

**IOWA**

**College of Nursing**

**BSN / RN-BSN**

**Handbook**

**College of Nursing**

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**2025-26**

The 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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## Welcome

Dear Student,

On behalf of the faculty, staff, and scholars 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.


The College of Nursing's Mission, Philosophy, and Pillars, serve to guide our faculty, staff, and scholars, in our various roles. As a UI nursing student, your education incorporates the College of Nursing's Seven Pillars. These pillars include integrity, awareness, caring, respect, learning, collaboration, and humility. I encourage you to learn more about the [Mission, Philosophy](#) and [Pillars](#) and allow them to guide you as well.

Faculty are committed to supporting you as you explore and extend your passion for nursing. Staff provide guidance and support for myriad experiences and needs.

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.

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 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.

## SECTION I Admission/Matriculation Requirements

### A. Admission Requirements:

[Direct Admission](#) applicants, must meet minimum High School requirements to be considered for review for admission. The Office of Admissions identifies high school deficiencies. All deficiencies at the time of application must be completed by Direct Admission students prior to arriving at the University of Iowa.

[Standard Admission](#) applicants must complete specific prerequisites to be considered for admission and complete all prerequisites prior to matriculation in the nursing major if offered admission.

[RN-BSN](#) applicants must have an Associate's Degree in Nursing (ADN) and specific prerequisites complete at the time of matriculation if offered admission.

## SECTION II Earning a 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. The full list of [prerequisites](#) and [nursing major courses](#) can be found on the College of Nursing website
2. All Prerequisites, General Education courses, World Language, and elective credit hours must be completed in order for a student offered admission to begin the nursing major courses (direct and standard admits only)
3. The full list of [prerequisites](#) and [nursing major courses](#) for RN-BSN can be found on the RN-BSN website.
4. Nursing major coursework must be completed in a sequential co-requisite / prerequisite order as outlined in the Program of Study ([BSN](#) and [RN-BSN](#)).
5. All Prerequisites, General Education courses, World Language and Nursing Major requirements must be completed with a grade of C or higher.
6. Students admitted to the College of Nursing will work with professional advisors to ensure they are meeting the requirements of the BSN via their individual program of study.

### B. Residency Requirements for prelicensure BSN students

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

- i. final 30 consecutive semester hours in residence, or
- ii. 45 of the last 60 semester hours in residence, or
- iii. a total of 90 semester hours in residence.

**NOTE:** Students should consult with the Office of the Registrar, with questions about Residency requirements for graduation.

### C. Student Class Standing for prelicensure BSN students

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

### D. Transfer Student Information for prelicensure BSN students

Students [who transfer to The University of Iowa](#) from another college or university come with varied backgrounds and experiences. It is important for students interested in the UI College of Nursing programs to contact the Felton Student Success Center as soon as they begin their transfer plans as transcripts are reviewed on an individual basis.

Students who have completed the sequence of pre-nursing course work from a cooperating post-secondary institution whose courses have been verified by The University of Iowa, may then apply for Standard Admission to the College of Nursing. Completion of the transferable prerequisites 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.

UI College of Nursing has individual RN-BSN 3+1 agreements with multiple higher educational institutions in Iowa. RN to BSN 3+1 agreements allow qualifying nursing graduates to seamlessly transfer to UI's College of Nursing to finish their [Bachelor of Science in Nursing](#) (BSN) degree online.

## SECTION III Policies Governing Registration/Enrollment

General information about Registration is found on the [Registrar's website](#).

### A. Changes in Registration:

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 one 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 their academic advisor to drop the course in MyUI.

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 are encouraged to make an appointment to meet individually with advisors and to attend the group advising sessions. Students should follow these procedures when preparing a schedule of courses:

1. Check their Degree Audit on MyUI for information on the completion status of all of course work, including General Education program requirement courses and total hours completed.
2. Check MyUI for earliest date and time to register, and identification of holds on registration.
3. Refer to MyUI / Courses and Registration about days and times of courses.
4. Update MyPlan in MyUI and schedule with advisor.

## **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.

## E. Late/Retroactive Withdrawal from Nursing Courses

1. The student must send a letter (from their University of Iowa email address) to [nursing-advising@uiowa.edu](mailto:nursing-advising@uiowa.edu) and in the subject line state Attn: Admission & Progression. Be sure to include:
  - Full name
  - University of Iowa student ID number
  - The student's signature on the letter (handwritten or official electronic signature)

Next: describe concisely the circumstances for the request (suggested maximum: three paragraphs and indicate what, if any, supporting documentation that the College of Nursing can expect to receive.

The process to complete a [Late/Retroactive Withdrawal](#) is described on the Office of the Registrar's website. 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 [nursing-advising@uiowa.edu](mailto:nursing-advising@uiowa.edu) and in the subject line state Attn: Admission & Progression or via certified mail to Council on Student Affairs, Admission & Progression, Attn: Associate Dean for Undergraduate Programs, 109 Nursing Building, 50 Newton Road, University of Iowa, Iowa City, IA 52242-1409.
  - c. Any medical documentation must be in the form of a letter, on agency/practice 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; screenshots or other information found on the internet.

## F. Transfer Credit

1. 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.
2. 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 for prelicensure BSN students regardless of the amount of transfer work accepted.
3. Once enrolled in the College of Nursing, students should seek prior verification 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.
4. 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.
5. 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. Students may file a [change of exam schedule request](#) with the Office of the Registrar. See [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.

## SECTION IV The College of Nursing Honor Code

(Revised: July 2023)

### 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 Ethics](#). 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 as well as professional colleagues at agencies where students have clinical experiences. The nursing community also includes College of Nursing alumni and members of professional nursing associations as well as nurses from other institutions.

Participation in the College of Nursing Honor Code (hereafter 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 race, creed, color, religion, national origin, age, sex, pregnancy (including childbirth and related conditions), disability, genetic information, status as a U.S. veteran, service in the U.S. military, sexual orientation, or associational preferences. Students and faculty together establish and maintain and protect trust in these beliefs.

Mutual respect and trustworthiness between the faculty, staff, 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 the work for any course or any experience is the student's own contribution to that scholarly conversation and expects the student to take responsibility for that contribution. This means that students 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. Students 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.

## **B. Applicability**

The Honor Code applies to all undergraduate students enrolled in the College of Nursing. Students are also required to comply with the University of Iowa [Code of Student Life](#).

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

## **C. Definitions of Misconduct**

Enrollment in 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 in adherence with the ANA The Code of Ethics.

Unacceptable behavior is divided into three categories: academic, clinical, and personal. The following behaviors are examples of violations of the Honor Code. The list does not include all behaviors that may be violations of the Honor Code.

### **1. Academic Misconduct**

The College of Nursing will engage with students on incidences of Academic Misconduct including, but not limited to:

- 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 attempting 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 then submitting 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 Honor 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. Clinical Misconduct

In addition to the [Code for Nurses with Interpretive Statements](#), the following conduct is considered unacceptable in the clinical area, includes, but is not limited to:

- a. Violations of the ANA Code 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 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. Exhibiting signs of cognitive and/or physical impairment consistent with being under the influence of drugs or alcohol in a clinical setting.

## 3. Personal Misconduct

The College of Nursing will report incidences of personal misconduct, as defined below, to the Office of Student Accountability.

- 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 Honor Code.
- b. Discrimination and/or Harassment, whether or not sexual in nature, verbal or written, in-person or on-line, in violation of the law or University policy: This may include bullying, hazing, stalking, repeated and unwanted communications, threats, or other wrongful conduct that seriously interferes with the work or study of any member of the College of Nursing community, refer to [Sexual Harassment and Sexual Misconduct](#), [Anti-Harassment policy](#). Violations of these policies are determined through the policies and procedures established by the Office of Civil Rights Compliance, but violations may incur other or additional sanctions imposed by the College of Nursing.
- c. Uncivil 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. The College of Nursing expects nursing students to adhere to the [Code of Student Life Policy Regarding the Use of Illegal Drugs and Alcohol](#).

- e. Violating the University’s [Acceptable Use of Information Technology Resources](#) that define proper and ethical use of computers.
- f. Obstructing the investigation of an alleged violation of the Honor 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. Students are required to use technology for educational and research pursuits in a manner consistent with [University policy](#) and [Research](#), professional standards and ethics (cite & link to American Nurses Association, Nursing: Scope and Standards of Practice, (3d Ed. 2015), and applicable laws.
- 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 be mindful and monitor their own social media use, such as and posting only statements and images that appropriately represent them, the College and their chosen profession. Students may also refer to the University of Iowa information on freedom of [speech](#) for further information.

#### D. Reporting Procedure for Alleged Misconduct

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. Faculty members are required to report all incidents of academic, clinical, and personal misconduct that occur via the [College of Nursing Report of Misconduct](#) form. Faculty, administrators, staff, and students may consult with the Associate Dean for Undergraduate Programs before reporting if needed.

All reports of alleged misconduct are private as is the identity of those reporting misconduct.

#### E. Procedure/Sanctions

##### 1. Academic Misconduct:

The faculty member will notify the student of the alleged misconduct (in writing) and meet with the student to provide an opportunity to discuss the allegation. The faculty member will discuss possible sanctions with the student, and then complete the College of Nursing [Report of Misconduct form](#). If the faculty member, student, and the Associate Dean for Undergraduate Programs agree with the sanctions, the student will be notified of the sanctions, in writing, and the matter is closed. Sanctions for *academic misconduct* within the course are outlined below.

VIOLATION	SANCTION
Attendance Policy	See course syllabus
Academic Integrity	Case by case basis. Sanctions could include, but are not limited to: <ul style="list-style-type: none"> <li>• re-doing an assignment,</li> <li>• re-taking an examination,</li> <li>• undertaking an additional assignment,</li> <li>• receiving a reduced grade,</li> <li>• completion of the Academic Integrity Seminar,</li> <li>• warning,</li> <li>• suspension,</li> <li>• dismissal from the College of Nursing.</li> </ul>

### Clinical Misconduct:

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.

In cases involving clinical misconduct, the student will be removed from the clinical setting on an interim basis. The Associate Dean of Undergraduate Programs will notify the student of the alleged misconduct (in writing) and provide an opportunity for the student to share information regarding the allegation and discuss possible sanctions. The Associate Dean of Undergraduate Programs will collect relevant information from the faculty and clinical site leadership.

The Associate Dean of Undergraduate Programs will discuss sanctions with the student and then complete the College of Nursing [Report of Misconduct form](#). If the student and the Associate Dean for Undergraduate Programs agree with the sanctions, the matter is closed. Sanctions for clinical misconduct are outlined below.

LEVEL OF INCIDENT	SANCTION
Professional Misconduct	Sanctions could include, but are not limited to: <ul style="list-style-type: none"><li>• removal from clinical setting,</li><li>• remediation/guidance and return to clinical only with demonstrated competency,</li><li>• failure of assignment/course,</li><li>• dismissal from College of Nursing.</li></ul>
HIPAA Violation	Sanctions could include, but are not limited to: <ul style="list-style-type: none"><li>• Removal from clinical setting,</li><li>• failure of assignment/course,</li><li>• dismissal from College of Nursing.</li></ul>
Incident that does not cause harm to patient due to lack of knowledge.	Sanctions could include, but are not limited to: <ul style="list-style-type: none"><li>• Remediation and guidance to critical nursing content,</li><li>• Return to clinical only with demonstrated competency,</li></ul>
Patient Safety Issue – risk of harm to patient but no harm caused.	Sanctions could include, but are not limited to: <ul style="list-style-type: none"><li>• Immediate removal from clinical setting,</li><li>• Remediation and return to clinical only with demonstrated competency,</li><li>• failure of course,</li><li>• dismissal from College of Nursing.</li></ul>
Harm to patient	Sanctions could include, but are not limited to: <ul style="list-style-type: none"><li>• failure of course,</li><li>• dismissal from College of Nursing program.</li></ul>
Incidents of impairment due to drug or alcohol use in the clinical setting	See Substance Abuse Policy for additional information

2. Personal Misconduct:

The College of Nursing will report incidences of personal misconduct to the Office of Student Accountability, who will determine appropriate sanctions.

- i. While matters of personal misconduct will be referred to the Office of Student Accountability, the Associate Dean of Undergraduate Programs will engage the student in a dialogue regarding the personal misconduct for the purpose of mentoring and guidance, with attention to fostering student success in the nursing program and addressing future licensing concerns.

3. Additional Misconduct

If a student has a second violation of the College of Nursing Honor Code, more serious consequences may result. The student's conduct will be evaluated closely, measured against the American Nurses Association Code for Nurses, and feedback sought from faculty about the student's overall conduct and fitness for professional nursing before sanction decisions are rendered by the Associate Dean of Undergraduate Programs.

## F. Procedure for Appeal

1. Academic Misconduct:

A. Reasons for Appeal

If a student wishes to appeal a decision made by a faculty member regarding academic misconduct, the student must submit a written request for a review of the faculty member's decision to the Associate Dean for Undergraduate Programs within five days of receiving notification of the faculty member's decision.

The Associate Dean of Undergraduate Programs or their designee will determine if the appeal meets the following conditions.

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.

If the appeal request does not meet the conditions above, the Associate Dean of Undergraduate Programs will inform the student the case is closed. The Associate Dean of Undergraduate Programs will issue a written report regarding the review within five days of receiving the appeal.

If there is evidence that the appeal should be reviewed further, the Associate Dean of Undergraduate Programs will refer the appeal to a Hearing Panel within seven days.

B. Hearing Panel

The Hearing Panel is appointed by the Faculty Assembly and consists of three faculty and one representative student. The panel will select one of the two faculty to serve as chair. If the appealing student has concerns about potential bias of a member of the Hearing Panel, they can submit a request in writing to the Associate Dean for Undergraduate Programs, with rationale, for substitution of another member. The Chair will approve or disapprove the request for a substitute and their decision is final.

### C. Hearing Procedures

- a. A hearing will be scheduled within five days and must occur within 10 days of the Associate Dean of Undergraduate Programs' referral to the Hearing Panel.
- b. No later than five days before the hearing, the appealing student and the faculty member, assisted by the staff in 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 student wishes to have a personal advisor accompany them, the accused student must submit the name of the advisor and state whether the advisor is an attorney.
- c. No later than three 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.
- d. The Hearing Panel may hear testimony from any party whose testimony it deems relevant, including, but not limited to, the person who reported the misconduct, other witnesses, and the course faculty.
- e. The Hearing Panel may review any documents or evidence relevant to the issue.
- f. The student will have the opportunity to appear before the Hearing Panel to present their case and remain present while all testimony is presented. The student may review all documents considered and may question witnesses. The 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.
- g. The hearing is closed to the public.
- h. The Hearing Panel may conduct the hearing even if the student is absent where reasonable attempts to contact the student were 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.
- i. 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 decision of the faculty member will be upheld, modified or reverse the decision. The decision will be based on the totality of the circumstances and final sanctions will be determined by the Hearing Panel
- j. The Hearing Panel's decision will be communicated in writing to the student within five days. 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.
- k. The decision of the Hearing Panel is effective upon notification of the student.

### D. 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.

## 2. Clinical Misconduct Appeals:

1. The student may submit a written request to the Dean of the College of Nursing within five days of the date of the dismissal decision letter requesting a review of the Associate Dean for Undergraduate Program's decision. The Dean of the College of Nursing, or their designee, will determine if the appeal meets the following conditions.

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

2. If the appeal request does not meet the conditions above, the Dean of the College of Nursing will inform the student the case is closed, in writing, within 10 days.

3. If the appeal request does meet the conditions above, the Dean of the College of Nursing may uphold, modify or reverse the decision. The Dean will issue a written report, to the student, regarding the review within 10 days of receiving the appeal.

## **G. Additional Appeal in case of Dismissal from the College of Nursing Program**

When a student is dismissed from the College of Nursing due to academic or clinical misconduct and is not satisfied with the results of the formal appeal to the College of Nursing, the student may then request a review of the decision by the Associate Provost for Undergraduate Education. Appeals are not heard by the Associate Provost until the Dean of the College of Nursing has responded to the formal appeal from the student.

## SECTION V College of Nursing Substance Abuse Policy for the Clinical Setting

(Revised Summer 2023)

### A. Introduction

1. Student use of illegal drugs, misuse of prescription and non-prescription medications (as defined by law), and alcohol abuse is a matter of concern to The College of Nursing. The College of Nursing endeavors to protect and assist students by providing reliable information about the hazards of drugs and alcohol, identifying students at risk for substance use issues and, assisting students in receiving substance abuse treatment when necessary. The College of Nursing also recognizes its obligation to patient safety and the integrity of student activities in clinical experiences.
2. The College of Nursing believes students will adhere to policies and expectations of professional behavior and will create a safe environment for patients and other students.
3. The College of Nursing recognizes that addiction is a treatable illness, and individuals should receive an opportunity for treatment prior to any disciplinary action whenever possible. In addition, the College of Nursing recognizes that one instance of substance use/abuse in a clinical setting does not always indicate a pattern of abuse; however, one instance can compromise patient safety and clinical site placement(s).

### B. University Policy

College of Nursing students are expected to comply with University of Iowa [Policy Regarding the Use of Illegal Drugs and Alcohol](#). Violations of these policies that take place outside of the clinical setting will be subject to the disciplinary process established by the Office of Student Accountability.

### C. Education

The College of Nursing faculty and staff will provide information to nursing students about College of Nursing substance use/abuse policies during orientation and in each clinical course.

### D. Incident Intervention

1. The College of Nursing will address incidents related to misuse/abuse of alcohol, legal/illegal drugs in the clinical setting as follows:
  - a. When faculty assessment indicates signs of cognitive and/or physical impairment consistent with being under the influence of drugs or alcohol in a clinical setting, the faculty member (or their designee) will;
    - i. immediately remove the student from the clinical setting, on an interim basis.
    - ii. escort the student to UI Student Health for further assessment and determination of the need for drug or alcohol testing.
  - b. The faculty member will report the issue to and consult with the Associate Dean of Undergraduate Programs.
  - c. The student may not be permitted to return to the clinical setting without acceptable documentation of the student's ability to provide safe patient care is provided to the Associate Dean of Undergraduate Programs.

### E. Process

1. Meeting with Student: In all instances of alleged substance use / abuse in a clinical setting, the Associate Dean of Undergraduate Programs will do the following:
  - I. Notify the student of the alleged concern,
  - II. meet with the student,
  - III. discuss the incident,
  - IV. consult with the Office of Student Accountability (as needed), and

subsequently determine further action.

2. Possible action includes, but is not limited to:

- a. Clinical evaluation/ assessment of substance use: The student may be required to obtain a clinical evaluation/assessment at UI Student Health, or other acceptable medical facility approved by the Associate Dean of Undergraduate Programs.
  - i. If the healthcare provider orders drug or alcohol testing, the student will be required to release the results of testing to the Associate Dean of Undergraduate Programs. The student will also be required to complete the evaluation and any recommendations for treatment. The student will need to sign a waiver to allow the release of information regarding this sanction to the Associate Dean of Undergraduate Programs.
  - ii. Students refusing a sanctioned clinical evaluation / assessment may be dismissed from the College of Nursing.
- b. Referral to Treatment Resources: The student may be referred to Student Health for healthcare provider referral to treatment for alcohol/drug dependency.
- c. Referral to Student Wellness for an evaluation with a substance abuse counselor, and recommendation regarding next steps which may or may not include education, treatment or no additional follow up.
- d. Substance abuse counseling: Student may be required to obtain substance abuse counseling through a qualified care provider and follow through with all recommended treatment(s) as a condition of progression in the College of Nursing.
- e. Outpatient/Inpatient Treatment Program: Student may be required to seek outpatient / inpatient treatment for alcohol / drug dependency as a condition of progression in the College of Nursing.
- f. Drug / Alcohol Screening: Any student who has been sanctioned an evaluation and/or treatment for alcohol/drug dependency may be subject to random drug testing while enrolled as a student in the College of Nursing.
- g. Disciplinary Probation: The student may be placed on disciplinary probation for a period at the discretion of the Associate Dean of Undergraduate Programs.
- h. Dismissal: The student may be dismissed from their program of study within the College of Nursing.

**F. Post Incident Process: Probation and Progression in the Program**

1. Drug Testing: During a student's probation with the College of Nursing, if ongoing evaluation /drug testing is including in the sanction items:
  - a. The cost of drug testing will be assumed by the student.
  - b. Drug testing will be completed at Student Health or the University of Iowa Hospitals & Clinics whenever possible.
  - c. Results from University of Iowa Health Care will be sent to UI Student Health.
  - d. Student Health will communicate the results to the Associate Dean of Undergraduate Programs. All results are considered confidential.
2. Progression / Re-Entry in the Nursing Program: Barring any outstanding legal concerns, should a student be required to or voluntarily seeks treatment that interrupts their program of study, re-entry to the nursing program may be permitted with satisfactory documentation from the health care provider.
  - a. Documentation must include the steps taken to prevent recurrence and a statement that the student is believed safe for patient care.
  - b. Re-entry is also contingent on space available in the nursing program.

**G. Appeals: Refer to the College of Nursing Honor Code Section F, Clinical Misconduct Appeal Process.**

## 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
- H = Honors Credit
- AUS / AUU = Audit Successful / Audit Unsuccessful
- P/N = Pass/NonPass
- = = Grade has been changed from initial assigned grade

### B. Grade Point Average

The cumulative GPA is computed by:

1. Multiply the number of semester hours in each course by the appropriate grade point;
2. Totaling the grade points earned to date; and then,
3. 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:

1. All Nursing courses
2. Cumulative GPA (combined nursing courses, general education requirements & elective coursework)
3. Direct Admission students are required to maintain a 3.0 or higher cumulative GPA during their first two years at the University 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 [Online Drop Authorization Process](#).

## 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 course's work. When an incomplete is granted, the plan for course completion will be documented in a contract signed by the student and the faculty member.

## F. Pass – Nonpass (P/N) Grading

1. No nursing major course may be taken as P/N. .
2. Prelicensure students in the College of Nursing have the option of taking only elective courses P/N. P/N grading may be used in elective courses only. Courses used to satisfy the General Education Program Requirements 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.

### 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.
- 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. 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.
- d. A maximum of 12 semester hours of P grades from all Colleges are 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. All students registered for these courses receive either an S or an F.

- 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 6 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.
- d. **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 (#)

1. 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.
2. 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.
3. 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**

1. 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.
2. 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.

## **N. College of Nursing Final Exam Policy**

1. 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.
2. 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 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.
3. Should we add something about ATI make up exams being during Finals week?
4. For more information, see UI on [Final Exam policies](#).

## 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.
  - a. Students must maintain a minimum cumulative nursing major GPA of 2.5 or higher. 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. Students may not enroll in other required nursing courses until the second-grade option course is successfully completed.
  - b. Students who earn less than a “C” in more than one course throughout the nursing major will be dismissed from the College of Nursing.
2. Students are bound by the Honor Code and must provide safe care to patients at all times. Any student who is unable or unwilling to provide safe care may 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 by using the [College of Nursing Misconduct Report Form](#) Examples of unsafe/unethical conduct may include , but isn't limited to:
  - b. Act(s) or omission(s) which may adversely affect the physical or psychological welfare of the client.
  - c. Commission of an act which causes physical, emotional or financial injury to the client.
  - d. Engaging in sexual conduct including inappropriate physical contact or behavior which is seductive, demeaning or exploitive with regard to a client.
  - e. Failing to report to or leaving a nursing assignment without properly notifying appropriate supervisory personnel and ensuring the safety and welfare of the client.
  - f. Violating the confidentiality or privacy rights of the client, including the use of social media.
  - g. Discriminating against a client based on age, sex, race, creed, illness, economic or social status sexual orientation, gender identity, or associational preferences.
  - h. Failing to assess, accurately document or report the status of a client.
  - i. Misappropriating medications, property, supplies or equipment of the client or the agency.
  - j. Fraudulently or inappropriately using or permitting the use of prescription blanks or obtaining prescription medications under false pretenses.
  - k. Practicing clinically while under the influence of alcohol, illegal drugs or while impaired by the use of legitimately prescribed pharmacological agents or medications.
  - l. 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.

### B. 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:
  - a. Probation - nursing major courses
  - b. Probation – cumulative nursing major GPA less than a 2.5
  - c. 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 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 an Iowa 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 Iowa 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.
6. Direct Admission Students  
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. A Direct Admission student who fails to meet the requirements for progression prior to beginning the nursing major will be placed on probation.
    - i. 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.
    - ii. 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.
    - iii. A Direct Admission student may apply for Standard Admission to re-enter the College of Nursing.
  - b. A Direct Admission student not meeting the behavioral standards expected by the College of Nursing is subject to probation and/or dismissal.

### **C. 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.

### **D. Grade Appeal Policy: (Effective Fall 2016)**

1. Students are responsible for meeting the standards of academic performance established for each course. The establishment of the criteria for grades and the evaluation of student academic performance are the responsibilities of the instructor.
2. 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.
3. The burden of evidence lies with the student in a grade appeal procedure. The College and the student should cooperate to follow the established timelines in order to reduce the extent to which a grade appeal procedure affects student progression and financial aid status.
4. If an appeal involves a course designated as a prerequisite for the next course in a plan of study, student progression may be affected while the appeal is pending.
5. The appeal must provide adequate evidence that capricious grading has occurred. Capricious, as that term is used here, comprises any of the following:
  - a. The assignment of a final grade to a particular student on some basis other than that student's performance in the course;
  - b. 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;
  - c. The assignment of a final grade by a substantial departure from the instructor's previously announced standards.
6. When a grade appeal is NOT appropriate:
  - a. To challenge course design;
  - b. 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);
  - c. To challenge grading applied to all students in the course.

### **E. Informal Grade Appeal Procedure**

1. Students are encouraged to communicate with the instructor first to resolve any discrepancy surrounding an assigned grade (Informal Appeal). All communication about this appeal should use the provided forms/link and occur electronically.
  
2. If the student is not satisfied with the outcome of the informal appeal, they may pursue the Formal Grade Appeal Procedure.

## **F. Formal Grade Appeal Procedure**

1. The student will use the Grade Appeal Form (Appendix A). The burden of evidence lies with the student, who MUST articulate clearly the reason for the formal appeal (following the same criteria above).

The Grade Appeal Form and supporting documentation must be received by the Associate Dean for Undergraduate Programs within five (5) days of the final grade posting.

2. The Associate Dean for Undergraduate Programs will forward the written grade appeal to the instructor who assigned the grade for written response.

The instructor will respond to the appeal within five (5) 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.

The Associate Dean for Undergraduate Programs will provide a written decision to the student within two (2) business days, with a return receipt requested.

3. If the student is not satisfied, the student has two (2) business days from the receipt of the written decision to continue the appeal by providing written notification to the Associate Dean for Undergraduate Programs.

The Associate Dean for Undergraduate Programs informs the Dean of the College of Nursing and provides all appeal materials to the Dean for review/decision-making.

The Dean will consider the appeal within 5 business days and communicate a final decision in writing to the student, the instructor and the Associate Dean for Undergraduate Programs.

## **G. Final Grade Appeal Procedure**

When a student is not satisfied with the results of the formal grade appeal to the College of Nursing, the student may then request a review of the decision by the Associate Provost for Undergraduate Education. Appeals are not heard by the Associate Provost until the Dean of the College of Nursing has responded to the formal appeal from the student.

## **H. Re-Entry to the Nursing Major**

Expectations for the prelicensure and RN BSN 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, they work with staff in the 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 Standard Admission process.
4. Students re-entering the program must meet the academic requirements of the program that are in place at the time of re-entry. Nursing major courses in the prelicensure and RN BSN program that have been taken more than five years prior may need to be repeated.

## **I. Dismissal of Prelicensure and RN-BSN Students for Poor Scholarship**

1. A nursing student (i.e. in nursing major courses) on probation who does not achieve a grade of C (2.0) when repeating a failed nursing course will be dismissed from the College of Nursing for poor scholarship.
2. A nursing student (i.e. in nursing major courses) on probation for academic performance who cancels their registration at any time without documented good cause will be dismissed from the College of Nursing.
3. Direct Admission students (prior to the nursing major) who:
  - a. earn less than a C (2.0) on the second attempt of a prerequisite course will be dismissed from the College of Nursing. The student may still be eligible to apply for Standard Admission to the College of Nursing in the future.
  - b. does not meet the minimum 3.0 cumulative GPA standard at the end of the next semester (fall or spring), will be dismissed from the College of Nursing. The student may be eligible to apply for Standard Admission to the College of Nursing in the future.
4. Dismissed nursing students must leave the program for a minimum of one year. Refer to re-admission after dismissal petition process.

## **J. Re-Admission (after dismissal) Petition Process**

1. Prelicensure BSN and RN BSN students dismissed from the College of Nursing may petition the Admissions and Progression Committee, in a written letter, 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. 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 of academic reasons must submit their request, in a written petition letter, 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 Direct Admission Program may be eligible to apply to the College of Nursing via the Standard Admission process without petitioning the Council on Student Affairs.
3. The petition letter must present evidence that changes have occurred which indicate that the student has improved their chances for academic success in the College of Nursing. RN-BSN students must also provide 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 provide evidence of readiness to return to the academic setting.
4. The Associate Dean for Undergraduate Programs will present the appeal to the Council on Student Affairs -Admissions and Progression Committee which includes faculty members who represent various disciplinary areas of the College of Nursing. The Council meets only in April and September to consider petitions.
5. The Admissions and Progression Committee 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 on Student Affairs.

7. The decision of Admissions and Progression Committee is final.

#### **K. Academic Petition Examples**

Council on Student Affairs– Admissions and Progression Committee, 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. Retroactive withdrawal from a single course or selected 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.

#### **L. Letters of Petition**

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

- be submitted as a letter to [nursing-advising@uiowa.edu](mailto:nursing-advising@uiowa.edu), subject line, “Letter of Petition – Student Name”
- 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
- present evidence of changes for academic success
- 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

B. Supporting letters to the Council on Student Affairs– Admissions and Progression Committee, The College of Nursing accepts letters of supporting information only for the purpose of documenting requests for exceptions to College of Nursing policies.

- i. A. Letters of petition and supporting documentation must arrive no later than 5 business days after grades are posted on the academic record for the session in which the event(s) pertaining to the petition took place.
  
- ii. B. 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 licensed therapist.
  - 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.
  - No persons outside the University are provided information without the student’s permission, except for items of directory information. All requested information is required for the College of Nursing to act upon the student’s request.

**Correspondence sent by email must be sent to [nursing-advising@uiowa.edu](mailto:nursing-advising@uiowa.edu)**

In the subject line: Council on Student Affairs– Admissions and Progression Committee, Attn: Associate Dean for Undergraduate Programs

## 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](#).

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, workspaces & 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  
Reviewed October 2025

## B. Health Science/Clinical Course Participation Requirements

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

1. Health Science Student Requirements: <https://studenthealth.uiowa.edu/especially/health-science-students>):  
Reports of the following must be uploaded to CastleBranch **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. TB Test (TST or IGRA)
    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.
  - d. Hepatitis B Vaccine
    1. 3 vaccines and positive surface antibody titer; titer or 2 HepB vaccinations and a positive antibody titer 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
  - e. 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
  - f. Student Health Screen Form
  - g. Influenza vaccine: The influenza vaccine is required annually due to the nature of clinical experiences.
  - h. Covid vaccine - Students will provide **documentation of COVID-19 vaccination status, religious or medical exemption directly to clinical agencies upon request.** The College of Nursing Clinical Program Coordinators will assist students in identifying the clinical agencies point of contact for submitting the requested documentation.
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 May 1 .of the applying year.

For students beginning study in a spring semester, CPR must be completed after December 1 of the applying year.

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's U-Bill to cover the cost of professional liability insurance, which in turn is purchased by the College of Nursing for all students.

b. **RN-BSN Students:**

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. Coverage is for at least \$1,000,000 single occurrence and \$3,000,000 aggregate limit.

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 Professionals students](#).

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 Associate Dean of Undergraduate and RN Programs the Associate Dean will advise the student of the effect of the disclosure on the student's status in the College of Nursing, with possible outcomes including:

- 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 Limited English Proficiency (LEP)
- **H00403** | New Hire Orientation
- **H00446** | Domestic Violence
- **H00448** | Patient and Staff Rights and Responsibilities

- **H01897 | Annual Combined HIPAA/Fraud, Waste, and Abuse Training**
- **H01731 | University of Iowa Stead Family Children’s Hospital Orientation**
- **H02037 or H02038 | Safety/Infection Control**
- **H02061 | Point of Care: Bedside Glucose**
- **H02283 | Annual Safety Review – Medical Center Downtown**
- **H02285 | Medical Center Downtown New Employee Orientation**

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 (Reviewed October 2025)

- a. Students are required to provide verification of current, active RN license (if applicable). Verification consists of a screenshot of the RN license card, clearly indicating license number and expiration date.
- b. A student will not be admitted to the RN-BSN program or permitted to engage in a clinical course if the student:
  - i. Has been denied licensure by the board of nursing, and/or
  - ii. Has a license that is currently suspended, surrendered or revoked in any United States jurisdiction, and/or
  - iii. Has a license/registration that is currently suspended, surrendered or revoked in another country due to disciplinary action

9. Past Felony Conviction

- a. Per Iowa Code section 272C.15(2), the Iowa Board of Nursing provides a List of Potentially Disqualifying Criminal Convictions. This list includes charges that could disqualify an applicant from receiving a license. A 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.
- b. 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 to the Iowa Board of Nursing. In order for an individual to become a licensed nurse in Iowa, the person must first graduate from a state board approved nursing program.
- c. 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.
- d. 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.

10. Transportation

Access to transportation, (i.e., a personal vehicle, public transportation (cambus, city bus, uber/lyft, etc.), carpool, or car rental) **is necessary** for the clinical experiences. Students may need to travel up to 100 miles for clinical experiences.

### 11. Photo Identification Badges

All students are required to have a College of Nursing Student badge at the start of the nursing program. University of Iowa Health Care Student Badges are ordered by the Felton Student Success Center prior to the first day of lab/clinical. 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.

### 12. 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.

## C. Clinical Requirements

Although the information below applies specifically to undergraduate students, faculty may also find it helpful in planning learning experiences related to clinical.

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. The College of Nursing purchases group coverage for all pre-licensure and 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 through the Iowa Department of Human Services and must be completed prior to starting the nursing program.
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 &amp; Body Fluid Exposure Reporting</p> <p>-----</p> <p>Student Health -UI 319-335-9704 (Triage Nurse)</p>	<p>Review the Student Health website for reporting procedures if there is an occurrence @ UI Health Care or off campus. <a href="https://studenthealth.uiowa.edu/services/blood-and-body-fluid-exposure/">https://studenthealth.uiowa.edu/services/blood-and-body-fluid-exposure/</a></p> <p>Health Science Students Protocol for Reporting Blood &amp; Body Fluid Exposure</p> <ul style="list-style-type: none"> <li>• Clean wound thoroughly</li> <li>• Inform your instructor, preceptor, attending physician or supervisor.</li> <li>• Identify source of exposure (patient)</li> <li>• In the hospital or clinical setting, initiate the collection of the source patient's labs.</li> <li>• Call SH&amp;W-Nurseline @ 319/335-9704</li> <li>• If SH is closed, call UI Health Care 319/356-2233 and ask to speak to Staff Physician</li> <li>• Obtain medical care as advised</li> <li>• Accept responsibility for follow-up</li> </ul> <p><u>NEED TO KNOW</u></p> <ul style="list-style-type: none"> <li>• UID</li> <li>• Name &amp; phone number of your supervisor Nearest Fax #, if off-campus</li> <li>• Information on incident</li> </ul> <p>For complete protocol <a href="https://studenthealth.uiowa.edu/">https://studenthealth.uiowa.edu/</a></p>
<p>9. Medication dispensing systems</p>	<p>Faculty are responsible for arranging orientation in each agency including electronic medication dispensing systems.</p>
<p>10. N95 masks/respirators</p>	<p><b>Pre-licensure students:</b> 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 - N95 masks will be worn during clinical rotations while providing care to airborne isolation patients. The student is responsible for covering the cost of fit testing.</p> <p><b>RN-BSN students:</b> Students can go to Student Health on campus if fit testing is needed for Community and Public Health Practicum or PRIV: Leadership &amp; Professional Engagement Project. Please call Student Health to make an appointment at (319) 335-8394.</p>

11. Latex allergy	<ol style="list-style-type: none"> <li>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.</li> <li>2. The College of Nursing student will provide written documentation of the latex allergy and any related requirements.</li> <li>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.</li> <li>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. UI Health Care will provide gloves, etc. during an interim period in which the student is being tested.</li> <li>5. For questions call the Director of Nursing Education, Department of Nursing at UI Health Care at 356-3959.</li> <li>6. Students at agencies other than UI Health Care need to contact nurse managers before clinical experience begin.</li> </ol>
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 UI Health Care should report to Student Health for follow-up/ treatment. In general, all students need to report injuries to Student Health, even if accident occurred at an off campus clinical site.
14. Statement of Confidentiality	Signed and uploaded to CastleBranch account.
15. Student Honor Code of Conduct	Affirmation signed and uploaded to CastleBranch account.
16. Criminal Background Check/Abuse Registry Check	<p>All students who have or will have patient contact will be required to have a criminal background check and abuse registry check.</p> <p>Students will self-order checks through college vendor, CastleBranch, and are responsible for all associated costs.</p>
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"> <li>• In a unit other than the unit in which the student is an employee, with the exception of senior internship placements</li> <li>• Preceptor must have course appropriate credentials.</li> <li>• Preceptor is not to be a friend, relative or direct supervisor of the student.</li> <li>• Students must not be in paid status during clinical experience.</li> </ul>

## SECTION IX College of Nursing Professional Conduct Policy

(Effective 9/16)

### A. 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. Personal appearance, 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 College of Nursing students to maintain appropriate conduct and a professional appearance.

### B. Policy Dissemination and Expectations

The faculty, students, and staff alike are responsible for maintaining a professional climate consistent within the College of Nursing building, 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 students. At a minimum, faculty will inform students in course orientation and in the syllabus regarding expectations for specific dress within that course.

All students will have an opportunity to review this handbook, and all policies contained within it and are expected to comply with its principles.

### C. Professional Conduct and Attire

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.

- a. Appropriate attire 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.
  - a. Students are expected to identify/introduce themselves as nursing students at all times and must assume responsibility for clarifying their role to clients/patients. Name badges that identify the individual as a nursing student facilitate appropriate recognition and must be worn in clinical settings.
  - b. Clients/patients should be addressed with the appropriate title (Mr., Mrs., Ms., Miss, Dr, etc.) unless the client has given permission or requested to be called by another name.
  - c. 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 the preference of individual faculty members.

## **D. Personal Appearance**

1. 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.
  - a. Hair must be neat, clean and secure. It may not obscure vision, or ability to wear personal protective equipment (PPE).
  - b. Long hair must be pulled back securely.
  - c. Head covering worn by an individual for a medical, religious or ethnic need, must be neat, clean and secure. It may not obscure vision, or ability to wear personal protective equipment (PPE).
  - d. Facial covering worn by an individual for a medical, religious or ethnic need, must be neat, clean and secure. It may not obscure vision, or ability to wear personal protective equipment (PPE).
  - e. Facial hair must be neatly trimmed or shaven, it may not obscure vision or ability to wear personal protective equipment (PPE).
  - f. 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 is 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.
  - g. Nails should be neat, clean and shorter than fingertips. No nail polish or artificial nails shall be worn.
  - h. Scented products may create difficulties for patients, 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 patients, clients or staff.

## **E. Uniform Policy (pre-licensure students only)**

1. All students are expected to comply with the principles in the Uniform Policy.
  - a. When entering University of Iowa Health Care facilities, all nursing students must wear the appropriate uniform for clinical, lab, simulation or employment. If a particular uniform is not otherwise specified, students are to wear professional / business casual attire.
  - b. 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.
  - c. The UI College of Nursing scrubs should not be worn when students are in paid employment such as working as a nursing assistant.
  - d. This policy will be administered with sensitivity and respect for each individual's medical, religious, or ethnic need to diverge from the guidelines set forth. Therefore, exceptions to the policy for these reasons should be considered on a case-by-case basis and appropriate counsel sought from the Associate Dean of Undergraduate Programs.

The College of Nursing uniform will consist of the following:

2. Scrubs:

- a. Black scrubs with the University of Iowa College of Nursing logo embroidery. Official uniforms are purchased through SNAUI. Skirt scrubs are not currently available for purchase through SNAUI.
- 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.
- d. An individual may wear a long black scrub skirt for a medical, religious or ethnic need.
  - i. The scrub skirt should be no shorter than mid-calf and may not extend past the top of the shoe (no contact with the floor).
  - ii. Black stockings or leggings are required, they must fully extend from hem of skirt to shoes with no gap.
  - iii. The scrub skirt should not obscure mobility required for clinical setting (walking, bending, twisting)
  - iv. Individually purchased long black scrub skirts will need to be taken to Stich N Time (call first: 319-338-2466) to be embroidered with the official University of Iowa College of Nursing logo in line with the scrub design.
- e. 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 scrub top.

3. White lab coat

- a. The lab coat is purchased through SNAUI and has the College of Nursing logo embroidered on the left chest.
- b. 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.
- c. 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.

4. Shoes

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

5. Maternity uniform policy

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

6. Business casual attire policy

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

regarding appropriate attire.

**7. Examples of inappropriate dress**

- a. Shorts, denim clothing, exercise or workout clothing, fleece apparel or sweatpants.
- b. Open-toe footwear such as sandals, flip flops, or bedroom slippers.
- c. Caps or hats, unless worn for medical or religious reasons or for the nature of the specific duties.
- d. Shirts or other apparel with inappropriate images, wording or logos that may be perceived as offensive to patients, families or others.
- e. Clothing that exposes cleavage, undergarments, mid-section, or buttocks.

## SECTION X University Policies

### A. Disability Protection Policy and Accessibility Statement

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 applicable state and federal law.

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. Inquiries and complaints should be directed to the [Office of Civil Rights Compliance](#) for a confidential investigation.

Applicants/employees, with disabilities, disabled veterans, or veterans of the Vietnam Era desiring more information should contact the [Office of Civil Rights Compliance](#).

Student Disability Services (SDS) serves the University of Iowa 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.

### B. Nondiscrimination Statement

The university is committed to the principle of equal opportunity including access to facilities. Differences in treatment are prohibited when based on race, creed, color, religion, national origin, age, sex, pregnancy (including childbirth and related conditions), disability, genetic information, status as a U.S. veteran, service in the U.S. military, sexual orientation, or associational preferences. This principle must be observed in the internal policies and practices of the university; specifically in the admission, housing, and education of students; in policies governing programs of extracurricular life and activities; and in the university's treatment of its applicants and its employees. Consistent with state and federal law, reasonable accommodations will be provided to persons with disabilities and to employees with known limitations related to pregnancy, childbirth, or related medical conditions, and to accommodate religious practices. The university shall work cooperatively with the community in furthering these principles. For additional information on this [policy](#), contact the [Office of Civil Rights Compliance](#).

### C. Reporting Concerns of Discrimination, Hate speech, or Crime

The University of Iowa aims to maintain a safe environment for everyone. We are committed to creating a welcoming campus. While we cherish freedom of expression, we also respect our differences. By enhancing our ability to listen, learn, and treat each other fairly, we strengthen our community and foster collaboration and mutual respect.

The Office of Civil Rights Compliance works to uphold civil rights laws, provide resources, and ensure compliance in key areas: sexual misconduct, disabilities, and discrimination.

The university community can report incidents securely online to the OCRC. Students can call **319-335-3555** or click on **[“REPORT A PROBLEM”](#)**. In the instance of a crime or emergency, **immediately contact 911**.

#### **D. Policies and Regulations Affecting Students**

All nursing students are responsible for reading the [University Policies and Regulations Affecting Students](#). Please refer to these policies and regulations for questions regarding student rights, student responsibilities, and student organizations at The University of Iowa.

#### **E. 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, pertaining to [Directory Information](#).

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

#### **F. 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.

#### **G. Policy on Sexual Harassment, Sexual Misconduct, and Consensual Relationships**

Outlined here 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 Civil Rights Compliance \(OCRC\)](#), in the Felton Student Success Center and in the Associate Dean's office at the College of Nursing Building.

#### **H. 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.

#### **I. 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 and does not unfairly burden employees.

Regarding classroom attendance, students who notify the faculty (including teaching assistants) of a religious holy day conflict in a timely manner shall be excused from class or other scheduled academic activity to observe a religious holy day of their faith. Where attendance is mandatory, students compelled by their religious convictions to refrain from attending class on specific days must notify their instructors during the first few days of the semester or session, and no later than the third week or one week before the absence if a conflict occurs before that time.

Read the full [policy](#).

#### **J. 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.

#### **K. 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 AP exams in order for nursing students to have Biology and the first Chemistry requirement waived.

## SECTION XI 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.

### B. Transcripts

[Transcripts are requested](#) from the Office of the Registrar or via MyUI. *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, 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 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 must contact the Board of Nursing in the state where they wish to become licensed. Specific requirements and procedures vary from state to state.

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

## **H. Iowa Board of Nursing Licensure and Criminal Convictions for Prelicensure students**

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. BSN 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 XII 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 program of study and are able to discuss academic, personal and professional concerns and provide information and support to students. Students are strongly encouraged to meet each semester with their advisor(s).

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

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. **Student Success Plan**

Students exhibiting underperformance in a course or honor code violations may have a personalized student success plan developed in collaboration with their faculty and/or academic team. The goal of the student success plan is to foster communication and develop strategies to facilitate student success. A Student Success Plan template is located in Appendix B.

### E. **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.

### F. **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.

Learn more about the College of Nursing Honors program [here](#).

**G. Dean's List**

To earn Dean's List recognition, 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.

**H. 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 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.

**I. Study Abroad**

Students have the opportunity to develop a global perspective of health care and receive course credit through the [Study Abroad Program](#). Students should connect with the University of Iowa Study Abroad office if they are interested in a study abroad experience.

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

**J. 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 member 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.

**K. 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.

**L. 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.

#### M. 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). 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

#### N. 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 and certificates are established and governed by the department offering the minor. Nursing students with an interest in a particular area of study, in addition to nursing, may want to explore the option of pursuing a minor with their academic advisor. Several minors and certificates that appeal to nursing students include: [Human Relations](#), [Gender, Women, and Sexuality Studies](#), [Psychology](#), and [language](#) studies. Certificates that often interest nursing students include , [Global Health Studies](#), [Leadership Studies](#), and others. For a current listing of [minors](#), visit the Office of Admissions website at the link.

#### O. 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.

#### P. 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](mailto:con-scholarships@uiowa.edu)

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

**R. 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 their Faculty Advisor(s).

**S. Multicultural Nursing Association (MNA)**

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

**T. 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.

**U. 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 (regardless of sex or gender) to facilitate discussion and to meet the most important objective of the AAMN: strengthening and humanizing health care.

## 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.).

### B. **Technology Resources**

The College of Nursing and ITS ([Instructional Technology Services](#)) maintain a printer available for student use on the 1st floor of the Nursing Building.

### 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.

### D. **Student Wellness – 2 locations, 319-335-8394**

[Student Wellness](#) supports student success by promoting sustainable health behaviors and fostering a culture of wellness including providing educational information to students regarding drug and alcohol consumption, eating disorders, STIs, and mindfulness.

### E. **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.

### F. **Student Disability Services, 141 University Capital Centre, (319) 335-1462**

[Student Disability Services](#) (SDS) SDS facilitates academic accommodations and services for students with disabilities to ensure everyone has equal access to course materials and activities.

### G. **International Programs – 1111 University Capitol Centre, 319-335-2700**

[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 International Programs.

International 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.

- H. 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.
- I. Multicultural & International Student Support & Engagement (MISSE)**  
Multicultural and International Student Support and Engagement (MISSE) is committed to supporting student success on the University of Iowa campus through planned activities through the five MISSE areas, annual programs, and student organization events. There are over 100 multicultural student organizations at the University of Iowa that provide programming, service, educational programs, and cultural experiences to the campus community.
- J. Academic Support & Retention (AS&R) – 310 Calvin Hall, 319-335-1497**  
[Academic Support & Retention \(ASR\)](#) 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.
- K. 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. For students completing 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](#).
- L. The Writing Center**  
The [Writing Center](#) offers free assistance with writing for students and can provide feedback on any writing project, speech, or presentation, including multimedia projects, at any stage of development. Students are encouraged to utilize this resource to ensure their writing meets the College of Nursing expectations.
- M. Pomerantz Career Center – C310 Pomerantz Center, 319-335-1023**  
The [Pomerantz Career 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.
- N. 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 Lacey Patterson, Assistant Director, [Financial-aid@uiowa.edu](mailto:Financial-aid@uiowa.edu) (319) 335-3950
- O. 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

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

[The Women's Resource and Action Center](#) works to create greater equity for individuals and communities of all identities, with a particular focus on women, through activism, social justice initiatives, leadership training, advocacy, service, and personal and professional development.

The WRAC provides services to meet educational, cultural, social, and personal needs of university students and community members of all genders. For persons dealing with sexual harassment and other forms of discrimination, WRAC acts as an advocate and provides emotional and informational support. WRAC maintains an information and referral system, a speakers bureau, and an active volunteer program.

**Q. Domestic Violence & Sexual Assault Crisis Services / Rape Victim Advocacy Program (RVAP) – 1105 S. Gilbert Court, , Iowa City, 319-800-373-1043 or 800-228-1625**

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

**R. The University of Iowa Libraries - Hardin Library for the Health Sciences**

The [libraries](#) at The University of Iowa make up the largest library system in Iowa. The Hardin Library for the Health Sciences is a primary resource for students in the College of Nursing. Hardin Library Contact: Jen DeBerg [jennifer-deberg@uiowa.edu](mailto:jennifer-deberg@uiowa.edu).

**S. External Support Contact Information**

CastleBranch:

(888) 723-4263 ext. 7196

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

# Appendices

## Appendix A University of Iowa Grade Appeal Form

Student Name: \_\_\_\_\_ Course Number/Name: \_\_\_\_\_

Course Instructor: \_\_\_\_\_ Grade Received: \_\_\_\_\_ Semester Taken: \_\_\_\_\_

**Student's Appeal** (add content below and on an additional page if necessary):

Student's Signature \_\_\_\_\_ Date Submitted: \_\_\_\_\_

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**Instructor's Response** (add content below and on an additional page if necessary):

Instructor's Signature: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

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**Associate Dean Response** (add content below and on an additional page if necessary):

Dean's Signature \_\_\_\_\_ Date Submitted: \_\_\_\_\_

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**Dean Response** (add content below and on an additional page if necessary):

Final Decision: \_\_\_\_\_ Appeal Upheld \_\_\_\_\_ Appeal Denied

Dean's Signature \_\_\_\_\_ Date Submitted: \_\_\_\_\_

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## **Appendix B University of Iowa College of Nursing Student Success Plan**

The purpose of the student success plan is for the student and academic team to dialogue a plan to assist the student.

### **Instructions to students:**

A member of the academic team (faculty, advisor, administrative dean) initiates the student success plan. The team member will schedule a date and time for a success plan meeting (Face to face, Zoom or Phone call) with the student.

- The student success plan meeting will be conducted with a member (or members) of the academic team (faculty, advisor, administrative dean).
- The academic team will email an agenda and a copy of the student success plan to the student prior to the meeting.
- Student will review the Honor Code in the BSN Student Handbook prior to the meeting.
- During the meeting, the academic team member(s) and student will collaboratively work together and agree upon the elements of the success plan. The focus is to help the student be successful in the program.
- All applicable parties will sign the agreement.
- A copy will be given to the student.
- A copy will be uploaded into MAUI, student-advising portal.

**University of Iowa College of Nursing  
Student Success Plan**

The Student Success Plan allows students to dialogue with the academic team and reflect on ways to meet course/program outcomes. This provides an opportunity to identify strategies that will facilitate the student's success in the program.

**General strategies for Success in the Nursing Program**

Please review The BSN Student Handbook – Honor Code prior to the success plan meeting which provides details on the expectations of academic and professional behavior. Students are to conduct themselves with honesty, integrity, high ethical standards, and professionalism central to the practice of nursing. This includes, but is not limited to:

1. Active participation in courses, practicums, and projects.
2. Clear verbal and written communication including prompt responses to phone calls and email messages.
3. Utilization of effective time management.
4. Completion of course assignments on time and according to Syllabus guidelines.
5. Demonstration of professional behaviors according to the Honor Code.

**Reason for initiating success plan (objectives of course):**

**Strategies for Student's Success Based on Discussion**

- 1.
- 2.
- 3.
- 4.

Additional Comments:

This plan is mutually developed and agreed upon by:

Failure to meet the expectations of the success plan and/or all clinical objectives will result in a failure of this course.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Faculty

\_\_\_\_\_  
Course Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date