source; or taking credit falsely in any other manner.
- c. Cheating includes: using or attempts to use unauthorized notes, collaborating with others without permission to do so; using study aids, technology, information from another person on an exam, report, paper or other evaluative document; during online testing using the internet to search for unauthorized answers; providing/accepting online testing code when not in class, unauthorized altering of a graded work, then submitting it for re-grading; allowing another person to do all or part of one's work and to submit the work under one's own name; using notes or texts for an on-line exam, unless explicitly allowed by the faculty.
- d. Falsification of data: dishonesty in reporting results, ranging from blatant fabrication of data, improper adjustment of results and gross negligence in collecting and analyzing data, to selective reporting or omission of conflicting data for deceptive purposes.
- e. Aiding and abetting dishonesty: providing material, information or assistance to another person with the knowledge or reasonable expectation that the material, information, or assistance would be used to commit an act that would be prohibited by the Student Code.
- f. Violating instructions regarding completion of assignments: although independent study is recognized as a principal method of learning, at times students benefit from studying in groups and discussing assignments and laboratory experiments. When material is to be turned in for evaluation or inspection, it is up to the student(s) to comply with the terms of the assignment and to determine what cooperation, if any, between them is permitted by the instructor.
- g. Falsification of academic record and official documents: without proper authorization, altering documents affecting academic records, forging signatures of authorization, or falsifying information on an official academic document, form, grade report, letter of permission, clinical record or any other official document.

2. Personal Misconduct

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.

- a. Commission of a crime: engaging in illegal or criminal activity that would impact the student's ability to obtain or maintain a professional license or employment in the nursing profession. The results of criminal proceedings will not be determinative of proceedings under this Code of Conduct.
- b. Sexual and other unlawful harassment: this includes not only sexual harassment but also bullying, hazing, stalking, repeatedly sending e-mails, making phone calls or transmitting documents that are uninvited and are unwanted, making threats, and any other wrongful conduct that seriously interferes with the work or study of any member of the College of Nursing community. This also includes violations of the University of Iowa's policy on sexual harassment.
<https://opsmanual.uiowa.edu/community-policies/anti-harassment>;
<https://opsmanual.uiowa.edu/community-policies/sexual-harassment-and-sexual-misconduct>
- c. Disruptive behavior: Obstructing or disrupting classes, team projects, talks or other presentations, or other activities or programs of the College of Nursing and obstructing access to college facilities and events. Excluded is any behavior protected by the First Amendment freedom of speech and artistic expression.
- d. Acquire or using drugs and alcohol: acquiring, using, possessing, selling or distributing illicit drugs (including use of prescription drugs) or alcohol; illegally acquiring, using, selling, possessing or distributing illicit drugs or alcohol; or using prescribed, over-the-counter or illicit substances in such a manner as to impair one's judgment as a nursing student, including being in a class or clinical setting under the influence of alcohol, illegal drugs, or prescribed drugs inconsistent with prescribed use.
- e. Violating computer use policies: violating the University's Information Technology Policies and Guidelines that define proper and ethical use of computers.
- f. Obstructing the investigation of a possible violation of this code: including making dishonest or misleading statements either orally or in writing, including e-mails; other falsification of information; altering, destroying or deleting relevant documents; and any other act that obstructs or hinders an investigation.
- g. Inappropriate use of social media: posting derogatory, negative, or untrue information about peers, faculty, other professionals, or clinical sites. Inappropriate social media use involves communicating material that violates University policies, College of Nursing policies, 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, content construed as "bullying", 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.
- h. The College of Nursing believes in protecting the students' rights of freedom of speech, expression and association, including their right to use social media. The College of Nursing also believes in protecting the rights of patients with whom students interact, the rights of faculty members, the rights of other students, and the public at large. Students are expected to monitor their own social media use and post only statements and images that appropriately represent them, the College and the profession to the public. Students may also refer to the University of Iowa information on freedom of [speech](#) for further information.

3. Clinical Misconduct

1. The Code of Ethics for Nurses with Interpretive Statements applies to University of Iowa Nursing students. The COE is accessible [here](#). In addition, the following conduct is considered unacceptable in the clinical area:

- a. Violations of the ANA Code of Ethics for Nurses are unacceptable. Nursing students are expected to maintain compassionate and caring relationships with colleagues and others, treat all individuals with integrity and respect, and utilize the Code of Ethics for Nurses as a guide for their practice at all times.
- b. Providing nursing care in an unsafe or harmful manner: this includes carrying out a procedure without competence or without the guidance of a qualified person; negligently, willfully or intentionally doing physical or mental harm to a client; exhibiting careless or negligent behavior in connection with the care of a client; refusing to assume the assigned and necessary care of a client and failing to inform the instructor and nursing staff so that an alternative means of providing care can be found.
- c. Violating HIPPA and disrespecting the privacy of a client: this includes using sufficient information about a client (full name, last name or patient information of any sort that could identify the patient) in written assignments that will be removed from the clinical area such that the patient could be identified; accessing health records of non-assigned patients, discussing confidential information in inappropriate areas, discussing confidential information about a patient with third parties who do not have a clear and legitimate need to know in violation of HIPAA; and referencing or discussing patients on social networking sites and devices.
- d. Falsifying patient records or fabricating nursing care or patient experiences: this includes fabrication in written materials and verbal reports for the clinical area as well as written material and verbal reports for the College of Nursing. It also includes fabrication or exaggeration of the number of hours reported as being completed for clinical experience.
- e. Failing to complete nursing care or nursing tasks as assigned in a competent and thorough manner.
- f. Failing to document care accurately and completely.
- g. Failing to report error or omission in treatment or medication: failure to report the error or omission to the appropriate people including nursing staff on the unit and clinical instructor.
- h. Engaging in behavior that is contradictory to professional decorum.
- i. Being involved in the unauthorized manufacture, acquirement, use, possession, or distribution of a controlled substance.

Following an incident of clinical misconduct, the student's status in the College of Nursing will be determined by the Associate Dean for Undergraduate Programs and the Executive Associate Dean.

D. Reporting Procedure for Suspected Infraction

All members of the nursing community—faculty, administrators, staff, and students—have a responsibility to report any reasonable suspicion that a student has violated The College of Nursing Honor Code. A report must be made to the Associate Dean for Undergraduate Programs. Anyone not sure of whether or not to report a suspicion should consult with the Associate Dean for Undergraduate Programs before making a decision not to report the suspicious behavior.

All reports of suspected misconduct are confidential and the identity of anyone reporting misconduct is confidential.

All faculty members are required to report all incidents of academic misconduct (plagiarism, cheating, falsification of data, violation of nursing standards) that occur in their courses to the Associate Dean for Undergraduate Programs. The faculty member may impose a sanction in the course, including consultation with the Associate Dean for Undergraduate Programs. If a sanction is limited to penalties within the course, and there is agreement among the faculty, student and Associate Dean for Undergraduate Programs, the matter is resolved. It is important that all faculty report all misconduct so that there can be fairness in the application of The College of Nursing Honor Code across the entire student body.

Cases involving personal misconduct will be reported to and handled by the Executive Associate Dean, and Associate Dean for Undergraduate and Programs with input, as appropriate, from faculty. Before imposing sanctions regarding personal conduct, there should be consultation with appropriate individuals. Sanctions regarding personal conduct include, but are not limited to, warning, counseling, restitution, apology, community service, disciplinary probation, and suspension or expulsion from the College. If the student agrees with the sanction, and the Executive Associate Dean approves, the matter is closed.

If a student has a second violation of the standards of behavior outlined in The College of Nursing Honor Code, it is expected that more serious consequences will result. The student’s conduct will be evaluated closely, measured against the expectations for professional behavior, and feedback sought from faculty about the student’s overall conduct and fitness for professional nursing before a decision on sanctions is rendered by the Assistant and Associate Deans.

E. Procedure/Sanctions

When an incident of misconduct is reported, the faculty member or Associate Dean for Undergraduate programs will meet with the student, discuss the behavior and discuss possible sanctions. Sanctions are determined dependent on the type of misconduct. See table below:

1. Academic Misconduct:

Sanctions for *academic misconduct* within the course include, but are not limited to, re-doing an assignment, re-taking an examination, undertaking an additional assignment, receiving a reduced grade, warning, suspension, expulsion. If the faculty member and the student agree with the sanction, and it has been reported to the Associate Dean for Undergraduate Programs, the matter is closed.

VIOLATION	SANCTION
Violation of Attendance Policy	See course syllabus
Any violation of Academic Integrity	Case by case basis. Sanctions could range from Academic Integrity seminar to course failure and/or dismissal from the College of Nursing.

If the student disagrees with the sanction, the student can appeal to the Hearing Panel appointed by Council on Student Affairs, Admission and Progression. The Associate Dean for Undergraduate Programs will provide the student with a copy of the “Procedure on Appeal”.

2. Personal Misconduct:

LEVEL OF INCIDENT	SANCTION
Violation of law	Sanctions addressed by law enforcement and the Office of Student Accountability. If incident takes place in clinical sanction could range from course failure to dismissal.
Disruptive Behavior	Sanctions could range from meeting with faculty/Associate Dean to course failure. Repeated incidents could lead to dismissal.
Substance Abuse	See substance abuse policy
Social Media	Case by case basis. Sanctions can range from probation to dismissal.
Professional Misconduct/Violation of Honor Code (Non-Clinical)	Case by case basis. Sanctions could range from meeting with faculty/Associate Dean to course

	failure. Repeated incidents could lead to dismissal.
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If the student disagrees with the sanction, the student can appeal to the Hearing Panel appointed by Council on Student Affairs, Admission and Progression. The Associate Dean for Undergraduate Programs will provide the student with a copy of the “Procedure on Appeal”.

3. Clinical Misconduct:

In cases involving clinical misconduct, the student will be removed from the clinical setting. An immediate review of the conduct will be completed by the Associate Dean for Undergraduate Programs and the Executive Associate Dean, in consultation with officials at the agency where the conduct occurred. Sanctions will be imposed at the conclusion of this review. All incidents of clinical misconduct will be handled on a case-by-case basis with sanctions determined by the severity of the misconduct, the potential risk to patients and the nature of the setting. Decisions on sanctions for clinical misconduct are not negotiable or subject to appeal.

LEVEL OF INCIDENT	SANCTION
Professional Misconduct	Possible removal from clinical setting. Remediation/guidance and no return to clinical until demonstrated competency. Sanctions could range from failure of assignment/course to dismissal.
HIPAA Violation	Removal from clinical unit. Sanctions can be up to and including dismissal.
Incident that does not cause harm to patient due to lack of knowledge.	Remediation and guidance to critical nursing content. Return to clinical with demonstrated competency.
Patient Safety Issue – risk of harm to patient but no harm caused.	Immediate removal from clinical setting. Remediation and no return to clinical until demonstrated competency. Sanctions could range from failure of assignment/course to dismissal.
Harm to patient	Case by case basis. Sanctions could range from failure of course to dismissal/expulsion.

F. Procedure on Appeal (Academic or Personal Misconduct Only)

If a student wishes to appeal a decision made by a faculty member regarding academic misconduct, the student will submit a written request for a review of the decision to the Associate Dean for Undergraduate Programs within ten days of the faculty member’s decision.

The appeal will be submitted to a Hearing Panel, appointed by Council on Student Affairs at the beginning of the academic year, consisting of two faculty and one representative student. The panel will select one of the two faculty to serve as chair. If the student has concerns about potential bias of a member of the Hearing Panel, the student can submit a request in writing to the Associate Dean for Undergraduate Programs, with rationale, for substitution of another member. The Chair of the Council on Student Affairs will approve or disapprove the request for a substitute and the decision is final.

The hearing procedures are as follows:

1. No later than one week before the hearing, the accused student and the faculty member, assisted by the Felton

Student Success Center will submit to the Hearing Panel, in writing, all documents that each party would like the Hearing Panel to review and a list of witnesses whom they would like to have submit testimony before the Hearing Panel. If the accused student wishes to have a personal advisor accompany him or her, the accused student must submit the name of the advisor and state whether the advisor is an attorney.

2. No later than five days before the hearing, the Hearing Panel will provide each party with a hearing packet that includes all documentation that has been submitted for review.
3. The Hearing Panel can hear testimony from any party whose testimony it deems relevant, including, but not limited to, the person who reported the infraction, other witnesses and the course faculty. The Hearing Panel may limit testimony based on redundancy or lack of relevance.
4. The Hearing Panel may review any documents or evidence it deems relevant.
5. The accused student will have the opportunity to appear before the Hearing Panel to present his or her case and remain present while all testimony is presented. The accused student may review all documents considered and may question witnesses. The accused student may bring an advisor to the hearing. However, the role of the advisor is to support and advise the student, not to participate in the proceedings.
6. The hearing is closed to the public.
7. The Hearing Panel may conduct the hearing even if the accused student is absent and reasonable attempts to contact the student have been made, or if the student declines to appear before the panel. The Hearing Panel will review findings and make recommendations based on the information presented to them during the hearing without the student's participation.
8. After the case is presented, the chair of the Hearing Panel will prepare a written report containing the factual findings and statements of any sanctions to be imposed. The vote of the majority of the Hearing Panel, including the Chair of the panel will determine whether the student is found responsible or not responsible for the alleged violation. The decision will be based on the totality of the circumstances and final sanctions will be determined by the Hearing Panel with input from the reporting faculty.
9. The Hearing Panel's decision will be communicated in writing to the student. Copies will be distributed to the reporting faculty member, the Felton Student Success Center and the Associate Dean for Undergraduate Programs of the College of Nursing.
10. The decision of the Hearing Panel is effective immediately. If an appeal is planned, the student can ask the Associate Dean for Undergraduate Programs for a delay in implementation until the appeal process is completed.

VII. Appeals from the Decision of the Hearing Panel

The student may submit a written appeal of the decision, sanction, or both, within five business days of receiving written notification of the decision of the Hearing Panel. The appeal must be submitted, to the

Associate Dean for Undergraduate Programs or their designee and be based on at least one of the following reasons:

1. There were violations of procedure that seriously compromised the investigation and/or conclusions.
2. The evidence clearly does not support the findings.
3. The sanctions are excessive in relation to the violation.
4. There is significant new evidence not reasonably available at the time of the investigation.

The Associate Dean or their designee will determine if the appeal meets the above conditions. If there is evidence that the appeal should be reviewed, the Associate Dean or their designee will review the appeal. If not, the Associate Dean or their designee will inform the student the case is closed. The Associate Dean or they/them designee will issue a written report regarding the review within four weeks of receiving the appeal.

The decision of the Associate Dean or their designee is final, and no further appeals are allowed.

VIII. Confidentiality

Records created under this policy are governed by the same confidentiality and file retention as apply to other student records. Discussions during the hearing are confidential and disclosure of the contents of discussions that took place during the hearing may subject the person who violates confidentiality to disciplinary action.

SECTION V Substance Abuse Policy (Rev Fall 2018)

A. University Policy

College of Nursing students are expected to comply with the policies governing all students at the University of Iowa (<https://dos.uiowa.edu/policies/code-of-student-life/>). Students in violation of the University of Iowa policies which take place outside of the clinical setting will be subject to the disciplinary process established by the Office of Student Accountability.

B. Principles

The College of Nursing recognizes that use/misuse of legal and/or illegal drugs, misuse of controlled substances and alcohol abuse are matters of concern for the student and for patient safety. The College of Nursing adheres to the policies set forth by the University of Iowa Policy Regarding the Use of Illegal Drugs and Alcohol (<https://dos.uiowa.edu/policies/illegal-drugs-and-alcohol/>) and the Responsible Action Protocol (<https://studentlife.uiowa.edu/news/iowa-responsible-action-protocol/>).

To ensure patient safety the College of Nursing will address events related to alcohol and illegal substances as follows:

1. The College recognizes that addiction is a treatable illness, and individuals should receive an opportunity for treatment prior to any disciplinary action whenever possible.
2. The College of Nursing faculty and staff will provide information to students about policies and risks of substance abuse at time of admission and during orientation of each clinical course.
3. The College of Nursing recognizes that one instance does not always indicate a pattern of abuse; however, one instance can compromise patient safety. Any instance where a student is identified as being impaired in the clinical arena will require immediate intervention by removal of the student from the clinical unit and/or immediate drug testing. The student will not be permitted to return to the clinical environment without adequate documentation of the student's ability to provide safe patient care.
4. Barring any legal concerns, should a student be required to/voluntarily seeks to complete treatment that interrupts the program of study, re-entry would be permitted with sufficient documentation from the health care provider of the steps taking to prevent recurrence, and a statement that the student is safe for patient care. Re-entry is also contingent on space available in the nursing program.

C. Drug Testing/Evaluation

The College of Nursing will not require drug testing of all students. The College believes students will adhere to policies and expectations of professional behavior will create a safe environment for patients and students. In the instance where a student has been identified either by observation, has been arrested for violation of the law regarding use of illegal substances or legal activity, or has been identified as impaired in a clinical setting, drug testing will be required without notice.

1. Cost of testing will be assumed by the individual being tested. The College of Nursing is not responsible for the cost of drug testing.
2. Drug testing will be completed at the University of Iowa Hospitals & Clinics whenever possible.
3. Results will be sent to Student Health who will communicate the results to the Associate Dean of Undergraduate Programs. All results are considered confidential.

4. Any student who has needed evaluation and/or treatment for substance abuse will be subject to random drug testing as long as they are a student in the College of Nursing.
5. The student has a right to appeal the requirement for drug testing if the instance takes place outside of the clinical environment. If the student is under the influence of drug/alcohol in the clinical environment, there is no appeal process due to patient safety.
6. If a student refuses testing and evaluation as requested by the College of Nursing, the student may be dismissed from the College of Nursing.

D. Incidents and Sanctions

Sanctions which may be imposed for violation of the College of Nursing Substance Abuse policy include written warning, probation, mandatory substance abuse evaluation, random drug testing during enrollment, suspension, or dismissal. In addition to disciplinary sanctions noted above, substance abuse counseling is required for all those found in violation of the policy. Students will be required to complete a substance abuse evaluation and complete all treatment programs recommended in order to continue enrollment and progression in the College of Nursing. The College may require immediate in-patient treatment. All costs associated with any evaluation/treatment process are the responsibility of the student.

E. Implementation Process:

In the event of an incident or upon receiving information that a student has a criminal offense related to the use/misuse of legal or illegal drugs the following process will be followed. A substance use violation in a clinical environment or operating a vehicle under the influence of drugs/alcohol is immediately considered a Level Two violation.

Level One (typically applies to instances that involve only the student and takes place outside the clinical setting)

1. Student will be contacted by staff in the Geraldine Felton Student Success Center and be asked to submit a written statement summarizing the event
2. Student will be required to meet with the Associate Dean for Undergraduate Programs.
3. The University of Iowa policy as outlined in the Code of Student Life will be followed for Level One Non-Clinical events. <https://dos.uiowa.edu/policies/illegal-drugs-and-alcohol/>.
4. No entry is placed on the student academic record for a Level One violation (non-clinical setting)

Level Two (Event takes place in a clinical setting, or there is recurrence of a Level One event, or any instance where there is risk of harm to others, e.g. OWI)

1. Student will be contacted by staff in the Geraldine Felton Student Success Center and be asked to submit a written statement summarizing the event if the event takes place outside of the clinical setting.
2. If the incident takes place in the clinical environment, the student will be removed from the clinical environment and immediately escorted to UIHC (or nearest clinical setting providing drug testing if not in local area) for drug testing. Expense of the testing will be the responsibility of the student.
3. Student will be required to release results of testing and treatment to the College of Nursing. Student will be required to obtain substance abuse counseling through Student Health Services (or primary care provider if not in local area) and follow through with all recommended treatment(s).
4. Once acceptable documentation is provided to the Associate Dean of Undergraduate Programs, the student will be permitted to return to the clinical environment. An official letter will be sent to the student and placed in the student's file.
5. Student will be placed on disciplinary probation for the current semester and all future semesters in the College of Nursing. Notation may be placed on the student academic record.

6. Student will be subject to random drug testing throughout current and future enrollment in the College of Nursing.

Level Three (recurrence of Level One or Two events)

1. Student will be dismissed from the College of Nursing.
2. Student will be referred to Student Health Services for connection to resources/treatment of the dependency.

Section VI
Grading and Related Matters

A. Grading System*

The following grading system is used in the College of Nursing (+/- attributes are not used):

	Grade Point Each Semester Hour
A = Superior (90% and above)	4.00
B = Above Average (80.0-89.9%)	3.00
C = Average (73.0-79.9%)	2.00
D = Below Average (60.0-72.9%)	1.00
F = Failing (59.9% and lower)	0
I = Incomplete N = Nonpass	—
O = No Grade Reported	=
P = Pass	—
R = Registered	—
S = Satisfactory	—
W = Withdrawn	—

Grades will be assigned based upon the actual percentage of course credit earned. "Rounding" will not be used. Extra credit is not offered as a component of course grade credit in College of Nursing courses.

*Nursing students taking courses offered by other colleges of the University are subject to the grading policies of those colleges. Students from other colleges taking courses in the College of Nursing are subject to College of Nursing grading policies.

Other marks on the Permanent Academic Record:

- # = Second Grade Option
- * = Honors Credit
- = = Grade has been changed from initial assigned grade

B. Grade Point Average

The cumulative GPA is computed by:

- a. Multiply the number of semester hours in each course by the appropriate grade point;
- b. Totaling the grade points earned to date; and then,
- c. Dividing the sum in (2) by the number of hours taken, excluding courses in which grades of I, N, O, P, R, S, or W have been given. Grades of F are included in hours attempted and are used in computing the GPA. Although grades of A + have a value of 4.33 in calculating a student's grade-point average, the cumulative GPAs displayed at the bottom of the permanent record are truncated so as not to exceed 4.00. A grade point calculator is available at: <https://registrar.uiowa.edu/gpa-calculator>

C. Satisfactory Grade Point Average

To remain in good scholastic standing in the College of Nursing, a student must maintain a nursing grade-point average of 2.50 (on a 4-point scale) each semester in:

- a. All Nursing courses
- b. Cumulative GPA (combined nursing courses, general education requirements & elective coursework)
- c. Early/Direct Admission students are required to maintain a 3.0 or higher cumulative GPA to keep the guaranteed seat in the College of Nursing.

D. Withdraw (W)

Undergraduates will receive the mark of W for any College of Nursing course dropped after the second week of the semester or first one and one-half weeks of the summer session. For further information, see "Dropping

and Adding of Courses.”

E. Incompletes (I)

Courses for credit in the College of Nursing (on campus and distance) are to be completed in the semester in which the student enrolls (including Guided Independent Study (GIS) courses). An Incomplete (grade of “I”) may only be assigned if the student has completed the preponderance of the course work at a passing level and has an unusual circumstance such as a serious personal illness or death in the immediate family. If such a situation arises, the student must notify the faculty as soon as feasible and must develop a plan to complete the course in a short timeframe. The faculty will consult with the Associate Dean for Undergraduate Programs who must approve the plan prior to the “I” grade being assigned. Courses may not be repeated to remove incompletes. Incomplete grades must be removed by completing the unfinished part of the work. When an incomplete is granted, the plan for course completion will be documented in a contract signed by the student and the Executive Associate Dean.

F. Pass – Nonpass (P/N)

Students in the College of Nursing have the option of taking only elective courses P/N. The instructor assigns a standard letter grade, which is converted automatically in the Office of the Registrar. Grades of A+, A, A-, B+, B, B-, C+, C, and C- are converted to P; grades of D+, D, D-, or F are converted to N. Nursing students taking courses in other colleges of the University are subject to the grading policies of those colleges. Students from other colleges taking courses in the College of Nursing are subject to College of Nursing grading policies.

Guidelines for Pass – Nonpass:

- a. If students are in good academic standing, they may register for P/N during early registration or before the end of the second week of classes (or first one and one-half weeks of the summer session). For courses that start or end at times other than the beginning and end of the semester, students may register for P/N at any time during the first one-fifth of the duration of the course. The signatures of both the advisor and the instructor must be obtained on a P/N form, and the form must be submitted to the UI Service Center, 2700 University Capital Centre, before the deadline. A P/N registration may not be changed after the deadline. <https://registrar.uiowa.edu/grading-option-information>
- b. The grades of P and N are not used in computing the grade-point averages; the grade of N does not count as hours earned for graduation.
- c. P/N grading may be used in elective courses only. Courses used to satisfy the General Education Program Requirement may not be taken P/N. Prerequisites for the nursing major may not be taken P/N. Course work in the nursing major is not available on a P/N basis. No courses accepted towards a minor may be taken P/N.
- d. A maximum of 12 semester hours of P grades from all Colleges is accepted towards the baccalaureate degree. Transfer students admitted to the University with fewer than 56 semester hours of credit may earn the maximum of 12 semester hours of P grades. Those admitted with 56 or more semester hours are limited to eight semester hours. *Exceptions to this policy were granted to students during the spring 2020 semester due to a global pandemic.*
- e. A maximum of 4 semester hours may be taken P/N in any one session.

G. Satisfactory/Fail (S/F)

Certain courses are offered S/F and are so designated in the Schedule of Courses. All students registered for these courses receive either an S or an F.

Guidelines for Satisfactory/Fail:

- a. Special forms are not necessary to register for S/F courses, since all students enrolled in such courses automatically receive either an S or an F.
- b. The grade of S is not used in computing the grade-point averages, but the grade of F is used. The grade of F does not count as hours earned for graduation.
- c. **Pre-Licensure BSN:** A maximum of 20 semester hours with the grade of S is accepted toward the baccalaureate degree. 16 s.h. of nursing major course work is graded as S/F. Therefore, students are limited to an additional 4 s.h. of elective credit graded as S/F which will count toward the BSN. With the addition of CSI:1600 Success at Iowa in the Fall 2015, students are permitted to have a maximum of 6 s.h. of elective credit graded as S/F.
RN-BSN: Clinical courses are graded S/F in the College of Nursing. No additional S graded course work will count toward the baccalaureate degree.

H. Audit (AUS or AUU)

Under rare circumstances, a student with permission of the Associate Dean for Undergraduate Programs, may be permitted to audit a nursing major course. Elective courses offered for zero credit only will be graded on the Registered- Withdrawn basis. Courses completed with a mark of AUS or AUU will not meet any college requirement and will carry no credit toward graduation. Students are not permitted to audit a course for which they were registered for in a prior session.

I. Second Grade Only Option (#)

Students may repeat courses taken at The University of Iowa, unless obvious regression is involved, and have only the grade and credit of the second registration used in calculating total hours earned as well as The University of Iowa cumulative and total cumulative grade-point averages. Under the provisions of this option, the Office of the Registrar marks the permanent record (with the symbol #) to show that a particular course has been repeated. Both grades remain on the permanent record, but only the second one is used in calculating the grade-point averages and hours earned.

A student who wishes to use this option registers in the usual manner for the course that is to be repeated or adds it during the regular period for adding courses (the first two weeks of the semester or the first one-and-one-half weeks of the summer session). The student also must file a request for the second grade option with staff in the Geraldine Felton Student Success Center. Unless this is done, both grades continue to be counted in the grade-point averages.

Restrictions that apply to Second Grade Only Option are:

- a. The second-grade-only option may be used only once per course.
- b. The second-grade-only option may not be used if obvious regression has occurred.
- c. If the course was taken for a grade the first time, it must be taken for a grade the second time. If the course was taken pass/nonpass the first time, it may be taken pass/nonpass or for a grade the second time.
- d. The second-grade-only option may not be used if the first grade was assigned as a result of disciplinary action.
- e. Students may apply this provision to a maximum of 12 semester hours

J. Duplication

Duplication occurs when a student takes the same course more than once or takes a course that duplicates the content of a satisfactorily completed course. Duplication is assessed by the Office of the Registrar at the time of graduation analysis and affects the total number of hours required for graduation. Hours earned by duplication do not count toward the total number of hours required for graduation. Grades for both courses, however, are used in computing the grade-point averages. A student may repeat a nursing course one time only.

K. Regression

Regression occurs when a student takes a lower-level or prerequisite course after having satisfactorily completed a more advanced course in the same or related subject. At the time of graduation analysis, the Office of the Registrar determines whether regression has occurred. Hours earned by regression do not count toward the total number of hours required for graduation.

L. Mid Semester Reports

At mid-semester, instructors have the opportunity to report grades for students whose work is below a C (2.0). The Office of the Registrar distributes any reports it receives to advisors and individual students. The notification is intended to alert students that the current study approach is not likely to lead to successful course completion.

Students are strongly encouraged to meet with the faculty and develop new strategies. Grades are not recorded on the student's permanent record. Mid-semester reports are not required; therefore, students should communicate directly with the instructor regarding concerns about course performance.

M. Extra Credit

Extra activity may be offered at the discretion of the instructor to students who have mastered all the planned material and want to expand their understanding of the subject. This work will not be assigned points or have any impact on the student's grade.

SECTION VII
Policies Governing Progression/Probation/Dismissal

A. Student Progression – Nursing Major

1. Students must maintain a minimum of a “C” in all courses in the nursing “major”. To earn a “C”, students must have earned at least **73%** of the possible course credit.
2. Students must maintain a minimum cumulative nursing major GPA of 2.5 or higher.
3. Should a student earn less than a “C” in **one** course throughout the nursing major, the student will have the option of retaking that course once for a second grade option.
4. Students who earn less than a “C” in more than one course throughout the nursing major will be dismissed from the College of Nursing.
5. Students may not enroll in other required nursing courses until the second-grade option course is successfully completed.
6. Students are bound by the code of ethical conduct and must provide safe care to clients at all times. Any student who is unable or unwilling to provide safe care will be dismissed from the College of Nursing. Appropriate documentation of unsafe behavior must be provided by the faculty member to the Associate Dean for Undergraduate Programs and the Executive Associate Dean. A student dismissed for unsafe care may not be readmitted to the College of Nursing. Examples of unsafe/unethical conduct may include the following but the list is not all inclusive:
 - a. Act(s) or omission(s) which may adversely affect the physical or psychological welfare of the client.
 - b. Commission of an act which causes physical, emotional or financial injury to the client.
 - c. Engaging in sexual conduct including inappropriate physical contact or behavior which is seductive, demeaning or exploitive with regard to a client.
 - d. Failing to report to or leaving a nursing assignment without properly notifying appropriate supervisory personnel and ensuring the safety and welfare of the client.
 - e. Violating the confidentiality or privacy rights of the client, including the use of social media.
 - f. Discriminating against a client based on age, sex, race, creed, illness or economic or social status or sexual orientation.
 - g. Failing to assess, accurately document or report the status of a client.
 - h. Misappropriating medications, property, supplies or equipment of the client or the agency.
 - i. Fraudulently or inappropriately using or permitting the use of prescription blanks or obtaining prescription medications under false pretenses.
 - j. Practicing clinically while under the influence of alcohol, illicit drugs or while impaired by the use of legitimately prescribed pharmacological agents or medications.
 - k. An incomplete – grade of “I” may be assigned by the faculty member after consultation with the Associate Dean of Undergraduate Programs if the student meets certain conditions as defined in University policy.

Early/Direct Admission students must earn a grade of “C” (2.0) or higher in all pre-requisite and general education courses in order begin nursing major courses. Direct Admission Students must also earn a minimum of a 3.00 cumulative GPA (all college course work attempted) at the end of the first academic year (defined as fall and spring session) and each subsequent semester prior to beginning the nursing major.

A. Probation – Academic

1. A student who fails to meet any requirements for progression in the nursing major will be placed on

probation. The three types of scholastic probation are designated as follows:

- l. Probation - nursing major courses
- m. Probation – cumulative nursing major GPA less than a 2.5
- n. Probation – cumulative (all college work attempted -- combined nursing, general education requirements and elective coursework) GPA less than a 2.0

A student placed on probation will be notified of their probationary status prior to the first day of classes for the session immediately following the semester in which the deficit in scholastic requirement occurred. The student may consult with their academic advisor or other undergraduate teaching faculty to assist them in exploring concerns, identifying problems and planning actions to meet their goals. A formal recommendation delineating appropriate activities may be specified for the student. The student will be informed in writing (e-mail is acceptable) of the action, which must be successfully completed to be returned to good scholastic standing.

2. The student shall be returned to good academic standing and will be so notified in writing when they have:
 - a. achieved a lowa GPA of 2.0 or higher
 - b. achieved a cumulative nursing major GPA of 2.5 or higher
 - c. achieved a 2.0 or higher in the specified required nursing course as designated
3. The maximum probationary period is one calendar year with the following exceptions:
 - a. Should the student need and not be able to re-enroll in a required nursing course two successive semesters within the calendar year due to availability of seating, the two earliest semesters the student is allowed to re-enroll in the course will be considered the probationary period.
 - b. The probationary period begins the first academic session following the session where the lowa GPA becomes less than 2.0, the cumulative nursing GPA is less than a 2.5, or where a grade of "C-" (1.67) or lower was earned in a required nursing course. For the student placed on probation for failure to earn a grade of "C" (2.0) in a required nursing course, the probationary period will begin the first semester the student is allowed to re-enroll in the required nursing course. Determination of when or whether a student is allowed to re-enroll in a required nursing course is dependent upon the course faculty recommendation, projected course enrollment, and approval of the Associate Dean.
4. Select nursing courses are taught only one time per academic year. If a student should need to repeat a course, it is possible that the plan of study could be extended one additional year.
5. A student on academic probation who withdraws registration at any time without good cause supported by documentation will be considered as having been dismissed for poor scholarship.

Early/Direct Admission Students

1. An Early/Direct Admission student who fails to meet the requirements for progression prior to beginning the nursing major will be placed on probation.
 - a. A student who earns less than a "C" (2.0) in a pre-requisite course must repeat the course the first semester in which the course is offered. If the student earns less than a "C" (2.0) on the second attempt, the student is dismissed from the College of Nursing.
 - b. A student who is placed on probation for earning less than the required 3.0 cumulative GPA will have one semester (fall or spring) to increase the GPA to the 3.0 cumulative standard. If the student does not meet the 3.0 cumulative GPA standard at the end of the following semester, the student is dismissed from the College of Nursing.
 - c. An Early/Direct Admission student may apply for Standard Admission to re-enter the College of Nursing.
2. An Early/Direct Admission student who does not meet the behavioral standards expected by the College of Nursing is subject to probation and/or dismissal.

B. Probation – Non-Academic

Students are expected to abide by the University of Iowa Code of Student Life, the College of Nursing Honor Code, and all Residence Hall Regulations for residents/visitors in the residence halls. Violations in any of these areas may lead to probation and/or dismissal from the College of Nursing.

C. Grade Appeal Policy: (Effective Fall 2016)

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 and the student should cooperate to follow the established timelines so as 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 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 Administration (i.e. Associate Dean of Undergraduate Programs);
- To challenge grading applied to all students in the course.

D. Formal Grade Appeal Procedure

STEP #1: The student will use the Grade Appeal Form (see below) which MUST state why they believe 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 administrator within seven (7) consecutive business days of the final grade posting.

This form is then given to the to the Associate Dean for Undergraduate Programs

STEP #2: The Associate Dean for Undergraduate Programs 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 Associate Dean for Undergraduate Programs. The Associate Dean for Undergraduate Programs may facilitate resolution at this point in the process. If resolved, the form is then returned to the Associate Dean for Undergraduate Programs 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, they provide written notification to Associate Dean for Undergraduate Programs). The Associate Dean for Undergraduate Programs 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 Associate Dean for Undergraduate Programs. 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 or Assistant Dean/Director Response (use additional sheet if necessary):

Associate or Assistant Dean or Director's Signature _____ Date
Submitted: _____

Executive Associate Dean Response (use additional sheet if necessary):

Final Decision: _____Appeal Upheld _____ Appeal Denied

Executive Associate Dean's Signature _____Date Submitted: _____

E. Re-Entry to the Nursing Major

For the student who deviates from their plan of study, or who drops a course(s), fails a course, or interrupts the sequence of course(s) in the nursing major:

1. If the student re-enters within one calendar year, the student works with staff in the Geraldine Felton Student Success Center and Associate Dean for Undergraduate Programs to identify appropriate steps for re-entry into the curricular sequence.
2. If the student re-enters after one calendar year, but less than two calendar years, the student must submit a Re-Entry Application to The University of Iowa via the Office of Admissions. Re-Entry is not guaranteed and is dependent upon resource and seat availability. The Re-Entry Application must be submitted no later than March 1 for fall semester re-entry or September 1 for spring semester re-entry.
3. If more than two calendar years have elapsed, the student must re-apply for admission to the College of Nursing through the Office of Admissions and participate in the competitive admission process.

F. Dismissal for Poor Scholarship

1. The nursing student on probation who does not achieve a grade of "C" (2.0) when repeating a failed nursing course will be dismissed from the College for poor scholarship.
2. Any nursing student on probation for academic performance who cancels registration at any time without documented good cause will be dismissed from the College
3. Early/Direct Admission Students prior to the nursing major
 - a. A student who earns less than a "C" (2.0) on the second attempt of a prerequisite course will be dismissed from the College of Nursing. The student would be eligible to compete for admission to the College of Nursing in future sessions.
 - b. A student who does not meet the minimum 3.0 cumulative GPA standard at the end of the next semester (fall or spring), is dismissed from the College of Nursing. The student would be eligible to compete for admission to the College of Nursing in future sessions.
4. RN-BSN students must step out of the program for one year and then may reapply submitting a petition to the Council on Student Affairs that includes the following:
 - a. A letter from the student explaining changes in their circumstances and how they will be successful in the nursing program moving forward.
 - b. A letter from their nurse manager, when applicable, documenting the student's employment and thoroughly describing the student's work habits, and other observations that suggest the student will be successful in their location moving forward.

G. Re-Admission (after dismissal) Petition Process

1. A student dismissed from the College of Nursing may petition the Council on Student Affairs – Appeals Subcommittee, in writing, for permission to be re-admitted to the College of Nursing after an interval of one calendar year from the date of last enrollment in the College of Nursing.
 - a. Geraldine Felton Student Success Center staff are available to meet with students to provide specific information on making these petitions
2. Students in the College of Nursing, who desire to petition readmission to the College of Nursing or seek revocation of dismissal from the College for academic reasons, must submit their request, in writing, to the Associate Dean for Undergraduate Programs.
 - i. Students do not appear before the Council, but submit their requests in writing (see procedure below).
 - ii. A student dismissed from the Early/Direct Admission Program is eligible to apply to the College of Nursing via the Standard Admission process without petitioning the Council on

Student Affairs.

3. The petition must present evidence that changes have occurred which indicate that the student has improved their chances for scholastic success in the College of Nursing.
4. The Associate Dean for Undergraduate Programs will present the appeal to the BSN Council on Student Affairs, which includes faculty members who represent various disciplinary areas of the College. The Council meets only in January and June to consider petitions.
5. The Council considers and recommends action regarding each request to the Associate Dean for Undergraduate Programs.
 - i. A student granted re-admission will be re-admitted on probation for one semester.
6. The Associate Dean for Undergraduate Programs responds to each student in writing and conveys the decisions of the Council.
7. The decisions of the Council are final.

H. Other Academic Petitions

The Council on Student Affairs considers requests for the following actions (among others):

1. Retroactive withdrawal from an academic semester, winter or summer session. This action must be substantiated by medical or personal circumstances.
2. Revocation of an academic dismissal immediately after the dismissal is imposed.
3. Readmission to the College of Nursing after Dismissal
4. Retroactive withdrawal from a single course or selective courses. The College of Nursing does not permit students to selectively withdraw from individual courses. The Second-grade-only Option should be considered as a means to resolve the situation.

I. Letters of Petition

1. Petitions to request exceptions to the rules, regulations, and requirements of the College, or revocation of dismissal from the College for academic reasons must:

- be typewritten on standard 8 ½ x 11 white paper
- include full name, student ID number, current address, current e-mail address, and current date
- use the salutation "Dear Council"
- be brief, clear, and concise
- accurately list specific semesters or courses to be considered by the Council
- be signed by hand (letters not signed will be returned for signatures and thus may not meet the established deadline) or submitted electronically as a PDF letter and include a signature

2. Supporting letters to the Council on Student Affairs :

In addition to the letter of petition from the student, evidence must be provided by the student from appropriate sources and should include (as applicable):

- In the case of physical or mental health concerns, letters from attending physicians or from certified counseling services may be provided.
- In the case of a family member's death, documentation may be provided in letters from a funeral director or official who can certify the degree of relationship and confirm attendance at services; physicians may also send letters substantiating the illness and/or death of a family member.
- Letters of petition and supporting documentation must arrive no later than two weeks after grades are posted on the academic record for the particular session in which the event(s) of the petition took place by 4:30 pm. The College of Nursing accepts letters of supporting information only for the purpose of documenting requests for exceptions to College of Nursing policies . No persons outside

the University are provided information without your permission, except for items of directory information such as name and local address. All requested information is required. If you fail to provide the required information, the College will not be able to act on your request.

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Correspondence sent by mail must be sent to:

Council on Student Affairs, Appeals Subcommittee

Attn: Associate Dean for Undergraduate Programs College of Nursing Building

The University of Iowa Iowa City, IA 52242 1409

SECTION VIII
Clinical Course and Health Science Student Requirements

A. Technical Standards

Nursing is a practice discipline with cognitive, sensory, affective and psychomotor performance requirements. The following Technical Standards are used to assist students in determining whether accommodations or modifications are necessary and provide an objective measure upon which informed decisions can be based about whether students can participate in the nursing program. These standards will be available to all students prior to admission. A student with disabilities who believes that they may need assistance in meeting the Technical Standards for the nursing program should contact Student Disability Services at <https://sds.studentlife.uiowa.edu/> or 141 University Capitol Centre (319-335-1462).

Issue	Description	Standard	Examples of Necessary Action <i>(not all inclusive)</i>
Communication	Speech, reading, writing	Effective use of English language. Communication abilities sufficient for effective interaction in verbal, nonverbal & written form. Comprehension & accurate recall of verbal & written communication.	Engage in clear and effective communication with the client/client system. Modulates words in accordance with patient's ability to understand. Interprets and responds to non-verbal communication. Concisely & accurately explains treatments & procedures, and health education. Documents clearly and concisely, within legal guidelines and with minimal spelling errors.
Interpersonal	Ability to relate to others	Interpersonal abilities sufficient to effectively interact with individuals, families & groups from a variety of social, emotional, cultural & intellectual backgrounds.	Identify needs of others, and establish rapport with patient, families and colleagues.
Behavioral	Emotional & mental stability	Functions effectively under stress.	Flexible, concern for others. Ability to provide safe nursing care & administer medications in a stressful environment with multiple interruptions & noises, distractions, unexpected patient needs.
Critical Thinking	Ability to problem solve	Critical thinking ability sufficient for clinical judgment.	Identify cause-effect relationships in clinical situation, develop nursing care plans. Ability to quickly measure, calculate, reason, analyze, prioritize & synthesize data in a fast-paced environment.
Information Technology	Ability to use electronic resources and clinical equipment	Electronic information seeking, interpretation and application for clinical practice for clinical care	Using a health-agency device to access information and document care in an electronic health record. Use library, professional organizational and other credible clinical resources to clinical decision-making.

Reliable punctuality	Ability to attend to timeliness	Self-management to consistently do work within the defined time expectation.	Manages work to meet deadlines. Arrives on time, well prepared to fully participate. If unable to attend clinical or class, and proactively communicates as directed.
Hearing	Use of auditory sense	Auditory ability sufficient to monitor & assess health needs	Hear monitors, alarm, emergency signals, & cries for help, heart, lung & bowel sounds.
Visual	Use of sight	Visual ability sufficient for observation & assessment necessary in nursing care.	Observe patient responses, ability to see sm. calibration markings & numbers (e.g. on syringes), assess color change in skin & fluids.
Tactile	Use of touch	Tactile ability sufficient for physical assessment.	Perform palpation, functions of physical exams & those related to therapeutic intervention, & sense temperature.
Mobility	Physical ability, strength, stamina	Physical abilities & stamina sufficient to move from room to room quickly & maneuver in	Move around in patient rooms, work spaces & treatment areas. Provide routine personal care and emergency care including CPR.
Motor Skills	Physical ability, coordination, dexterity	Gross & fine motor abilities sufficient to provide safe & effective nursing care.	Calibrate & use equipment, lift, & transfer & position patients. Maintain sterile technique.

Revised: May 2016

B. Health Science/Clinical Course Participation Requirements

The following requirements must be completed and uploaded to the CastleBranch or Exxat website **prior** to participation in clinical experiences or activities in the Nursing Clinical Education Center:

1. Health Science Student Requirements (<http://studenthealth.uiowa.edu/info/requirements-and-forms>):
 - Reports of the following must be uploaded to CastleBranch or Exxat **prior** to the beginning classes.
 - a. MMR immunization or immunity – 2 vaccines or positive antibody titer for all three diseases
 - b. **Tetanus/diphtheria/pertussis**: (1) Td (tetanus/diphtheria) at least every 10 years. Must have documentation of (1) Tdap (Tetanus, diphtheria, pertussis) vaccine.
 - c. **Annual** tuberculin skin tests - Effective Fall 2016, a two-step TB skin test (TST) or the blood test – IGRA (interferon Gamma Release Assay – Quantiferon Gold or T-Spot) is required at the start of the program. A TST or IGRA is required annually.
 - d. TB Skin Test (2-step skin test required)
 1. If you have documentation of (1) negative TST in the past 12 months, or documentation of (2) negative TSTs in your past, you need one more TST to meet the two-step requirement. A TST or IGRA is also required annually, after the two-step is completed initially.
 2. If you have never had TB skin testing, the two-step TST is done as follows: The first test is placed, and results are read in 48-72 hrs. The second test is placed at least 7 days after the reading of the first test, and read at 48-72 hrs. Send documentation of both tests, and include placement date, reading date, result and mm induration.
 3. Those with a history of a positive TST or IGRA must provide a copy of the CXR (Chest x-ray) report. If treated for LTBI (Latent TB Infection), provide medication treatment dates. Students with a history of a positive TST are also required to complete a symptom assessment initially and annually.
 - e. Hepatitis B Vaccine
 1. 3 vaccines and positive antibody titer; titer is required, even if series was completed as a child. If you have no Hep B vaccination records but believe you got them, you can get a titer to check for immunity.
 2. Available at Student Health
 - f. Varicella (Chickenpox)
 1. Varicella vaccine - *Two vaccines or a positive antibody titer is required for Varicella immunity. Documentation of disease history is no longer accepted. If you had varicella as a child, you must have a titer to document immunity.*
 2. Positive antibody titer
 - g. Student Health Health Screen Form
 - h. Influenza vaccine: The influenza vaccine is required annually due to the nature of clinical experiences.
 - i. Covid vaccine - The University does not require students to be vaccinated however, we strongly encourage all students to be fully vaccinated against COVID-19. Many of our clinical sites are requiring proof of COVID-19 vaccination for students and faculty to be in their facilities. Clinical sites must meet the Centers for Medicare and Medicaid Services (CMS) COVID-19 health care rule that requires individuals to either document their vaccination or document their exemption. A record of your COVID-19 vaccination will be sent to your clinical site by the University of Iowa College of Nursing. We have been asked to do this because clinical sites must follow the Centers for Medicare and Medicaid Services (CMS) COVID-19 health care vaccination requirement. People are considered fully vaccinated 2 weeks after their second dose of the Pfizer-BioNTech or Moderna COVID-19 Vaccine, or 2 weeks after the single-dose Johnson & Johnson's Janssen COVID-19 Vaccine.

- j.
2. CPR Certification

May be obtained from a number of local or home community agencies. All students are required to be certified in CPR at the start of the nursing major. Certification must be for the professional rescuer, and must include one person and two person CPR for both adult and infant/child. Students can use the American Heart Association (BLS for the Healthcare Provider) or the American Red Cross BLS for Healthcare Providers classes to fulfill the CPR requirement. Students without current CPR certification are not permitted to participate in clinical experiences or activities in the Nursing Clinical Education Center.

Pre-licensure BSN Students:
For students beginning study in a fall semester, CPR must be completed after June 1.
For students beginning study in a spring semester, CPR must be completed after December 15.
 3. Professional Liability Insurance

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.

 - a. **Pre-licensure BSN Students:**
The College of Nursing purchases professional liability insurance for all pre-licensure BSN students. Coverage is for at least \$1,000,000 single occurrence and \$3,000,000 aggregate limit. A fee is charged directly to the student U-Bill to cover the cost of professional liability insurance, which in turn is purchased by the College of Nursing for all students. This practice was approved by students beginning in spring 2006.
 - b. **RN-BSN Students:**
RN-BSN students enrolled prior to the spring 2018 session must provide proof of professional liability insurance. Coverage is for at least \$1,000,000 single occurrence and \$3,000,000 aggregate limit.
Starting in Spring 2018 the College of Nursing purchases professional liability insurance for all RN-BSN students. A fee is charged directly to the student U-Bill to cover the cost of professional liability insurance, which in turn is purchased by the College of Nursing for all students.
 4. Mandatory Health Insurance

All health science students are required to provide annual verification that they have obtained and currently hold health insurance, meeting minimum standards for coverage as detailed on the Proof of Coverage Form. New admits to the College of Nursing must provide proof of Health Insurance on MyUI. If required documentation is not submitted by the stated deadline, the student will be enrolled in the University of Iowa's health insurance group for health professions students.
<https://hr.uiowa.edu/benefits/ui-student-insurance>
 5. Criminal Background Check

Prior to the start of the nursing major all students must order a criminal background check and abuse registry checks through CastleBranch. If an event is reported on the Criminal Background Check that was not divulged at the time of application, the student will be contacted to confirm that the report is valid. If the report is valid, the student will provide a written explanation that will be reviewed by the College based review committee. The committee will advise the student of the effect of the disclosure on the student's status in the College of Nursing, with possible outcomes being:

 - a. progression in the academic program without restriction,

- b. progression in the academic program with specified terms and conditions,
- c. in the case of clinical rotations at remote sites, defer to the determination made at that site, or
- d. rescind the offer of admission.

6. Compliance Training Course:

All nursing students must complete an on-line compliance training course which verifies training of the following:

- **H00373** | Cultural Diversity and LEP Plan
- **H00403** | UI Health Care Online Orientation
- **H00446** | Domestic Violence
- **H00447 or H00441** | HIPAA Training (H00447) or Fraud, Waste, and Abuse (H00441)
- **H00448** | Patient and Staff Rights and Responsibilities
- **H00462** | Organ, Tissue, and Eye Donation
- **H01156** | HIPAA Privacy and Security (Data Privacy)
- **H01731** | University of Iowa Stead Family Children's Hospital Orientation
- **H02037 or H02038** | Safety/Infection Control
- **H02061** | Point of Care: Bedside Glucose (Nova Meter 2021)
- **H02076** | Personal Protective Equipment and Isolation Refresher for COVID-19
- **H02084** | Take Five: Best Practices During a Pandemic

7. Mandatory Reporter Training

All nursing students must complete [Mandatory Reporter Training](#) at the Iowa Department of Human Services site. The training consists of Dependent Adult Abuse Mandatory Reporter training (DS168) and Child Abuse Mandatory Reporter Training (DS169). The training certificates are effective for 3 years.

8. RN Licensure (Update October 2013)

Students are required to provide verification of current, active Iowa RN license. Verification consists of a photocopy of the RN license card, clearly indicating license number and expiration date.

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

C. Past Felony Conviction

Chapter 147.3 of the Iowa Code provides for a licensing board to consider past felony convictions of applicants. Previous conviction does not automatically bar an individual from eligibility for licensure. However, the board must determine if the felony relates directly to the practice of the profession before a license is issued.

All applicants who have a criminal conviction(s), other than a minor traffic violation, must submit copy(s) of the sentencing order(s) when submitting application materials. In order for an individual to become a licensed nurse in Iowa, the person must first graduate from a state board approved nursing program.

Information pertaining to individual criminal records prior to completion of an education program cannot be obtained from the Iowa Board of Nursing. Questions concerning acceptance into a nursing program, due to history of a criminal conviction(s) will need to be addressed by the nursing program.

At the time of application the Iowa Board of Nursing will review each individual application and criminal record. The Board of Nursing will make the final decision regarding licensure.

D. Professional Conduct – College of Nursing Professional Conduct Policy (Effective 9/16)

Rationale

Professional conduct includes behavior, attire, and grooming. Although personal taste and the cultural milieu in which individuals live and work influence all three attributes, a professional nurse “professes” special knowledge that only the nurse can provide for clients/patients (hereafter client). Personal taste and conduct of a professional reflect concern and respect for the client and inspire confidence in the professional’s special knowledge and skills. Unkemptness, eccentric personal appearances, conduct, or dress that is too casual may provoke unease, lack of confidence, or even a negative image of nurses as workers who have nothing special or important to contribute to the client’s health care.

Nurses are intimately involved with clients during the healthcare process, providing a very personal, physical and emotional service as well as interacting collegially with other members of the health care team. Everything possible must be done to gain the confidence of clients, their families, and colleagues. While this is true for the profession in general, it is the expectation at the College of Nursing that a student must assure clients and colleagues they have the necessary skills to provide care and input. It is, therefore, vital for members of the College of Nursing to maintain appropriate conduct and a professional appearance.

Policy Dissemination and Expectations

The faculty, students, and staff alike are responsible for maintaining a professional climate consistent within the College of Nursing and in all practice and laboratory environments.

The faculty will assume primary responsibility for the dissemination and oversight of educational site-specific policy and serve as role models for all students. At a minimum, faculty will inform students in course orientation and in the syllabus regarding expectations for specific dress or decorum expectations within that course.

All students will receive the Professional Conduct Policy during orientation and are expected to comply with its principles.

Dress and Decorum

- a. Students are to dress appropriately, be well groomed, and behave in a manner that is consistent with creating a positive impression of the College of Nursing at the University of Iowa and represents professional nursing well. Appropriate dress and behavior are expected to vary with the location and nature of the student’s educational activities. Guidance will be provided by the faculty regarding setting specific expectations.

Students should also be aware that faculty decisions about the appropriateness of attire will prevail.

- b. Students are expected to identify/introduce themselves as nursing students at all times and must assume responsibility for clarifying their role to clients. Name badges that identify the individual as a nursing student facilitate appropriate recognition and must be worn in clinical settings.
- c. Clients should be addressed with the appropriate title (Mr., Mrs., Ms., Miss, etc.) unless the client has given permission or requested to be called by another name.
- d. It is expected that students in clinical areas will address faculty members by their surname by the appropriate abbreviation of marital status or credential (Professor, Mr., Ms., Dr.); however when in non-clinical areas, student may address faculty members in accordance with preference of individual faculty members.

Personal Appearance

Students are expected to present themselves professionally. Choice of attire may interfere with the ability to establish proper working relationships with clients and/or professional staff. Faculty reserve the final approval regarding the appropriateness of attire.

1. Hairstyle shall not interfere with client welfare. Long hair must be pulled back for hygienic purposes. Hair must be neat, clean, and groomed.
2. Facial hair must be neatly trimmed or shaven.
3. Minimal jewelry should be worn. Jewelry may harbor microorganisms and might create a risk of trauma for the wearer. In most settings, a single ring are acceptable to be worn. If clinical standards in any setting are such that any jewelry is to be removed, faculty will inform students and students will be expected to comply.
4. Inappropriate or offensive tattoos are expected to be covered.
5. Nails should be manicured, clean and short. For example, nails should be shorter than fingertips. No nail polish or artificial nails shall be worn.
6. Scented products may create difficulties for clients or coworkers such as allergic reactions or nausea. The fragrance of cologne, perfume, aftershave lotions, hair spray, or other scented cosmetics should be unnoticeable by clients or staff.

E. Uniform Policy Pre-licensure students only

The University of Iowa College Nursing student uniform is to be worn only during UI clinical courses and College of Nursing sanctioned events. When participating in lab or simulation in the NCEC, students are to wear the College of Nursing student scrubs.

The UI College of Nursing scrubs should not be worn when students are in paid employment such as working as a nursing assistant.

All students will receive the Uniform Policy during orientation and are expected to comply with its principles.

The College of Nursing uniform will consist of the following:

Scrubs

- a. Black scrubs with the University of Iowa College of Nursing logo embroidery. Official uniforms

are purchased through UIANS.

- b. A black, white, gold, or grey t-shirt or long sleeved turtleneck may be worn under the scrub shirt. This should not have any commercialized symbols or screen-printing visible in any way.
- c. The hem of the pant should touch the top of the shoe and extend no longer than the top of the sole.

White lab coat

1. The lab coat is purchased through UIANS and has the College of Nursing logo embroidered on the left chest.
2. The lab coat may be worn with scrubs or business casual when the student is in patient/client areas as guided by the instructor and agency. The lab coat is optional while wearing the student uniform.
3. The University of Iowa College of Nursing student photo ID is to be worn at all times in clinical and simulation settings. The name badge/photo id should be worn on the left side of the lab coat.

Shoes

1. Shoes should be comfortable, provide support and not interfere with the ability to move quietly and efficiently when required.
2. Shoes should cover the whole foot; open toed shoes, mules, slides or sling back shoes are not appropriate in a clinical setting.

Maternity uniform policy

Uniform standards apply during pregnancy; maternity scrub uniforms are expected.

Business casual attire policy

Business casual dress is appropriate in some clinical settings. Facility policies provide some guidance regarding appropriate attire.

Examples of inappropriate dress

1. Shorts, denim clothing of any type, yoga pants or other exercise or workout clothing, t-shirts, sweatshirts, fleece apparel or sweatpants.
2. Beach-type footwear such as sandals, flip flops, or bedroom slippers.
3. Caps or hats, unless worn for medical or religious reasons or for the nature of the specific duties.
4. Shirts or other apparel with inappropriate images, wording or logos that may be perceived as offensive to patients, families or others.
5. Clothing that is too tight, too short, form fitting, loose fitting, exposes cleavage, undergarments, mid-section, underwear or buttocks.

F. Transportation

Access to transportation, (i.e., a personal vehicle, public transportation (cab), carpool, or car rental) **is necessary** for the clinical experiences. Students may need to travel up to 100 miles for clinical experiences.

G. Photo Identification Badges

College of Nursing photo identification badges are ordered by the Felton Student Success Center prior to the first day of class in the College of Nursing. These photo ID badges will be distributed during the College of Nursing Orientation. Students must wear their photo identification badges at all times while engaged in direct or indirect patient/client care activities as a student in the College of Nursing. If

original badge is lost or name is changed requiring a new badge, a replacement fee will be charged.

All students are required to have a UIHC Nursing Student ID Badge at the start of the nursing major. The UIHC Nursing Student Badge request process will be initiated in the Felton Student Success Center.

H. Standard Precautions

University of Iowa Student Health has identified the appropriate steps in the event of a [Blood and Body Fluid Experience](#). Students working in clinical settings are expected to know and follow Standard Precautions to prevent blood borne pathogen exposure. Students should call the Nurseline (319) 335-9704 for guidance and instructions if/when they are in this situation.

I. Clinical Requirements

Although the information below applies specifically to undergraduate students, faculty may also find it helpful in planning learning experiences related to clinical. Access to transportation, (i.e., a personal vehicle, public transportation (bus), car pool, or car rental) **is necessary** during the last 4 semesters of the program for the clinical experiences.

Requirement	Action/Description
1. CPR Certificate	Students are responsible for getting this certification upon enrollment in the nursing major courses. CPR certification is valid for 2 yrs. CPR certification expiration date must be after the conclusion of a clinical course for the student to be enrolled in that experience.
2. Professional Liability Insurance	Professional liability insurance coverage in the amount of \$1,000,000 single occurrence/\$3,000,000 aggregate is required of all students. Pre-Licensure BSN: The College of Nursing purchases group coverage for all pre-licensure students; fees for this insurance will be placed on the student's U-Bill annually. RN/BSN: The College of Nursing purchases group coverage for all RN-BSN students; fees for this insurance will be placed on the student's U-Bill annually.
3. Health Screening Requirements	If an agency requires additional health screening such as blood or urine testing for drugs, the Clinical Coordinator is responsible for notifying the student and tracking the compliance. The student must pay for these additional exams.
4. Mandatory Reporting of Child/Dependent Adult Abuse	This training is offered as a component of UIHC Compliance Training course completed during the first semester of nursing education.
5. Safety Training, Fire, Chemicals, Back Safety	Most acute care facilities require this YEARLY. Faculty are responsible for arranging and tracking this training for their students.
6. Standard Precautions	All pre-licensure BSN students in 3151 Introduction to Clinical Concepts for Nursing will receive the training in standard precautions.

<p>7. Blood & Body Fluid Exposure Reporting (see preceding flow chart)</p> <p>-----</p> <p>Student Health & Wellness (SH&W) University of Iowa 319/335-9704 (Triage Nurse) Fax 319/335-7274</p>	<p>Review the Student Health website for reporting procedures if there is an occurrence @UIHC or off campus. https://studenthealth.uiowa.edu/services/blood-and-body-fluid-exposure/ Health Science Students Protocol for Reporting Blood & Body Fluid Exposure</p> <ul style="list-style-type: none"> • Clean wound thoroughly • Identify source (patient) • Inform supervisor • Call SH&W Triage Nurse @ 319/335-9704 • If SH&W is closed, call UIHC ETC 319/356-2233 and ask to speak to Staff Physician • Obtain medical care as advised • Accept responsibility for follow-up <p><u>NEED TO KNOW</u></p> <ul style="list-style-type: none"> • UID • Name & phone number of your supervisor Nearest Fax #, if off-campus • Information on incident <p>For complete protocol https://studenthealth.uiowa.edu/</p>
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<p>9. Medication dispensing systems</p>	<p>Faculty are responsible for arranging orientation in each agency including <u>electronic medication dispensing systems</u>.</p>
<p>10. N95 masks/respirators</p>	<p>Pre-licensure students: Students will be notified prior to the start of the semester by Student Nurse Association at the University of Iowa (SNAUI) to be fit tested for N95 masks. This is an annual requirement and documentation of fit testing indicating type/size of mask must be uploaded to CastleBranch or Exxat. N95 masks will be worn during clinical rotations while providing care to COVID-19 patients. The student is responsible for covering the cost of fit testing.</p> <p>RN-BSN students: Students can go to Student Health on campus if fit testing is needed for Community and Public Health Practicum or PRIV: Leadership & Professional Engagement Project. Please call Student Health to make an</p>

11. Latex allergy	<ol style="list-style-type: none"> 1. The College of Nursing student should identify any latex allergies that a student has to the Nurse Manager on the clinical unit prior to a clinical rotation. 2. The College of Nursing student will provide written documentation of the latex allergy and any related requirements 3. Students should be tested in a timely manner if any latex allergy is suspected but unverified. Any allergy testing expenses will be incurred by the student/student insurance. 4. Once the student's latex allergy status is determined, and documentation is provided, the department of nursing (clinical unit) will supply gloves and/or other precautions during the student clinical rotation. We recognize that there may be situations when an allergy is suspected and the student is in process of being evaluated but needs to be on the clinical unit. UIHC will provide gloves, etc. during an interim period in which the student is being tested. 5. For questions call the Director of Nursing Education, Department of Nursing at UIHC at 356-3959. 6. Students at agencies other than UIHC need to contact nurse managers
12. Agency contracts/agreement	The Clinical Coordinator for the College of Nursing ensures that agency contracts and affiliation agreements are current and accurate.
13. Accident on the clinical site	Students should report any accidents in clinical sites immediately to the instructor. Students who are injured in the clinical area at UIHC should report to Student Health & Wellness for follow-up/treatment. In general, all students need to report injuries to Student Health & Wellness, even if accident occurred at an off campus clinical site.
14. Statement of Confidentiality	Signed and uploaded to CastleBranch or Exxat account.
15. Student Honor Code of Conduct	Affirmation signed and uploaded to CastleBranch or Exxat account
16. Criminal Background Check/Abuse Registry Check	All students who have or will have patient contact will be required to have a criminal background check and abuse registry check. Students will self-order checks through college vendor, CastleBranch, and are responsible for all associated costs.
17. Influenza Vaccine	Is required annually due to the nature of clinical experiences.
18. Precepted Clinical Experiences (June 2010)	<p>In order for the student to be clearly identified in the student role only, during precepted clinical experiences, the experiences must be:</p> <ul style="list-style-type: none"> • In a unit other than the unit in which the student is an employee. • Preceptor must have course appropriate credentials. • Preceptor is not to be a friend, relative or direct supervisor of the student. • Students must not be in paid status during clinical experience.

SECTION IX
Special Resources and Opportunities for Nursing Students

A. Felton Student Success Center - 109 Nursing Building, 319-335-8216

The Felton Student Success Center provides numerous services to College of Nursing students. It is the primary source of general information regarding most aspects of the undergraduate program. The Felton Student Success Center staff is available to meet with students on an appointment basis. <https://nursing.uiowa.edu/current-students/student-success>

B. Advising

Professional academic advisors are available to College of Nursing students virtually and/or within the Felton Student Success Center. These professional advisor(s) help plan a student's course schedule and are able to discuss academic, personal and professional concerns and provide information and support to students. Students are strongly encouraged to meet periodically with their advisor(s).

C. College of Nursing Student Success Resources- 109 Nursing Building

<https://nursing.uiowa.edu/diversity/academicsupport>

1. Nursing Supplemental Instruction (NSI)/ Nursing Educational Support Tutoring (NEST) Tutoring
 - Supplemental Instruction and individual/small group tutoring provided for students in the pre-requisite courses for the nursing major.
 - Drop in Tutoring support provided nursing students by tutoring/supplemental instruction provided for first semester students in nursing major courses and select prerequisite courses.
2. Academic Success Program
 - The Academic Success Program is available to students in nursing major courses. Students engage with this program via a referral by a faculty member. This program includes:
 - an ICON course which has a variety of resources, such as information on study skills, test-taking skills, time management, online-learning, etc.
 - Academic Success Coaches who meet one-on-one via zoom with students and review strategies for improvement.

D. College of Nursing Honors Program

The University of Iowa College of Nursing Baccalaureate Honors Program enables students to explore subject matter based on individual interests, needs, and goals. It provides opportunities for self-initiative and intellectual and personal development, and it challenges students to grow and excel. Students who fulfill the requirements of completing one Honors Seminar (1 s.h.) and one Honors Independent Study (2-3 s.h.) are eligible to graduate "with Honors in Nursing." All Honors requirements must be completed within the designated plan of study. Graduation cannot be extended in order to complete Honors requirements.

The University of Iowa College of Nursing Baccalaureate Honors Program goal is to prepare students for graduate study. Students must apply for the Honors Program when there is a minimum of two semesters remaining in the nursing major courses. Honors in Nursing will require two semesters to complete. Students will complete an Honors Seminar, where they will work with the Director of the Honors Program to develop their Honors Project. The following semester, the student will enroll in an Honors Independent Study where they will complete the project under the supervision of the assigned faculty mentor. Honors in Nursing can satisfy part two of University Honors. University Honors is not required for a student to be selected/participate in College of Nursing Honors. Students must have a 3.5 or higher UI cumulative GPA and a 3.5 or higher Nursing Program GPA to be eligible to apply for the College of Nursing Honors Program. For more information, visit, <https://nursing.uiowa.edu/current-students/opportunities-for-undergraduates/honors>

For students who begin the nursing major courses Fall 2016 or later, a 3.5 or higher Iowa cumulative GPA and a 3.5 or higher nursing major GPA is required. Students should contact Director of the College of Nursing Honors Program for application information.

E. Dean's List

College of Nursing students participating in clinical courses must have a total of 12 s.h. of earned credit, with 8 s.h. of graded credit with a GPA of 3.50 or higher.

Nursing students not enrolled in a clinical course must be enrolled in a minimum 12 s.h. of graded course work to be eligible for Dean's List honors.

F. President's List

University of Iowa undergraduate students who achieve a GPA of 4.00 on 12 s.h. or more of University of Iowa graded course work and who have no semester hours of I (incomplete) or O (no grade reported) for two consecutive semesters (excluding summer sessions) are recognized by inclusion on the President's List. College of Nursing students participating in clinical courses must have a total of 12 s.h. of earned credit, with 8 s.h. of graded credit, to qualify for the President's List.

G. Study Abroad

Students have the opportunity to develop a global perspective of health care through the Study Abroad Program. Students are able to receive credit for these experiences.. Students should connect with the University of Iowa Study Abroad office if they are interested in a study abroad experience (<https://international.uiowa.edu/study-abroad>).

Advance planning with the student's academic advisors is critical to successfully incorporate study abroad into the academic plan..

H. Independent Study

NURS:3199 Independent Study is a flexible learning experience contracted between the student and a faculty sponsor. The intent is to provide for exploration of content not available in established courses or to meet basic degree requirements.

Together, the student and faculty identify the purpose and intent of the independent study. Interested students should contact a faculty member to discuss their interest in planning an Independent Study.

I. Leadership U

NURS:3099 Leadership U is a course option developed for students to earn academic credit for the development of leadership skills. Students contract with a faculty member to apply leadership theory in practice by participating in activities such as attending meetings of professional nursing organizations, acting as a delegate, writing legislation, holding a position at the local, state, or national level, or being part of a multi-disciplinary or international team to organize events for community involvement. All experiences will help the student to become a nurse leader in the future. A maximum of six semester hours of credit may be counted toward the Bachelor of Science in Nursing for Leadership U.

J. Young Nurse Scientist Program

The College of Nursing Young Scientist Program has been established to encourage talented undergraduate BSN nursing students to pursue research careers by creating opportunities for them to work with nurse investigators. It is a mentoring research experience in which students are integrated into ongoing clinical nursing research programs. The purpose is to identify a select group of exceptional students who have high

potential for careers as nursing scientists. For more information, visit <https://nursing.uiowa.edu/research/young-scientist-program>

K. Young Nurse Clinician Programs

The College of Nursing Young Clinician Program has been established to encourage talented undergraduate BSN nursing students to further develop clinical skills by creating opportunities for them to work with expert nurse clinicians. It is a mentoring experience in which students work directly with clinicians in the specified areas of interest. The purpose is to identify a select group of exceptional students who have high potential for careers in these specific patient populations (pediatric, gerontological, mental health, palliative care, and community health). For more information, visit, <https://nursing.uiowa.edu/current-students/young-nurse-clinician-programs>. Opportunities include:

1. Young Nurse Leader Program
2. Young Palliative Care Nurse Clinicians Program
3. Young Community Nurse Clinician Program
4. Young Gerontological Nurse Clinician Program
5. Young Pediatric Nurse Clinician Program
6. Young Psychiatric-Mental Health Nurse Clinician Program
7. Young Nurse Educator's Program

L. Examples of Possible Minors and Certificates

Students may earn minors in more than 50 programs in the College of Liberal Arts & Sciences or in other colleges of the University. Requirements for minors are established and governed by the department offering the minor. For a current listing of minors available through the College of Liberal Arts & Sciences visit the web site at: <http://www.clas.uiowa.edu/departments/majors/>

Minor available in Human Relations

The College of Education offers a minor in human relations. The minors may help support students' future career objectives and help students prepare to be better informed as parents, as taxpayers, or as future members of local boards of education.

<https://education.uiowa.edu/academic-programs/human-relations/human-relations-undergraduate-minor>

Minor in Business Administration

Students in the College of Nursing may elect a minor in business administration. Approximately 36-37 semester hours of business administration courses must be completed to receive this minor.

<https://tippie.uiowa.edu/current-students/undergraduates/academics/majors-and-minors/minor-business-administration>

Certificate Programs

Certificates can be added to the nursing major in a variety of areas. More information can be found at: <https://clas.uiowa.edu/departments-and-divisions/certificates>.

For students interested in Global Health Studies, a minor or certificate program of study is available. <https://globalhealthstudies.uiowa.edu/undergraduate/certificate-global-health-studies>

M. Tutoring

Tutoring for nursing courses can be arranged through contacting your advisor in the Geraldine Felton Student Success Center. Please contact your advisor if you are in need of tutoring or if you are interested in becoming a tutor.

N. Scholarships and Awards

A number of awards and scholarships are available to students who have been admitted to the College of Nursing. Eligibility criteria vary, but may include: financial need, grade point average, professional promise, area of clinical practice interest, or personal characteristics. For more information, student should email con-scholarships@uiowa.edu

O. Sigma Theta Tau

Sigma Theta Tau (Sigma) International is the honor society of nursing. It is the second largest nursing organization in the United States, and among the five largest and most prestigious in the world.

Six nursing students at Indiana University, Indianapolis, Indiana, founded the society in 1922. The name was chosen using the initials of the Greek words Storga, Tharos, Tima meaning love, courage, and honor. It exists to recognize superior achievement in nursing, encourage and facilitate leadership development, foster high nursing standards, stimulate creative work, and strengthen the commitment to the ideals of the profession.

Gamma chapter was founded at The University of Iowa College of Nursing in 1929. Invitation to membership is extended to qualified baccalaureate and graduate nursing students as well as qualified graduates demonstrating achievement in the nursing profession.

Membership is by invitation. Baccalaureate students who meet the following requirements are invited to join this prestigious organization:

1. Successful completion of 1/2 of curriculum
2. Possess a minimum nursing GPA of 3.5 or higher (and/or rank in top 1/3 of their class as determined by STT)
3. Students must give permission for their grades to be released to STT to determine eligibility for membership.

P. The [Student Nurses Association of the University of Iowa](#) (SNAUI)

All BSN students are member of the Student Nurses Association of the University of Iowa (SNAUI) which is the student professional organization of the College of Nursing. Two faculty members serve as advisors to the organization.

SNAUI offers nursing students the opportunity to develop leadership, management, and professional skills. The organization sponsors a number of activities each year. Members are also involved in policy making decisions within SNAUI, the College of Nursing and the University. SNAUI meetings are held bi-monthly.. SNAUI meetings are open to all and students are strongly encouraged to get involved. For more information contact a SNAUI officer, council member, or Faculty Advisor.

Q. [Multicultural Nursing Association](#) (MNA)

Multicultural Nursing Association works to recruit, support, and mentor student nurses from racial/ethnic groups and cultural backgrounds historically under-represented within the nursing community, including but not limited to menand persons of color.

The UI Multicultural Nursing Association is open to any nursing and/or pre-nursing student interested in promoting diversity and cultural awareness within the College of Nursing and in the community. Meeting regularly, the association performs community service and outreach activities, and conducts educational and informational forums related to current nursing issues, diversity and/or cultural awareness issues and any other topic that could benefit nursing students and the community.

R. National Student Nurse Association(NSNA)

The University of Iowa College of Nursing participates in Total School Membership in the National Student Nurse Association (NSNA) as well as the Iowa Student Nurse Association for all pre-licensure BSN students. Students begin immediately to earn the benefits of belonging to professional organizations and receive updates on current issues for students in nursing as well as the profession. A fee will be placed on the student's U-Bill for this membership. Any student may petition the Dean of the College of Nursing to not participate in NSNA and the Total School Membership Program. This must be done in writing and within one week of the beginning of classes.

S. American Assembly for Men in Nursing (AAMN) / [Men in Nursing](#)

The University of Iowa College offers a recognized chapter and affiliation with the American Assembly for Men in Nursing. This organization provides a network for encouraging, supporting and advocating for men in nursing.

Membership is open to any nurse (male or female) to better facilitate discussion and to meet the most important objective of the AAMN: strengthening and humanizing health care.

T. Air Force ROTC Program

Air Force ROTC provides students the opportunity to pursue their nursing major while working toward a commission as an officer in the United States Air Force. Air Force ROTC offers scholarships for college tuition expenses. Once a scholarship is earned, the student will also receive an allocation for textbooks and a monthly stipend each year.

Students will have a service obligation in the United States Air Force upon graduation. Call 319-335-9221 or visit <https://www.afrotc.com/college/university-of-iowa/> for more information.

U. Army ROTC Program

Army ROTC is looking for dedicated, skilled nurses that are ready for a challenge. In addition to being a nurse when you graduate from college, you will also be an Army Officer – with unparalleled leadership training. In exchange for your service you may be eligible for an Army ROTC Scholarship. A monthly living allowance is provided while you are in school. In addition to these benefits, the Army also offers opportunities to further your nursing education. Call 319-335- 9192 or visit <https://veterans.uiowa.edu/army-rotc-future-cadets> for more information.

SECTION X University Policies

A. Student Disability Services

The University of Iowa, as authorized by Section 503 of the Rehabilitation Act of 1973, and the Vietnam Era Veterans Readjustment Assistance Act of 1974, shall take affirmative steps to employ and advance the employment of qualified individuals with disabilities and qualified disabled veterans and veterans of the Vietnam Era at all levels of employment. The affirmative action policy applies to, but is not limited to, the following employment practices: Hiring, Upgrading, Demotion, Transfer, Recruitment, Recruitment Advertising, Layoff, Termination, Rates of Pay/Order Forms of Compensation, Selection for Training (including Apprenticeship).

The University of Iowa endeavors to make reasonable accommodations for the functional limitations of applicants/employees and students with disabilities and disabled veterans pursuant to the Americans with Disabilities Act and the Rehabilitation Act.

Applicants/employees and students with disabilities at The University of Iowa are protected from coercion, retaliation, interferences, or discrimination for filing a complaint or assisting in an investigation of a complaint under the aforementioned Acts. All complaints will be handled confidentially.

Disabled applicants/employees, students, disabled veterans, or veterans of the Vietnam Era desiring more information should contact the Office of Institutional Equity at (319) 335-0705 (voice telephone), oi-equity@uiowa.edu, or <https://diversity.uiowa.edu/division/oi-equity>. A copy of the Affirmative Action Plan for Persons with Disabilities, Disabled Veterans, and Veterans of the Vietnam Era may be obtained from or is available for review at the Office of Institutional Equity, 202 Jessup Hall, Monday-Friday during business hours, 9:00 a.m. to 5:00 p.m.

Student Disability Services (SDS) serves the University of Iowa's commitment to Diversity, Equity, and Inclusion by providing support and academic accommodations for students with disabilities. SDS collaborates with students, faculty, and staff to create an accessible educational environment for all.

Students desiring more information should contact Student Disability Services, (319) 335-1462 (voice and text telephone), 141 University Capital Centre, or <https://sds.studentlife.uiowa.edu>.

B. 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 Institutional Equity, the University of Iowa, 202 Jessup Hall, Iowa City, IA 52242-1316, 319-335-0705 (voice), 319-335-0697 (TDD), <https://diversity.uiowa.edu/division/oi-equity>

C. Policies and Regulations Affecting Students

All students who enter the College of Nursing are responsible for obtaining a current copy of the University document entitled Policies and Regulations Affecting Students. The Daily Iowan makes this document available to all students during the first week of the fall semester. Please refer to this document for questions regarding student rights, student responsibilities, and student organizations at The University of Iowa. See the "Code of Student Life" at the following web site: <https://dos.uiowa.edu/policies/>

D. FERPA (Family Educational Rights and Privacy Act)

The Family Educational Rights and Privacy Act (FERPA), a federal law, affords students certain rights with respect to their education records. They are: (1) the right to inspect and review education records within 45 days of the day the University receives a request for access; (2) the right to request the amendment of the education records that the student believes are inaccurate or misleading; (3) the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent; and (4) the right to file a complaint with the U.S. Department of Education concerning alleged failures by the University of Iowa to comply with the requirements of FERPA. The address of the Family Policy Compliance Office, which administers FERPA, is 400 Maryland Avenue, S.W., Washington, DC, 20202-4605.

The University Registrar explains FERPA and its implications: <https://registrar.uiowa.edu/ferpa>

Following information is considered Directory Information and is released without consent of the student:

1. Name
2. Addresses (local)
3. Telephone numbers (local)
4. Hometown and state
5. E-mail address
6. University of Iowa Hawk ID
7. Major field(s) of study
8. College(s) enrolled in
9. Dates of attendance, (including current classification or year)
10. Full-time/part-time status
11. Registration in a study abroad program
12. Degrees and awards received (type of degree and date granted)
13. Participation in officially recognized activities and sports
14. Height and weight of members of athletic teams

Students can grant permission for the University to disclose or discuss their student record(s) by utilizing MyUI.

E. Fair Information Practices Act

The University of Iowa requests personally identifiable information for the purpose of maintaining student records. No persons outside the University are routinely provided this information, except for items of directory information such as name and local address. Responses to all appropriate items are required. If students fail to provide the required information, the University may not be able to advise students properly.

F. Policy on Sexual Harassment, Sexual Misconduct, and Consensual Relationships

Outlined in the Policies and Regulations Affecting Students (<https://dos.uiowa.edu/policies/>) is The University of Iowa policy regarding Sexual Harassment and Sexual Misconduct as well as the policy on Consensual Relationships Involving Students. Information on the procedure for filing a complaint about sexual misconduct is available to students via The Office of Institutional Equity (OIE) <https://diversity.uiowa.edu/division/oie>, in the Felton Student Success Center and in the Associate Dean's office at the College of Nursing.

G. Research Policies on Human Subjects

All students are required to receive "Approval for Protection of Human Subjects" if they conduct research on human subjects. The applications related to human subjects are provided in the Office for Nursing Research and Scholarship (ONRS) in the College of Nursing - <https://nursing.uiowa.edu/research/office-of-nursing-research> .

H. Statement on Religious Diversity and the University Calendar

Religious history, religious diversity, and spiritual values have formed a part of The University of Iowa's curricular and extracurricular programs since the founding of the University. In order to advance religious diversity on campus, the University makes reasonable accommodations for students, staff, and faculty whose religious holy days coincide with their work schedules and classroom assignments. As a public institution, the University neither promotes any particular form of religion nor discriminates against students, staff, or faculty on the basis of their religious viewpoints.

University holidays are not religious holy days, although a religious holy day may coincide with a University holiday. The University is prepared to make reasonable accommodations in its work assignments, test schedules, and classroom attendance expectations in a manner which is consistent with the University Policy on Human Rights (*University of Iowa Operations Manual*, Section II, Chapter 3) and does not unfairly burden employees.

More details can be found at the following web site: <https://registrar.uiowa.edu/religious-holidays>

I. Electronic Mail

E-Mail is the official communication of the University of Iowa. Students are accountable for all information delivered to their uiowa.edu account.

J. Smoking Policy

The University of Iowa is a non-smoking campus.

K. College Level Examination Program (CLEP)

The College Level Examination Program (CLEP) offers students the opportunity to earn credit for college-level achievement obtained outside the college classroom. The College of Nursing accepts credit for the degree in the same subject areas with the same standards as the College of Liberal Arts & Sciences with the exception of Biology and Chemistry. The College of Nursing does not accept CLEP scores for Biology or Chemistry. For more details: <https://admissions.uiowa.edu/academics/college-level-examination-program-clep>

L. Advanced Placement Credit (AP)

The College of Nursing will accept all Advanced Placement Program (AP) credit with the same standards as the College of Liberal Arts & Sciences with the exception of Biology and Chemistry. A score of 5 is required on Biology and Chemistry APP exams in order for nursing students to have Biology and the first Chemistry requirement waived .

SECTION XI
College of Nursing Policies

A. College of Nursing Final Exam Policy

The College of Nursing does not adhere to the published University final exam schedule set forth by the Office of the Registrar. In situations where exam conflicts occur with Nursing administered (administrative home) courses, during either the fall or spring semester, the Nursing administered courses will **not** take precedence over any other course(s). This applies to both published and alternate examination times. The College of Nursing will issue alternate exams for their administered courses at a time when the affected student does not have any other scheduled examinations.

Students with conflicts involving Nursing administered courses should file a change of exam schedule request at the University Service Center, 2700 University Capital Centre. Please see the academic deadlines calendar (<https://registrar.uiowa.edu/academic-calendar>) for the deadlines to file a change of exam schedule request. The College of Nursing final exam schedule will be posted on the web site by early registration.

B. Computerized Testing Program (ATI)

The College of Nursing has contracted with Assessment Technologies Incorporated (ATI) to administer computerized testing throughout the curriculum to ascertain student knowledge and enhance preparation for the National Council Licensure Exam for Registered Nurses (NCLEX®). Computerized exams are directly associated with specific content areas in the curriculum. Course fees will be charged and appear directly on the student's U-Bill to cover the cost of ATI products. . In addition to the computerized testing, students will receive review books for each content area where computerized testing is administered.

C. Minimum Writing Competencies for Nursing Students

1. Writing

- a. Good writing is concerned with technical accuracy, precise diction, logical organization, and grammatical correctness.
- b. Writers, in the writing process, go through various writing stages that do not happen consecutively, but which overlap and recur throughout the writing process.
- c. Writing techniques and preferences vary from person to person.
- d. Good writing takes practice.
- e. Reading widely facilitates writing.

2. Technical Writing

- a. Informs or persuades; asks or answers a question; takes a controversial position and supports it; raises an issue; conveys something one has done.
- b. Conveys technical aspects of any field, thus frequently uses a specialized vocabulary; usually verifiable, yet avoids jargon and use of fancy words for plain words (Bernstein), i.e., "significant others" for family, friends; "hospital setting" for hospital.
- c. Usually addresses specific, identified readers; information adjusted to meet reader needs.
- d. Fulfills a specific, identified purpose.
- e. Becomes dated because of changes.
- f. Presents a single meaning; makes a point yet doesn't attempt to present all there is to know about a subject.
- g. Incorporates visuals that convey content and are fully integrated in the document.
- h. Maintains an objective, impartial perspective, and tone.
- i. Uses short-to-medium sentences; subject-verb-object word order; stylistically varied, but

- simple; varies in style and length from sentence to sentence.
 - j. Uses standard language forms so the reader can easily understand.

- 3. Minimum Writing Competencies - The nursing student will be expected to satisfactorily demonstrate the following minimum writing competencies:
 - a. Consider the audience for whom the document is written and the purpose for which it is written. In the initial stages of writing, engage in a period of problem-solving mental activities to identify and investigate the subject and the intended audience.
 - 1. Assess own knowledge of the subject.
 - 2. Locate, read, document, record, and draw inferences from available background references (primary and secondary sources).
 - 3. Accurately and completely document sources using primary sources whenever possible.
 - 4. Ask questions, discuss ideas, observe, take notes, think about options, ponder, and experiment with approaches and organization.
 - b. Organize and plan the document.
 - 1. Assess the reader's needs.
 - 2. Define the subject and determine the organization, scope, and design.
 - 3. Use a standard organizational pattern to structure content so that information can be easily understood and followed.
 - 4. Test decisions by outlining, diagramming, and writing pieces to determine if the selection and sequence of content is logical, suitable for the audience, and faithful to the purpose of the document.
 - 5. Record important key words, phrases, and sentences.
 - c. Draft the document keeping in mind the audience and its purpose.
 - 1. Using pen/pencil and paper, computer, or typewriter, develop key words, sentences, ideas into a coherent, unified whole with a concise and definite beginning, middle, and end according to planned organization, scope, and design.
 - a. Use simple, effective sentences that are grammatically correct, choosing words and constructions that can be read without confusion.
 - b. Use active and passive voice appropriately. Active voice is more lively and interesting.
 - c. Follow standard rules of punctuation, spelling, notation, symbols, abbreviation, hyphenation, and capitalization.
 - d. Use precise diction focusing attention on precision and accuracy of words and phrases.
 - e. Avoid using more words than needed to make a point, or using a long word when a short one will do, i.e., "use" instead of "utilize".
 - f. Avoid using technical jargon and clichés.
 - g. Define technical words, abbreviations, acronyms, and new terms or concepts the first time they are used.
 - 2. Stop frequently to rescan, reread, and reflect.
 - 3. Prepare advance organizers (headings, subheadings, introductions), footnotes, references, and appendixes.
 - a. Use subheadings to assist with organization and logical sequencing of information. Subheadings make transitions easier and usually are needed for documents that are more than 8 to 10 pages long.
 - b. Accurately and completely document sources.
 - 1. Use primary sources whenever possible.
 - 2. Use proper format for documentation according to an acceptable style manual. The American Psychological Association (APA) style is recommended.
 - 4. Determine the need for visuals and prepare them so that they clearly communicate their intended message (tables, graphs, charts, diagrams, maps, pictures).
 - 5. Write so the reader will read and understand.

- a. Use carefully constructed transition sentences that connect what you are saying with what you have said.
 - b. Use appropriate sentence and paragraph length, vocabulary, style, and language (analogy, metaphor, syntax, example, personification, simile). A paragraph should be long enough to develop a single idea or point - a minimum of 2 sentences. A one-page paper should be 2 to 3 paragraphs.
 - c. Define all words that may result in misunderstanding.
 - d. Use pronouns like "this," "that," and "if" when referring to a definite antecedent.
 - e. Keep style consistent, i.e., abbreviations, terms, spelling, capitalization, and punctuation.
 - f. Maintain a style sheet or record as you write.
 - g. Avoid the use of sexist, racist, and other biased language.
 - h. Carefully choose and use quotations to compliment the text.
- d. Revise the draft and rewrite.
1. Critically read and reread to examine content, structure, organization, design, language, grammar, sentence structure, and punctuation.
 2. Add, delete, and rearrange content to produce a more understandable document.
 3. Critically review and revise headings, footnotes, and references.
 4. Read for consistency and clarity of diction, transition from idea to idea, sentence to sentence, paragraph to paragraph, and section to section.
 5. Eliminate wordiness and redundancy.
 6. Apply principles of design to page layout, typeface, white space, justification, and illustration.
- e. Edit to correct inconsistencies and errors.
1. Review the content for organization and consistency.
 2. Correct language and grammar to insure clarity and appropriateness for the audience.
 3. Correct punctuation (use of the apostrophe, colon, comma, dash, hyphen, parentheses, period, question marks, semi-colon, slash), capitalization, sentence structure (sentence fragments, run-on sentences, subject-verb agreement, pronoun agreement, pronoun antecedents, clause agreement, tense, dangling modifiers), and spelling.
 4. Check use of "its" vs. "it's," "effect" vs. "affect," "there" vs. "their," "that" vs. "which," and plural vs. singular possessives.
 5. Correct syntax (the agreement of words in a sentence to show relationship).
 6. Match text references to corresponding illustrations (figures, tables, etc.).
 7. Match text references to corresponding footnotes and appendixes.
 8. Establish consistency in headings, footnotes, and references.
 9. Correct design elements.
- f. Proofread the paper with care.
1. Check for all inconsistencies and errors.
 2. Check for accuracy and reader appeal.
 3. Access help at the Rhetoric Department's Writing Center, EPB 110 or <https://writingcenter.uiowa.edu/>.

THE UNIVERSITY OF IOWA - COLLEGE OF NURSING
NURSING WRITING PROFICIENCY STYLE SHEET

	Satisfactory	Needs Improvement	Not Applicable
The student has:			
1. considered the audience for whom the paper is written.			
2. considered the purpose for which the paper is written.			
3. followed course guidelines for the assignment.			
4. focused on the development of a main point, issue, question, or experience.			
5. logically organized the paper with a clear and succinct beginning (introduction), middle (body), and end (summary/conclusion).			
6. carefully constructed transition sentences.			
7. used subheadings to assist with logical sequencing and organization.			
8. constructed well developed paragraphs that convey a main idea and are of appropriate length.			
9. presented original and creative ideas.			
10. used sentences that are short-to-medium in length.			
11. used sentences that are simple, direct, and have a subject-verb-object order.			
12. used sentences that are grammatically correct.			
13. used sentences that vary in style and length.			
14. used tenses that agree.			
15. used active and passive voice appropriately.			
16. used correct punctuation, capitalization, and spelling.			
17. avoided jargon, clichés, and unnecessary wordiness.			
18. defined technical terms, abbreviations, acronyms, and any new terms or concepts the first time they were used.			
19. accurately and completely documented sources.			
20. used appropriate professional sources.			
21. correctly applied rules of style consistently throughout according to assigned style (APA or other).			
22. avoided use of sexist, racist, or biased language.			
23. used illustrations to clarify meaning (graphs, tables, pictures).			
24. used examples as appropriate to strengthen key points.			

Comments:

SECTION XII Preparing for Commencement

A. Application for Degree

Students must submit a degree application for the session in which all requirements will be met and do so via the MyUI student portal. The University of Iowa does not confer degrees without a complete application by the deadline. See the Office of the Registrar for more information about this process.

<https://registrar.uiowa.edu/degree-application>

B. Transcripts

Transcripts are requested from the Office of the Registrar vi MyUI (<https://registrar.uiowa.edu/transcripts>). *The College of Nursing does not issue transcripts* . The Iowa Board of Nursing will require an official transcript; Not all states require transcripts.. . Students should access other states' application by examination to determine if transcripts are required in order to become licensed in that particular state. Felton Student Success Center staff will be available at the graduation prep meeting that addresses licensure requirements to answer questions.

C. Graduation with Honors

Students in the College of Nursing who have successfully completed requirements for the Honors Program in the College of Nursing will be recognized at Commencement as graduating with Honors in the College of Nursing. (For details on requirements of the Honors Program see the College of Nursing Special Opportunities Section.)

D. Graduation with Distinction

The Office of the Registrar will certify, to the Dean of the College of Nursing, the names of students eligible to graduate with distinction. To be eligible for consideration, the graduate must meet one of the two following criteria:

1. complete the final 60 semester hours in residence in the College of Nursing, at least 45 semester hours of which must have been completed prior to the final semester of registration, OR
2. must complete the nursing major at The University of Iowa.

The grade point average upon which distinction is determined includes all work undertaken prior to the opening of the final session

- To graduate with highest distinction the cumulative GPA (UI and Total) must be 3.9 to 4.0.
- To graduate with high distinction the cumulative GPA (UI and Total) must be 3.8 to 3.89.
- To graduate with distinction the cumulative GPA (UI and Total) must be 3.75 to 3.79.

E. Nursing Undergraduate Commencement

A College of Nursing commencement ceremony will be held each May and December. Students who file an Application for Degree receive, information about caps and gowns and commencement procedures from the Office of the Registrar, Diplomas are mailed to graduates upon completion of all requirements.

F. Policy for Early Walking

Students are permitted to walk early for commencement if they are within one semester of completing all requirements for the BSN.

G. NCLEX® Examination and Licensure Information

All graduating seniors who plan to take the NCLEX® examination in Iowa will receive information about both the exam and required licensure procedures during of their final semester.

The NCLEX® examinations are offered at Pearson Professional Centers. Successful completion of the NCLEX® examination and graduation from a State-approved nursing program are requirements for licensure as a Registered Nurse in Iowa.

Students taking the NCLEX® examination outside of the State of Iowa need to contact the Board of Nursing in the state where they wish to become licensed. Specific requirements and procedures vary from state to state. Links to this information is available on the web under Senior Information in the ICON BSN Student Services Course.

Students are encouraged to enroll in a formal NCLEX® review course prior to taking the NCLEX® examination.

H. Iowa Board of Nursing Licensure Guidelines

All applicants who have a criminal conviction(s), other than a minor traffic violation, must submit copy(s) of the sentencing order(s) when submitting application materials. At the time of application the Iowa Board of Nursing will review each individual application and criminal record. The Board of Nursing will make the final decision regarding licensure.

I. B.S.N. Graduation Profile

Faculty teaching students in their final semester of the curriculum prepare BSN Graduation Profiles for each graduating student at the end of the semester. The primary purpose of the BSN Graduation Profile is to rate performance at graduation relative to the curriculum outcomes.

When the College of Nursing is requested to supply information to a prospective employer or to a graduate program, a copy of the BSN Graduation Profile is sent. A transcript from the Registrar's Office must be specifically requested if this information is needed.

A copy of the graduation profile follows on the next page.



The University of Iowa College of Nursing

BSN GRADUATION PROFILE

Graduation

Pre-Licensure BSN = May 2014 and later RN-BSN = December 2012 and later

Program Completion Date: _____

Name: _____

Student ID: _____

The graduate demonstrates competency in meeting the following program objectives:

Yes	No	Objective
		Ensure delivery of safe quality nursing care to diverse individuals, families, groups, communities and populations throughout the lifespan and across systems of care.
		Integrate theoretical and scientific knowledge gained from natural and social science and culture, society and the liberal arts into nursing.
		Demonstrate leadership and teamwork skills across systems of care to promote quality health outcomes.
		Use the best evidence from multiple ways of knowing to inform practice to make clinical judgments, solve problems and address systems improvements.
		Demonstrate a basic understanding of how health care policy, regulation, resource stewardship, technology and economics impact nursing practice and quality health outcomes.
		Use effective inter-professional communication and collaboration strategies to promote quality health outcomes.
		Apply health promotion and disease prevention strategies to diverse individuals, families, groups, communities and populations to promote quality health outcomes.
		Demonstrate professional values fundamental to the discipline of nursing.

Comments:

Faculty Signature

Title

Date

Student Signature

Date

SECTION XIII
University of Iowa Student Resources

A. 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.). <https://ombudsperson.org.uiowa.edu/>

B. Technology Resources

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 <https://nursing.uiowa.edu/current-students/computer-resources>. Details about all services for students are outlined on the ITS Student website: <https://its.uiowa.edu/itc>

C. Student Health – 4189 Westlawn or IMU Nurse Care Clinic, 319-335-8394 or use MyChart for Appointments

The outpatient clinic at Student Health 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. Student Health Service also houses the Health Iowa Program, which provides educational information to students regarding eating disorders, AIDS, and drug and alcohol consumption. <http://studenthealth.uiowa.edu/>

D. University Counseling Service - 3223 Westlawn, 319-335-7294 for appointments

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. UCS also offers programs, workshops, and consultation activities. Most services are available to students without cost. There is a minimal fee for psychological testing. <https://counseling.uiowa.edu/>

E. Student Disability Services – 141 University Capital Centre, 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. <https://sds.studentlife.uiowa.edu/>

F. Office of International Programs – 1111 University Capitol Centre, 319-335-2700

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. <http://international.uiowa.edu>

G. Iowa Veteran Education, Transition, and Support (IVETS) – Second Floor, Calvin Hall, 319-384-2626

Iowa Veteran Education, Transition, and Support (IVETS) serves veterans, dependents of veterans, servicemen, and servicewomen in matters relating to Veterans Administration educational benefits, University registration, and study at the University. <https://veterans.uiowa.edu/ivets>

H. Cultural Centers – (<https://multicultural.uiowa.edu/culturalcenters>)

Afro-American Cultural Center - <https://multicultural.uiowa.edu/culturalcenters/afrohouse>

Latino Native American Cultural Center - <https://multicultural.uiowa.edu/culturalcenters/lnacc>

Pride Alliance Center - <https://multicultural.uiowa.edu/culturalcenters/pridehouse>

Asian Pacific American Cultural Center – <https://multicultural.uiowa.edu/culturalcenters/apacc>

International Student Support and Engagement -

<https://multicultural.uiowa.edu/culturalcenters/international-student-support-and-engagement>

I. Office of Academic Support & Retention – 310 Calvin, 319-335-1497

Provides services and programs which create a seamless transition from high school to college and lead to student academic success. Develops communication tools to inform students of campus resources and programs to support student success. Maintains open communication with faculty, staff and parents about issues and resources pertaining to student retention.

<http://uc.uiowa.edu/retention>

J. Academic Support

The University of Iowa has an abundance of resources available to help students be successful. See more at Tutor Iowa for general University courses (<https://tutor.uiowa.edu/>). For students complete nursing major coursework, tutoring support is available by contacting Felton Student Success Center staff. For students completing nursing pre-requisite coursework, support is provided via the College of Nursing Supplemental Instruction Program. Learn more at <https://nursing.uiowa.edu/diversity/academicssupport>

K. Pomerantz Career Center – C310 Pomerantz Center, 319-335-1023

The center provides programs on resume preparation, job hunting, interviewing, and offers information on employers, salaries, and employment trends. It contains hundreds of resource materials on labor market trends, career options, academic requirements for specific careers, work environments, places of employment, salary ranges, advancement opportunities, and geographical regions of the country. The center also maintains information on developing strategies for finding jobs; research organizations and nonprofit agencies; defining job objectives and writing resumes and cover letters; and improving interviewing skills. An adviser is on duty to help students use the material. No appointments are necessary.

[Http://www.careers.uiowa.edu/](http://www.careers.uiowa.edu/)

L. Office of Student Financial Aid – 2400 University Capital Centre, 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. <https://financialaid.uiowa.edu/>

M. UI Service Center 2700 University Capital Centre, 319-335-0238

The UI Service Center hosts the following services in one location to assist students with their records and billing needs:

- University Billing
- Iowa One Card
- Registration Changes
- Transcripts & Verifications
- Graduation Services
- Residency
- Diplomas

Learn more at <https://uiservicecenter.uiowa.edu/>

N. Women's Resource and Action Center (WRAC) – Bowman House, 230 N. Clinton St., 319-335-1486

The WRAC provides services to meet educational, cultural, social, and personal needs of University students and community members of all genders. 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 students 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 students; and offers one-to-one problem-solving.

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. <https://wrac.uiowa.edu/>

O. Rape Victim Advocacy Program (RVAP) – 108 River Street, Iowa City, 319-335-6000 or 800-228-1625

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. <https://rvap.uiowa.edu/>

P. The University of Iowa Libraries

The libraries at The University of Iowa make up the largest library system in Iowa. A distinctive feature of the Iowa libraries is the "open shelving" plan. In many university research libraries, most users must request the delivery of items from closed shelving areas; at Iowa all users have the opportunity to go directly to the stacks and browse in all collections except those housing rare and special materials. The Hardin Library for the Health Sciences is a primary resource for students in the College of Nursing. <http://www.lib.uiowa.edu>

Q. External Support Contact Information

Hardin Library Contact:

Ms. Jen DeBerg

Health Science Librarian jennifer-deberg@uiowa.edu (319) 335-8554

Exxat:

Document related questions, email: approve@exxat.com

Technical issues, email: support@exxat.com

Online chat: <https://apps.exxat.com/Fusion/Account/Login>

CastleBranch:

(888) 723-4263 ext. 7196

Submit a request online at: <https://www.castlebranch.com/contact-us>

Financial Aid:

Mr. Bob Upmeyer

robert-upmeyer@uiowa.edu

Finanical-aid@uiowa.edu (319) 335-3950