



BSN Degree Program Student Handbook 2020

The purpose of this handbook is to inform and guide your academic experience as a BSN degree student at Arizona College. Arizona College reserves the right to make changes to this handbook at any time and will communicate all changes to students.

Revised 12/2019

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Introduction, Locations, and Contact Information

The purpose of this handbook is to introduce students to the guidelines, procedures, academic expectations, student requirements, and student resources of the BSN degree program. It serves as a supplement to the [Arizona College Catalog](#). Information is current as of the date of publication.

Essential contact information is provided below. Students may also refer to the Arizona College website for additional resources.

Arizona College, Main Office
4425 W. Olive Avenue, Suite 300
Glendale, AZ 85302
Phone (602) 222-9300
Fax (602) 200-8726

Arizona College, Dallas Campus
8330 Lyndon B. Johnson Freeway, Suite 1200
Dallas, TX 75243
Phone (469) 262-6500
Fax (972) 528-9434

Arizona College, Fort Lauderdale Campus
600 Corporate Drive, Suite 200
Fort Lauderdale, FL 33334
Phone (754) 231.4771

Arizona College, Las Vegas Campus
2320 S. Rancho Drive
Las Vegas, NV 89102
Phone (702) 831-5000
Fax (702) 639-1971

Arizona College, Tampa Campus
4902 Eisenhower Blvd., #115
Tampa, FL 33634
Phone (813) 499-0113

Arizona College, Tempe Campus
1620 W. Fountainhead Parkway, Suite 110
Tempe, AZ 85282
Phone (480) 770-2420
Fax (480) 530-3511

Arizona College, Tucson Campus
300 S. Craycroft Road, Suite 300
Tucson, AZ 85711
Phone (520) 549-3041

Section 1 General

A. Accreditation

The Accrediting Bureau of Health Education Schools (ABHES) institutionally accredits Arizona College and is listed by the United States Department of Education (DOE) as a nationally recognized accrediting agency. Arizona College received its initial accreditation in 1994 and was awarded continuing accreditation through 2022. The Bureau's address is:

Accrediting Bureau of Health Education Schools
7777 Leesburg Pike, Suite 314 N
Falls Church, VA 22043
Phone: (703) 917-9503

The baccalaureate degree in nursing program at Arizona College of Nursing is accredited by the Commission on Collegiate Nursing Education (CCNE), extending to June 30, 2022. The Commission's address is:

Commission on Collegiate Nursing Education
655 K Street NW, Suite 750, Washington, DC 20001
Phone (202) 887-6791

B. BSN Degree Program Mission

The mission of the Arizona College of nursing BSN degree program is to prepare professional nurses who are competent in delivering evidence-based patient- and community-centered care as members and leaders of an interprofessional health care team with an emphasis on quality improvement that drives desired patient, systems, and population outcomes.

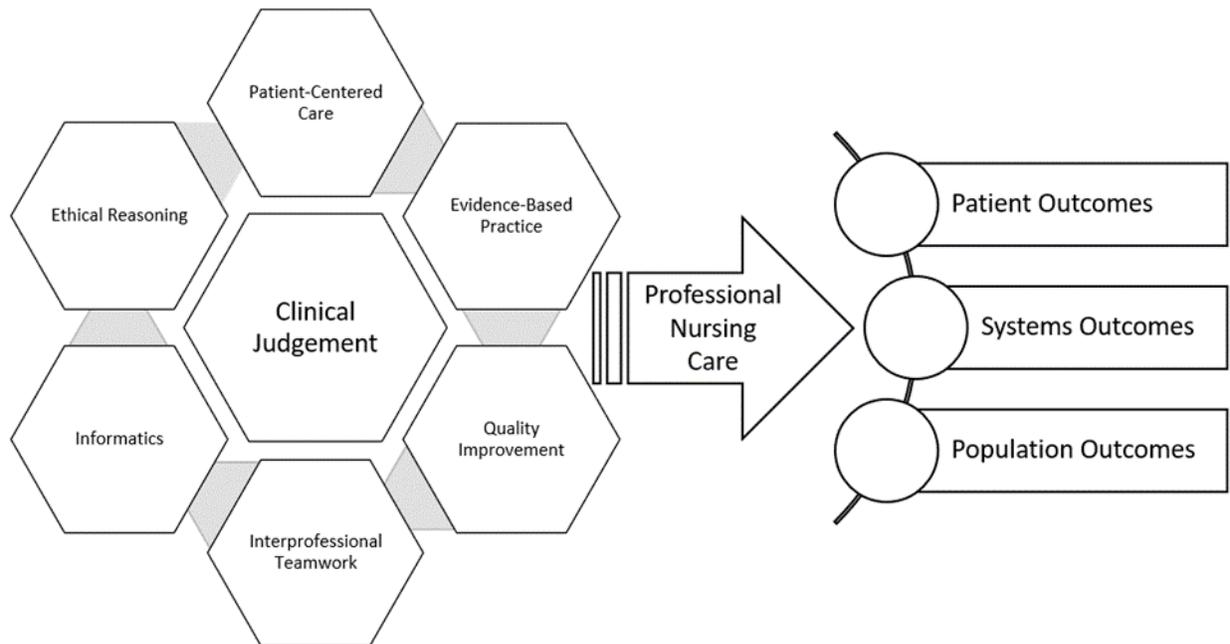
C. BSN Degree Program Goal

The goal of the BSN degree program is to prepare generalist nurses who competently deliver safe and effective entry-level nursing care.

D. BSN Degree Program Expected Student Learning Outcomes

- Deliver patient- and community-centered care to achieve desired patient and population outcomes.
- Improve quality and safety of care to achieve desired systems and population outcomes.
- Make evidence-based decisions to achieve desired patient, systems, and population outcomes.
- Collaborate with the interprofessional team to achieve desired patient, systems, and population outcomes.
- Manage information and technology to achieve desired patient, systems, and population outcomes.

E. BSN Degree Program Curriculum Framework



The BSN degree program curriculum is structured to build competencies in patient-centered care, evidence-based practice, quality improvement, interprofessional teamwork, informatics, and clinical reasoning to be used in the process of clinical judgment. Sound clinical judgment is the catalyst for all aspects of professional nursing care, which results in driving desired patient, systems, and population outcomes.

F. Non-Discrimination Policy

Arizona College is dedicated to establishing and maintaining a safe, inclusive learning, and working community that is free of harassment and fosters integrity, inclusivity, and diversity. Arizona College does not discriminate on the basis of disability, race, age, religion, sex, sexual orientation, gender identity or expression, national origin, ancestry, color, creed, pregnancy, veteran status, or other legally protected classifications.

Title IX of the Education Amendments Act of 1972 is a federal law that states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. Gender/sex harassment, including gender/sex violence, is a form of prohibited gender/sex discrimination. Examples of covered acts are found in the College's policies on Sexual Misconduct located in the college catalog.

Questions regarding Title IX or Disability Accommodations may be referred to:

Matthew Calhoun
Director of Compliance & Regulatory Affairs
Title IX/SaVE & Corporate Disability Coordinator
Phone: (602) 222-9300
Email: mcalhoun@arizonacollege.edu

Mailing Address: 2510 W Dunlap, Suite 290
Phoenix, AZ

or to the Office of Civil Rights at Office of Civil Rights (OCR), United States Department of Education,
Washington, DC 20201, and/or a criminal complaint with local law enforcement.

Section 2 Admission, Progression, & Program Completion

A. General Education Transfer Credits

General Education Transfer Credits

Applicants may request that general education credits earned at another nationally or regionally accredited college be evaluated for transfer to the BSN program.

Arizona College evaluates courses for transfer from other accredited institutions approved by the US Department of Education. Each course is evaluated individually based on an official course description and/or syllabus.

Transferable courses must be similar in content and credit hour requirements and meet specific requirements of the Arizona College of Nursing curriculum. Applicants must sign a release for Arizona College to request an official transcript from the institution where the credit was earned. A final determination for course transfer will not be made until the official transcript is received.

Students may be required to provide a course syllabus or catalog from the school at which the applicant earned the credit. Nursing courses from other nursing programs will not be accepted by Arizona College for transfer credit.

Students who meet the admission requirements through their high school GPA or GED score and do not intend to transfer courses to Arizona College from other colleges attended must sign a waiver, indicating the college they attended and their intention to not seek credit transfer. Students who intend to transfer credits from other colleges attended must ensure that Arizona College receives their official college transcripts within six weeks of the class start. Note: VA students must submit transcripts for all colleges attended, regardless of their intention to transfer credit.

Approved Tests & Proficiency Options

Arizona College may accept test scores from the College Level Examination Program (CLEP) in lieu of a grade. Other credit by examination options will be reviewed for acceptance on an individual basis.

B. Program Admission Requirements

BSN applicants who meet the requirements below are admitted into the nursing program and enrolled into the program's general education courses, which typically take four semesters to complete unless course work is transferred into the program.

Admission Documents

- Completed application and enrollment agreement for the nursing program.
- Official high school transcript with a minimum cumulative GPA of 2.75

- **OR** One of the following official high school equivalency test results with these minimum scores:
 - General Equivalency Diploma (GED) minimum score
 - *2014 Series and later: Cumulative score of 680 or above*
 - *2002-2013 Series: Cumulative score of 3000 or above*
 - *2002 Series and prior: Cumulative score of 258 or above*
 - High School Equivalency Test (HiSET) minimum score
 - *Cumulative score of 80 or above*
 - Test Assessing Secondary Completion (TASC) minimum score:
 - *500 in all subject areas, and*
 - *At least a 2 on the written essay*
 - California High School Proficiency Exam (CHSPE)
 - *Passing in all subject areas*
- **OR** Successful completion of an Arizona College Allied Health Program
- A cumulative college GPA of 2.75 or higher with at least 12 college credits from an institution accredited by either a regional or national accrediting body, or an agency recognized by the Council for Higher Education (CHEA) will be accepted in lieu of the high school GPA or GED® score requirement.
- A composite score of 60% on the HESI A2 Admissions Exam. See Admissions Testing below.
- Signed transcript release form for all colleges and universities attended if the college GPA is to be used in the admission decision. The official transcripts for the high school and all colleges or universities attended (if these are to be used in the admission decision) must be submitted within six weeks of the first day of class to remain enrolled.

NOTE: Applicants educated outside the United States will have transcripts (both high school and college) evaluated by the Arizona International Credential Evaluators, Josef Silny and Associates, Inc., the Foreign Educational Document Service, or other agencies listed on the National Association of Credential Evaluation Services (NACES) website.
- Proof of United States citizenship, alien status, or legal residency. Driver's licenses, passports, and birth certificates, combined with a government-issued document that contains a photograph of the applicant and or a green card (I-551), are the most common demonstrations of proof.
- A "Passion Statement," describing the applicant's interest in professional nursing and reasons for choosing Arizona College.
- Las Vegas students only: Proof of completion of the Nevada Constitution and US Constitution course only if all general education courses transferred.

Laptop Requirements

All students in the BSN program are responsible for providing their own laptop for class use. This is considered an admission requirement. Below are the **minimum** hardware and software specifications:

- Wireless capability
- 2.0 Ghz Intel i3 (or compatible AMD model) or greater processor

- Windows 10
- 4 GB RAM
- 250 GB HDD (At least 25 GB of free space at all times)
- Adobe Flash
- Adobe Reader
- Anti-virus protection installed
- Webcam and microphone (preferred)
- Windows OS, or Apple OS (no Chromebooks)

Note: Students with an Apple MacBook will have limited support from the IT Department at Arizona College. Students with Apple computers will be required to purchase Microsoft Office and Flash for Mac.

C. Admissions Testing

HESI A2

Prior to acceptance, each applicant must achieve a composite score of 60% on the following HESI Admission Assessment (A2) subtests:

- *Anatomy and Physiology:* 30-item exam. Provides coverage of general terminology and anatomical structures and systems. Recommended time: 25 minutes
- *Reading Comprehension:* 55-item exam. Reading scenarios that measure comprehension, including: identifying the main idea, finding meaning of words in context, passage comprehension, making logical inferences. Recommended time: 60 minutes
- *Vocabulary and General Knowledge:* 55-item exam. Contains basic vocabulary that is often used in health care fields. Recommended time: 50 minutes
- *Math:* 55-item exam. Focuses on math skills, including basic addition, subtraction, multiplication, fractions, decimals, ratio and proportion, household measures. Recommended time: 60 minutes
NOTE: Four hours are allotted to complete these subtests.
 - **Preparation for the HESI A2:** Resources for preparing for these exams are available on-line and via mobile apps.
 - **HESI A2 Retesting Policies:**
- A minimum of three (3) days is required between the first two testing attempts. A minimum of 14 days is required between the second and third retakes.
- Applicants are permitted a maximum of three (3) attempts to achieve the minimum within 365 days of enrollment.
- Applicants who are unable to achieve the minimum score required on the admission assessment within 3 attempts, are automatically denied admission. Denied students may reapply for admission 365 days from their previous application.

D. General Education Matriculation

General Education Enrollment at Matriculation

Once students have matriculated (i.e., been admitted and enrolled) into Arizona College, all general education courses that did not transfer from another college previously attended must be taken at Arizona

College. In rare circumstances, policy exceptions will be made based on scheduling hardship or loan gap challenges. Students who wish to earn credit at another college while enrolled at Arizona College should submit a request to their Executive Director of Academic Operations, outlining the need.

Enrollment in More than Two General Education Courses a Session

Students are generally encouraged to take no more than two general education courses each accelerated eight-week session. However, students seeking to take more than two courses each session will be permitted to do so under the following conditions. The student:

- Is in good academic standing with a minimum Cumulative Grade Point Average (GPA) of 3.0.
- Is requesting no more than one science course as one of the three courses requested.
- Has no more than a part-time work schedule due to the amount of homework that will be required to be successful in 3 courses in our accelerated 8-week term (approximately 27 hours per week).
- Understands that he/she will be responsible for paying for the courses at the per credit tuition rate.

E. Progression into the Core Nursing Curriculum (Semester 5)

Academic Requirements

To advance from the general education courses into the core nursing curriculum (Semester 5), the student must meet the following GPA and grade requirements:

- Achieve a cumulative GPA of 2.75 or higher in the required general education and science courses (semesters 1-4)
- Complete all science and math courses within five years prior to admission to the program
- Achieve a “B” or higher in the six required science courses (Fundamentals of Biology, Chemistry, Microbiology, Anatomy & Physiology I and II, and Pathophysiology)
- Achieve a “B” or higher in Math
- Achieve a “B” or higher in Statistics
- Achieve a “C” or higher in all other general education courses

Background Check & Substance Screening as a Condition of Progression

A pass status background check (including fingerprinting) and negative urine substance screen (as described subsequently) are required to progress to the core nursing component of the curriculum. These requirements must be completed **no earlier than 3 months prior** to beginning nursing courses (Semester 5).

If both these conditions are not met, the student will be administratively withdrawn from the program.

Students are required to cover the cost of both requirements.

Background Check and Fingerprinting

Students are required to provide and maintain a passing background check and a current valid Department of Public Safety Level 1 Fingerprint Clearance Card.

The Student must achieve a **"Pass Status"** on a background check covering the following:

- Nationwide Healthcare Fraud and Abuse Databases
- Social Security Verification
- Residency History
- Statewide Criminal Records
- Nationwide Criminal Database
- Nationwide Sexual Offender Registry
- Homeland Security Search

Arizona College staff cannot assist in interpreting failed status background checks. All questions related to failed background checks must be directed to the background check company.

There are no exemptions to the requirement of a "Pass Status" for background checks. Students who believe their background results are in error must work with the background check company and, if necessary, appropriate local, state, and national officials to obtain a "Pass Status."

Students who receive a **"Fail Status"** on the background check will be withdrawn from the program but will be able to complete any general education courses in which they are currently enrolled.

Substance Screening

Students must complete an initial urine substance screening as directed.

- Only students receiving **negative results** can remain enrolled in the BSN Program. In some cases, students may have a positive result due to a prescribed medication. . In these cases, a medical review officer (MRO) evaluation will be necessary. Students may be temporarily excluded from clinical until the MRO evaluation has been completed.
 - Prescribed medications can alter a student's functional capabilities (see Section 2.O). Students whose results are determined to be negative from an MRO review must meet with the Dean of Nursing or designee to determine ability to participate in clinical.
- Substances screened for include: Marijuana (see section 2P on prohibition of medical marijuana), Cocaine, Amphetamines, Opiates, Propoxyphene, Oxycodone Oxymorphone, PCP, Barbiturates, Benzodiazepines, Methadone. Additionally, a negative Ethanol (Alcohol) and Nicotine screen is required in Arizona.
- Students may not use any substance or drug screen other than that authorized by the college, regardless of how current it is, who ordered it, or for what purpose.
- Students who have positive results on the substance screen will be withdrawn from the program but will be able to complete any general education courses in which they are currently enrolled.

F. Time Allotment for Education

The College of Nursing delivers an extremely rigorous program of study, and success in each nursing course requires a significant commitment of the student's time and focus.

Time Requirements

- Arizona College follows the Program Integrity Rules and Regulations (PIRR) required by the United States Department of Education (DOE). For degree programs, such as the BSN Program,

a student is expected to spend a minimum of one (1) to three (3) hours on outside work for every one (1) hour he/she is in class, dependent on the type of class (theory, lab, or clinical). This can equate to 30-40 plus additional hours per week. When this time is added to travel, sleep, and personal and home responsibilities, little opportunity remains for free/leisure time during the week.

- PIRR hours are based on the average; therefore, it may take some students greater than or less than the 1:1-to-3:1-hour ratio.

Employment

- Research suggests that working during nursing school can adversely affect success. The faculty at Arizona College highly recommend that students choose school as their only job. Often when students attempt to work in addition to attending nursing school, they find that schoolwork (including both general education and nursing courses) suffers and that their hours dedicated to working may even contribute to failure in the program.
- It is recommended that students who are employed inform their employer about enrollment in the full-time nursing program and attempt to negotiate an alternate work schedule, especially during final exams. There will be no excused absences related to a student's work schedule.
- Students may not work the night shift prior to clinical days. Attending clinical without proper rest could lead to error when the student is providing patient care. Students deemed not safe due to either not being adequately prepared and/or behavior that can result from inadequate sleep will be sent home and will be considered absent for the day. If a faculty member ascertains that a student has worked the night before clinical, the student will be sent home and considered absent.

Schedule Changes

- Every attempt is made to provide students with ample notice of any changes to class and clinical schedules; however, it is possible that adjustments may occur without significant warning. Situations sometimes present themselves that are beyond the control of the school. Students must be prepared to accommodate those changes even when substantial notice is not possible. This must be considered when accepting work schedules, making childcare arrangements, and making commitments that do not allow flexibility.

G. Attendance and Tardiness

- Nursing education prepares students to develop professional and clinical competence and to assume professional accountability. Attendance and professional behavior are expected in all classroom (general education and core nursing), laboratory, and clinical settings. Attendance, prompt arrival, preparedness, and participation correspond to professionalism and professional accountability.
- Students may not arrive late or leave early as these behaviors disrupt the learning environment.
- As attendance is mandatory, students should not make plans to be away during a session or semester. Students should not expect to be excused from required coursework for personal/family events, such as attending family gatherings, presenting at conferences, or vacations. Absence may result in dismissal from the Nursing program.
- A student will be withdrawn from the program if there is no documented attendance for 14 consecutive days.
- Classroom
 - A student who misses more than 20% of a core nursing course classroom time will be automatically withdrawn from the course. Students who are withdrawn by Sunday of Week 6 of an 8-week course or Sunday of Week 12 of a 16-week course, will receive a "W" for the course. Withdrawal after these dates will result in a course failure. Please note, an academic week begins Monday and ends on Sunday.

Credit Hours	Total Class Hours	Automatic Drop Threshold: 20% missed class hours Core Nursing
1 credit course	15	3 hours
2 credit course	30	6 hours
3 credit course	45	9 hours
4 credit course	60	12 hours

- A student who is absent from a classroom without giving proper notice is a "no call/no show" and must meet with faculty. A second "no call/no show" may result in withdrawal from the course.
- In extraordinary circumstances, such as an illness or emergency, an absence may be granted at the discretion of the course instructor and Dean of Nursing or designee. This policy is designed for special circumstances, and it should not be considered a guarantee that a student will be granted this permission. In the event of an absence, the student must:
 - Notify the instructor in advance of the absence
 - Obtain all class notes and assignments from missed class session
- Clinical and Laboratory
 - A student may not miss laboratory, simulation, or clinical experience. There are no allowable absences from these sessions.
 - In extraordinary circumstances, such as an illness or emergency, an absence may be granted at the discretion of the course instructor and Dean of Nursing or designee. This policy is designed for special circumstances, and it should not be considered a guarantee that a student will be granted this permission. In the event of an absence, the student must:
 - Notify the instructor in advance of the absence and
 - Meet with the faculty to develop a plan to pass the course given that significant learning opportunities have been missed.
 - A student who is absent from a clinical, laboratory, or simulation experience without giving proper notice is a "no call/no show" and must meet with faculty. A first "no call/no show" may result in withdrawal from the course. A second "no call/no show" will result in withdrawal from the program.

H. Course Attempts

- Clinical course grades (those designated with an L, for example NUR 355L) are evaluated on a Pass/Fail basis. Students who fail a clinical course must retake both the clinical and the co-requisite didactic courses even if the student receives a passing grade in the didactic course. Conversely, Students who fail the didactic course and pass the co-requisite clinical course must retake both courses.
- Students are allowed to fail multiple core nursing courses in a single semester (D and F are failing grades). All failed nursing courses must be repeated, and a passing grade earned. An additional failure of a core nursing course in a subsequent semester will result in withdrawal from the BSN degree program. The subsequent failure could be a second attempt of a failed course or a first attempt of a course.
- Students are allowed to repeat general education courses that are failed (D and F are failing grades) if they are making satisfactory progress. All failed general education courses must be repeated, and a passing grade earned. Note: General education courses listed in Section 2E require a grade of B or greater. While earning a C in these courses does not constitute a failure, these courses must be repeated until a B or greater is earned.

I. Satisfactory Academic Progress

Arizona College, its accrediting agency, and the U.S. Department of Education require that students make satisfactory academic progress toward graduation. Students are expected to pass all courses. Arizona College's Satisfactory Academic Progress policy is the same for all students regardless if they are receiving Financial Aid or not. Policies that govern satisfactory academic progress at Arizona College are in the College Catalog. Students will be withdrawn from the program if they do not demonstrate satisfactory (minimum) academic progress.

J. Leave of Absence (LOA)

- Students who have an emergency situation, an unanticipated life event, or a temporary condition inhibiting/restricting their abilities to attend school may be granted a leave of absence (LOA) not to exceed 180 consecutive calendar days in any 12-month period.
- LOA requests are not automatically approved.
- A LOA must be requested in writing on the required form, signed and dated by the student, and accompanied by third-party documentation that specifies the reason for the request.
- LOA requests without supporting documentation require the approval of the Executive Director of Academic Operations.
- Students who fail to return from LOA during the first week of classes will be dropped from the program.
- Students requesting a LOA must be making satisfactory academic progress (SAP) at the time of the request.
- If a student is approved for a LOA and subsequently cannot return within 180 days, the student will be withdrawn from the program as soon as Arizona College becomes aware the student is not returning.
- The College Registrar, in consultation with the Executive Director of Academic Operations, makes the final determination regarding granting a LOA.
- .
- Students who are unable to continue within the required timeframe must follow the policy as identified in Section 2L, "Program Readmission/Re-entry."
- Any student whose LOA was the result of an illness, hospitalization, trauma, or pregnancy must submit a signed and dated release from a healthcare provider stating that the student is physically, mentally, and/or emotionally able to provide direct nursing care to patients without restrictions for return.
- Curriculum changes may occur during any interruption of study. If curriculum changes occur during a LOA, students must meet new curriculum requirements even if they include taking additional credit hours upon return.
- Students are not eligible for a LOA during the first 14 days of their first Arizona College course.
- Note: Students requesting a LOA must meet with the Financial Aid Office prior to a LOA being granted. Student loan recipients who fail to return from a LOA may impact their loan repayment terms, including the expiration of the grace period (if applicable). Students granted a LOA will have their tuition adjusted and financial aid recalculated with funds being returned, if necessary. Students returning from a LOA must meet with the Financial Aid Office to have their financial aid reinstated.

K. Program Withdrawal

- **Withdrawal initiated by student** – Any student electing to withdraw from the program should discuss the situation with his or her advisor. The student must also meet with the Dean of Nursing or Dean of General Education, as appropriate, to complete the required withdrawal paperwork. Students may only withdraw before completing 75% of course term.
- **Withdrawal initiated by the College** – A student may be withdrawn from the program for a number of reasons iterated throughout this handbook.

L. Program Readmission/Re-entry

Terms and Definitions

- **Readmission** – students with more than 365 days between their last day attending classes and the next day they will attend class
- **Re-entry** – students with less than 365 days between their last day attending classes and the next day they will attend class

Curriculum changes may occur during any interruption of study. If curriculum changes occur during a student's absence, the student may be required to repeat courses. The Executive Director of Academic Operations reserves the right to approve a re-entry or readmission for a student in good standing who must defer or withdraw for an unexpected event such as illness/injury, military deployment, or another unforeseen event.

Readmission and Re-entry for General Education Students

Readmission

Readmission may be granted if the applicant:

1. Completes an application as a new student and meets all admission requirements.
2. Has satisfied any outstanding balance with the college.
3. Was not dismissed for issues relating to academic integrity, Satisfactory Academic Progress (SAP), or inappropriate conduct.

The Executive Director of Academic Operations may deny a request for readmission based on a student's record with the college.

Re-entry

Students in "drop" or "terminated-attendance" status who wish to seek re-entry to the College of Nursing must submit a letter to the Dean of General Education, explaining the reason for the withdrawal, describing what has changed or what circumstances now exist that will ensure the student's success in the program, and requesting re-entry into the program.

Re-entry may be granted if the student:

1. Has satisfied any outstanding balance with the college.
2. Was not dismissed for issues relating to academic integrity, Satisfactory Academic Progress (SAP), or inappropriate conduct.

The Executive Director of Academic Operations may deny a request for re-entry request based on a student's record with the college.

If the student is granted re-entry and is unable to start classes prior to 365 days from their last day of attendance (LDA), the student must follow the readmission policy.

Readmission and Re-entry for Core Students

Readmission

Readmission may be granted if the applicant:

1. Completes an application as a new student and meets all admission requirements, including a new background check, drug test, and an updated record of immunizations.
2. Has satisfied any outstanding balance with the college.
3. Was not dismissed for issues relating to academic integrity, Satisfactory Academic Progress (SAP), unsafe patient care, and inappropriate conduct,
4. There has not been a previous re-entry in Core.
5. Demonstrates competency as determined by the Provost.

The Executive Director of Academic Operations or Provost may deny a request for readmission based on a student's record with the college.

Re-entry

Students in "drop" or "terminated-attendance" status who wish to seek re-entry to the College of Nursing must submit a letter to the Executive Director explaining the reason for the withdrawal, describing what has changed or what circumstances now exist that will ensure the student's success in the program, and requesting reentry into the program.

A student may be granted re-entry if:

1. A seat is available at the beginning of the next semester.
2. Any outstanding balance with the college has been satisfied.
3. The student was not dismissed for issues relating to academic integrity, Satisfactory Academic Progress (SAP), unsafe patient care, or inappropriate conduct
4. There has not been a previous re-entry in Core.
5. The student is returning the next semester. If the scheduled return is greater than one semester, the reentry must be approved by the Provost.

Remediation or competency requirements may be mandated. The Executive Director or Provost may deny a request for re-entry based on a student's record with the college.

M. Clinical Laboratory

- Students will be evaluated on successful demonstration of skills and procedures during laboratory sessions. Demonstration is evaluated on a Pass/Fail basis.
- Clinical laboratory skills and procedures are evaluated as a component of the clinical course grade (those designated with an L, for example NUR 355L)
- Specific skills may be indicated in some courses that must be successfully demonstrated in order to pass the course.
- Students should successfully demonstrate a skill in lab prior to performing it in clinical during patient care. Students must inform clinical instructors if they are requested to perform a skill or procedure that they have not practiced in lab. The clinical instructor uses professional judgement

to determine if they student can safely perform the skill under supervision after reviewing it and practicing it onsite in the clinical agency.

- Students should attend open lab to practice skills and may be required to do so by an instructor for review or remediation, including cases of unsafe clinical practice (see section below on unsafe practice).
- When absence results in the inability to demonstrate achievement of lab objectives or to meet the required number of clinical contact hours, the student cannot receive a passing grade.

N. Clinical Practice & Simulation

Required Hours

Clinical practice hours include clinical laboratory time, pre- and post- conferences, patient and client care hours, alternative learning experiences, and simulation.

- All students must attend the required agency-specific orientation prior to clinical rotations. Any student absent on a day of orientation may not continue in the rotation without prior approval of the absence by the faculty. Prior approval is granted as described in the following bullet and is dependent upon the ability of the student to be appropriately and safely oriented to the agency at an alternative time.
- In case of illness or emergency situations, a student may find an absence unavoidable. Students must notify the clinical faculty by cell phone and email **in advance** of time expected at the clinical site.
- Due to clinical space limitations, the BSN Program does not routinely provide makeup clinical hours.
- Any make-up opportunity will be subject to faculty availability, clinical site availability, and approval of the Dean of Nursing or designee.
- When absence results in the inability to develop and demonstrate clinical practice objectives and meet the required number of clinical contact hours, the student will receive a failing grade.
- Late arrival to or removal from (due to behavior or safety concerns) clinical experiences may place the student at risk for not achieving course competencies, including professional behaviors, and could result in course failure.
- Early dismissal from clinical experiences is not permitted.
- Clinical hours vary with facility placement and may include 12-hour blocks of time, weekends, evenings, and night shifts Flexibility is required given that there are limited numbers of available clinical sites for student experiences.
- Students are expected to attend ALL clinical and pre-clinical experiences, including home visits, and pre- and post-conferences, to meet learning outcomes.
- Students must arrive on time, professionally attired according to dress code (see section 5), with appropriate equipment including a watch with a second hand, stethoscope, penlight, two black ink pens, and Arizona College picture ID. Students who do not adhere to dress code will be removed from clinical, counted absent, and sent to meet with the Dean of Nursing or designee. Continued violations will include further discipline, which may include dismissal from the program.
- Transportation to all clinical experiences is the responsibility of the student who is also responsible for all parking fees. Students who do not drive must arrange their own transportation, such as carpooling with students who have a car or use public transportation.

Unsafe Practice

Unsafe practice is any situation arising from a student's contact with a patient or family that places the patient, patient's family, student, staff, health care facility, or college at risk. Patterns of behaviors of unacceptable risk and/or a single event of a serious nature are considered unsafe practices.

While not all-inclusive, the list below provides examples of unsafe practice; some maybe violations of the Code of Conduct as well:

- Exhibiting dishonesty
- Refusing a patient assignment based on patient's race, ethnicity, culture, religion, sexual orientation, gender identity or expression, disability, or diagnosis
- Breaching confidentiality
- Failing to respect client dignity and patient rights
- Denying or covering up one's own errors or failing to report errors in clinical practice
- Practicing or performing skills:
 - Beyond the level of appropriate Scope of Practice
 - Without instructor supervision
 - Outside the college or clinical site
- Causing a patient unnecessary suffering or harm
- Failing to follow college and/or agency policies and procedures
- Showing up unprepared for clinical, as evidenced by:
 - Incomplete paperwork
 - Missing nursing supplies
 - Not dressed in clinical uniform and shoes according to Dress Code
 - Lacking basic understanding of assigned patient diagnosis and care
 - Inability to perform any skill that you have been checked off on in lab including physical assessment
- Violating student-patient boundaries
 - Misappropriating a patient's property
 - Seeking to obtain personal gain at a patient's expense
 - Sexual conduct with a patient
- Conduct or verbal behavior that is reasonably interpreted as threatening, seductive, or sexually demeaning to a patient
- Falsifying attendance at required agency, home visit, professional meeting, or clinical experiences
- Falsifying documentation on a health record
- Failing to report abnormal data in a timely manner to the appropriate person
- Failing to follow instructor guidance
- Failing to notify agency/instructor of a clinical absence and/or unexcused absence
- Being tardy, and/or failing to notify faculty/staff of tardiness
- Using a cell phone or electronic device in clinical area for personal/social business
- Any Fitness to Practice Concern:
 - Displaying mental, physical, or emotional behavior(s) that may adversely affect others' well being
 - Lacking physical coordination essential for carrying out nursing procedures
 - Lacking information processing ability necessary to make appropriate clinical judgments or decisions
 - Interacting inappropriately with agency staff, co-workers, peers, patients/clients, families, faculty, program staff, and/or administration, resulting in miscommunication, disruption of learning, and/or patient care environment
 - Failing to follow through on suggested referrals or interventions to correct deficit areas which may result in harm to others

- Demonstrating impairment and being under the influence of alcohol or drugs at a clinical site
- Removing drugs, supplies, equipment, or medical records from a clinical setting
- If a student in a clinical experience is considered unsafe for any reason by the supervising clinical faculty:
 - The student will be removed from the clinical setting
 - Faculty will meet with the student to discuss unsafe behavior and provide guidance for improvement
 - Together the student and faculty will develop an action plan and set a date for completion of remediation. Such remediation agreements may include the need for the student to undergo evaluation by a healthcare provider to determine fitness to practice
 - Students must remediate unsafe practice to the satisfaction of the supervising faculty prior to return to clinical setting
 - Depending on the severity of unsafe behavior, the student will enter the progressive intervention/discipline process with all available consequences including course failure and dismissal from the BSN Program
 - Failure to follow through with suggested referrals and/or interventions to correct areas of unsafe practice, which may result in harm to self or others, may result in immediate dismissal from the BSN Program
 - If the student's clinical performance jeopardizes patient safety, the grade will be determined **prior** to the formal end of the course and the student will **not** be allowed to finish the course

O. Essential Functional Abilities

Students are expected to participate fully in activities required by the program. The following are the essential functional abilities required by all BSN students; however, Arizona College is committed to providing reasonable accommodations to qualified students with documented disabilities (see section 1F of this handbook for accommodation policy and process).

Ability	Standard	Examples of Required Activities
Motor Abilities	Physical abilities and mobility sufficient to execute gross motor skills, physical endurance, and strength, to provide patient care.	Mobility sufficient to carry out patient care procedures such as assisting with ambulation of clients, administering CPR, assisting with turning and lifting patients, and providing care in confined spaces such as treatment room or operating suite.
Manual Dexterity	Demonstrate fine motor skills sufficient for providing safe nursing care.	Motor skills sufficient to handle small equipment such as an insulin syringe and to administer medications by all routes, perform tracheostomy suctioning and insert urinary catheters.

Ability	Standard	Examples of Required Activities
Perceptual/Sensory Ability	Sensory/perceptual ability to monitor and assess clients.	Sensory abilities sufficient to hear alarms, auscultatory sounds, cries for help, etc. Visual acuity to read calibrations on 1 cc syringe, assess color (cyanosis, pallor, etc.) Tactile ability to feel pulses, temperature, palpate veins, etc. Olfactory ability to detect smoke, odor, etc.
Behavioral/Interpersonal/Emotional	Ability to relate to colleagues, staff, and patients with honesty, civility, integrity, and non-discrimination. Capacity for development of mature, sensitive, and effective therapeutic relationships. Interpersonal abilities sufficient for interaction with individuals, families, and groups from various social, emotional, cultural, and intellectual backgrounds. Ability to work constructively in stressful and changing environments with the ability to modify behavior in response to constructive criticism. Negotiate interpersonal conflict. Capacity to demonstrate ethical behavior, including adherence to the professional nursing and student code of conduct.	Establish rapport with patients/clients and colleagues. Work with teams and workgroups. Emotional skills sufficient to remain calm in an emergency. Behavioral skills sufficient to demonstrate the exercise of good judgment and prompt completion of all responsibilities attendant to the diagnosis and care of clients. Adapt rapidly to environmental changes and multiple task demands. Maintain behavioral decorum in stressful situations.

Safe environment for patients, families and co-workers	<p>Ability to accurately identify patients.</p> <p>Ability to effectively communicate with other caregivers.</p> <p>Ability to administer medications safely and accurately.</p> <p>Ability to operate equipment safely in the clinical area.</p> <p>Ability to recognize and minimize hazards that could increase healthcare associated infections.</p> <p>Ability to recognize and minimize accident hazards in the clinical setting including hazards that contribute to patient, family, and co-worker falls.</p>	<p>Prioritizes tasks to ensure patient safety and standard of care.</p> <p>Maintains adequate concentration and attention in patient care settings.</p> <p>Seeks assistance when clinical situation requires a higher level or expertise/experience.</p> <p>Responds to monitor alarms, emergency signals, call bells from patients, and orders in a rapid and effective manner.</p>
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Ability	Standard	Examples of Required Activities
Communication	<p>Ability to communicate in English with accuracy, clarity and efficiency with patients, their families and other members of the health care team (including spoken and non-verbal communication, such as interpretation of facial expressions, affect, and body language).</p> <p>Required communication abilities, including speech, hearing, reading, writing, language skills, and computer literacy</p> <p>Communicate professionally and civilly to the healthcare team including peers, instructors, and other professional staff..</p>	<p>Gives verbal directions to or follows verbal directions from other members of the healthcare team and participates in health care team discussions of patient care.</p> <p>Elicits and records information about health history, current health state and responses to treatment from patients or family members, accurately.</p> <p>Conveys information to clients and others to teach, direct, and counsel individuals in an accurate, effective, and timely manner.</p> <p>Establishes and maintain effective working relations with patients and co-workers.</p> <p>Recognizes and reports critical patient information to other caregivers.</p>
Cognitive/Conceptual/Quantitative Abilities	<p>Ability to read and understand written documents in English and solve problems involving measurement, calculation, reasoning, analysis, and synthesis.</p> <p>Ability to gather data, develop a plan of action, establish priorities, and monitor and evaluate treatment plans, modalities, and outcomes.</p> <p>Ability to comprehend three-dimensional and spatial relationships.</p> <p>Ability to react effectively in an emergency.</p>	<p>Calculates appropriate medication dosage given specific patient parameters.</p> <p>Analyzes and synthesizes data and develop an appropriate plan of care.</p> <p>Collects data, prioritizes needs, and anticipate reactions.</p> <p>Comprehends spatial relationships adequate to properly administer injections, start intravenous lines, or assess wounds of varying depths.</p> <p>Recognizes an emergency and responds effectively to safeguard the patient and other caregivers.</p> <p>Transfers knowledge from one situation to another.</p> <p>Accurately processes information on medication container, physicians' orders, monitor, and equipment calibrations, printed documents, flow sheets, graphic sheets, medication administration records, other medical records, and policy and procedure manuals.</p>

Punctuality/work habits	<p>Ability to adhere to policies, procedures, and requirements as described in the Nursing Student Handbook, college catalog, and course syllabi.</p> <p>Ability to complete classroom and clinical assignments and submit assignments at the required time.</p> <p>Ability to adhere to classroom and clinical schedules.</p>	<p>Attends class and submits clinical assignments punctually.</p> <p>Reads, understands, and adheres to all policies related to classroom and clinical experiences.</p> <p>Contacts instructor in advance of any absence or late arrival.</p>
Environment	<p>Ability to recognize the personal risk for exposure to health hazards</p> <p>Ability to use equipment in laboratory or clinical settings needed to provide patient care</p> <p>Ability to tolerate exposure to allergens (chemical, etc.).</p> <p>Ability to tolerate wearing protective equipment (e.g. mask, gown, gloves)</p>	<p>Takes appropriate precautions for possible exposures such as communicable disease, blood borne pathogens, and latex.</p> <p>Uses person protective equipment (PPE) appropriately.</p>

P. Health Standards and Clinical Compliance

Students must complete a health screening and physical exam, required immunizations (demonstration of immunity if required), TB screening, and CPR certification prior to participating in clinical practicum (Semester 5).

Students must **continuously demonstrate compliance** with these standards where indicated (for example, TB screening and influenza vaccine are annual and CPR certification expires every two years).

Failure to initially and **continuously demonstrate compliance** with these requirements will result in a student being administratively withdrawn from the program.

Students are required to cover the cost of all these requirements.

Students must submit all required results (in the required formats) by the due date specified in written notification.

Health Screening & Physical Exam

- Students must complete a health screening and physical exam by a licensed health care provider.
- The Arizona College Health History Form must be signed and dated by your health care provider.
- The screening and exam must be completed no earlier than 6 months prior to entering the core nursing courses (Semester 5).

Immunizations and Proof of Immunity

In general, the BSN degree program follows the recommendations for vaccines for healthcare workers <https://www.cdc.gov/vaccines/adults/rec-vac/hcw.html> of the Centers for Disease Control and Prevention (CDC) as a requirement for clinical practicum. However, due to individual clinical policies, requirements may differ depending on campus and clinical assignment.

Information on specific requirements will be available prior to the start of the nursing courses.

Tuberculosis

In keeping with the recommendations of the CDC initial and annual tuberculosis screening is required for clinical practicum per the following protocol. <https://www.cdc.gov/tb/topic/testing/healthcareworkers.htm>,

- Negative 2-step Mantoux tuberculin skin test (TST), or
- Negative QuantiFERON®–TB Gold In-Tube test (QFT-GIT), or
- Negative T-SPOT®.TB test (T-Spot), or
- Students with untreated latent TB infection should consult Executive Director of Academic Operations for an alternative protocol.
- Annual negative 1-step Mantoux tuberculin skin test (TST) or Negative QuantiFERON®–TB Gold In-Tube test (QFT-GIT) or Negative T-SPOT®.TB test (T-Spot) thereafter.

Training

American Heart Association Basic Life Support (BLS) CPR & AED Training for Healthcare Professionals is required for clinical practicum.

For Cause Substance Screening

Students are subject to screening if a faculty and/or an agency nursing staff member suspects the student is impaired at any time on campus, or during any clinical experience or college-sponsored activity.

- This includes but is not limited to: evidence of drugs or alcohol on or about the student's person or in the student's possession, unusual conduct on the student's part that suggests possible use or influence of drugs or alcohol, negative performance patterns, or excessive and unexplained absenteeism or tardiness.
- The student will submit to immediate substance screening as directed by the faculty or Arizona College staff. Upon the student's oral consent, the faculty will contact a transportation service and arrange for student transport to a designated medical service facility.
- Substances screened for include: Marijuana (see below section on prohibition of medical marijuana), Cocaine, Amphetamines, Opiates, Propoxyphene, Oxycodone Oxymorphone, PCP, Barbiturates, Benzodiazepines, Methadone, Ethanol (Alcohol), and in Arizona, nicotine.
- Any student who refuses testing will be removed from the campus or clinical area and will be transported home by an Arizona College designated transportation company.
- Students will remain out of the clinical area until an investigation is completed, and the Executive Director of Academic Operations or designee has made recommendations.
- Students will be withdrawn from the BSN program if there is a positive For Cause screening result.
- A negative result is required to continue in the BSN program.
 - The student must meet with the Executive Director of Academic Operations or designee to discuss perceptions of impaired behavior and steps to avoid similar occurrence
 - Medical documentation of any medical condition or treatment may be requested
 - The student will NOT be counted as absent from clinical

- In some cases, students may be prescribed medication that is part of the screen. In these cases, a medical review officer (MRO) evaluation will be necessary, students may be temporarily excluded from clinical until the MRO evaluation has been completed.
 - Prescribed medications can alter a student's functional capabilities (see section 2 O)
 - Students who are determined negative from an MRO review must meet with Executive Director of Academic Operations or designee to determine ability to participate in clinical
 - More than one incident of a For Cause test that is positive but ruled negative by the MRO may result in withdrawal from the program

Medical Marijuana

Arizona College prohibits the possession and use of marijuana, including medical marijuana prescribed by a health care provider, at any time on campus or during any clinical experience or college-sponsored activity.

Marijuana or its metabolite is a part of required and For Cause substance screening and will result in a positive screen. A negative result is required to continue in the BSN program.

Students with a prescription for medical marijuana are not exempt from this requirement.

Return to Class or Clinical Following Health Challenges

Any student who has experienced an emergency room visit, hospitalization, or acute illness, trauma, or pregnancy/delivery must submit a completed release from a healthcare provider stating that the student is physically and mentally/emotionally able to provide direct nursing care to patients without restrictions. The release must be signed and dated by the healthcare provider.

Clinical Facility and State Board of Nursing Health and Clinical Compliance Requirements

All BSN students must meet all the requirements regardless of the policies of State Boards of Nursing or the clinical agencies to which they are assigned. However, in some cases State Boards of Nursing or clinical facilities may have additional requirements (for example, immunizations or the manner in which immunity must be demonstrated).

Students **must** comply with all State Board of Nursing and clinical facility requirements in addition to those contained here. Students will be informed of these in writing in adequate time to assure compliance.

Q. Eligibility to Take the NCLEX-RN® Examination

To ensure public protection, the National Council of State Boards of Nursing (NCSBN) Member Board jurisdictions require a candidate for licensure to pass an examination that measures the competencies needed to perform safely and effectively as a newly licensed, entry-level nurse. NCSBN has developed the National Council Licensure Examination for Registered Nurses (NCLEX-RN®), which is used by boards of nursing to assist in making licensure decisions.

Taking the NCLEX-RN® is a capstone experience in the student's studies. Passing the exam demonstrates the student's competence to launch a nursing career. Graduates are eligible to sit for the NCLEX-RN® after they have completed the BSN program of study, their degree is conferred, and they are given State Board of Nursing approval.

Arizona College will reimburse graduates the cost of NCLEX-RN application fee provided that they pass on the first attempt and they notify the Executive Director of Academic Operations or designee in advance of the date on which they will take the exam. Both the notification to the Executive Director of Academic Operations and receipt of the exam should be submitted to the Executive Director of Academic Operations for reimbursement. The College highly encourages graduates to be prepared before taking the exam because their success on the first attempt contributes to the public perception of their alma mater and makes them highly desirable for employment.

R. Graduation Requirements

The student must satisfactorily complete:

- All coursework in the BSN Program of Study
- All financial obligations to Arizona College

S. Graduation Ceremony

It is a nursing tradition to culminate a nursing program with a pinning ceremony. At Arizona College, we hold a combined graduation-pinning ceremony, which occurs at the end of the final semester.

Section 3 *Academics*

A. **Teaching Methods and Supporting Technology**

Teaching methods for the BSN program vary across the nursing courses with emphasis on selection of evidence-based approaches that support achievement of student learning outcomes. These methods may include active learning including interactive lecture, interactive audio-visual presentations, facilitated class dialogue, independent learning activities, group learning activities, online modules, video clips, situated transformative learning with unfolding case studies, self-reflection activities, group presentations, use of standardized patients, and simulated patient situations.

A learning management system is utilized for course management, selected online assignments, and communication with students. Other supporting technologies include onsite computer workstations, patient simulation equipment, computer testing, and web-based resources that support and enhance evidence-based nursing practice and address patient care quality and safety. Information technology support is provided to assist students in successfully navigating these resources.

Courses within the BSN Program use online resources for learning and communication between students and instructors. Students will need access to a computer and network devices. A personal laptop computer is an admission requirement (see Section 2B).

The program will be delivered using a variety of instructional formats, which may include lecture, slide presentations, simulation scenarios, demonstration and return demonstration, role playing, and other critical thinking activities. Students will participate in individual and interactive group learning activities in the classroom, clinical lab environment, and online dialogue via the learning management system or email. Smart classrooms, virtual learning environments, simulation mannequins, and other multimedia equipment provide the technological support for various teaching methodologies.

B. **Grading Scales:**

General Education Course Grading Scale

<u>Letter Grade</u>	<u>Baccalaureate Nursing Major Definition</u>	<u>Point Scale</u>	<u>GPA Value</u>
A	Excellent	90-100	4.0
B	Above Average	80-89	3.0
C	Average	70-79	2.0
D	Below Average - Not Passing	60-69	1.0
F	Failure - Not Passing	59 or below	0.0

Core Nursing Course Grading Scale

<u>Letter Grade</u>	<u>Baccalaureate Nursing Major Definition</u>	<u>Point Scale</u>	<u>GPA Value</u>
A	Excellent	93-100	4.0
B	Above Average	85-92	3.0
C	Average	77-84	2.0
D	Below Average - Not Passing	69-76	1.0
F	Failure - Not Passing	68 or below	0.0

Honors Designations:

Full-time Core students who successfully complete all required courses in a semester (12 or more credits) are eligible for the following semester honors:

3.5 – 4.0 Dean's List

BSN program graduates with the following cumulative GPAs are eligible for the following graduation honors:

Graduation Honors:

3.5 – 3.69 *Cum Laude*

3.7 – 3.89 *Magna Cum Laude*

3.9 – 4.0 *Summa Cum Laude*

C. Grading Standards

- No Rounding for any courses. All grades will be entered to the hundredth at their face value and not rounded (i.e., a final grade of 92.99 would be a **B**, not an A).
- Passing a course requires a minimum 77% cumulative weighted grade average.
 - Specific core nursing courses (NUR 215, 216, 334, 335, 336, 354, 355, 356, 425, 426, 445) also require a cumulative weighted exam grade average of 77% **before** additional assignments are calculated into the grade. Therefore, these core nursing courses can be failed if:
 - ③ The weighted exam average is below 77% or
 - ③ The final weighted course grade average is below 77% even if the weighted exam average was above 77%
- No extra credit is allowed in any course.
- Grades are final when filed with the Office of the Registrar by the instructor.
 - A grade can be changed only if a clerical or procedural error can be documented.
 - Student work cannot be reassessed for a new outcome, but faculty can change the grade if a documented clerical or procedural error is verified.
- Grades cannot be the subject of a grievance.

D. Incomplete Grades

Allowable Instances

An Incomplete ("I") is a temporary grade that may be given at the faculty member's discretion to a student when illness, necessary absence, or other reasons beyond the control of the student prevent completion of course requirements by the end of the academic term.

Incomplete grades may be given only in the following circumstances:

- The student's work to date is passing.
- Attendance has been satisfactory through at least 80% of the 8-week session or 16-week semester.
- An illness or other extenuating circumstance legitimately prevents completion of required work by the due date.

- The Incomplete is not based solely on a student's failure to complete work or as a means of raising his or her grade by doing additional work after the grade report time.
- No more than one semester/session of Incomplete grades will be awarded to a student within the course the BSN Program.
- The student is not on probation (i.e., Satisfactory Academic Progress).

Students awarded a grade of "Incomplete" for a course in one semester have until the last day of the subsequent semester to complete the work defined in the "Incomplete" agreement approved by the course instructor and Executive Director of Academic Operations or designee.

Process for Requesting an Incomplete ("I") Grade

- The student initiates the request for an Incomplete grade before the end of the session/semester.
- The Instructor and student complete the Application for Incomplete Grade form before the end of the session/semester.
- The Instructor and Executive Director of Academic Operations or designee approve the Application for Incomplete Grade before the end of the session/semester.

Students who do not satisfactorily complete the work defined in the Incomplete agreement by the specified due date will be given a grade of "F" for the course.

E. Testing

General

- Nursing Program tests and quizzes are to be taken on the day and time scheduled.
- A student who is tardy on a test day may be admitted to the test but will not be allowed extra time to complete the test.
- A make-up test or exam must be taken on the designated make-up test day/time. The exam will be taken outside of class time.
- An alternate form of the exam may be given as a make-up exam.

Testing Environment

- All exams are administered via ExamSoft software on the students' personal laptop computers.
- Laptops must be charged and ready to complete the exam (charging station may not be available).
- Exams must be downloaded prior to the beginning of the exam. If the exam is not downloaded, the student may be unable to complete the examination.
- All belongings including but not limited to backpacks, purses, phones, smart watches, water bottles, and hats must be placed in front of the classroom.
- All phones must be on mute (and at the front of the classroom).
- Students may use only calculators issued by Arizona College of Nursing.
- Faculty or designee will monitor all exams.
- No talking is permitted.
- Faculty have the right to move students.
- Once the exam has begun, students may not approach faculty to ask questions.
- If a student leaves the room once the exam has begun, the exam is over for the student and faculty will close it.

- After completing an exam, students will leave the classroom and not return until instructed by faculty.
- Students who are observed to violate the above criteria will be asked to leave the exam, given no credit, and reported for a violation of the Student Code of Conduct.

Review of the Exam

Faculty will review challenging concepts with the class based on exam scores. An individual item review will not be conducted in class. The following outlines the process for reviewing an exam:

- Individual exam reviews are to be scheduled with the instructor giving the exam.
- The exam review may be conducted by the instructor and/or delegate.
- Exam reviews will be completed on the laptop that the exam took place.
- Each exam may be reviewed only once.
- Exams are available for review for five school days following the administration of the exam.
- Only questions that are marked wrong will be shown during the review.
- Students are not permitted to bring any items into the exam review. This includes but is not limited to backpacks, purses, phones, smart watches, water bottles, and hats (same as testing conditions).
- Based on review of the exam by the instructor and analysis of test items, and in consultation with the Dean of Nursing, selected items may be nullified, or alternative answers accepted. Exam scores would then be recalculated.

Medication Calculation Exams

To ensure patient safety and quality of care related to medication administration, students will demonstrate ongoing math competency throughout the BSN Program.

Medication exams are given at the beginning of NUR 215L: Theoretical Foundation in Nursing Practice Practicum and NUR 335L: Acute & Chronic Health Disruptions in Adults I Practicum.

- A passing score of 100% must be achieved to progress in the program.
- A retake exam, different from the original exam, is administered outside of class time for those who do not achieve 100%.
- Remediation is required **prior** to retakes. Faculty members will guide the remediation once contacted by the student.
- Failure to achieve 100% on the third attempt will result in the failure of the associated clinical course.

F. Late Assignments

- All assignments are due on the date indicated in this syllabus
- Late assignments will have a baseline 10% grade reduction if they are turned in within 7 calendar days of past the due date.
- No points will be earned for assignments submitted more than 7 calendar days past the due date.
- No assignments may be submitted after the last day of a course. This includes cases where the last day of a course is less than 7 days after an assignment due date.
- For general education online discussions:
 - All discussion posts must be submitted by the due date.
 - Discussions posted after the due date but within the assigned week will receive a 10% deduction.
 - No points will be earned for posts submitted after the Sunday deadline.

G. Discussion Questions in Blended General Education Courses

Initial posts are due by Wednesday of the assigned week, and **two reply posts to two separate classmates** are due by Friday of the assigned week. To earn full points, the initial and reply posts must be substantive. Each post needs to be content-rich and must add value to the conversation. All posts must be respectful and should help encourage additional dialogue about the course content.

A substantive post --

- Contributes to the content of the discussion while stimulating further discussion by presenting another point of view or providing greater depth to the original post.
- Provides additional information on the topic, supported with professional resources.
- Is scholarly in nature, using a professional tone.
- Includes proper academic writing; i.e., spelling, grammar, and sentence structure..
- Responses should be posted directly onto the discussion board.

H. Technology Use Rules

Official Program Communication

All electronic communications will be transmitted to students via Arizona College-issued student email. Students are expected to have access to a computer and are expected to access their Arizona College email account daily.

Criteria for use of mobile devices during clinical and classroom sessions.

Mobile devices can be a valuable tool for healthcare education when used appropriately. The following guidelines apply:

- Smart phones, tablets, mobile devices, laptops or other electronic devices may be used only when authorized by faculty.
- Students must follow clinical agency policies related to Smart phones and other electronic devices.
- Smart phones and mobile devices must be on "airplane mode" or "silent" during class or clinical experiences.
- No photos may be taken by students in clinical agency or lab environments. The exception is taking pictures or videos in the laboratory environment when it is an assignment.
- No personal phone conversations or texting is allowed at any time while in a patient area.
- Students must be respectful to the patient at all times and ensure focused attention on the patient when in the room. If using the mobile device at the bedside to augment patient care, the student should apologize for the interruption in care and explain how this will help their care.
- Clinical agency staff have the right to ask to see what programs students are using at any time. Use of facility computers for personal use is prohibited.
- Students must protect the confidentiality of patient information at all times in accordance with HIPAA.
- Students who violate patient privacy with the mobile device will be subject to HIPAA infractions of the clinical agency and disciplinary actions by the College.

I. Incident Reports

An incident that needs to be reported is any event that poses potential for harm to any person while on campus, at a clinical agency, or at college-sponsored events.

- Students are responsible for informing a faculty member of the incident as soon as possible after the occurrence. The student may be involved or a witness.
- Upon notification, the faculty member and student will meet to determine the nature of the incident. The faculty member will determine the necessary actions required for follow-up of the occurrence.
- An *Incident Report* form must be completed to document the event.
- Any student failing to notify the instructor immediately upon discovery of a reportable incident as defined will be subject to disciplinary actions, including course failure and/or dismissal from the program.
- When a behavior occurs that could jeopardize life, impede recovery, or interfere with maintenance of a patient's current health status, a conference will be held as soon as possible with the nursing student, nursing faculty, and Dean of Nursing, and Executive Director of Academic Operations or designee.

Procedure

These five steps are to be followed when a reportable incident occurs that involves a student:

1. If the student is injured or at risk of injury. The faculty member arranges for immediate care of the student as necessary. The student is to be referred to the student's healthcare provider of choice. The student is responsible for all healthcare costs incurred in the treatment of the injury. The student's healthcare costs cover both immediate care and any necessary follow-up care. The college is not financially responsible for costs incurred by the student.
2. An *Incident Report* form must be completed. The *Incident Report* form is to be forwarded to the Executive Director of Academic Operations or designee for review. In addition, one copy of this report is to be kept by the student, and one copy is to be placed in the student's file.
3. If the student or any involved person harmed declines immediate care or referral for follow-up care, this declination is to be noted on the *Incident Report* form with an explanation.
4. If the student does not sign the form, the faculty member should complete it, note that the student has refused to sign, and provide the student with a copy.
5. If the occurrence takes place at a clinical agency the faculty member will contact the appropriate administrator at the clinical site to complete the appropriate agency incident report/paperwork.

K. Appeal of Academic Termination

A student who has been terminated for course failures and/or violating attendance policies may appeal the termination if there were rare and extenuating circumstances that contributed to it. Students should not submit their appeal until the circumstance(s) that led to their poor academic performance are resolved.

To appeal an academic termination, students should follow the steps below:

1. Speak to a student success coach or academic advisor about the conditions under which an appeal would be appropriate. These conditions include the following:
 - There were rare and extenuating circumstances that contributed to the termination.
 - These circumstances have been overcome or have changed.
 - Documentation is available to support both statements above.
2. If the student wishes to proceed, the student should complete the appeal to continue in the program and submit it to the Dean of Nursing or Dean of General Education, as appropriate. The form should include:

- Verifiable documentation of mitigating circumstances that contributed to poor academic performance.
 - How the circumstances have been overcome.
 - A realistic plan for meeting the requirements to return to good standing.
3. The Dean of Nursing or Dean of General Education, as appropriate, will review the appeal and submit it to the Executive Director with recommendation to approve or deny the appeal and rationale for the decision.
 4. The Executive Director of Academic Operations will make the decision to approve or deny the appeal by evaluating whether the information presented demonstrates that the student's circumstances resulted in the poor academic performance, that the issue(s) has been overcome, and that the student's plan shows the student is likely to be successful in the future.
 5. The Executive Director's decision should be made no later than 7 calendar days after the student submits the appeal.
 6. The Executive Director's decision is final.

Section 4 Professional Expectations, Behavior & Presentation

A. Student Code of Conduct

The Student Code of Conduct is designed to foster a fair and impartial set of standards by which alleged violations of the policy will be judged. All students are required to adhere to these standards.

Professional Behavior

Students shall maintain professional behavior at all times. Unprofessional behavior will subject a student to progressive intervention/discipline (described subsequently) up to and including dismissal from the program. The following are examples of behaviors that violate the Arizona College Code of Conduct:

- Behavior that disrupts the learning environment and makes concentration and/or learning difficult for others
- Bullying and harassment or any other behavior that serves to intimidate, humiliate, or lessen another person
- Curse words or vulgar language either verbal or written in the learning environment
- Physical violence or abuse of any person(s) on campus or clinical sites
- Conduct that threatens or endangers the health or safety of others
- Forcible interference with the freedom of movement of any staff, student or guest of the school.
- Use or possession of firearms, ammunition or other dangerous weapons, substances, material, bombs, explosives or incendiary devices
- Theft of or damage to college property or the property of Arizona College staff or students.
- Gambling on the premises
- Failure to comply with the verbal or written direction of any official acting in the performance of his/her duties and in any scope of his/ her employment
- Unauthorized entry or use of college facilities
- Use, possession, or distribution of, any illegal or illicit substance or drug
- Being under the influence of alcohol, or in possession of alcoholic beverages and/or other chemical intoxicants while at the college facilities or any clinical site
- Social network postings that conform to expected professional behavior and not violate confidentiality of any individual or the HIPAA Privacy rule (see below section regarding HIPAA)

To ensure a safe and non-disruptive educational experience, children are not permitted to attend class or to be present at clinical sites.

Academic Integrity

Academic integrity means that students conduct themselves in honest ways in relation to their schoolwork.. Any purposeful deception in the preparation and/or submission of papers and assignments and completion of exams, tests, or quizzes is considered cheating and is a violation of academic integrity. The following actions will subject a student to progressive intervention/disciplinary action (described subsequently) up to and including dismissal from the program:

- Copying from others during an examination
- Communicating exam answers to another student during an exam, including cell phone, talking, passing notes
- Taking an exam for another student or having someone take an exam for you
- Using unauthorized materials, prepared answers, search engines, written notes, or information during an exam

- Tampering with an examination **after** it has been corrected and then returning it for more credit
- Removing tests from the classroom or duplicating tests or test review answers during any test review session
- Offering another's work as one's own (plagiarism). This includes others' published and unpublished works as well as another or former student's work
- Collaborating or sharing answers for a take-home exam or assignment **unless** it is specifically authorized by the instructor
- Submitting written material that is fraudulent and/or untruthful
- Offering money, gifts, or any service to a faculty member or any other person to gain academic advantage for oneself
- Lying by deliberately misrepresenting by words, actions, or deeds any situation or fact in part or in whole, for the purposes of enhancing one's academic standing or for the purpose of avoiding or postponing the completion of any assignment, duty, or test, in a course or clinical experience

The Health Insurance Portability and Accountability Act of 1996 (HIPAA)

By law and ethical standards, students are obligated to protect patient confidentiality as defined under the HIPAA Privacy Rule.

The HIPAA Privacy Rule provides federal protections for personal health information held by covered entities and gives patients an array of rights with respect to that information. At the same time, the Privacy Rule is balanced so that it permits the disclosure of personal health information needed for patient care and other important purposes. The Security Rule specifies a series of administrative, physical, and technical safeguards for covered entities to use to assure the confidentiality, integrity, and availability of electronic protected health information.

Additional information about HIPAA can be found at the U.S. Department of Health & Human Services website: <https://www.hhs.gov/hipaa/index.html>

B. Progressive Intervention/Discipline

The program follows a progressive intervention and disciplinary policy that typically consists of four steps.

Depending on the seriousness of any situation, any step may be skipped with the approval of the Executive Director of Academic Operations.. Students will enter progressive intervention/discipline whenever they fail to meet the expectations of the program, including but not limited to:

- Academic Integrity
- Professional Behavior
- Safe Practice
- Dress Code
- Responsible Computing
- Social Networking

Typically, progressive intervention/discipline adheres to the following progression:

Step One: Verbal Warning/Counseling – Student will be counseled regarding the need to improve in a specific area. Counseling will be documented on the progressive intervention/discipline intervention communication record. Documented verbal counseling and outlined expectations will be agreed upon by faculty and student.

Step Two: 1st Written Warning – Student will be counseled regarding the need to improve in a specific area when he/she has failed to demonstrate improvement or performance from counseling in Step One. A student success plan will be implemented, including expectations and potential due dates.

Step Three: 2nd Written Warning – This occurs when the student has already received a 1st written warning and new issues or unresolved issues continue;

Step Four: 3rd /Final Action- This follows the 2nd written warning if new issues arise or unresolved issues continue. The final action may include a recommendation for dismissal or course failure. This recommendation is made if the student continues to fail to meet the standards of the program and does not demonstrate the ability, desire, or willingness to change the behavior. If the student requires additional intervention/discipline after the final action, he/she will automatically fail the course and/or be dismissed from the program.

Although these steps usually follow a progressive pattern, **please note that at the discretion of the Executive Director of Academic Operations or designee, any step may be skipped depending on the seriousness of the situation.** The section below defines the criteria that constitute dismissal from the program.

Dismissal from the Program The decision to dismiss a student from the program may result from a combination of behaviors that have caused the student to enter the progressive discipline process.

- Unauthorized possession, use, sale, or distribution of alcoholic beverages or any controlled substance
- Verbal, physical and/or psychological abuse, threat or harassment, or bullying of any client, visitor, agency staff, student or faculty member
- Theft, abuse, misuse, or destruction of another person's or agency's property
- Unauthorized disclosure, removal, or misuse of confidential information about any client, student, or agency staff
- Violation of any policies as stated in the Nursing Student Handbook
- Leaving the clinical agency without authorization by clinical faculty
- Being on clinical agency property, in a student capacity, without proper authorization
- Failure to contact clinical faculty to give notice of lateness or absence from assigned clinical rotation
- Unsafe practice in the clinical area
- Inappropriate/unprofessional use of social networking, pertaining to the college, program, clinical facilities, or clients
- Violation of any provision of the ANA *Code of Ethics for Nurses*.

C. Grievance Procedure

Students or other parties with complaints or grievances against Arizona College should first seek to resolve their complaint or grievance with the institution. Please see Section 3C for the circumstances under which a student may seek a grade change. To serve students and open lines of communication with the administration of Arizona College, the college adheres to the following procedure for registering and resolving a complaint/grievance:

1. **Student-Instructor Discussion.** Many problems can be resolved by an open discussion between the student and the faculty member. If a student has a grievance with a faculty member, the student needs to meet with the faculty member to discuss the concern or issue, when reasonably possible.
2. **Dean of Nursing or Dean of General Education, as appropriate, Meeting with Student.** If the student-instructor discussion does not resolve the issue, or if such a discussion is not reasonably possible, the student should contact the Dean of Nursing or Dean of General Education, as appropriate, to seek a solution. If the issue can be resolved at this level, the case is then closed. If the

issue cannot be resolved to the student's satisfaction, the student may file a written grievance using the Grievance Form provided by the Dean. .

3. **Submission of Grievance Form.** The completed Grievance Form **should be submitted to the Dean of Nursing or Dean of General Education, as appropriate, within 20 business days of the initial student instructor discussion (#1 above)**. The Grievance Form includes the following prompts: summary of decision that is being appealed; basis for challenging the decision; identification of faculty or staff member who made the decision; description of prior attempts made to resolve the issue; specific remedy requested; and student signature.
4. **Grievance Committee Investigation.** A Grievance Committee will be formed once a grievance is submitted.
5. **Note:** In each Committee instance involving a disability grievance, the Committee will consult with a Disability Coordinator or other individual who is trained on ADA/504 compliance.

Once the Dean of Nursing or Dean of General Education, as appropriate, receives the completed Grievance Form, he or she will organize a Grievance Committee made up of two faculty members (one from another campus) and two nursing staff/faculty members, who will investigate the grievance. If a member of the committee is involved with the student's grievance, a substitute member with no known conflict in the matter will be appointed for the consideration of the grievance. Grievance Committee members commit to discuss the grievance only in the context of committee deliberations.

The Grievance Committee's responsibilities are to interview all involved parties, review the documentation, develop recommendations in writing with a supporting rationale, and submit its recommendations to the Executive Director of Academic Operations, who will make determinations. When the student is interviewed, he or she may not be accompanied by legal counsel or family members unless the case relates to a Title IX complaint or disability matter.

Within 15 business days from the date the grievance was filed, the Executive Director of Academic Operations will notify the student in writing of the decision.

NOTE: Student work will not be reassessed or re-evaluated. Only documented clerical or procedural errors will alter the grade.

5. Appeal of Grievance Decision

Appeal for non-disability related grievance decisions:

The student may appeal the Executive Director's decision to the Chief Operating Officer of Nursing (COO) under certain conditions. **The appeal must be submitted in writing within 10 business days of receipt of the Executive Director of Academic Operations' written decision and state a basis for the appeal. Bases on which a student may appeal are the following:**

- There is new evidence that was unavailable at the time of the original investigation that would affect the outcome of the original decision.
- There were procedural irregularities in the grievance process that affected the outcome.
- The proposed resolution was not reasonable based on the evidence compiled during the investigation.

The decision of the COO, Nursing on the appeal is final. Students not satisfied with the final disposition of the grievance process may contact:

Arizona State Board for Private Postsecondary Education
1400 W. Washington, Room 260
Phoenix AZ 85007

(602) 542-4709
<http://azppse.state.az.us>

Arizona Board of Nursing
1740 W Adams Street, Suite 2000
Phoenix, AZ 85007
(602) 771-7800
<https://ppse.az.gov/>

Florida Board of Nursing
4052 Bald Cypress Way Bin C-02
Tallahassee, FL 32399-3252
(850) 488-0595
<https://floridasnursing.gov/contact/>

Florida Commission for Independent Education
Turlington Building, Suite 1514
325 West Gaines Street
Tallahassee, Florida 32399
850-245-0505
<http://www.fldoe.org/policy/cie/commission-meeting.stml>

Nevada Commission on Postsecondary Education
8778 South Maryland Parkway Suite 115
Las Vegas, Nevada 89123
(702) 486-7330 <http://cpe.nv.gov/>

Nevada State Board of Nursing
4220 S. Maryland Pkwy., Building B, Suite 300
Las Vegas, NV 89119-7533
(702) 486-5800
<https://nevanursingboard.org/>

Texas Workforce Commission
(512) 463-2222
<https://twc.texas.gov/contact-information>

Texas State Board of Nursing
(512) 305-7400
https://www.bon.texas.gov/contact_us.asp

Texas Higher Education Coordinating Board
(512) 427-6101
<http://www.thecb.state.tx.us/>

Appeal for disability-related grievance decisions

The student may appeal the Executive Director of Academic Operations' decision to the Director of Regulatory Affairs & Compliance. The appeal must be submitted in writing within 10 business days of receipt of the Executive Director's written decision and state a basis for the appeal. The Director of Regulatory Affairs & Compliance will make a final decision and notify the student within 10 days.

Students not satisfied with the final disposition of the grievance process may contact the above-referenced entities or the Office of Civil Rights at Office of Civil Rights (OCR), United States Department of Education, Washington DC 20201

This policy in no way impedes Arizona College's open-door policy in regard to questions or comments regarding Arizona College. The above policy is to assist all students in understanding their rights and responsibilities under those policies. The administration will not, under any circumstances, see an entire class for this procedure.

Section 5 Dress Requirements & Guidelines

A. BSN Dress Code

As healthcare providers, nursing students are expected to demonstrate conservative, safe, modest, and professional dress and grooming. This policy is to be observed by ALL nursing students.

Students also must wear their Arizona College picture ID at all times while on campus or at any clinical site. They may also be required to wear the ID of the clinical facility while on site.

Requirements for Campus

Dress Code Item	Description
The following is unacceptable attire on campus or for any college-sponsored event:	<ul style="list-style-type: none"> • See-through clothing • Sun dresses • Halter tops • Tank tops • Shorts • Miniskirts or mini-dresses • Jogging suits • Hats • Clothing that depicts or contains: <ul style="list-style-type: none"> ○ Obscene, lewd, nudity, criminal activity, or sexual images ○ Vulgarity ○ Images or words that demean, degrade, humiliate, or attempt to dehumanize any individual, group, or segment of the community

Requirements for Clinical and Skills/Simulation Laboratory

Core Nursing Dress Code Item	Description
Uniform	<ul style="list-style-type: none"> • Students are to wear the official nursing program uniform in ALL clinical settings unless the setting requires other attire. Faculty will inform students of any such exceptions • Uniform must be clean, neat, and non-wrinkled. Undergarments must be worn at ALL times and cannot be visible. A plain, short-sleeved white t-shirt may be worn under the uniform top
ID Badge	<ul style="list-style-type: none"> • Students must wear their Arizona College picture ID at all times while at any clinical site. They may also be required to wear the ID of the clinical facility while on site
Jewelry	<ul style="list-style-type: none"> • The following jewelry may be worn: <ul style="list-style-type: none"> ○ Plain ring band ○ Small post earrings ○ Wristwatch ○ Medical Alert jewelry

	<ul style="list-style-type: none"> ○ Necklaces and bracelets are not permitted
Tattoos, Body Piercing	<ul style="list-style-type: none"> • No visible facial tattoos and no body piercing jewelry, other than small post earrings, are allowed. • No objects may be worn in the tongue. If necessary, a small bandage is permitted to cover a visible piercing • Tattoos should be covered if possible (however, infection control standards dictate nothing worn below the elbow for patient care). • <ul style="list-style-type: none"> ○ Tattoos that cannot be covered must be conservative and must not convey a message that is contrary to Arizona College professional standards. ○ Visible tattoos that are lewd, obscene, and crude, or that portray nudity, vice, crime, or contain profanity are forbidden.
Hair	<ul style="list-style-type: none"> • Hair must be clean, normal color (no pink, blue etc.), worn off collar and worn away from the face. No hair ornaments are permitted except a hair clip that matches the hair color. No ponytail hanging down back. • Eccentric hair styles (i.e., Mohawk) are not permissible. • No hats are permitted. • Closely trimmed beards, sideburns, and mustaches are permitted, but must meet facility policy for client safety.
Make-up	<ul style="list-style-type: none"> • Make-up should be minimal, neutral, and in good taste. No false eyelashes
Fingernails	<ul style="list-style-type: none"> • Fingernails must be clean and short. No polish. • Artificial nails, nail wraps, or extenders are not permitted.
Grooming	<ul style="list-style-type: none"> • Students will maintain personal hygiene including oral care. • Students must be free of offensive body odor and cigarette smoke. • No cologne, aftershave, scented lotions, and/or perfumes are permitted
Miscellaneous	<ul style="list-style-type: none"> • Chewing gum is not permitted while in uniform.
Shoes	<ul style="list-style-type: none"> • Uniform-style shoes and laces must be clean and white. • No open toes, backless shoes or sandals can be worn. White socks or neutral nylons must be worn with the uniform.
When going to a hospital/clinical agency before clinical to see a patient:	<ul style="list-style-type: none"> • Uniform and scrub jacket, or white lab coat • Name badge • When in a social setting, students should not wear their clinical uniform.

Section 6 **Safety Guidelines**

A. Skills Lab

- The nursing lab is used to explain, clarify, and demonstrate nursing procedures. Assigned activities such as readings and homework are to be completed **prior** to lab or simulation to enable the student to take full advantage of in-lab time to discuss and clarify assigned material.
- Students are required to demonstrate competency in designated nursing procedures as determined by faculty assessment.
- Students generally should not perform skills in the clinical setting until the skills have been satisfactorily performed in the lab and the clinical faculty has given approval.
- Students are expected to attend all lab classes, arriving on time and having completed appropriate preparation for each class as assigned.
- Students are required to utilize lab time to practice and master skills to meet criteria that demonstrate completion of course outcomes.
- Excessive absences (see Section 2G) may result in failure of the entire clinical course.
- Tardiness or failing to remain present during the entire lab session will be addressed and may result in failure of the clinical course (see Section 2G).
- Students may use open lab to practice skills they learned during skills lab sessions. The course instructor will announce days and times the lab will be open for use.

Students are not permitted to practice invasive procedures on themselves or other persons under any circumstances. Invasive procedures are to be practiced only on non-human equipment such as simulation mannequins and other non-human learning tools.

Labs are **NOT** latex-free; however, non-latex/powder-free non-sterile gloves are available. Non-latex, powder-free gloves will be provided to latex allergic students/faculty as needed with adequate notice.

B. Safe Practice in Clinical Settings

General Safety*

The nursing student is expected to demonstrate safe behavior while promoting the actual or potential well-being of clients, healthcare workers, and self in the biological, psychological, sociological, and cultural realms and demonstrating accountability in preparation for and providing nursing care.

- A. **Regulatory**: Students practice within the boundaries of the relevant State Nurse Practice Act; the American Nurses Association (ANA) Code of Ethics for Nurses; the guidelines, objectives, and policies of Arizona College; and the rules and regulations of the healthcare agency where they are assigned for learning experience. Students are also required to obey all applicable laws. Examples of **unsafe** practice include but are not limited to the following:
1. Failure to notify the instructor of clinical absence
 2. Failure to follow program and/or agency policies and procedures
 3. Suspected impairment during clinical practicum
- B. **Ethical**: Students perform according to the guidelines of the ANA Code of Ethics for Nurses, Standards of Practice, and the State Nurse Practice Act. Students must be able to accept professional supervision from faculty and other supervisors and effectively integrate feedback from such supervision.

Examples of **unsafe** practice include but are not limited to the following:

1. Failure to consult with instructor prior to refusing assignment
2. Denial, cover-up, or failure to report own errors in clinical practice
3. Failure to report unethical behavior of other healthcare persons in the clinical setting which affects client welfare

- C. ***Biological, Psychological, Social, and Cultural Realms***: The student's performance recognizes and meets the needs of the client from a biological, psychological, sociological, and cultural standpoint at the nursing course objectives.

Examples of **unsafe** practice include but are not limited to the following:

1. Display of mental, physical, or emotional behavior(s) which may adversely affect others' wellbeing
2. Failure to follow through on suggested referrals or interventions to correct deficit areas that may result in harm to others
3. Omission or commission in the care of clients in hazardous positions, conditions, or circumstances; mental or emotional abuse; and medication errors
4. Inappropriate interaction with agency staff, co-workers, peers, patients/clients, families, and faculty, resulting in miscommunication and disruption of client care and/or unit functioning
5. Lack of physical coordination essential to perform nursing procedures
6. Lack of information processing ability necessary to make appropriate clinical judgments or decisions

- D. ***Accountability***: The student's performance demonstrates consistency in responsible preparation, documentation, and promotion for the healthcare of clients, according to course objectives. Examples of **unsafe** practice include but are not limited to the following:

1. Failure to provide inclusive written communication on appropriate documents or verbal communication to faculty and/or appropriate agency personnel
2. Failure to accurately record essential client behavior.
3. Failure to report incompetent, unethical, or illegal practice of any person
4. Participation in activities without adequate orientation, theoretical preparation, or appropriate assistance
5. Dishonesty in clinical practice and/or written work
6. Habitual tardiness to clinical practicum

- E. ***Human Rights***: The student's performance demonstrates respect for the individual, client, health team member, faculty, and self, including but not limited to the legal, ethical, and cultural realms.

Examples of **unsafe** practice include but are not limited to the following:

1. Failure to maintain confidentiality of interactions
2. Failure to maintain confidentiality of records
3. Dishonesty in relationships with peers, faculty, clients/patients and/or agency personnel
4. Failure to recognize and promote every patient's rights

*Adapted from the SAFE PRACTICE IN CLINICAL/LABORATORY SETTINGS Policy of the University of Arizona College of Nursing and the Arizona State University College of Nursing and Health Innovation.

Medication Administration Policy

- Students may not administer medications or treatments unless designated to do so by a clinical instructor.
- The ability of students to administer medications in clinical settings depends on successful demonstration of competence in drug knowledge, calculation, and administration as required by the program and per course requirements.

- Once assessed competent, under supervision of the faculty, the student may administer the following:
 - Oral, rectal, topical, subcutaneous, and intradermal and intramuscular medications
 - Pre-mixed continuous IV solutions
 - IV piggyback and IV push medication, per clinical facility policy

A medication error is defined as any situation in which one or more of the seven rights of medication administration are violated. If an error occurs, the patient's safety is of utmost importance. Students must report a medication error to the clinical instructor as soon as the error is recognized.

Restrictions on Nursing Students at Clinical Sites

In clinical, students are restricted from the following behaviors:

- Leaving the unit without faculty approval
- Taking verbal or phone orders of any kind
- Witnessing consents or blood products cross checks
- Inserting or removing central lines
- Being responsible for ECG or fetal monitoring
- Carrying narcotic keys
- Performing procedures or administering medications independently
- Transfusing blood products
- Pushing IV ACLS drugs

C. Infection Control

Blood borne Pathogens

All nursing personnel and students are professionally and ethically obligated to provide client care with compassion and respect for human dignity. Hence, they may not ethically refuse to care for clients solely because the client is at risk of contracting, or has, an infectious disease such as HIV, HCV, or HBV. All rules of confidentiality are followed when working with patients.

Standard precautions:

- All blood and body fluids are considered potentially infectious and are treated as if known to be infectious for HIV, HBV, and other blood-borne pathogens.
- Contaminated sharps shall not be bent, recapped, or removed. Shearing or breaking of contaminated needles is prohibited.
- Contaminated sharps must be placed in an appropriate container as soon as possible.
- Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in the work area where there is a likelihood of occupational exposure. Mouth pipetting/suctioning of blood or other potentially infectious materials is prohibited.
- When exposure is possible, personal protective equipment shall be used. Personal protective equipment requirements include:
 - Gloves shall be worn when it can be reasonably anticipated the individual may have contact with blood, other potentially infectious materials, mucous membranes, and non-intact skin; when performing vascular access procedures; and when touching contaminated items or surfaces.
 - Masks, eye protection, and face shields shall be worn whenever splashes, spray, splatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can be reasonably anticipated.
 - Gowns, aprons, and other protective body clothing shall be worn in occupational exposure situations and will depend upon the task and the degree of exposure anticipated.

- Surgical caps or hoods and shoe covers shall be worn in instances when gross contamination can be reasonably anticipated.
- Hands must be washed immediately after removal of gloves or other personal protective equipment. Contaminated gloves should be removed and disposed of in the appropriate receptacle before leaving a patient's room.

Exposure Guidelines

- Students must wear appropriate protective clothing/equipment when performing any task(s) that may involve exposure to body fluids.
- Any direct exposure to body fluids occurring while functioning as a nursing student must be reported immediately to the clinical instructor.
- Students exposed to body fluids shall follow this protocol:
 - Wash the area immediately with a disinfectant agent; for eye splashes, rinse the area with copious amounts of clean water.
 - Report the incident to the clinical instructor.
 - The student should immediately go to an Emergency Department or Urgent Care to seek triage and treatment. The student is responsible for all costs related to exposure, triage, and treatment.
 - The clinical instructor and student will notify the agency department supervisor, the Dean of Nursing, and the Executive Director of Academic Operations or designee.
 - The student will complete an agency site incident report and an Arizona College Incident Report (see section 3 I).
- Information from the U.S Department of Labor, Occupational Safety & Health Administration (OSHA) is available at: <https://www.osha.gov/SLTC/bloodborne pathogens/index.html>

Tuberculosis – TB

When a student has been exposed to TB the student should immediately go to his/her primary care provider or urgent care to seek triage and treatment. The student is responsible for all costs related to exposure, triage, and treatment.

- A student with a previous reactive tuberculin skin test (TST) should have baseline symptom screening and repeating 12 weeks.
- A student diagnosed with active pulmonary or laryngeal TB will not be able to return to class until he or she is noninfectious.
- Any such student must provide documentation from health provider of that status.
- After the student returns to school and remains on anti-TB therapy, additional documentation from the healthcare provider may be required to show effective drug therapy is being maintained for the recommended period and sputum acid-fast bacilli (AFB) remains negative.

D. Latex Allergy

Healthcare workers are at risk for developing latex sensitivity or latex allergy which may be life threatening. Dry, itchy, and irritated areas on the hands from wearing latex gloves or exposure to the powders on the gloves may be symptoms of a contact dermatitis rather than a latex allergy. The symptoms of latex allergy include skin rash, hives, flushing, itching, and nasal, eye or sinus symptoms, and asthma. For students with a latex allergy or sensitivity, it is important to understand that there is an increased risk of exposure to products that contain natural rubber in healthcare settings. Students allergic to latex should take special precautions to prevent further exposure to latex-containing products. The faculty of record and Skills Lab staff should be notified, and the health care provider for follow up.

E. Student Responsibility for Cost of Treatment

There is inherent risk of injury, illness, and disability in the practice of nursing that extends to nursing students. It is strongly advised that students have health insurance while they are matriculated at Arizona College. Arizona College assumes no responsibility for the cost of health care services that result from injury or exposure to hazards including, but not limited to, ambulance service, emergency room visits, post-exposure prophylaxis for infectious diseases, diagnostic testing, laboratory testing, and hospitalization. Students are financially responsible for all health care costs.

Section 7 Services

A. Academic Advisement

Academic advisement is the process of providing information, guidance, and encouragement in student decision making regarding educational and career goals. Students may request academic advisement throughout the program of study. Appointments for advisement are made through campus-specific processes and will be communicated to students during orientation.

B. Change of Name or Address or Phone

It is important for students to assure the college has accurate student contact information on record. All changes in name, address, telephone number, or personal email are to be reported to the College.

C. Financial Aid

See the Arizona College Catalog for Financial Aid procedures.

D. Student Success Services

Students should seek out their course faculty for initial clarification of required course materials. In the event additional help with course material is needed, tutoring is available at the Learning Resource Center. While the Center is always open for students to come in to obtain additional study information, arrangements to receive specific tutoring can be made by contacting the Learning Resource Center Coordinator.

E. Student Input for Program Development

The BSN leadership and faculty value input from the students regarding the nursing program. Students hold positions on both the BSN Program Curriculum Committee and the College Policy and Standards Committee. All students will be invited to attend meetings with the Executive Director of Academic Operations and other leaders once a semester to provide feedback on policies, procedures, or other issues students feel are pertinent to their studies at Arizona College. Students will have the opportunity to anonymously evaluate faculty, courses, clinical experiences, and the overall program at the end of each semester of their studies.

F. Student Involvement

As part of the profession of nursing, students are expected to take an active role in organizations and leadership positions. Students at Arizona College have the opportunity to participate in the Student Nurses Association (SNA), as a member and potentially as an officer.